

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

April 21, 2023

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

**BOARD OF SUPERVISORS
MEETING**

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ACADEMIC AFFAIRS COMMITTEE

Friday, April 21, 2023

Southern University System Board Meeting Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Special Presentation(s)
 - A. Above and Beyond Award
 - B. Recognition of SU Quiz Bowl Team
 - C. Recognition of SXSU HBCU Battle of the Brains
5. Adoption of the Agenda
6. Public Comments
7. Action Item(s)
 - A. Request Approval of Commencement Resolutions (SUNO) (SUBR) (SUSLA) (SULC)
 - B. Request Approval of Agreement between Southern University at New Orleans and Dillard University (SUNO)
 - C. Request Approval to Offer Multiple Level Master's in Art and Teaching Program and CIP code Change Request (SUBR)
 - D. Request Approval of Ed Advancement/Inside Track Contract (SUNO)
The Thurgood Marshall College Fund selected SUNO to serve as one of the 16 pilot universities for a grant in the amount of \$464,826.50 which is allocated to the enhancement of student engagement, matriculation, persistence and completion.

E. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SUNO)

Name of Faculty Member	Department	Promotion from Present	Next Rank	Years of Experience at SU as a Full-Time Faculty Member	Number of Years in Present Rank	Is Automatic Tenure Granted if This Promotion is Approved? (Indicate Yes or No)	Temporary Track (non-Probationary) Probationary (tenure track) Tenured
Adam Falik	Arts and Humanities	Assistant Professor	Associate Professor	7	5	Yes	Probationary (tenure track)

Name of Faculty Member	Department	Years of Experience at SUNO as a Full-Time Faculty Member	Present Rank	Number of Years in Present Rank	Number and % of Tenured Faculty in Department (include chairs if tenured)
Adam Falik	Arts and Humanities	5	Assistant Professor	5	8 / 66.7%

F. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SUBR)

Name of Faculty Member	Department	Present Rank	Applied For and Approved
1. Rasheeda Jenkins	Department of English College of Humanities and Interdisciplinary Studies	Tenured-Track Assistant Professor	Tenure and Promotion
2. Mathieu Kourouma	Department of Computer Science College of Sciences and Engineering	Tenured Associate Professor	Promotion
3. Veronica Manrique	Department of Urban Forestry and Nature Resources College of Agricultural, Family, and Consumer Sciences	Tenured-Track Assistant Professor	Tenure and Promotion

4. Francesca Mellieon-Williams	Department of Science and Mathematics Education College of Sciences and Engineering	Tenured-Tracked Associate Professor	Tenure and Promotion
5. Kristi Perry	Department of Criminal Justice Nelson Mandela College of Government and Social Sciences	Tenured-Track Assistant Professor	Tenure and Promotion
6. Anthony Stewart	Department of Physics College of Sciences and Engineering	Tenured-Tracked Assistant Professor	Tenure and Promotion
7. April Toadvine	Department of English College of Humanities and Interdisciplinary Studies	Tenured -Track Assistant Professor	Tenure and Promotion
8. Fareed Dawan	Department of Mechanical Engineering	Tenured-Track Assistant Professor	Tenure

G. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SULC)

Name of Faculty	Department	Present Rank	Applied for and Approved
1. Michael Rusco	SULC- Instruction	Tenured-Track Associate Professor	Full Professor

8. Informational Item

A. Columbia University MOU

9. Other Business

10. Adjournment

MEMBERS

Dr. Leon Tarver, II - Chairman, Mr. Sam Gilliam –Vice-Chair,
Atty Jody Amedee, Mrs. Maple Gaines, Mrs. Ann Smith, and Dr. Arlanda Williams
Mr. Myron K. Lawson – Ex Officio

SOUTHERN UNIVERSITY *at* NEW ORLEANS

Resolution

Whereas, Spring Commencement Exercises are scheduled for the campus of Southern University at New Orleans on Saturday, May 13, 2023 at 4:00 p.m. at the Nat Kiefer Lakefront Arena, 6801 Franklin Avenue, New Orleans, LA 70126; and

Whereas, There are approximately 250 prospective graduates at Southern University at New Orleans, who are to receive Associate's, Bachelor's, and Master's degrees.

Now, therefore be it resolved that

The degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University at New Orleans submitted by President-Chancellor Dennis J. Shields and Executive Vice President-Chancellor James H. Ammons, Jr., upon approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be and they are hereby approved.

Be it further resolved that

The list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University System do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on Friday, April 21, 2023.



Dennis J. Shields, Secretary
Board of Supervisors, Southern University
and Agricultural and Mechanical College

Myron K. Lawson, Chair
Board of Supervisors, Southern University
and Agricultural and Mechanical College

SOUTHERN UNIVERSITY and A&M College at Baton Rouge

Resolution

Whereas, Spring Commencement Exercises are scheduled for the campus of Southern University and A&M College at Baton Rouge on Friday, May 12, 2023 at 10:00 a. m. at the F G Clark Activity Center Harding Boulevard, Baton Rouge, LA 70813; and

Whereas, there are approximately **479** prospective graduates at Southern University at Baton Rouge, who are to receive Bachelor's degrees, Master's degrees and Ph.D. degrees.

Now, therefore be it resolved that the degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University and A&M College at Baton Rouge submitted by President-Chancellor Dennis J. Shields, upon the approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be, and they are hereby approved.

Be it further resolved that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the 21st day of April, 2023.



Dennis J. Shields, Secretary
Board of Supervisors, Southern University
and Agricultural and Mechanical College

Myron K. Lawson, Chair
Board of Supervisors, Southern University
and Agricultural and Mechanical College



Resolution

2023 SPRING COMMENCEMENT

Whereas, Southern University at Shreveport Louisiana 2023 Spring Commencement is scheduled on May 10, 2023;

Whereas, there are approximately 301 prospective candidates for graduation who expect to receive 213 prospective Associate Degrees, 82 Certificates, and 6 Diplomas from Southern University at Shreveport Louisiana.

Now Therefore Be It Resolved, that the degrees and certificates will be conferred upon the candidates for graduation during the 2023 Spring Commencement of SUSLA presented by Dr. Vladimir A. Appeaning, Interim Chancellor for Southern University at Shreveport Louisiana, upon the approval and recommendations of the Vice Chancellor of Academic Affairs, the Faculty, and the appropriate administrative staff, and they are hereby approved, and;

Be It Further Resolved that the list of graduates may be supplemented or modified as necessary to carry out the intent of this resolution.

Certification

We, the duly qualified officers of the Board of Supervisors for the Southern University System, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Southern University System Board of Supervisors at its regular meeting on the 21st day of April, 2023.

Dennis J. Shields
President-Chancellor
Southern University System

Mr. Myron K. Lawson *Edwin*
Chairman of the Board
Southern University System Board of Supervisors



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

April 14, 2023

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

RE: Resolution

Dear President Shields:

The Southern University Law Center has enclosed a resolution to confer 198 Juris Doctor Degrees to candidates on May 20, 2023, at 10:00 a.m. in the J. S. Clark Activity Center.

The faculty of the Law Center has approved the candidates. Therefore, to grant the degrees at the Southern University Law Center's Commencement Ceremony, we are requesting approval from you and the Southern University Board of Supervisors at their April 21, 2023, board meeting.

Sincerely,

A handwritten signature in black ink that reads "John K. Pierre". The signature is written in a cursive style with a large, prominent initial "J".

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



The Southern University Law Center

Resolution

Whereas, spring Hooding and Commencement exercises are scheduled for the campus of the Southern University Law Center in Baton Rouge, Louisiana on Saturday, May 20, 2023, in the F. G. Clark Activity Center.

Whereas, there are approximately 198 prospective graduates at the Southern University Law Center located in Baton Rouge, Louisiana who are to receive a Juris Doctor Degree.

Now, therefore be it resolved, that the degrees conferred upon the candidates for graduation at the Hooding and Commencement Exercises at the Southern University Law Center in Baton Rouge submitted by Chancellor John K. Pierre of the Southern University Law Center and the administration upon the approval and recommendation of the Faculty be, and they are hereby approved.

Be it further resolved, that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the 21st day of April 2023.

Dennis J. Shields, Secretary
Board of Supervisors, Southern University and
Agricultural and Mechanical College

Myron K. Lawson, Chair
Board of Supervisors, Southern University and
Agricultural and Mechanical College

SOUTHERN UNIVERSITY OF NEW ORLEANS
DILLARD UNIVERSITY MASTER LEASE AGREEMENT

THIS MASTER LEASE AGREEMENT (this "Lease"), effective as of August 1, 2023 ("Effective Date"), is entered into by and between Southern University at New Orleans ("SUNO"), with its principal place of business at 6400 Press Drive, New Orleans, Louisiana ("Lessor") and Dillard University ("Dillard"), with its principal place of business at 2601 Gentilly Boulevard, New Orleans, Louisiana ("Lessee")

WITNESSETH:

WHEREAS, Lessor is the owner of certain real property located at 7000 Press Drive, New Orleans, LA 70126 and known locally as "SUNO HOUSING" (or sometimes referred herein as the "Project" or "Premises")

WHEREAS, Lessee desires to lease from Lessor a minimum of apartment buildings consisting of:

No fewer than 200 and with the option of at most 300 beds (2 Bedroom and 4 Bedrooms Units) within the Project (collectively, the "Units") for the purpose of subleasing bedroom accommodations within such Units to Residents (hereinafter defined) of Lessee; and

WHEREAS, Lessor is willing to lease the Units to Lessee, and Lessee is willing to lease the Units from Lessor on the terms and conditions hereinafter set forth;

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee hereby agree as follows:

1. LEASE PURPOSE.

- (a) The specific apartment units ("Units") will be designated by written notice from Lessor and accepted by Lessee. Lessor hereby leases the Units to Lessee, subject to the terms and conditions hereinafter set forth, and subject to any and all liens, security interests, easements, restrictions and other matters of record or affecting the Project.
- (b) The Units may be used by Lessee for the sole and only purpose of subleasing the accommodations within the Units ("Accommodations") to "Residents", i.e., Dillard students in accordance with the terms and provisions hereof. Lessee shall not use the Units for any purposes not expressly authorized herein.

2. TERM. The term of this Lease (the "Term") will commence on August 1, 2023 at 8:00 a.m., and end on May 15, 2025, at 12:00 p.m. (or 24 hours after the last final examination administered by the Lessee). Term shall not be extended except upon the prior written agreement of both parties. The housing contract does not include the student's right to stay in his/her apartment during Winter Break. Students needing housing during Winter Break may be accommodated;

however, management has the right to assess additional charges. Special requests for athletes and student leaders may be available at no charge and upon mutual agreement between Lessor, Lessee and Resident. *Rooms shall be ready for inspection no less than 10 days before move-in. At that time, residential life staff will perform a walkthrough of the rooms and clear any "punch list items" to ensure that the rooms are ready for occupancy on August 1.*

3. RENTAL. As rental for these Units ("Minimum Rental"), Lessee shall pay to Lessor:

- (a) The rental rates shall be determined based upon the table below. No later than June 1st of each year of the Agreement, the Lessee shall provide written notice to the Lessor as to how many total beds it will require for the following academic year.

Unit Type	# Total Beds	Semester Rental Rate	Total per semester
2-4 bedroom	120-160	\$3,100/bed	\$372,000 - \$496,000
2-4 bedroom	161-200	\$2,945/bed	\$474,145 - \$589,000
2-4 bedroom	201-240	\$2,790/bed	\$560,790 - \$669,600
2-4 bedroom	241-300+	\$2,480/bed	\$597,680 -\$744,000+

- (b) Minimum Annual Rental shall be paid in **two (2)** installments that shall be due and payable within sixty (60) days of Lessor's invoice.
- (c) RENT. The Rent and all sums due under this Lease shall be payable at the Lessor's business office at Southern University at New Orleans or at such other place as the Lessor may from time to time designate in writing and may be paid by Lessee using lawful money of the United States, check, money order, or cashier's or certified funds. Lessor's usual business hours are as follows: Monday through Friday from 8 a.m. to 5 p.m. However, Lessor reserves the right to refuse payment in the form of cash for monies due hereunder and to require Lessee to remit said monies using cashiers or certified funds. All checks for rental payments should be made payable to "Southern University at New Orleans."

If Rent is not received by Lessor by the close of business on the 30th day after issuance of an invoice, Lessee shall pay a late charge of \$100.00. An additional fee of \$150.00 will be assessed every week payment is not received.

Said late charges shall constitute additional Rent hereunder and shall be immediately due and payable.

Lessee acknowledges that any Rent received by Lessor shall be first applied to any outstanding charges such as late fees, return check charges, cleaning service fees, or the expenses relative to replacing or repairing Lessee's damages to the Premises, or SUNO HOUSING or the furnishings and fixtures contained therein, (which items shall also be considered additional Rent), and the balance shall be applied to the current other Rent due to Lessor.

When the Lessee is more than sixty (60) days delinquent on payment of Rent or any monies due Lessor hereunder, Lessor shall have the right to report such delinquencies to any and all credit reporting agencies.

4. SUBLEASES. Any and all subleases of Accommodations ("Subleases") must be made by Lessee utilizing a form of sublease which shall be hereafter prepared by Lessee and approved in writing by Lessor (which approval shall not be unreasonably withheld or delayed). The Subleases will be made subject and subordinate to this Lease and require the Residents to abide by Lessor's community rules and regulations, including those attached hereto. Lessor shall be an intended third-party beneficiary of the rights of the "Lessor" or "lessor" under the Subleases. Lessee will enforce the conduct and disciplinary rules and regulations set forth in the Subleases. Lessee shall deliver to Lessor a copy of each Sublease promptly following execution thereof. All Residents must be enrolled students at Dillard University, unless an exception is requested by Lessee and approved by Lessor. In addition to the general sublease that every Resident must sign, the sublease shall include specific provisions that are attached hereto as Exhibit "B".

5. MANAGEMENT/OPERATIONS/DAMAGES.

(a) Lessee acknowledges and agrees that the Project is currently managed by Southern University at New Orleans ("Manager"). Manager will make available to the Residents the same amenities that Manager makes available to all other residents of the Project, along with any additional amenities required by this Lease. Manager and Lessor will enforce its community policies applicable to Residents and other residents of the Project in accordance with its current practices, without prejudice to Residents. Lessee, Lessor and Manager will reasonably cooperate in good faith to resolve any issues relative to residence life, conduct and discipline concerning the Residents. Manager will notify Lessee of any disciplinary or conduct problems that Manager deems to be of a serious nature. Lessor's contact for purposes of responding to and dealing with residence life, disciplinary and conduct issues is as follows:

Dillard University
2601 Gentilly Boulevard
New Orleans, Louisiana 70122

Attention:
Tiffany Murphy
Director of Residential Life
Division of Student Success
Telephone: (504) 816-4734

(b) After consultation with the Lessee, Lessor may require Lessee's immediate removal of any Resident who does not adhere to the provisions of his or her Sublease or Lessor's "Community Rules and Regulations" (Exhibit "A" attached hereto). Said request for removal shall be presented in writing to Dillard University and shall state, with specificity, the nature of the violation of the terms of the Sublease or any applicable rule, guideline or regulation. Dillard University will thereafter remove the Resident. Reasons

for the immediate removal of any

Resident shall include, but is not limited to, the following:

- i. Failure to make any Rent or other payment required hereunder, including, but not limited to fine payments, for more than fifteen (15) days after the date such payment is due;
- ii. Maintaining a nuisance within the SUNO HOUSING and/or surrounding areas;
- iii. Disorderly, illegal or criminal behavior on the part of Resident or Resident's guests;
- iv. Keeping any handguns, firearms, or weapons of any type, or explosive, inflammable, or any other hazardous substances, or any article or thing of a dangerous nature on SUNO HOUSING and/or surrounding areas;
- v. Misuse, in violation of the laws of the State of Louisiana and rules and regulations of SUNO HOUSING, of alcoholic beverages or the illegal manufacture, sale, possession, or use of narcotics, marijuana, hypnotics, stimulants, hallucinogens, or other similar known controlled substances or harmful or habit-forming drugs and/or chemicals within SUNO HOUSING and/or surrounding areas by Resident and/or Resident's guests;
- vi. Inability or refusal on the part of Resident to adjust to the concept and requirements of living in a student residence environment;
- vii. Violation by Lessee and/or Resident of any of the covenants and agreements of this Lease or any of the rules and regulations governing SUNO HOUSING made by Lessor, whether such rules and regulations are now in existence or subsequently created in the future;
- viii. Default under the provisions of any riders or amendments attached hereto;
- ix. Damage by Resident, Resident's guests or visitors, to SUNO HOUSING and/or surrounding areas; or
- x. Abandonment of the Unit.

(c) Lessor reserves the right, for itself and for Manager, to have access to the Units at any time in the event of an emergency and at reasonable hours upon reasonable advance notice (at least 24 hours) to Residents for purposes of conducting inspections, making repairs and taking other actions reasonably required for maintaining the Units and/or operating the Project.

(d) Dillard University and Lessor through its Manager agree to have the option to jointly

inspect the Units periodically during the Term of this Lease, including at a time designated by Lessor before move-in to document pre-move-in conditions. Dillard University and Lessor through its Manager agree to have the option to also jointly inspect the Units at a time designated by Lessor after move-out (not later than 7 days thereafter) to determine any billable damages. Following the expiration or termination of each Sublease, Lessor shall notify Lessee in writing of any damages to the leased premises that are the subject of such Sublease and the detailed amount necessary to repair such damages or restore such leased premises to its prior condition, reasonable wear and tear excepted. Reasonable wear and tear shall include, but not be limited to, routine cleaning and repainting at the end of the Term. Lessee shall, within thirty (30) days after receipt of Lessor's notice of damages to pay any amounts set forth in such notice to Lessor.

- (e) Following the expiration of the Term, Lessee shall require the Residents to vacate their respective leased premises in the same condition as at the time of the beginning of their rental, normal wear and tear excepted and shall surrender such leased premises to Lessor at such time.

6. UTILITIES. At Lessor's expense, Lessor shall pay the costs associated with furnishing the Premises occupied by Lessee with the following utilities and services: gas, water, sewer, data, and cable services. Lessor also agrees to pay the costs associated with furnishing the Premises occupied by Lessee with electricity. In recognition of the national energy conservation efforts, Lessee agrees to use the utilities in a conservative, economic manner. Neither Lessor nor any agent of Lessor shall be liable in any respect for damages to person or property resulting from the interruption of any utility service or the failure and/or defect in any equipment or appliance serving SUNO HOUSING. None of the foregoing shall be construed as or constitute an eviction of Lessee, or work an abatement of Rent, or relieve Lessee from fulfillment of any covenant or agreement of this Lease.

7. DEFAULT/REMEDIES.

(a) Any one of the following events is an "Event of Default" by Lessee under this Lease:

- i. Lessee's failure to perform any other covenant or agreement, other than the payment of money, to be performed by Lessee under this Lease and such failure is not cured within thirty (30) days after receipt of written notice of such failure.
- ii. Any representation or warranty of Lessee hereunder that is untrue or incorrect in any material respect.

(b) Upon the occurrence and during the continuance of an Event of Default, Lessor may, at its option declare this Lease and all rights and interests created by it to be terminated, may seek any and all damages occasioned by the Event of Default, or may seek any other remedies available at law or in equity. Without limiting the generality of the foregoing, upon the occurrence and during the continuance of an Event of Default, Lessor may, in addition to any other remedies available to Lessor, with or without terminating this Lease, succeed to, have and hold all right, title and interest of Lessee under the Subleases and notify the Residents pursuant to the Subleases that this Lease has been terminated and that Lessor has succeeded to Lessee's legal interests under the

Subleases during the remainder of the term of the Subleases.

- (c) Any provisions of this Lease, which pursuant to the terms of this Lease extend beyond termination or expiration of this Lease, shall survive such termination or expiration.
- (d) In the event of any material default by Lessor hereunder which is not cured within thirty (30) days after Lessor's receipt of written notice thereof from Lessee, Lessee may, at its option, and as its sole and exclusive remedy, terminate this Lease by written notice thereof to Lessor, or seek specific performance of Lessor's obligations hereunder.

8. INDEMNIFICATION.

- (a) Lessor agrees to hold harmless, defend and indemnify Lessee against losses and damages caused by the actions or inactions of Lessor and/or its affiliates, parents or subsidiaries or their respective employees or agents in connection with the Project. Lessee agrees to hold harmless, defend and indemnify Lessor against losses and damages caused by the actions or inactions of Lessee and/or its employees or agents in connection with the Project. Lessee shall be solely responsible for any losses, damages or claims arising from the actions or inactions of Lessee, its Residents, its agents or employees. The foregoing indemnities shall survive any termination or expiration of this Lease.
- (b) Each party agrees that it shall give the other prompt notice of any claim, threatened or made, or suit instituted against it that could result in a claim for indemnification above. Both parties agree that in the event that indemnification is sought under this provision, the party seeking indemnification will furnish the indemnifying party, upon request, all information and assistance for defense against any such claim, suit, or demand. The obligations of the parties pursuant to this provision shall survive the termination, expiration or rescission of this Lease.

9. DESCRIPTION OF PREMISES/FURNISHINGS/APPLIANCES. (a)

Residents shall be assigned the following types of Units, described as:

- **2/4 bedroom units:** A shared living/dining area, and a kitchen, including a refrigerator, range, and dishwasher.
- (b) Lessor will furnish each bedroom and shared living/dining as noted here for the appropriate unit type:
 - **2/4 bedroom units:** A single bed, mattress, a study desk, a desk chair, and a chest of drawers. Lessor will also furnish the shared living/dining area with only the following: two breakfast bar stools, a sofa and a coffee table.

- (c) All appliances owned by Lessor within the Units will be maintained by Lessor in good working order.

10. REPRESENTATIONS AND WARRANTIES

- (a) Lessee hereby represents and warrants to Lessor as follows: (i) Lessee has received any and all governmental or quasi-governmental approvals and/or consents necessary or required for Lessee to enter into this Lease; and (ii) this Lease has been duly executed by Lessee and is binding upon and enforceable against Lessee in accordance with its terms.
- (b) Lessor and Lessee each agree to notify the other party promptly upon gaining knowledge of an emergency which may endanger the health and safety of Residents or render Units temporarily uninhabitable.

11. MISCELLANEOUS.

- (a) **NOTICES.** Any notices, consents or other communications required or permitted to be given pursuant to this Lease must be in writing and must be given by overnight courier, hand delivery or facsimile transmission and shall be deemed to have been given and received (whether actually received or not) five (5) business days after deposit in the U.S. mail, return receipt requested, when properly addressed with delivery charges prepaid; or when received, if delivered by hand delivery or via facsimile; or one (1) business day after deposit with a reputable overnight courier service, if delivered by overnight courier, addressed to the parties hereto at the following respective addresses: If to Lessor:

Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana 70126
Attention:
Vice Chancellor Administration & Finance
Telephone: (504) 286-5474

With a copy to:
The Office of General Counsel
Corinne_Blache@sus.edu

If to Lessee:

Dillard University
2601 Gentilly Boulevard
New Orleans, Louisiana 70122

Attention:
Wanda Brooks
Interim Vice President Business and Finance/CFO
Telephone: (504) 816-4447

- (b) **ENTIRE AGREEMENT.** It is expressly understood and agreed that this Lease contains the entire agreement between the parties hereto and that the Lessor is not and shall not be bound by any representations, agreements, or promises, oral or written, which are not contained in this Lease. This Lease may not be modified orally.
- (c) **GOVERNING LAW.** This Lease is to be governed by and construed in accordance with the laws of the State of Louisiana. If any of the terms or conditions hereof conflict with such law, then such terms or conditions shall be deemed inoperative and null and void insofar as they may be in conflict therewith and shall be deemed modified and amended to conform to such law. The exclusive venue of any action hereunder shall be Parish of East Baton Rouge, State of Louisiana.
- (d) **HEADINGS.** The headings in this Lease are inserted for convenience of reference only and in no way define, describe, or limit the scope or intent of this Lease or any of the provisions hereof.
- (e) **BINDING EFFECT.** This Lease shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and permitted assigns.
- (f) **CASUALTY/CONDEMNATION.** If any Unit or the Project is materially damaged by fire or other casualty, or taken by condemnation (or threatened to be so taken) or otherwise rendered uninhabitable, either party may terminate this Lease within sixty (60) days after the occurrence of such casualty or condemnation by giving the other party written notice of such termination.
- i. If this Lease is terminated by Lessee or Lessee following any such casualty or condemnation, then Lessor will refund to Lessee on a pro-rata basis any prepaid Minimum Rental applicable to remaining periods of time following such termination provided the casualty was not a result of Resident negligence.
 - ii. If following any such casualty or condemnation, neither party elects to terminate this Lease as permitted above, then Lessor will, within a reasonable time, repair or restore any damage to the Units or the Project. During such repair or restoration, if the Units are habitable, there shall be a reasonable reduction of the Minimum Rental for any unusable portion of the Units. If the Units are uninhabitable, Lessor will provide at its own cost a suitable and reasonable comparable living accommodation for the displaced Residents until the repair or restoration is completed; provided that with respect to such Units there shall be no reduction in Minimum Rental.
- (g) **DATES.** If the final date of any period set forth herein falls on a Saturday, Sunday or legal holiday under the laws of the State of Louisiana or the United States of America,

the final date of such period shall be extended to the next day that is not a Saturday, Sunday or legal holiday. The term "days" as used herein shall mean calendar days, with the exception of "business days," which term shall mean each day except for any Saturday, Sunday or legal holiday under the laws of the State of Louisiana or United States of America.

- (h) **ATTORNEY'S FEES.** In the event Lessor is required to employ an attorney to represent it in connection with the enforcement of this Lease, whether the litigation be instituted or not, Lessee shall be obligated to reimburse to Lessor all such attorney's fees incurred by Lessor, and, in the event of litigation, Lessee shall be liable for reimbursement to Lessor of all costs incurred in connection therewith.
- (i) **SEVERABILITY/PARTIAL INVALIDITY.** If any term, provision, condition or covenant of this Lease or the application thereof to any party or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Lease, or the application of such term, provision, condition or covenant to persons or circumstances other than those as to whom or which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and enforceable to the fullest extent permitted by law, and said invalid or unenforceable term, provision, condition or covenant shall be substituted by a term, provision, condition or covenant as near in substance as may be valid and enforceable.
- (j) **COUNTERPARTS.** This Lease may be executed in several counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute one and the same instrument.
- (k) **COMPLIANCE WITH ALL LAWS.** Lessor agrees to perform all of its obligations under this Lease in accordance with all applicable local, state and federal laws and requirements, as these requirements may be amended from time to time.
- (l) **ASSIGNMENT.** Lessee shall not assign this Lease or any legal interest hereunder, in whole or in part, without the prior written consent of Lessor, which consent will not be unreasonably withheld, conditioned or delayed. Lessor may assign this Lease, or any interest hereunder, upon thirty (30) days' prior written notice to the Lessee.
- (m) **TIME OF ESSENCE.** Time is of the essence with respect to this Lease and to each and every term and condition herein contained and especially those provisions concerning payments made by Lessee.
- (n) **RIGHT OF ENTRY.** Lessee and/or Resident shall make the Units available to Lessor, or its representatives, for the purposes of entering to make necessary or agreed repairs, decorations, alterations or improvements, or to supply necessary or agreed services, or to show the Project to prospective or actual purchasers, lenders, appraisers or contractors. Lessor and Lessee agree that twenty-four (24) hours written notice shall be reasonable and sufficient notice. In the event of an emergency, or when Lessee has abandoned or surrendered the Unit, Lessor or its representatives may enter the Unit at any time without prior notice. Lessor will, when possible, provide 24 hours' notice of new roommates moving into a previously vacated room. However, such notice is a courtesy only, and may not always be possible.

(o) **NONLIABILITY OF LESSOR.** Lessor, its officers, agents and employees shall not be liable in any manner for any loss, injury or damage to Lessee, its agents, guests, and licensees, including but not limited to, acts of theft, burglary, vandalism, assault or other crimes. Lessee assumes all risk of loss or damage of Lessee's property brought into the Premises which may be caused by water leakage, fire, windstorm, explosion, or other cause, or by the act or omission of any other Lessee or person. Lessee agrees to and hereby does indemnify and hold harmless Lessor, its officers, agents and employees from and against any and all claims for injury, loss, or damages to person or property, regardless of cause, arising out of or resulting from damage, injury or loss alleged to have been sustained by Lessee. **LESSEE IS ADVISED TO SECURE APARTMENT-DWELLERS OR SIMILAR INSURANCE TO COVER ANY LOSS OR DAMAGE TO PERSONAL PROPERTY.** Loss, due to alleged theft, should be reported immediately to the local police department to be officially documented.

15. REIMBURSEMENT FOR PANDEMIC-RELATED CLOSURE

In the event that the Lessee, Lessee occupants and/or Sub lessees must evacuate the Project as a result of guidance and/or directives from federal, state and/or local government officials, related to a public health emergency, including, but not limited pandemic-related emergencies, the Lessor shall provide Lessee a discount according to the following schedule for fall 2022:

Fall Evacuation Date	Percentage Discount
August 18th – September 4th	75%
September 5th – October 7th	50%
October 8th – November 1st	25%
November 2nd (or later in fall 2022 semester)	No discount

Should it become necessary to evacuate the Project under the provisions of this section after December 31 of the corresponding semester, the Parties shall reach a mutual, written agreement on the timing and percentages of discounts, if any.

16. LESSEE'S REMEDIES. ANYTHING IN THIS LEASE TO THE CONTRARY NOTWITHSTANDING, LESSEE AGREES THAT IT SHALL LOOK SOLELY TO THE INCOME DERIVED BY LESSOR THROUGH ITS MANAGEMENT OF SUNO HOUSING FOR THE COLLECTION OF ANY JUDGMENT (OR OTHER JUDICIAL PROCESS) REQUIRING THE PAYMENT OF MONEY BY LESSOR IN THE EVENT OF ANY DEFAULT OR BREACH BY LESSOR WITH RESPECT TO ANY OF THE TERMS, COVENANTS AND CONDITIONS OF THIS LEASE TO BE OBSERVED OR

PERFORMED BY LESSOR. NO OTHER ASSETS OF THE LESSOR, OR LESSOR'S PARTNERS, OFFICERS, MEMBERS, SHAREHOLDERS, DIRECTORS, EMPLOYEES, AFFILIATES OR SUBSIDIARIES SHALL BE SUBJECT TO LEVY, EXECUTION OR OTHER PROCEDURE FOR THE SATISFACTION OF LESSEE'S REMEDIES. NO CLAIM FOR ANY DEFICIENCY REMAINING SHALL EVER BE ASSERTED AGAINST THE PARTNERS, OFFICERS, MEMBERS, SHAREHOLDERS, DIRECTORS, EMPLOYEES, AFFILIATES OR SUBSIDIARIES OF LESSOR OR THEIR RESPECTIVE SUCCESSORS AND ASSIGNS.

IN THE EVENT OF ANY ACT OR OMISSION BY LESSOR AT THE BUSINESS OFFICE OF SUNO HOUSING WHICH WOULD GIVE LESSEE THE RIGHT TO DAMAGES FROM LESSOR OR THE RIGHT TO TERMINATE THIS LEASE BY REASON OF A CONSTRUCTIVE OR ACTUAL EVICTION FROM ALL OR PART OF THE PREMISES OR OTHERWISE, LESSEE SHALL NOT SUE FOR SUCH DAMAGES OR EXERCISE ANY SUCH RIGHT TO TERMINATE UNTIL LESSEE SHALL HAVE FIRST GIVEN WRITTEN NOTICE OF SUCH ACT OR OMISSION TO LESSOR AND A REASONABLE PERIOD OF TIME (NOT LESS THAN 30 DAYS) FOR COMMENCING TO REMEDY SUCH ACT OR OMISSION SHALL HAVE ELAPSED FOLLOWING THE GIVING OF SUCH NOTICE, DURING WHICH TIME LESSOR SHALL BE ENTITLED TO ENTER ON TO THE PREMISES AND DO THEREIN WHATEVER MAY BE NECESSARY TO REMEDY SUCH ACT OR OMISSION.

17. COMPLIANCE

LESSEE Residents shall be expected to comply with LESSOR'S Rules and Regulations as is presented in Exhibit A.

18. NOTIFICATION OF VIOLATIONS OF RULES AND REGULATIONS

Lessor shall notify Residence Life staff within 48 hours of student rules violations, except in the case of Title IX Violations, in which notification to the Lessee shall be immediate regardless of time of day. Reporting roles and personnel shall be determined annually and updated as appropriate.

EXECUTED EFFECTIVE as of the date of the last signatory below ("Effective Date").

For Lessor	For Lessee
_____ Signature	<u>Wanda Brooks</u> <small>Wanda Brooks (Mar 20, 2023 11:26 CDT)</small> _____ Signature
_____ Name	_____ Name
_____ Title	_____ Title
_____ Date	<u>Mar 20, 2023</u> _____ Date

Brendan Greene
Brendan Greene (Mar 20, 2023 11:23 CDT)

Mar 20, 2023



Office of the Director
Post Office Box 9983
Baton Rouge, LA 70813

SCHOOL OF EDUCATION
Phone: (225) 771-2291
Fax: (225) 771-2292



January 31, 2023

Dr. Cynthia Bryant
Dean
College of Humanities and Interdisciplinary Studies

Dear Dr. Bryant,

The School of Education is seeking approval to offer a Multiple Level Master in Arts and Teaching (MAT) graduate program for the purpose of attracting more multi-level teacher candidates in a variety of certification areas. The additional certification areas will be added to the existing MAT program that presently offers certification in Elementary Education only.

This is an urgent request to expedite this application to the campus designee or SUS Board of Supervisors for final approval.

Once approved, this application will be returned for approval to the Louisiana Board of Regents for approval and implementation.

Sincerely,

A handwritten signature in black ink that reads 'VerJanis A. Peoples'.

VerJanis A. Peoples, PhD
Director of the School of Education
Interim Chairperson of the Departments Curriculum & Instruction and Educational Leadership
Professor of Education

REQUEST FOR ADDITION OF GRADE LEVELS AND/OR AREA OF CERTIFICATION

Name of University:	Southern University and A&M College
Name of College Awarding the Degree (College of Education, College of Arts/Science, etc.):	School of Education
Major:	Master of Arts in Teaching Program (Alternative Path to Certification)
Minor/Concentration - if appropriate:	
New Type of Certification & Content Area(s):	<i>List type of certification (e.g., Elementary Education – Grades 1-5; Secondary Education – Grades 6-12, etc.):</i> Middle School Grades 5-8 and Secondary Education Grades 6-12 <i>List the content area(s) for certification – if appropriate (e.g., French, Vocal Music, English, Biology, etc.):</i> Biology, Chemistry, English, Mathematics, Music, Social Studies, and Physics

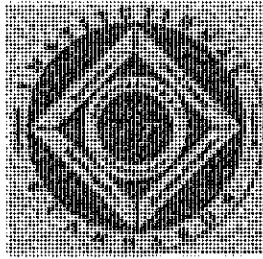
Directions: Please respond to each of the following questions.

ITEMS	RESPONSES
1. Have you attached a copy of an Official Plan for the new Type of Certification and/or Content Area for certification?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach a copy of the Official Plan.
2. Will candidates complete the same courses that have previously been approved for this New Type of Certification Area?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach a copy of the two page descriptions (or course syllabi) of all education courses that were not previously approved and course descriptions of all new content courses.
3. Have you attached a copy of two page narrative descriptions of your methodology course(s) that address the knowledge and skills to teach the new grade levels and/or content areas?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach a two page narrative description (or course syllabi) of the methodology course(s) that indicate that candidates will develop the knowledge and skills to teach the grade levels and/or content areas.
4. Please identify the types of settings in which your candidates will participate in field-based experiences that will be appropriate for the grade levels and content areas.	TEACHING INTERNSHIP Teacher candidates are placed in a yearlong full-time teaching position in districts post-baccalaureate. During this year long teaching internship, the students act as a full-time teacher, earning a full 9-month salary. In addition, the students are enrolled in 6 credit hours of graduate credit each semester of their internship. In their graduate course, they work with SUBR faculty/staff that will support them in their time as a full-time teacher during the teaching internship year.

**MASTER OF ARTS IN TEACHING DEGREE – ALTERNATE CERTIFICATION
OFFICIAL PLAN**

Name of University:	Southern University and A&M College
Name of College Awarding the Degree (College of Education, College of Arts/Science, etc.):	School of Education
Major:	Master of Arts in Teaching Program (Alternative Path to Certification)
Minor/Concentration - if appropriate:	
Type of Certification & Content Areas:	<i>List type of certification (e.g., Elementary Education – Grades 1-5; Secondary Education – Grades 6-12, etc.):</i> Middle School- Grades 5-8 and Secondary Education Grades- 6-12 <i>List the content area(s) for certification – if appropriate (e.g., French, Vocal Music, English, Biology, etc.):</i> Biology, Chemistry, English, Mathematics, Music, Physics, Social Studies

Program Requirements	Semester Hours Required	Course Prefixes and Numbers	Course Titles
KNOWLEDGE OF THE LEARNER AND LEARNING ENVIRONMENT (15 credit hours) (e.g., Child/adolescent development or psychology; the diverse learner; classroom organization and management; assessment, instructional design, and instructional strategies)	3	CRIN 528	Education of the Culturally Different
	3	CRIN 546	Seminar in Education Problems (Action Research)
	3	CRIN 563	Trends in Discipline/Motivation for Diverse Learners
	3	CRIN 602	Urban Education (Mentor Teacher and Content Leader Certification)
	3	CRIN 604	Urban Education Leadership (Mentor Teacher and Content Leader Certification)
METHODOLOGY AND TEACHING (12-15 hours) (e.g., methods courses and field experiences)	3	CRIN 503	Foundations of Reading Difficulties
	3	CRIN 524	Methods of Teaching and Learning Across Programs
	3	SEGN 571	Diagnostic and Prescriptive Teaching Needs
	3	CRIN 531	Advanced Understanding of Dyslexia and Other Reading Difficulties
	3	CRIN 561	Literacy and Language Diversity
INTERNSHIP OR STUDENT TEACHING (6-9 hours)	3	CRIN 450	Internship I
	3	CRIN 451	Internship II
Other Courses (If Applicable)			
TOTAL HOURS (33-39 hours)	36 hours		



Master of Arts in Teaching
Focus: Elementary Education (Grades 1-5)

Course Number	Course Title	Credit Hours
1st Summer Semester		
CRIN 503	Foundations of Reading Instruction	3
CRIN 602	Urban Education (Mentor Teacher and Content Leader Certification)	3
CRIN 563	Trends in Discipline/Motivation for Diverse Learners	3
Fall Semester		
CRIN 450	Internship I	3
SEGN 561	Diagnostic and Prescriptive Teaching Needs	3
CRIN 561	Literacy and Language Diversity	3
Spring Semester		
CRIN 451	Internship II	3
CRIN 528	Education of the Culturally Different	3
CRIN 531	Advanced Understanding Dyslexia and other Reading Difficulties	3
2nd Summer Semester		
CRIN 546	Seminar in Education Problems (Action Research)	3
CRIN 524	Methods of Teaching and Learning	3
CRIN 604	Urban Education Leadership (Mentor Teacher and Content Leader Certification)	3
Total Hours		36

BOARD OF REGENTS & LOUISIANA DEPARTMENT OF EDUCATION

OFFICIAL PLAN SIGNATURE PAGE

Name of University:	Southern University and A & M College
---------------------	---------------------------------------

CAMPUS APPROVAL:

The signatures on this page certify that the attached Official Plan(s) and Request(s) have been approved for submission to the Board of Regents and Louisiana Department of Education by the Campus Head (or designee) and College of Education Dean (or designee). In addition, the signature of the dean from another college (e.g., Arts/Sciences/Humanities, Business, etc.) has been provided if minors/concentrations are being offered outside the College of Education.

[Handwritten Signature] _____
 School of Education Director or Designee Date

[Handwritten Signature] _____
 College of Humanities and Interdisciplinary Studies Dean or Designee Date

 Campus Head or Designee Date

 Southern University System Head or Designee Date

STATE APPROVAL:

The signatures on this page certify that the Board of Regents and Louisiana Department of Education have reviewed the Official Plan forms and determined that the courses address state certification requirements.

 Board of Regents Designee Date

 Louisiana Department of Education Designee Date

Please submit one Official Plan Signature Form for all Official Plans and Requests being submitted.

**BOARD OF REGENTS & LOUISIANA
DEPARTMENT OF EDUCATION**

OFFICIAL PLAN SIGNATURE PAGE

<i>Name of University:</i>	<i>Southern University and A&M College</i>
----------------------------	--

CAMPUS APPROVAL:

The signatures on this page certify that the attached Official Plan(s) and Request(s) have been approved for submission to the Board of Regents and Louisiana Department of Education by the Campus Head (or designee) and College of Education Dean (or designee). In addition, the signature of the dean from another college (e.g., Arts/Sciences/Humanities, Business, etc.) has been provided if minors/concentrations are being offered outside the College of Education.

Campus Head or designee

Date

College of Education Dean or Designee

Date

College of Other College Dean or Designee

Date

STATE APPROVAL:

The signatures on this page certify that the Board of Regents and Louisiana Department of Education have reviewed the Official Plan forms and determined that the courses address state certification requirements.

Board of Regents Designee

Date

Please submit one Official Plan Signature Form for all Official Plans and Requests being submitted.

Louisiana Board of Regents
Petition to CONSOLIDATE Existing Academic Programs

Documentation of campus and system approvals of the revisions must be provided before the inventory (CRIN) addition/reinstatement will be processed.

Institution: Southern University and A&M College	College/School: School of Education
Old Program(s) (Title, CIP): MAT Elementary Education, grades 1-5 – 13.1202	'New' Program (Title & CIP) Major: Master of Arts in Teaching (MAT) – 13.1206 Multiple Concentration (See full list in Section 2)
Contact: [Name, email, phone]: Verjanis A. Peoples, Ph.D. <u>Verjanis_peoples@subr.edu</u> 225-771-2291	DATE: Sept. 21, 2022

1. Description and Rationale. Describe the plan for the change and the rationale for combining programs.

BESE has approved the Master of Arts in Teaching (MAT) Program for grades 1-5 in our existing MAT program. We would like to have all certification areas that are already approved by BESE in our undergraduate programs added to the MAT certification pathways under one CIP called Multiple Concentrations, to have the flexibility of offering certification for multiple areas.

In addition, one MAT Program with multiple certification areas, will eliminate low enrollment programs should one certification area become unpopular.

2. Proposed Curriculum.* Describe or summarize the proposed consolidated curriculum, e.g., core and concentrations/minors. If the consolidation would result in a new CRIN entry.

If the existing MAT is consolidated to one Multiple Areas MAT, CIP 13.1206, the already BESE approved certification areas will be added to the Multiple Areas MAT Program. Accordingly, there will be one CIP for the certification areas listed below:

- Elementary Education (1-5)
- Integrated to Merged SPED/Elementary Education (1-5)
- Integrated to Merged SPED/Middle School Education (4-8) *new*
- Music Education – Instrumental – (K-12) *new*
- Music Education – Voice (K-12) *new*

- 6-12 English *new*
- 6-12 Social Studies *new*
- 6-12 Math *new*
- 6-12 Chemistry *new*
- 6-12 Biology *new*
- 6-12 Physics *new*

3. Explain how current students might benefit from the consolidation.

COPY

Teacher candidates in the MAT program will benefit from larger classes and learning from a larger group of peers. Larger core courses (i.e., not content-specific) will provide opportunities for candidates to share more real-world case studies with each other. Teacher candidates in the MAT Program are uncertified teachers teaching full-time in schools in order to become certified by end of program. The PreK-12 students will also benefit from their teachers who are in the MAT program as the teachers will learn multiple solutions for any classroom challenges.

4. Other Information. Present any other pertinent information in support of this proposal.

Campus and Southern University System approvals are included in the email with this consolidation request.

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

April 5, 2023

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 share that Southern University at New Orleans (SUNO) was selected by the Thurgood Marshall College Fund to serve as one of sixteen pilot Universities for a grant award in the amount of \$494,826.50. This allocation is earmarked to enhance student coaching and capacity building with focuses on improving student engagement, matriculation, persistence, completion, staff training, and development of returning students who aspire to complete their undergraduate degree.

The University will be collaboratively working with Partnership for Education Advancement (Ed Advancement) who approved the grant on behalf of SUNO for the Ed Advancement/Inside Track student coaching and capacity building initiative. To begin implementation of services, I am requesting your approval of the accompanying contract. The services SUNO students will receive, as a result of this grant award, will allow us to capture critical data to improve services for non-traditional student populations.

Thank you for considering this recommendation and submitting it for approval at the April 21, 2023 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

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



March 30, 2023

Southern University at New Orleans
6400 Press Dr
New Orleans, LA 70126-1009

Dear President Shields:

I am pleased to inform you Partnership for Education Advancement (Ed Advancement) approved a grant estimated at \$494,826.50 on behalf of Southern University at New Orleans (“Grantee”) (collectively, the “Parties”) for the Ed Advancement/InsideTrack student coaching and capacity building initiative. The grant is designed to improve student engagement, matriculation, persistence, completion, staff training, and development outlined by the terms and conditions set forth in this agreement (“Grant Agreement”) and consistent with the Parties’ Contract for Service (Exhibit A, attached) which is incorporated by reference.

1. Grant Description:

Purpose: Services, Transformation Partners

Area of Support: Enrollment Management, Student Affairs, Student Success

2. Use of Funds. The funds associated with this grant (“Grant Funds”) shall be expended as directed in furtherance of the projects as follows:

InsideTrack shall provide a four-year Coaching and Capacity Building program to support enrollment and persistence gains while creating the foundation for lasting, sustainable, and scalable transformation. The Parties will collaborate to determine the maximum number of learners (individuals receiving coaching or training/certification) per service.

- Re-Enrollment Coaching (2023-2025)
 - Three years of Coaching or campaigns to re-engage stopped-out students who have been away from a specific institution for at least one academic term
 - Six consecutive months of coaching to help re-enrolling students develop and execute a personalized plan for returning to school and completing their studies ready for career success
- Retention Coaching (2023-2025)
 - Three years of success coaching for new or continuing students to support persistence despite internal and/or external barriers
 - Nine consecutive months of success/retention coaching.

- Capacity Building (2024-2026)
 - Three years of professional services for program management and change support and coaching and training for student-facing staff and their managers
 - Phased approach to capacity building that includes foundational coach training and options staff and/or managers such as coach reinforcement training, quality management, coaching certification, coaching leadership certification, observer certification, and trainer certification
 - InsideTrack will deliver training and program development consulting needed to achieve lasting results

Any material changes to the planned activities, expenditures, objectives, milestones, and/or use of Grant Funds described in this Grant Agreement must be discussed with and approved by Ed Advancement in accordance with the grant modification process described in Section 5 below.

3. **Investment Term.** The term of the Investment (the “Term”) will begin on March 1, 2023, and end on December 31, 2026.
4. **Payment.** Partnership for Education Advancement will directly disburse grant funds to the service provider on behalf of the Grantee. All fees during the Investment Term will be the financial responsibility of Ed Advancement.
5. **Grant Modification Requests.** Should Grantee wish to request a modification to the projects, Grantee must contact Partnership for Education Advancement directly. Project modification requests shall be the exclusive province of Ed Advancement, in its sole discretion. Ed Advancement will promptly review and discuss a request with the Grantee and will provide Grantee with timely written notice of its approval or denial of the requested modification. Once signed by authorized representatives of both Ed Advancement and Grantee, an approved modification notice shall be incorporated as an addendum to this Grant Agreement.

We look forward to working together in partnership to advance educational opportunities and a more equitable society.

Sincerely,

Robin S. Minor

Robin Minor
SVP, Institutional Partnerships, and Risk Management

ACKNOWLEDGED AND ACCEPTED:
Southern University at New Orleans

By:

Date:

Dennis J. Shields, President



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

March 23, 2023

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:

Please find attached an additional recommendation of Southern University at New Orleans regarding the 2022 - 2023 Tenure and Promotion exercises for appropriate action.

Thank you for considering this recommendation and submitting it for approval at the April 21, 2023 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

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

**SOUTHERN UNIVERSITY
RECOMMENDATIONS FOR FACULTY TENURE**

***Effective Date: Fall Semester of 20_23 Campus: Southern University at New Orleans**

Name of Faculty Member	Department	Years of Experience at SUNO as a Full- Time Faculty Member	Present Rank	Number of Years in Present Rank	Number and % of Tenured Faculty in Department (include chairs if tenured)
Adam Falik	Arts and Humanities	5	Assistant Professor	5	8 / 66.7%

SIGNATURES OF APPROVAL: Gregory D. Ford 03/23/2023 _____
 Vice Chancellor for Academic Affairs Date President/Chancellor of the System Date

James H. Ammons 03/23/2023 _____
 Executive Vice President/Chancellor Date Chairman of the Board of Supervisors Date
 On Behalf of the Board

**SOUTHERN UNIVERSITY
RECOMMENDATIONS FOR FACULTY PROMOTION IN RANK**

***Effective Date: Fall Semester of 20_23 Campus: Southern University at New Orleans**

***Provided all approvals are secured prior to this date.**

Name of Faculty Member	Department	Promotion from Present	Next Rank	Years of Experience at SU as a Full- Time Faculty Member	Number of Years in Present Rank	Is Automatic Tenure Granted if This Promotion is Approved? (indicate Yes or No)	Temporary Track (non- Probationary) Probationary (tenure track) Tenured
Adam Falik	Arts and Humanities	Assistant Professor	Associate Professor	7	5	Yes	Probationary (tenure track)

SIGNATURES OF APPROVAL: Gregory D. Ford 03/23/2023 _____
 Vice Chancellor for Academic Affairs Date President/Chancellor of the System Date

James H. Ammons 03/23/2023 _____
 Executive Vice President/Chancellor Date Chairman of the Board of Supervisors Date
 On Behalf of the Board



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

March 31, 2023

Dr. Dennis J. Shields, President/Chancellor
Southern University and Agricultural &
Mechanical College
Baton Rouge, LA 70813

Dear Dr. Shields:

Using a peer-review process, the Retention, Tenure, and Promotion (RTP) Committees of the respective departments, chairs, colleges, deans, and the University RTP committee have reviewed submitted applications for Faculty Tenure and Promotion the academic year 2022-2023. The attachment, "Faculty Tenure and Promotion Summary Report," reveals the recommendation. Each candidate recommended fulfills the minimum requirements in all tenure and promotion evaluation areas. Therefore, I recommend the approval of the listed applicants for the 2022-2023 academic year.

Your kind consideration and approval are requested.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bijoy K. Sahoo', with a long horizontal line extending to the right.

Bijoy K. Sahoo, Ph.D.
Executive Vice-Chancellor & Provost

Attachment

cc: Dr. Joycelyn Denise Harrison, Assistant Vice-Chancellor for Academic Affairs
Dr. Wanda Spurlock, Chair, University Retention, Tenure, and Promotion Committee
Dr. Cynthia Bryant, Dean, College of Humanities and Interdisciplinary Studies
Dr. Damien Ejigiri, Dena, Nelson Mandela College of Government and Social Sciences
Dr. Orlando McMeans, Dean, College of Agricultural, Family and Consumer Science
Dr. Patrick Carriere, Dean, College of Sciences and Engineering

**FACULTY TENURE AND PROMOTION SUMMARY REPORT
FOR THE FISCAL YEAR 2022-2023**

There were 12 applications submitted to the Office of Academic Affairs to be reviewed for tenure and promotion. In addition, there were two applications for the College of Humanities and Interdisciplinary Studies, two for the Nelson Mandela College of Government and Sciences, one from the College of Agricultural, Family, and Consumer Sciences, and seven from the College of Sciences and Engineering. Accordingly, 7 of the applicants are being recommended for tenure and promotion; they are as follows:

1. April Toadvine, Tenured -Track Assistant Professor
Department of English
College of Humanities and Interdisciplinary Studies
Applied for Tenure and Promotion
Recommendation: Approved

2. Rasheeda Jenkins, Tenured-Track Assistant Professor
Department of English
College of Humanities and Interdisciplinary Studies
Applied for Tenure and Promotion
Recommendation: Approved

3. Veronica Manrique, Tenured-Track Assistant Professor
Department of Urban Forestry and Nature Resources
College of Agricultural, Family, and Consumer Sciences
Applied for Tenure and Promotion
Recommendation: Approved

4. Kristi Perry, Tenured-Track Assistant Professor
Department of Criminal Justice
Nelson Mandela College of Government and Social Sciences
Applied for Tenure and Promotion
Recommendation: Approved

5. Anthony Stewart, Tenured-Tracked Assistant Professor
Department of Physics
College of Sciences and Engineering
Applied for Tenure and Promotion
Recommendation: Approved

6. Mathieu Kourouma, Tenured Associate Professor
Department of Computer Science
College of Sciences and Engineering
Applied for Promotion
Recommendation: Approved

7. Francesca Mellieon-Williams, Tenured-Tracked Associate Professor
Department of Science and Mathematics Education
College of Sciences and Engineering
Applied for Tenure and Promotion
Recommendation: Approved



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

April 18, 2023

Dear President-Chancellor Shields:

Upon further review, and based on the new information provided, I am recommending tenure for Dr. Fareed Barakat Dawan, Assistant Professor in Mechanical Engineering.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bijoy K. Sahoo', with a long horizontal flourish extending to the right.

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

cc: Dr. Dennis J. Shields, President/Chancellor
Dr. Joycelyn D. Harrison, Assistant Vice-Chancellor for Academic Affairs
Dr. Patrick Carriere, Dean, College of Sciences and Engineering
Dr. Dwayne Jerro, Department Chair, Mechanical Engineering



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

April 3, 2023

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

RE: Granting of Tenure and Promotion to Associate Professor for Michael Oeser Rusco
and a pay adjustment

Dear President Shields:


The Faculty, Appointment, Retention, Promotion, and Tenure (FARPT) committee met to discuss the application for tenure and promotion for Associate Professor Michael Oeser Rusco. After reviewing his application and deliberating on the matter, the FARPT committee voted to recommend him for tenure and a promotion, and I concur with the recommendation.

As such, I am seeking to have this matter placed before the Southern University System Board of Supervisors at its April 21, 2023, meeting for consideration and approval.

If the request is granted for tenure and promotion, Rusco will be promoted to the rank of full professor with tenure, and a 6% pay adjustment will be added to his pay effective August 1, 2023.

If you have any questions please feel free to contact me.

Sincerely,



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

APPROVED: _____

Dennis K. Shields
President/Chancellor

**TENURE AND PROMOTION REPORT
ASSOCIATE PROFESSOR MICHAEL RUSCO**

Tenure and promotion subcommittee: Gail Stephenson, Chair; Ruby Andrew; Donald North

The committee unanimously recommends that Associate Professor Michael Oeser Rusco receive tenure and be promoted to full professor based on the following information.

Professional Training and Experience

Training: Rusco has a J.D. and LL.M. from Wisconsin. He obtained his LL.M. under a Hastie Fellowship, which is designed to train candidates of color and other underrepresented groups in the legal academy to be law professors. (He is a citizen of the Cherokee Nation.) For more information on the Hastie Fellowships, see https://law.wisc.edu/grad/fellow_hastie.html.

Experience: Rusco is admitted to practice in Wisconsin and Texas. He has over 11 years of law practice experience, including two years as an Assistant Attorney General in Wisconsin. From 1998 to 2007 he practiced law in Wisconsin and Texas in state, federal, and tribal courts. From 2016-2019 he practiced law, including serving as Senior Tribal Counsel for the Ho-Chunk Nation Department of Justice in Wisconsin. He has also been appointed to serve on tribal courts, as an Associate Justice to the Southwestern Intertribal Court of Appeals in 2010 -2011, and a Special Supreme Court Justice to the Kickapoo Tribe of Oklahoma in 2009-2011.

Rusco is in his eleventh year of full-time teaching. He was hired at SULC in 2007 as an assistant professor of legal analysis & writing, where he was trained by Professor Stephenson. In April 2008 SULC offered Rusco a two-year contract, but he left to accept the Hastie Fellowship and obtain his LL.M. During the fellowship he taught courses at Wisconsin. He taught contracts and business organizations at Florida A&M during the 2010-2011 academic year as a visiting professor and then was hired at Atlanta's John Marshall to teach legal writing, business organizations, and transactional drafting. After two years at AJM, in the midst of the law school economic downturn and after AJM hired a new dean, he was laid off in July 2013, along with 16 other professors.

Oeser continued teaching for the next three years through visitorships at University of Arkansas-Little Rock, Valparasio, and Stetson. He was hired by SULC on tenure-track in 2019 and is in his fifth year of teaching at SULC (2007-2008, 2019-2020, 2020-2021, 2021-2022, 2022-2023).

While at SULC, Rusco has taught business associations, basic civil procedure, conflict of laws, advanced legal analysis & writing, and legal analysis & writing.

Professor Rusco works to maintain and improve his teaching skills by attending workshops designed for that purpose, such as the Legal Writing Workshop at South Texas College of Law in 2021 and the Legal Writing Institute Biennial Conference in Washington, D.C. in 2022.

Teaching Excellence

Rusco's teaching has been observed numerous times during the last four years.

Professors Race and Rivera-Pérez visited his classes in 2019-2020 and reported favorably on his teaching. Race reported that the students seemed very comfortable with him and were very engaged. He gave thoughtful answers to the students' questions that demonstrated his knowledge of the subject matter. Rivera- Pérez noted that Rusco showed enthusiasm in teaching the course, maintained control of the class and included most students in class discussion. He showed respect for students and was responsive to the questions posed by them.

Vice Chancellor North has visited Rusco's classes and will deliver an oral report at the meeting on February 17, 2022.

Professor Stephenson has visited Rusco's writing classes several times and found him to be knowledgeable, with a good rapport with his students. This rapport is noted in his teaching evaluations. A student noted in his 2022 Basic Civil Procedure Evaluation:

I appreciated he set tone for the class and was clear that cameras were on so that it wasn't a distraction or constant issue like in other classes I have. Everyone was clear on his expectations. He was polite and I felt easy to

approach. Also, he seems invested in our success. He offered advice on managing law school in general as well. Solid class.

Another student wrote:

Professor Oeser is an amazing teacher. His ability to make class entertaining and productive is outstanding. There is never a dull moment in his class. The content we discuss is very interesting and informative. The way he explains the terms and cases allow us to have a better understanding of how the system works. I am very satisfied with Professor Oeser's class.

Professor Rusco incorporates lessons on handling stress in law school into his classes. He wrote about those lessons in an article titled “Ancillary Law School Skills,” which was published in *The Second Draft*, the national publication of the Legal Writing Institute, 35 SECOND DRAFT 1 (2022), available at <https://www.lwionline.org/article/ancillary-skills-and-law-school-success>.

Student Counseling and Advisement

Rusco has served as an advisor for a student law review article. As is evidenced by the multitudinous emails from students provided in Rusco’s packet (available in the Dropbox), Rusco provides a steady supply of letters of recommendation but also meets with students and advises them both on their class subject matter and on surviving law school. Here are a few illustrative student comments:

Thank you for your constant understanding and humanity. You are one of the few professors that understand we are still people, with lives outside of law school. You, more than anyone, have always ensured that your students are doing well inside and outside of class. Thank you for simply being kind.

I am thankful for everything you have done for me during my time at Southern University Law Center. I am currently in my third legal writing class with you. Each class has been a great experience. I am thankful for all the things you have taught me. This includes what legal writing will be like in the real world. I feel like those lessons will help me throughout my career. Additionally, I would like to thank you for always being available to help me. There have been numerous

occasions when you would agree to meet me in person or through Zoom. Those meetings mean a lot, and no doubt helped me improve as a writer.

Professional Activities

Rusco is licensed to practice in Wisconsin and Texas. He is a member of the Legal Writing Institute and the Association of Legal Writing Directors. He serves as an Assistant Editor of the Journal of the Legal Writing Institute, a peer-reviewed journal. Professor Rusco, who has a background in journalism, is on the editorial board of *LWI Lives*. This national publication profiles legal writing professors from around the country. Three of his profiles have been published.

He is a Senior Fellow with SULC's National Native American Law and Policy Institute. Since being hired at SULC, he has presented "Left Out: A Brief Survey of American Indian History," at Houston Community College Spring Branch Campus, November 2019 and at SULC in November 2020, 2021, and 2022, and "Plenary Power, Lone Wolf's Legacy, and *Imperium en Imperio*: Can Sovereignty Survive," Tribal Courts and Sovereignty Symposium, in October 2019. In November 2021 he was a featured speaker in a virtual roundtable discussion titled "Native Americans and African Americans: The Process and Progress of Overcoming Racism." He also presented "Hindsight Distorted: Misconceptions about Native Society Prior to 1492" to the Kiwanis Club in Baton Rouge in November 2022.

Rusco is also scheduled to present at three conferences in 2023:

"Separate but Unequal in Indian Country," Law and Society Association Annual Meeting in June 2023

"A New Lens: Diversity, Standard 303(c), and Problem Development" at the 2023 ALWD Biennial Conference in July 2023

"Writing Connections Workshop: Implementing ABA 303(c) in the Legal Writing Classroom." at SEALS Conference in July 2023.

Research and Publication

Since being hired at SULC in 2019, Rusco has published a law review article, *Oklahoma v. Castro-Huerta*, *Competitive Sovereign Erosion and Fundamental Freedom*, 106 MARQUETTE L. REV. ___ (forthcoming 2023); two co-authored book chapters, “Tribal Influence in Federal and State Politics” in *TRIBAL ADMINISTRATION HANDBOOK* (2022) and “Incorporating Federal Indian and Tribal Law into Litigation-Drafting Curricula” in *INTEGRATING DOCTRINE & DIVERSITY* (forthcoming 2023). He also published the article mentioned in the Teaching Excellence section of this report, “Ancillary Law School Skills.” The corpus of these works is the equivalent of at least two law review articles.

Rusco has two other articles in progress, *Regulation of Reservation Voting Rights and Tribal Sovereignty: Amending NAVRA to Simplify a Complex Relation*, and an article that is an expansion of the book chapter on incorporating federal Indian and tribal law into the legal writing curriculum. He hopes to finish those articles this summer.

Law School Service

Rusco presented a writing workshop for the SULC SBA’s Life After Law School Series in October 2022. He has served as a faculty advisor to a law review student. Rusco has also served on the following SULC committees: Code of Student Judiciary, Faculty Grievance, Foreign Study, Honor Code Investigatory, Legal Analysis & Writing, Student Affairs; ADA, Policy Review.

Professor Rusco meets or exceeds the requirements for tenure set forth in the Faculty Handbook, and we unanimously recommend that he be given tenure and promoted to full professor.

MEMORANDUM OF UNDERSTANDING

Between

The Trustees of Columbia University in the City of New York

And

Southern University and Agriculture and Mechanical College

This Memorandum of Understanding ("MOU") is entered into by and between The Trustees of Columbia University in the City of New York ("Columbia") and Southern University and Agriculture and Mechanical College (Southern"). Columbia and Southern are referred to collectively as the "Parties" and individually as a "Party."

1. Purpose

The purpose of this MOU is to outline the basic principles of cooperation and collaboration between the Parties. The Parties recognize the benefits to be derived from collaboration, cooperation, and interaction, including the pursuit of meaningful research and academic collaborations between Southern and Columbia faculty, postdoctoral fellows, students, and their respective schools, institutes, research centers, and laboratories.

The Parties' objective is to promote and further collaborative activities, as further specified in the Collaborative Programs Addendum attached as Appendix 1, which may include activities in areas including but not limited to: (1) faculty members jointly pursuing research proposals, (2) faculty, postdoctoral researchers, students and other members of the community participating in exchange or other experiential programs between the two Parties, or (3) joint efforts aimed at economic development or other innovative initiatives.

In particular, Southern or Columbia may identify specific areas of research focus for the Parties to engage in, which could serve as target areas for the Parties to pursue collaborative research opportunities. For the avoidance of doubt, during the term of this MOU, the Parties may amend the Collaborative Program Addendum to reflect developments over the course of this MOU, and the parties may add, modify, or remove contemplated activities from the Collaborative Program Addendum as mutually determined by the Parties with advisement from the Steering and Oversight Committees. Amendments to the Collaborative Program Addendum will be memorialized in a separate writing agreed to by the Parties.

This MOU only reflects the Parties' mutual understanding and summary of the matters described. It is understood that accomplishing the foregoing will require separate, definitive, legally binding agreements executed by the Parties in accordance with their policies, procedures, and applicable law and regulation. Participation in any particular joint research, exchange program, or other endeavor contemplated by this MOU shall be at the sole discretion of each Party and subject to the applicable definitive agreement.

2. Costs

Unless otherwise expressly agreed in a separate writing, each Party will be responsible for its own costs and expenses in connection with its activities under this MOU.

3. Intellectual Property

The Parties expect that: 1) intellectual property terms and conditions will be separately and more fully set forth in and memorialized in each definitive agreement covering a particular collaborative activity, 2) each Party has certain intellectual property that may be utilized by such Party in the conduct of the collaborative research and all background intellectual property and know-how used by such Party in the course of performing collaborative research shall remain the property of that Party, and 3) inventorship of all inventions in the course of performing collaborative research shall be determined in accordance with U.S. patent law and ownership shall follow the obligations of each inventor's obligations to his/her employer.

4. Duration

This MOU shall be effective for a period of five years from the date of last signature below ("Initial Term"), unless earlier terminated in accordance with this Section 5. At the end of the Initial Term, the term of this MOU will automatically renew for another five-year term ("Renewal Term"), unless earlier terminated in accordance with this Section 5. Any additional renewal terms shall be upon mutual agreement of the Parties. This MOU may be terminated by either Party upon three months advance written notice, provided, however, that a Party may terminate this MOU with immediate effect upon written notice if it determines that its continued participation would violate any laws, regulations, policies, or rules applicable to such Party, jeopardize the health or safety of its faculty, students, or staff, or adversely affect its accreditation, licenses, or tax status.

5. Governance

5.1 An Oversight Committee formed by the Parties will oversee progress and resolve issues that may arise in during the term of this MOU. The Oversight Committee will consist of: From Columbia, the Executive Vice President for Research and the Executive Vice President for University Life or their respective designees; and from Southern the Vice Chancellor for Research and [Other] or their designees.

5.1.1 The Oversight Committee will meet at least annually to review this MOU and to assess its impact on the research environment at Columbia and Southern. In advance of the meeting, the Oversight Committee will receive an Annual Report from the Steering Committee, which will include the record of actual mutual use, a list of any joint proposals submitted and papers written, and an update on any mutual purchase or operating procedure coordination.

5.2 The Parties further agree to establish a Steering Committee consisting of an equal representation from Columbia and Southern who will coordinate the day-to-day execution of collaborative activities and programs contemplated by the Collaborative Programs Addendum, the development of new projects, and advise the Oversight Committee on areas of improvement, new areas of collaboration, and other topics that may arise in the execution of this partnership. The Steering Committee should have at least one representative from each of the Parties corresponding to (1) collaborative research efforts, (2) faculty/student exchange programs, and (3) economic development activities. The Steering Committee shall meet at least quarterly, and be responsible for the delivery of the Annual Report. Chairmanship of the Committee will alternate between the two institutions on an equal basis.

5.3 Although the Parties envision a cooperative and productive collaboration, it is the express intention of the parties that the relationship between Columbia and Southern is that of independent contractors and is not that of agents, partners, or joint venturers. This MOU does not permit or authorize either party to incur or represent that it has the power to incur any obligation or liability on behalf of the other party. Neither Party will assign, delegate, or subcontract this MOU to any third party without the prior written consent of the other Party and any attempt to do so without consent shall be void.

5.4 Neither Party will make any public announcement or press release regarding the existence or contents of this MOU, or use the name, insignia, or symbols of the other Party, its faculties or departments, or any variation or combination thereof, or the name of any trustee, faculty member, other employee, or student of a Party for any purpose whatsoever without the other Party's prior written consent. For the avoidance of doubt, the Parties may acknowledge this MOU in grant proposals submitted jointly by the Parties, in other academic settings, and in meetings with current and prospective faculty, officers, students, and staff, without the other Party's prior written consent.

5.5 Nothing in this MOU will establish an exclusive relationship between the Parties, and each Party may freely elect to engage in research and any other activities and initiatives with third parties.

6. Miscellaneous

6.1 The Parties acknowledge that, under this MOU, they have no obligation to preserve the confidentiality of any information disclosed to a Party or its researchers, employees, students. The Parties acknowledge that confidentiality obligations may be included in definitive agreements referenced in Section 1 or in separate written confidentiality or non-disclosure agreements entered into by the parties.

6.2 The parties shall, to the extent practicable, resolve any disputes under this MOU internally. All disputes shall be submitted in writing to the other party.

IN WITNESS WHEREOF, the Parties hereto have executed two copies of this instrument, each of which shall be considered an original. This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

THE TRUSTEES OF COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

By: *My C. Boyce*

Title: *Provost*

Date: *March 21, 2023*

SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE

By: *Dr. J. Shields*

Title: *President-Chancellor*

Date: *March 21, 2023*

ATHLETICS COMMITTEE
(Following the Academic Affairs Committee)
Southern University System Board Meeting Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

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 Contract for the Men's Basketball Head Coach, Kevin Johnson (SUBR)
6. Informational Item(s)
 - A. Recognition of Championship Coaches
7. Other Business
8. Adjournment

MEMBERS

Atty. Domoine Rutledge – Chairman, Dr. Rani Whitfield – Vice Chair
Mrs. Ann Smith, Mr. Paul Matthews, Mr. Raymond Fondel, Atty. Jody Amedee, III
Mr. Myron K. Lawson – Ex Officio

**EMPLOYMENT CONTRACT OF MEN’S BASKETBALL HEAD COACH
KEVIN JOHNSON**

This agreement is made and entered into on the ___ day of May, 2023 between Southern University at Baton Rouge (“SUBR”), through its management board, the Southern University Board of Supervisors (“Board”) and Kevin Johnson (“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, 2023, and shall remain in effect through April 30, 2027.

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 athletics department as the Athletic Director and/or President-Chancellor may assign, provided such other services are consistent with the services and duties of a NCAA Division I Head 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 four (4) years commencing on May 1, 2023, and terminating on April 30, 2027. The Board shall have the option to extend this agreement for one (1) additional year (i.e., through 2028). 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 renew this agreement must be approved by the Board based upon the recommendation of the Director of Athletics and SUBR Chancellor. Head Basketball Coach shall have the option to accept/reject such an

extension/renewal. Such extensions/renewals shall be in writing and signed by both parties.

III. Compensation and Employment Benefits

- a. For services and satisfactory performance of all terms of this agreement, SUBR shall pay Head Basketball Coach an annual base salary of two hundred thousand dollars (\$200,000.00). The salary shall be paid in equal amounts monthly or such other regular pay periods used for administrative employees.
- b. SUBR will provide Head 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 permitted to earn other revenue while employed by SUBR with the understanding that 1) SUBR-sponsored media events and/or obligations are primary and 2) such activities are independent of his SUBR employment and SUBR shall have no responsibility for any claims arising therefrom. All outside income opportunities will be subject to approval of the Athletic Director and handled in accordance with the Board's policies.
- b. Head Basketball Coach shall report annually in writing to the Athletic Director and President-Chancellor all income received from athletically related sources outside of SUBR including but not limited to income from sports camps, housing benefits, television and radio programs, endorsement or consultation contracts with athletic shoe, apparel or equipment manufacturers or sellers, and SUBR shall have reasonable access to records of Head Basketball Coach to verify this report.

V. Performance Incentives

- a. As an incentive for exemplary performance and in acknowledgement of the additional work that is required during the season, post-season games and events, SUBR agrees to pay the following performance incentives subject to the limitations contained within subsections V(b) and (c) herein.
 - i. **SWAC Regular Season Championship**
 - 1. Head Basketball Coach One month's salary
 - 2. Full-Time Assistant Coach \$1,000.00
 - ii. **SWAC Tournament Championship**
 - 3. Head Basketball Coach One month's salary
 - 4. Full-Time Assistant Coaches \$1,000.00

- iii. **Advance to second round of the NCAA Tournament**
 - 1. Head Basketball Coach One month's salary
 - 2. Full-Time Assistant Coaches One month's salary
- iv. **Advancing to each subsequent round of the NCAA Tournament**
 - 1. Head Basketball Coach One month's salary
 - 2. Full-Time Assistant Coaches One month's salary
- v. **Advance to the 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's salary
 - 2. Full-Time Assistant Coach \$1,000.00
- viii. **NCAA post-season appearances (NIT)**
 - 1. Head Basketball Coach half month's salary
 - 2. Full-Time Assistant Coaches \$1,000.00
- ix. **Win twenty (20) games in one (1) season**
 - 1. Head Basketball Coach \$5,000.00
 - 2. Full-Time Assistant Coaches \$1,000.00
- x.
 - 1. If five hundred and fifty thousand dollars (\$550,000.00) or more in game guarantees are collected of this agreement, Head Basketball Coach shall receive a distribution of ten thousand dollars (\$10,000.00) as additional salary and ten thousand dollars (\$10,000.00) toward a vehicle stipend. The Men's Basketball program will receive forty thousand dollars (\$40,000.00) used at Head Men's Basketball Coach's discretion, as well as, approval from the Athletic Director, 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. Four hundred and ninety thousand dollars (\$490,000.00) will be retained by the athletic department budget. The basketball program must first satisfy the state budget requirement before allowing any other expenditures.

2. If the Head Basketball Coach can assist with helping the Athletic Director fundraise fifty thousand dollars (\$50,000) or more he will get 5% which can be used as additional salary.
- b. In order for Head Basketball Coach to receive the above-mentioned performance incentives, Basketball Team shall meet all NCAA APR standards and Basketball Team shall be eligible for post-season play.
- c. Within forty-five (45) days of the last contest, Head Basketball Coach shall be provided an annual report of all performance incentives attained and game guarantees collected for the season. All incentive payments and salary supplements shall be paid not later than sixty (60) days following the last contest of the season, including post-season play.

VI. Compliance with NCAA, Conference and University Rules

- a. Head Basketball Coach shall be responsible for being knowledgeable of and in compliance with all rules and regulations of the NCAA, SWAC and SUBR. 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 action or termination for cause as defined below. Head Basketball Coach may be suspended for a period of time, without pay, if Head Basketball Coach is found to be personally guilty of deliberate and serious violations of NCAA, SWAC or SUBR regulations.
- b. Head Basketball Coach shall abide by state and federal laws, including but not limited to laws regarding Power-Based Violence and Title IX, the State of Louisiana Code of Governmental Ethics, and the policies and regulations of Southern University System.

VII. Coaching Staff

Head Basketball Coach shall have the authority to recommend an offer of employment to five (5) Assistant Coaches subject to approval by the Athletic Director and President-Chancellor.

VIII. Termination

- a. **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 termination 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;
- iii. Conviction of Head Basketball Coach of any criminal violation (does not include minor traffic offenses or non-criminal offenses);
- iv. Fraud or dishonesty of Head Basketball Coach in the performance of his duties or responsibilities hereunder;
- v. Actively engaging in any conduct or committing any act that brings SUBR, Southern University System and Head 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 basketball program that results or could result in the University being placed on probation by the NCAA or the SWAC;
- viii. Conduct by members of Head Basketball Coach's coaching or basketball 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, President-Chancellor and/or Board agree is not the best interest of SUBR and Southern University System and such conduct would be detrimental to the SUBR and Southern University System; or
- x. Failure of the 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. 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 to appeal the termination before the Board's Athletic Committee. The Athletic Committee will make a recommendation to Board on whether to uphold or rescind the termination of the Head Basketball Coach.

- b. **Without Cause-** In the event this agreement is terminated without cause, Head Basketball Coach and SUBR will be required to provide thirty (30) days written 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's 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.

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. Notices shall be sent to the names below:

If to Head Basketball Coach
 Kevin Johnson
 Head Basketball Coach
NEED EMAIL ADDRESS

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

With copies to:
 Johnson's address on file with HR

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

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

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

Head Basketball Coach,
Kevin Johnson

Date

Athletic Director,
Roman Banks

Date

System President-Chancellor,
Dennis J. Shields

Date

System Board Chairman,
Myron K. Lawson

Date

FACILITIES AND PROPERTY COMMITTEE

(Following Athletics Committee)

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
 - A. Presentation by MOVEBR team on Scenic Hwy upgrades
 - B. Routine Maintenance and Inspection of Buildings Update
 - C. Facilities Planning Project Updates (SUS)
6. Other Business
7. Adjournment

MEMBERS

Atty Edwin Shorty - Chairman, Atty Domoine Rutledge – Vice-Chair,
Mr. Paul Matthews, Mrs. Ann Smith, Dr. Leon Tarver, II and Dr. Rani Whitfield
Mr. Myron K. Lawson - Ex Officio

Southern University System Active Capital Improvement Project Tracking

Key

Planning and Design

Bidding and Contracting

CMAR Selection

Construction

Capital Outlay Funded Projects

Project Title		FY2022-23			FY2023-24				FY2024-25				FY2025-26				FY2026-27			
		2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
SUBR	Ravine, Bluff and Riverbank Stabilization	Planning and Design			Bidding and Contracting				Construction											
	New STEM Science Complex		CMAR Selection	Planning and Design		Bidding and Contracting		Construction												
	School of Business/Professional Accountancy		CMAR Selection	Planning and Design		Bidding and Contracting		Construction												
	JK Haynes Hall (School of Nursing) Renovation and Addition			Planning and Design		Bidding and Contracting		Construction												
	Stewart Hall - Wall Mount HVAC Units, 1st, 2nd, and 3rd floors	Planning and Design			Bidding and Contracting				Construction											
SUNO	University Cafeteria			Planning and Design			Bidding and Contracting		Construction											
	ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University			Bidding and Contracting			Construction													
	Campus Exterior Lighting Upgrades			Planning and Design		Bidding and Contracting		Construction												
SUSLA	New Health, Physical Education and Recreation (HPE&R) Complex including New Gymnasium		Planning and Design		Bidding and Contracting		Construction													
	Louis Collier Hall Science Building Renovation		Planning and Design		Bidding and Contracting		Construction													
	Data Science and Analytics Center		Planning and Design		Bidding and Contracting		Construction													
SUIC	Renovations and Additions to Existing Law Library	Planning and Design			Bidding and Contracting				Construction											
SUAG	Disaster Relief Mega Shelter		Planning and Design		Bidding and Contracting		Construction													

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Southern University System Board Meeting Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
 - A. Interim Financial Reports (SUS)
6. Other Business
7. Adjournment

MEMBERS

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

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of March 31, 2023

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 56,075,430	\$ 38,551,863	\$ 17,523,567	\$ 56,075,430	\$ -	68.8%
Statutory Dedicated	4,530,158	1,760,447	2,769,711	4,530,158	-	38.9%
Federal	3,654,209	1,771,126	1,883,083	3,654,209	-	48.5%
Self Generated						
Tuition - Fall 2022	35,186,556	36,317,924	-	36,317,924	1,131,368	103.2%
Tuition - Spring 2023	29,896,725	31,324,668	736,887	32,061,554	2,164,829	104.8%
Tuition - Summer	3,637,130	2,718,960	2,976,986	5,695,946	2,058,816	74.8%
Out-of-State Fees	16,245,922	17,766,173	349,806	18,115,979	1,870,057	109.4%
Other	27,021,274	14,175,167	9,105,047	23,280,214	(3,741,060)	52.5%
Interagency Transfer	3,869,822	2,586,510	1,881,927	4,468,437	598,615	66.8%
Total Revenues	\$ 180,117,226	\$ 146,972,838	\$ 37,227,013	\$ 184,199,851	\$ 4,082,625	81.6%
Expenditures						
Salaries	\$ 85,131,438	\$ 66,498,090	\$ 19,270,569	\$ 85,768,660	\$ 637,222	78.1%
Other Compensation	268,382	130,968	137,414	268,382	-	48.8%
Related Benefits	36,202,269	27,083,148	9,063,011	36,146,160	(56,109)	74.8%
Total Personal Services	\$ 121,602,089	\$ 93,712,207	\$ 28,470,994	\$ 122,183,202	\$ 581,113	77.1%
Travel	1,369,111	693,453	600,561	1,294,014	(75,097)	50.6%
Operating Services	16,819,759	13,041,829	4,201,040	17,242,868	423,109	77.5%
Supplies	2,001,408	1,559,704	802,728	2,362,432	361,024	77.9%
Total Operating Expenses	\$ 20,190,278	\$ 15,294,985	\$ 5,604,329	\$ 20,899,315	\$ 709,037	75.8%
Professional Services	2,847,544	1,380,825	1,022,951	2,403,776	(443,768)	48.5%
Other Charges	12,717,931	5,232,285	8,789,498	14,021,784	1,303,853	41.1%
Debt Services						
Interagency Transfers	7,697,724	6,917,633	583,719	7,501,352	(196,372)	89.9%
Total Other Charges	\$ 23,263,199	\$ 13,530,744	\$ 10,396,168	\$ 23,926,912	\$ 663,713	58.2%
General Acquisitions	562,991	123,774	342,811	466,585	(96,406)	22.0%
Library Acquisitions	587,000	597,591	200,360	797,951	210,951	101.8%
Major Repairs	689,994	324,439	387,063	711,502	21,508	
Total Acquisitions/Major Repairs	\$ 1,839,985	\$ 1,045,803	\$ 930,234	\$ 1,976,037	\$ 136,052	56.8%
Scholarships	13,221,675	14,919,386	295,000	15,214,386	1,992,711	112.8%
Total Expenditures	\$ 180,117,226	\$ 138,503,125	\$ 45,696,726	\$ 184,199,851	\$ 4,082,625	76.9%

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of March 31, 2023

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,636,063	\$ 2,499,796	\$ 1,136,267	\$ 3,636,063	\$ -	68.8%
Statutory Dedicated		-	-			
Federal		-	-			
Self Generated						
Tuition - Fall 2022		-	-			
Tuition - Spring 2023		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 3,636,063	\$ 2,499,796	\$ 1,136,267	\$ 3,636,063	\$ -	68.8%
Expenditures						
Salaries	\$ 1,867,770	\$ 1,361,835	\$ 505,935	\$ 1,867,770	\$ -	72.9%
Other Compensation	64,500	44,997	19,503	64,500	-	69.8%
Related Benefits	822,396	413,987	408,409	822,396	-	50.3%
Total Personal Services	\$ 2,754,666	\$ 1,820,819	\$ 933,847	\$ 2,754,666	\$ -	66.1%
Travel	226,000	60,367	165,633	226,000	-	26.7%
Operating Services	196,100	88,867	107,233	196,100	-	45.3%
Supplies	105,887	24,189	81,698	105,887	-	22.8%
Total Operating Expenses	\$ 527,987	\$ 173,423	\$ 354,564	\$ 527,987	\$ -	32.8%
Professional Services	98,000	5,000	93,000	98,000	-	5.1%
Other Charges	190,410	-	190,410	190,410	-	0.0%
Debt Services		-	-			
Interagency Transfers	-	-	-			
Total Other Charges	\$ 288,410	\$ 5,000	\$ 283,410	\$ 288,410	\$ -	1.7%
General Acquisitions	65,000	18,443	46,557	65,000	-	28.4%
Library Acquisitions		-	-			
Major Repairs		-	-			
Total Acquisitions/Major Repairs	\$ 65,000	\$ 18,443	\$ 46,557	\$ 65,000	\$ -	28.4%
Scholarships		-	-			
Total Expenditures	\$ 3,636,063	\$ 2,017,685	\$ 1,618,378	\$ 3,636,063	\$ -	55.5%

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of March 31, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 22,772,669	\$ 15,656,210	\$ 7,116,459	\$ 22,772,669	\$ -	68.8%
Statutory Dedicated	1,792,041	952,641	839,400	1,792,041	-	53.2%
Federal	-	-	-	-	-	
Self Generated		-	-			
Tuition - Fall 2022	21,989,957	22,777,946	-	22,777,946	787,989	103.6%
Tuition - Spring 2023	17,504,416	20,543,746	(1,000,000)	19,543,746	2,039,330	117.4%
Tuition - Summer	1,825,882	1,866,522	1,833,746	3,700,268	1,874,386	102.2%
Out-of-State Fees	11,119,549	12,587,806	172,919	12,760,725	1,641,176	113.2%
Other	15,541,562	7,584,718	5,098,225	12,682,943	(2,858,619)	48.8%
Interagency Transfer	3,869,822	2,586,510	1,881,927	4,468,437	598,615	66.8%
Total Revenues	\$ 96,415,898	\$ 84,556,099	\$ 15,942,676	\$ 100,498,775	\$ 4,082,877	87.7%
Expenditures						
Salaries	\$ 43,652,429	\$ 34,841,130	\$ 10,182,880	\$ 45,024,010	\$ 1,371,581	79.8%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	19,151,764	15,899,145	3,737,634	19,636,779	485,015	83.0%
Total Personal Services	\$ 62,804,193	\$ 50,740,275	\$ 13,920,514	\$ 64,660,789	\$ 1,856,596	80.8%
Travel	325,870	154,105	96,667	250,773	(75,097.25)	47.3%
Operating Services	9,917,138	6,642,889	2,493,980	9,136,869	(780,269)	67.0%
Supplies	937,411	775,856	228,437	1,004,292	66,881	82.8%
Total Operating Expenses	\$ 11,180,419	\$ 7,572,850	\$ 2,819,084	\$ 10,391,935	\$ (788,484)	67.7%
Professional Services	1,101,480	659,100	374,951	1,034,051	(67,429)	59.8%
Other Charges	4,051,514	4,337,906	1,217,699	5,555,605	1,504,091	107.1%
Debt Services		-	-			
Interagency Transfers	4,797,836	3,107,340	1,346,202	4,453,542	(344,294)	64.8%
Total Other Charges	\$ 9,950,830	\$ 8,104,346	\$ 2,938,852	\$ 11,043,198	\$ 1,092,368	81.4%
General Acquisitions	199,681	100,932	2,343	103,275	(96,406)	50.5%
Library Acquisitions	62,000	87,938	6	87,945	25,945	141.8%
Major Repairs	-	14,100	7,408	21,508	21,508	
Total Acquisitions/Major Repairs	\$ 261,681	\$ 202,970	\$ 9,757	\$ 212,727	\$ (48,954)	77.6%
Scholarships	12,218,775	13,920,127	270,000	14,190,127	\$ 1,971,352	113.9%
Total Expenditures	\$ 96,415,898	\$ 80,540,568	\$ 19,958,207	\$ 100,498,775	\$ 4,082,877	83.5%

The Southern University Baton Rouge Campus has included \$2.4 million in HEERF funds to balance the fiscal year 2022-2023 general operating budget.

Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of March 31, 2023

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,762,928	\$ 3,962,014	\$ 1,800,914	\$ 5,762,928	\$ -	68.8%
Statutory Dedicated	194,234	101,205	93,029	194,234	-	52.1%
Federal	-	-	-	-	-	
Self Generated						
Tuition - Fall 2022	5,016,672	5,181,073	-	5,181,073	164,401	103.3%
Tuition - Spring 2023	4,719,970	4,779,619	-	4,779,619	59,649	101.3%
Tuition - Summer	882,945	211,169	671,776	882,945	-	23.9%
Out-of-State Fees	4,615,144	4,615,538	167,737	4,783,275	168,131	100.0%
Other	3,815,126	4,283,610	257,050	4,540,660	725,534	112.3%
Interagency Transfer		-	-			
Total Revenues	\$ 25,007,019	\$ 23,134,227	\$ 2,990,506	\$ 26,124,733	\$ 1,117,714	92.5%
Expenditures						
Salaries	\$ 13,987,916	\$ 10,934,337	\$ 3,053,579	\$ 13,987,916	\$ -	78.2%
Other Compensation	-	-	-	-	-	
Related Benefits	5,155,826	3,471,807	1,684,019	5,155,826	-	67.3%
Total Personal Services	\$ 19,143,742	\$ 14,406,143	\$ 4,737,599	\$ 19,143,742	\$ -	75.3%
Travel	515,000	338,653	176,347	515,000	-	65.8%
Operating Services	1,383,237	2,493,412	93,203	2,586,615	1,203,378	180.3%
Supplies	325,000	472,072	147,071	619,143	294,143	145.3%
Total Operating Expenses	\$ 2,223,237	\$ 3,304,137	\$ 416,621	\$ 3,720,758	\$ 1,497,521	148.6%
Professional Services	1,506,543	527,096	400,000	927,096	(579,447)	35.0%
Other Charges	539,570	329,806	209,764	539,570	-	61.1%
Debt Services		-	-	-	-	
Interagency Transfers	593,927	445,445	148,482	593,927	-	75.0%
Total Other Charges	\$ 2,640,040	\$ 1,302,347	\$ 758,246	\$ 2,060,593	\$ (579,447)	49.3%
General Acquisitions		-	-	-	-	
Library Acquisitions	350,000	485,006	50,000	535,006	185,006	138.6%
Major Repairs	-	-	-	-	-	
Total Acquisitions/Major Repairs	\$ 350,000	\$ 485,006	\$ 50,000	\$ 535,006	\$ 185,006	138.6%
Scholarships	650,000	654,634	10,000	664,634	14,634	100.7%
Total Expenditures	\$ 25,007,019	\$ 20,152,267	\$ 5,972,466	\$ 26,124,733	\$ 1,117,714	80.6%

**Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of March 31, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 9,481,986	\$ 6,518,871	\$ 2,963,115	\$ 9,481,986	\$ -	68.8%
Statutory Dedicated	558,554	274,701	283,854	558,554	-	49.2%
Federal	-	-	-	-	-	
Self Generated						
Tuition - Fall 2022	4,851,700	4,642,611	-	4,642,611	(209,089)	95.7%
Tuition - Spring 2023	4,577,842	2,895,499	1,682,344	4,577,842	-	63.3%
Tuition - Summer	429,999	211,214	218,785	429,999	-	49.1%
Out-of-State Fees	352,829	361,679	-	361,679	8,850	102.5%
Other	4,735,176	2,001,804	2,733,372	4,735,176	-	42.3%
Interagency Transfer		-	-			
Total Revenues	\$ 24,988,086	\$ 16,906,379	\$ 7,881,469	\$ 24,787,848	\$ (200,238)	67.7%
Expenditures						
Salaries	\$ 11,440,229	\$ 9,206,829	\$ 2,233,400	\$ 11,440,229	\$ -	80.5%
Other Compensation	75,000	48,471	26,529	75,000	-	
Related Benefits	4,555,019	3,542,021	1,012,998	4,555,019	-	77.8%
Total Personal Services	\$ 16,070,248	\$ 12,797,321	\$ 3,272,927	\$ 16,070,248	\$ -	79.6%
Travel	21,000	21,000	-	21,000	-	100.0%
Operating Services	2,025,500	1,349,977	675,523	2,025,500	-	66.6%
Supplies	180,500	94,876	85,624	180,500	-	52.6%
Total Operating Expenses	\$ 2,227,000	\$ 1,465,853	\$ 761,147	\$ 2,227,000	\$ -	65.8%
Professional Services	-	-	-	-	-	
Other Charges	4,909,862	517,382	4,192,242	4,709,624	(200,238)	10.5%
Debt Services		-	-			
Interagency Transfers	1,353,076	1,035,913	317,163	1,353,076	-	76.6%
Total Other Charges	\$ 6,262,938	\$ 1,553,295	\$ 4,509,405	\$ 6,062,700	\$ (200,238)	24.8%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	24,647	150,353	175,000	-	14.1%
Major Repairs	-	-	-	-	-	
Total Acquisitions/Major Repairs	\$ 175,000	\$ 24,647	\$ 150,353	\$ 175,000	\$ -	14.1%
Scholarships	252,900	252,900	-	252,900	-	100.0%
Total Expenditures	\$ 24,988,086	\$ 16,094,015	\$ 8,693,832	\$ 24,787,848	\$ (200,238)	64.4%

Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of March 31, 2023

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,734,035	\$ 4,629,648	\$ 2,104,387	\$ 6,734,035	\$ -	68.7%
Statutory Dedicated	182,015	101,205	80,810	182,015	-	55.6%
Federal		-	-			
Self Generated						
Tuition - Fall 2022	3,328,227	3,716,294	-	3,716,294	388,067	111.7%
Tuition - Spring 2023	3,094,497	3,105,804	54,543	3,160,347	65,850	100.4%
Tuition - Summer	498,304	430,056	252,678	682,734	184,430	86.3%
Out-of-State Fees	158,400	201,150	9,150	210,300	51,900	127.0%
Other	2,929,410	305,035	1,016,400	1,321,435	(1,607,975)	10.4%
Interagency Transfer		-	-			
Total Revenues	\$ 16,924,888	\$ 12,489,192	\$ 3,517,968	\$ 16,007,160	\$ (917,728)	73.8%
Expenditures						
Salaries	\$ 8,280,556	\$ 5,651,465	\$ 1,894,732	\$ 7,546,197	\$ (734,359)	68.2%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,678,340	2,210,490	926,726	3,137,216	(541,124)	60.1%
Total Personal Services	\$ 11,958,896	\$ 7,861,955	\$ 2,821,458	\$ 10,683,413	\$ (1,275,483)	65.7%
Travel	34,800	5,215	29,585	34,800	-	15.0%
Operating Services	2,714,231	1,964,346	749,885	2,714,231	-	72.4%
Supplies	133,200	89,962	43,238	133,200	-	67.5%
Total Operating Expenses	\$ 2,882,231	\$ 2,059,523	\$ 822,708	\$ 2,882,231	\$ -	71.5%
Professional Services	86,521	189,629	100,000	289,629	203,108	219.2%
Other Charges	1,162,282	47,191	1,115,091	1,162,282	-	4.1%
Debt Services		-	-			
Interagency Transfers	734,958	696,928	185,952	882,880	147,922	94.8%
Total Other Charges	\$ 1,983,761	\$ 933,748	\$ 1,401,043	\$ 2,334,791	\$ 351,030	47.1%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	100,000	91,725	15,000	106,725	6,725	91.7%
Total Expenditures	\$ 16,924,888	\$ 10,946,951	\$ 5,060,209	\$ 16,007,160	\$ (917,728)	64.7%

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of March 31, 2023

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 7,687,749	\$ 5,285,324	\$ 2,402,425	\$ 7,687,749	\$ -	68.7%
Statutory Dedicated	1,803,314	330,695	1,472,619	1,803,314	-	18.3%
Federal	3,654,209	1,771,126	1,883,083	3,654,209	-	48.5%
Self Generated						
Tuition - Fall 2022		-	-			
Tuition - Spring 2023		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 13,145,272	\$ 7,387,145	\$ 5,758,127	\$ 13,145,272	\$ -	56.2%
Expenditures						
Salaries	\$ 5,902,538	\$ 4,502,496	\$ 1,400,042	\$ 5,902,538	\$ -	76.3%
Other Compensation	128,882	37,500	91,382	128,882	-	29.1%
Related Benefits	2,838,924	1,545,699	1,293,225	2,838,924	-	54.4%
Total Personal Services	\$ 8,870,344	\$ 6,085,694	\$ 2,784,650	\$ 8,870,344	\$ -	68.6%
Travel	246,441	114,112	132,329	246,441	-	46.3%
Operating Services	583,553	502,337	81,216	583,553	-	86.1%
Supplies	319,410	102,749	216,661	319,410	-	32.2%
Total Operating Expenses	\$ 1,149,404	\$ 719,199	\$ 430,205	\$ 1,149,404	\$ -	62.6%
Professional Services	55,000	-	55,000	55,000	-	0.0%
Other Charges	1,864,293	-	1,864,293	1,864,293	-	0.0%
Debt Services		-	-	-		
Interagency Transfers	217,927	1,632,008	(1,414,081)	217,927	-	0.0%
Total Other Charges	\$ 2,137,220	\$ 1,632,008	\$ 505,212	\$ 2,137,220	\$ -	76.4%
General Acquisitions	298,310	4,399	293,911	298,310	-	1.5%
Library Acquisitions		-	-	-		
Major Repairs	689,994	310,339	379,655	689,994	-	45.0%
Total Acquisitions/Major Repairs	\$ 988,304	\$ 314,738	\$ 673,566	\$ 988,304	\$ -	31.8%
Scholarships	-	-	-	-	-	
Total Expenditures	\$ 13,145,272	\$ 8,751,638	\$ 4,393,634	\$ 13,145,272	\$ -	66.6%

GOVERNANCE COMMITTEE

(Following Finance Committee)

Southern University System Board Meeting Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

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 Employee Leave Policy (SUS)
The revised policy changes the definition of sick leave to leave for temporary illness and adds Medical Leave which grants a longer leave for serious health condition or serious family emergencies.
 - B. Request Approval of the Medical Leave Procedures Policy
Is a new procedure that will require all employees who have a serious health condition or a family member has a serious health condition that will require a longer absence to apply for a medical leave. The procedures will require the employee to apply for FMLA if applicable and if the employee has to remain on medical leave longer than their manager has approved, the employee will be required to reapply to continue their medical leave. This procedure will be effective on May 1, 2023.
6. Other Business
7. Adjournment

MEMBERS

Rev. Dr. Samuel Tolbert - Chairman, Dr. Rani Whitfield – Vice-Chair,
Dr. Leon Tarver, Ms. Christy Reeves, Miss Nadia Foster, Atty. Edwin Shorty
Mr. Myron K. Lawson - Ex Officio



POLICY TITLE
Employee Leave Policy

POLICY NUMBER
7-004

Responsible Unit: <i>Southern University System HR Office</i>	Effective Date: <i>05/01/2023</i>
Responsible Official: <i>Associate Vice President for Human Resources,</i>	Last Reviewed Date: <i>08/2022</i>
Policy Classification: <i>Human Resources</i>	Origination Date: <i>1998</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.

Medical Leave

Leave granted for a longer absence due to a serious health condition, illness or family medical emergency.

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 temporary 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 Myron K. Lawson
Chairperson - Southern University System Board of Supervisors

Effective Date of Policy

POLICY TITLE
EMPLOYEE LEAVE POLICY
PROCEDURE 7-004.1
MEDICAL LEAVE PROCEDURES

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. MEDICAL LEAVE PROCEDURES

A. Medical Leave

Leave granted for a longer absence due to the serious health condition or a family medical emergency.

B. Employee completes the electronic Medical Leave of Absence Form listing the most accurate begin and end dates known for their leave and submits the form to their supervisor/manager for review and first line approval. An

employee must complete the form as soon as practicable upon learning of for their leave of absence (30 days would be ideal). **An employee must complete a new Medical Leave of Absence form for each leave extension.**

- a. The Supervisor's supervisor will be the second line approval.
 - b. The Department Head will the third line approval
 - c. After the department head approves the Medical Leave Form, the form will be forwarded the Campus HR department.
- C. Employee completes the necessary FMLA medical certification form (for employee's serious health condition) and the FMLA Family medical certification form (for family member's serious health condition). Employees should complete this medical certification form even if their leave may not qualify under the FMLA provisions. For example, an employee may have exhausted their twelve (12) work weeks for designated FMLA leave, but still have a documented medical need to be absent. If a request is an extension, the employee must complete a new electronic Medical Leave form and also submit an updated FMLA/ medical certification form to the Campus HR department.
- D. Employee maintains responsibility for continuing payments for health insurance and/other benefits premiums for themselves and applicable spouses/dependents to ensure coverage, when/if they exhaust paid leave.
- E. Campus HR department reviews the electronic Medical Leave form.
- F. Campus HR department approves the electronic Medical Leave form and submits the form to the Campus Chancellor for approval.
- G. Upon Campus Chancellor approval, the Medical Leave Form is submitted to the Campus HR department for final processing.
- H. The Campus HR department drafts a medical leave agreement letter and prepares a calendar for the employee, detailing the length of the medical leave, type of leave that will be used for the duration and if any portion of the leave will be unpaid.

- I. The Campus HR department will meet with the employee to discuss the medical leave agreement, leave balances and FMLA if applicable.
- J. The Campus HR department will email all necessary documentation to all applicable departments.
- K. The Campus HR department will review the Medical Leave database regularly, contact the employees who are due to return within one to two weeks, in addition to employees who may need to revise their current leave dates.
- L. The Campus HR department will use the Medical Leave database for leave balances and leave without pay to inform and to update payroll processing.
- M. The Campus HR department will create new medical leave agreement and calendars as needed.

PERSONNEL AFFAIRS COMMITTEE

(Following Finance Committee)

Southern University System Board Meeting Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

AGENDA

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

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

Name	Position/Campus	Salary	Funding Source
2. Donise Banks	Assistant Director of Financial Aid Salary Adjustment	\$84,000.00	State
3. Caleshia Clark	Financial Aid Counselor Salary Adjustment	\$63,000.00	State
4. Aros Comeaux	IV Desktop and AV Support Tech Salary Adjustment	\$72,000.00	State
5. Lata Johnson	VC for the Office of IT, Strategy, and Innovation Salary Adjustment	\$180,000.00	State/Federal
6. Natalie Pittman	Financial Aid Counselor Salary Adjustment	\$63,000.00	State
7. Michael Rusco	Full Professor Promotion	\$129,624.22	State
8. Gregory Speyrer	System Analyst Salary Adjustment	\$108,000.00	Federal
9. Tranelle Williams	IT Network Administrator/Security Specialist Salary Adjustment	\$108,000.00	Federal

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

Name	Position/Campus	Salary	Funding Source
1. Kevin Johnson	Head Basketball Coach New Appointment	\$200,000.00	State
2. Celeste Wilkinson	Associate Comptroller for Sponsored Program Activity, Policy Dev, and Compliance Operations New Appointment	\$75,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Shane Bruno	Argos Banner Programmer Analyst New Appointment	\$65,000.00	Federal
2. Jason Calico	Financial Aid Director New Appointment	\$78,000.00	State
3. Kimberly Paige	CAPS Director/ Counselor New Appointment	\$80,000.00	Federal
4. Atia Washington	Dual Enrollment \$3,500.00 One Time Pay	\$62,500.00	State

D. Request Approval of Equity Salary Increases (SUBR)

Employee Name	Beginning Salary	Total Adjustment	Ending Salary
1. Belu, Radian	\$77,983	\$7,546	\$85,529
2. Dubytska, Lidiya	\$58,916	\$18,084	\$77,000
3. Telles, Caroline	\$59,994	\$17,006	\$77,000

**E. Request Approval of Retirement Incentive Plans for Tenured Faculty and Unclassified
Employees (SULC)**

6. Other Business

7. Adjournment

MEMBERS

Mr. Sam Gilliam - Chairman, Mrs. Christy Reeves-Vice-Chair,
Atty. Jody Amedee, Ms. Zazell Dudley, Dr. Leon Tarver, II, and Dr. Arlanda Williams,
Mr. Myron K. Lawson - Ex Officio

SULC



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

March 30, 2023

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

RE: Salary adjustments for Information Technology (IT) and Financial Aid Staff

Dear President Shields:

During the past months, I have been assessing the various back-office operations at the Southern University Law Center. Based upon my discussions with members of my leadership team, the demands I have placed upon IT and the financial aid operations, the operational efficiencies they have achieved, the need to retain high performing staff members, maintain above market compensation, and the financial health of the Southern University Law Center, I am proposing salary adjustments for staff members of IT and Financial Aid as follows:

Information Technology (IT)

Name	Current Salary	Proposed Salary	Salary Adjustment
Tramelle Williams	\$ 88,452	\$108,000	\$19,548
Greg Speyrer	\$100,800	\$108,000	\$ 7,200
Aros Comeaux	\$59,850	\$72,000	\$12,750

Financial Aid

Name	Current Salary	Proposed Salary	Salary Adjustment
Donise Banks	\$72,072	\$84,000	\$11,928
Natalie Pittman	\$52,416	\$63,000	\$10,584
Caleshia Clark	\$52,416	\$63,000	\$10,584

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	8	9	1
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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 07/01/2023 To _____
 Effective Date 07/01/2023

Donise C. Banks XXX-XX-9661 Sex F Race* B
 (Last 4 digits only)

Position Title: Assistant Director of Financial Aid Department: Law Center-Institutional Support

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

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 New Position Expiration Date: _____

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

Years Experience 16 Southern University Experience 9

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.S.</u>	<u>Dillard University, New Orleans</u>	<u>2001</u>
	<u>MPA</u>	<u>Southern University A&M College</u>	<u>2021</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$84,000.00 Salary Budgeted \$84,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-31250-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of:

<u>From</u>	<u>To</u>
<u>Assistant Director of Financial Aid</u>	<u>Assistant Director of Financial Aid</u>
<u>\$72,072.00</u>	<u>\$84,000.00</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-31250-61002-35000	\$84,000.00
Total	\$84,000.00

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

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

<p>Supervisor <u>John K. Pierre</u> <u>4/5/23</u> Date</p> <p>Vice Chancellor <u>[Signature]</u> <u>4/13/2023</u> Date</p> <p>Director/Personnel _____ Date</p> <p>President _____ Date</p>	<p>Dean/Unit Head <u>Gerry R. Hall</u> <u>4/5/23</u> Date V/C for Fin. and Administration</p> <p>Chancellor <u>John K. Pierre</u> <u>4/5/23</u> Date</p> <p>Vice President/Finance _____ Business Affairs/Comptroller Date</p> <p>Chairman/S.U. Board of Supervisors _____ Date</p>
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This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS Salary adjustment for the Financial Aid Department, effective July 01, 2023

Daily

EMPLOYEE DIRECT SUPERVISOR:

Assoc. V/C Calandra Clarke

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
 ENCUMBERED / FUNDS AVAILABLE
 CODE _____ EXPIRES _____
 DOC. I.D. # _____
 US _____
 DATE RA _____ 4/5/23
 BY H1 _____ JMC/George
 J1 _____
 F1 _____
 F0 _____

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

Donise C. Banks



Education: *Master of Public Administration* May 2021. Southern University and A & M College, Baton Rouge, LA
Bachelor of Arts in Sociology/ Criminal Justice May 2001. Dillard University, New Orleans, LA
Associate of Science in Mortuary Science May 2003. Delgado Community College, New Orleans, LA

Work Experience: *Assistant Director of Financial Aid. Southern University Law Center; September 1, 2020 to Present*

- Maintain a current knowledge of state and federal funding programs, policies, and regulations by external authorities through reading and reviewing documentations and professional membership.
- Work with all facets of financial aid: awarding, counseling, verification, packaging, grants, scholarships, and compliance for federal, state, and institutional aid.
- Conduct annual financial aid workshops and participate in student activities as requested.
- Coordinate and administer programs, events, and projects; work in close collaboration with the Southern University Baton Rouge campus Financial Aid Department.
- Attend meetings, webinars, and training sessions to ensure that all financial aid processes are in compliance.
- Perform other duties as assigned.

Financial Aid Counselor. Southern University Law Center; February 3, 2014 to Present.

- Work with all facets of financial aid: awarding, counseling, verification, packaging, grants, scholarships, and compliance for federal, state, and institutional aid.
- Manage Research Assistant program, assists students in resolving problems and selecting appropriate solutions and courses of action, and evaluates students' needs.
- Conduct financial aid workshops and participate in student activities as requested.
- Coordinate and administer programs, events, and projects; work in close collaboration with the main campus Financial Aid Department.
- Attend meetings, webinars, and training sessions to ensure that all financial aid processes are in compliance.
- Perform other duties as assigned.

Administrative Assistant 2. Baton Rouge Community College (BRCC); May 30, 2007 to February 2014.

- Counseled with students/families regarding loans, scholarships, and other aid alternatives.
- Assisted with composing staff processes to update the Standard Operating Procedures Manual
- Maintained all financial aid records for student.
- Handled and route incoming correspondence, develop into reports or presentation under the supervision and direction of the Director.
- Develop and update computerized index and files of all confidential documentation.
- Operated various types of electronic office equipment to include personal computers, printers, and scanners.
- Supervised student workers assigned to the Office of Financial Aid and Scholarships.
- Served on the Financial Aid Appeals committee as a record recorder.
- Served as a member of the Scholarship Quality Team as a record recorder.
- Prepares requisitions for the purchase of supplies and entering in electronic LoLA database
- Served as liaison contact person for the department.
- Served as assistant to the Director by keeping appointment schedule, preparing travel, issuing directive to others on their behalf, and relieving the manager of administrative matters.

Donise C. Banks

References:

Calaundra Clarke, Associate Vice Chancellor, Financial Aid Services
Office of Financial Aid
Southern University Law Center
225-771-2141

La' Charlotte' Garrett, Associate Director of Financial Aid
Office of Financial Aid
Xavier University of Louisiana
504-520-7835

Veronica J. Cheneau, PHR, SHRM-CP, CHRE
Deputy Judicial Administrator
Human Resources
(504) 319-5033

Southern University Law Center
Position Description

Position Title:	Assistant Director of Financial Aid
Department:	Office of Finance and Business Affairs
Section:	Office of Financial Aid
Reports to:	Calaundra Clarke
Hours:	8am-5pm

Position Summary Description:

The Assistant Director of Financial Aid works closely with the Director of Financial Aid, providing support with federal and state programs, student events, and staff training.

Essential and Functional Responsibilities:

Assist in overseeing all facets of financial aid: awarding, counseling, verification, packaging, grants, scholarships, and compliance for federal, state, and institutional aid;

Assist students in resolving problems and selecting appropriate solutions and courses of action;

Evaluates students' needs;

Maintain a current knowledge of state and federal funding programs, policies, and regulations external authorities through reading and reviewing documentation, professional memberships, attending conferences and workshops;

Prepare for audits and program reviews, when applicable;

Conduct annual financial aid workshops/events and participating in student activities;

Work in collaboration with the 13R campus Financial Aid Office;

Perform other duties as assigned.

Knowledge, Skills, Abilities, and Educational Requirements:

- Working knowledge of the federal regulations governing Title IV funds, and guidelines and laws issued by the State of Louisiana and other external authorities
- Minimum of three (3) years financial aid experience
- Minimum Bachelor's Degree
- Must possess strong Communication skills, both oral and written
- Proficient in use of MS Office, with emphasis on Excel, Word, Outlook, and PowerPoint
- Banner Experience preferred

Working Conditions:

- Office environment with dedicated workspace
- Extended hours during peak times; some evenings and weekends required

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	3	1
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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 _____

Profile of Person Recommended

Length of Employment 07/01/2023 To _____
 Effective Date 07/01/2023

Name Caleshia C. Clark XXX-XX-1524 Sex F Race* B
 (Last 4 digits only)

Position Title: Financial Aid Counselor 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 19 Southern University Experience 4

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.S.</u>	<u>Southern University A&M College</u>	<u>2006</u>
	<u>MBA</u>	<u>University of Phoenix</u>	<u>2010</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$63,000.00 Salary Budgeted \$63,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-31250-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Counselor</u>	<u>Counselor</u>
Status	_____	_____
Salary Adjustment	<u>\$52,416.00</u>	<u>\$63,000.00</u>

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-31250-61002-35000	\$63,000.00
Total	\$63,000.00

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

Supervisor <u>John K. Perre</u> <u>4/5/23</u> Date	Dean/Unit Head <u>Garry R. Hall</u> <u>4/5/23</u> Date
Vice Chancellor <u>[Signature]</u> <u>4/13/2023</u> Date	W/C for Fin and Administration <u>[Signature]</u> <u>4/5/23</u> Date
Director/Personnel _____ Date	Chancellor <u>[Signature]</u> <u>4/5/23</u> Date
President _____ Date	Vice President/Finance _____ Date
	Business Affairs/Comptroller _____ Date
	Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original 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 Salary adjustment for the Financial Aid Department, effective July 01, 2023

Daily

EMPLOYEE DIRECT SUPERVISOR:

Assoc. V/C Calaundra Clarke

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
ENCUMBERED / FUNDS UNAVAILABLE
 CODE _____ EXPIRES _____
 DOC. I.D. # _____
 DATE US _____
 RA _____
 BY H1 _____
 J1 _____
 F1 _____
 F0 _____

4/15/23
JMB/longe

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



Career Objective: A position that will utilize my knowledge and skills in financial aid assistance and education, which will benefit the business and students.

SKILLS AND QUALIFICATIONS

- Qualified Business professional that is productive and quick to learn in order to reach the company's goal and business' success
- Excellent communication and writing skills when working with personnel and clients
- Skills in organization, multi-tasking, and flexibility when changes arise
- Team player committed to enhancing and supporting the operation of the Business
- Proficiency with MS Word, PowerPoint, Excel, Banner, and LA Award System

Work Experience

Southern University Law Center, Financial Aid Counselor 06/2021-Present

- Process students' financial aid, Unsubsidized loans, Grad plus loans, scholarships, etc.
- Ensure that students complete requirements (FAFSA, entrance counseling, MPNs, and Grad plus applications)
- Complete monthly reconciliation report and outstanding requirements.
- Monitor grades appeal report to make sure students are meeting SAP
- Conduct monthly staff meeting.

Baton Rouge, LA

LA Office of Student Financial Assistance, Student Financial Aid Specialist 3 11/2007-6/2021

- Administered the GO Youth Challenge Program, TOPS Tech Early Start Program, Chafee Educational and Training Voucher Program, and the John R. Justice Program
- Reviewed, and processed applications for scholarship and grant programs, use ranking protocol to determine eligibility
- Maintained database by reconciling programs and updating information
- Prepared and submitted correspondence to campus officials and potential and current recipients
- Attended and presented information and updates at conferences and meetings

Student Worker, LA Office of Student Financial Assistance 3/2003-8/2005

Baton Rouge, LA

Lakeview Regional Medical Center Mental Health Tech

6/2006-2/2007

- Provided help and assistance to patients for their safety and well-being
- Facilitated community groups.

Covington, LA

West Teleservice Customer Service Representative

6/2005-3/2006

- Processed customer orders and credit card applications
- Advertised to customers the benefits of a variety of products

11/2002-03/2003

Baton Rouge, LA

Convergys's Customer Service Representative

2/2007-11/2007

- Processed payments
- Answered questions regarding Spring PCS services *Baton Rouge, LA*

2/2002-10/2002

Education

Bachelor of Science- Rehabilitation Services, Southern University, Baton Rouge, LA 2001- 2006

Master of Business Administration, University of Phoenix, Baton Rouge, LA 2008- 2010

References Available upon Request

Financial Aid Counselor

Job Description:

Work with all facets of financial aid: awarding, counseling, verification, packaging, grants, scholarships, and compliance for federal, state, and institutional aid, assists with the student employment program, assists students in resolving problems and selecting appropriate solutions and courses of action, and evaluates students' needs. Conduct financial aid workshops and participate in student activities as requested. Coordinate and administer programs, events, and projects; work in close collaboration with the main campus Financial Aid Department. Attend meetings, webinars, and training sessions to ensure that all financial aid processes are in compliance. Perform other duties as assigned.

Qualifications:

Two years of financial aid experience, student services, or related field. Working knowledge of federal and state financial aid regulations, practices, and options; working knowledge of Microsoft Office Suite (Word, Excel etc). Demonstrated ability to make decisions and carry through actions having implications with regard to regulations and other service areas. Detail oriented. Bachelor's Degree.

Financial Aid Counselor

Job Description:

Work with all facets of financial aid: awarding, counseling, verification, packaging, grants, scholarships, and compliance for federal, state, and institutional aid, assists with the student employment program, assists students in resolving problems and selecting appropriate solutions and courses of action, and evaluates students' needs. Conduct financial aid workshops and participate in student activities as requested. Coordinate and administer programs, events, and projects; work in close collaboration with the main campus Financial Aid Department. Attend meetings, webinars, and training sessions to ensure that all financial aid processes are in compliance. Perform other duties as assigned.

Qualifications:

Two years of financial aid experience, student services, or related field. Working knowledge of federal and state financial aid regulations, practices, and options; working knowledge of Microsoft Office Suite (Word, Excel etc). Demonstrated ability to make decisions and carry through actions having implications with regard to regulations and other service areas. Detail oriented. Bachelor's Degree.

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	2
-----------------	---	---	---	---	---	---

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 07/01/2023 To 09/30/2024
 Effective Date 07/01/2023

Name Aros Comeaux XXX-XX-2408 Sex M Race* B
 (Last 4 digits only)

Position Title: IT Desktop & AV Support Specialist Department: Law Center

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

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

Years Experience 30 Southern University Experience 5
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
Baton Rouge Regional Technical Institute 2001
ITI Technical College 1992

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 72,000.00 Salary Budgeted \$72,000.00

Source of Funds 392005-36301-61002-36000 (\$45,000.00) and 320176-36301-61002-36000 (27,000.00)

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

Change of:
 From To
 Position IT Desktop & AV Support Specialist IT Desktop & AV Support Specialist
 Status _____
 Salary Adjustment \$ 59,850.00 \$ 72,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
392005-36301-61002-36000	\$45,000.00
320176-36301-61002-36000	\$ 27,000.00
Total	\$ 72,000.00

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

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

Supervisor John K. Pierre 4/5/23 Date
 Vice Chancellor John K. Pierre 4/13/2023 Date
 Director/Personnel _____ Date
 President _____ Date
 Dean/Unit Head John K. Pierre 4/5/23 Date
 V/C for Fin and Administration Gerry L. Hall 4/5/23 Date
 Chancellor John K. Pierre 4/5/23 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: Salary adjustment for Information Technology (IT), effective July 01, 2023.

Daily

EMPLOYEE DIRECT SUPERVISOR:

Lata Johnson

NUMBER OF EMPLOYEES SUPERVISED, (if any)

3

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

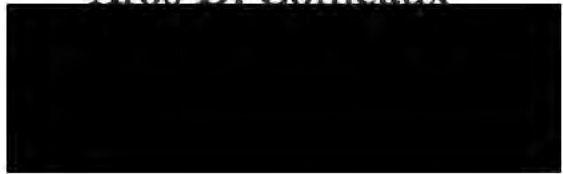
SOUTHERN UNIVERSITY LAW CENTER
 CODE _____ EXPIRES _____
ENCUMBERED / FUNDS AVAILABLE
 DOC ID # _____
 DATE RA 4/5/23
 H1 _____
 BY J1 DMC/argl
 F1 _____
 F0 _____

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



Summary

Extensive knowledge of Microsoft Office Suite. & all Windows Operation Systems, Help Desk Management Hardware/Software Troubleshooting, Imaging software & Network Cabling Cat 5 & 6 Ability to cooperate with and train others, lead a team, and multi-task.

Skills:

Software:

- Windows XP, Vista, Windows 7, 8, 10 & 11
- Norton Ghost Imaging software.
- Microsoft Office Suite 2013, 2016 & 360
- Spyware/Adware/Virus removal tools.
- Microsoft Server 2012 & 2014
- Active Directory (AD)

Hardware:

- Set up High Speed Internet
- Remote control tools to support the remote users
- Troubleshooting hardware problems, removing and replacing parts.
- Dell , A+ & Net+ Certified
- IP Cisco phone system
- Install & Setup Router
- HP Printer repair

Work History:

Southern University Law Center
Desktop Support & AV Specialist
9/18 – Present

Duties include desktop and classroom AV support, Office 365, reset passwords, support student faculty and staff with phone, iPad and laptop issues. Support e-sports innovation labs. Install and setup new computer, printer & IP phones. Train faculty and staff on classroom AV equipment.

MFS Technologies
IT Sr Support Technician
1/18 – 8/18

Duties include remote desktop support, site support. Office 10, 13, 16 & 365 support, creation new email account, Active Directory (AD) Windows 7, 8, 10 support. Network backup, setup new account google suites, reset passwords, virus & malware scans. Install and build new computers. Cat 5 & 6 cable installation. Install router and switches. Setup IP phone systems. Microsoft Server 12 & 14.

TekSystems/FMOL Health System

IS Analyst 1/IS Support Services

10/17 – 1/18

IS Support Desk, taking phone calls for Migration from Cerner to Epic hospital system, remote into user computer and check system, Send Epic tickets to the right Epic team to be fixed, add remove software that's not working, AD reset & unlock user accounts

Affirmative Insurance/USAgencies

IT Desktop Support Tech

08/13 - 09/17

Duties include IT Support Tech, Help Desk Support, Active Directory (AD), adding new users, reset passwords setup desktop computer printer. IP phones system Microsoft Desktop Operating Systems Windows 7,8,10. Hardware configurations and setup expertise, Support the installation and troubleshooting of other client software based on reasonable efforts, Manage replacement parts inventories to meet service levels at those sites with a parts stocking Experience in building and re-imaging PC's, Basic server hardware knowledge, Basic router, switch hardware knowledge, Use diagnostic tools to troubleshoot basic hardware problem(s) and PC network connectivity problems.

Modis Inc

HP Desktop Support (Syngenta Chemical plant)

06/12-07/13

Duties include Microsoft Desktop Operating Systems Windows Vista & Win 7, Hardware configurations and setup expertise, Support the installation and troubleshooting of other client software based on reasonable efforts, Manage replacement parts inventories to meet service levels at those sites with a parts stocking Experience in building and re-imaging PC's, Basic server hardware knowledge, Basic router, switch hardware knowledge, Use diagnostic tools to troubleshoot basic hardware problem(s) and PC network connectivity problems. Blackberry/Mobile device support.

ACI Computer Services

Sr. Computer Technician

1/03 – 06/12

Duties include troubleshooting of PC's; computer system upgrades; computer assembly; computer training, Windows XP, Vista & Windows 7; Install Networks & Network cabling; MS-Office 2003, 07 & 2010; VoIP Telephone installation; Computer Rollout for Dow, Cox & Entergy; Install Home Security Systems; Video Camera Equipment; LAN Knowledge, Proxy Servers, Multi-tasking, On-Call, Network Hardware Configuration, Network Maintenance. PCs, Macs, tablets, smartphones and other mobile devices running Windows, Mac OS, iOS, and Android operating systems.

Education:

- 2001 Baton Rouge Regional Technical Institute, Baton Rouge
CCNA Cisco Systems
- 1992 ITI Technical College, Baton Rouge, La.
Digital Electronic Maintenance & Local Area Networks.

References available on request

Job Description

IT Desktop Support technician and AV Specialist

Duties include desktop and classroom AV support, Office 365, reset passwords, support student faculty and staff with phone, iPad and laptop issues. Support e-sports innovation labs with setting up gaming PC's AV equipment & Sound equipment. Install and setup new computer, printer & IP phones in faculty and staff offices. Train faculty and staff on classroom AV equipment, zoom & document camaras. I help students with any IT issues with Exam Soft & getting connected to SULC technology. Help students print with ePrintIt software. Assist staff with printing issues. I help faculty with any issues at home getting connected to zoom & RingCentral VoIP service.

Southern University Law Center
JOB DESCRIPTION

JOB POSITION: Data Analytics Support Specialist

SUPERVISOR: Associate Vice Chancellor/CIO of Technology,
Security and Telecommunication

REVISED:3/30/2023

GENERAL DESCRIPTION:

The Data Analytics Support Specialist for Information Technology and Support Services reports to the Associate Vice Chancellor/Deputy CIO. He/she collects, develops, analyzes, communicates, and reports on a wide range of data to support and enhance informed decision-making, problem solving, strategic planning, policy development, and institutional self-assessment for Law Center. Performs research, and designs, executes, and evaluates wide-ranging analytical and statistical studies and/or institutional self-assessments.

DUTIES AND RESPONSIBILITIES

- Develops, edits, and submits comprehensive statistical and narrative reports, evaluations, and data to a number of internal and external constituencies, to include Law Center Administration, University officials, and Federal, State, and professional accreditation agencies.
- Works cooperatively with various Law Center departments to optimize the quality, availability, and flow of relevant data and information;
- Extracts data, prepares questionnaires and surveys, in order to analyze and prepare reports;
- Develops, programs, manages, and maintains simple & complex statistical reports;
- Formats data, and develops and prepares reports, charts, tables, and other related documents and graphics.
- Assists in the development, implementation, and evaluation of assessment programs; coordinates assessment activities and provides information, technical support, and training as appropriate; facilitates the integration of assessment processes and findings into planning and decision-making for continuous improvement of Law Center;
- Work with accreditation committee (SACS, ABA, AALS) to provide data and statistical analysis on the required data.
- Work with multi-campus site upgrade management.
- Performs other IT and classroom support duties as assigned.
- Assist faculty with zoom management

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to gather, analyze and process computer data to generate reports;
- Ability to identify and resolve data problems, ensuring data integrity, accuracy, and consistency;
- Knowledge of programming logic and codes;
- Skills in the use of database management, word processing, spreadsheet, and/or presentation software.
- Ability to design and administer survey instruments and analyze results;
- Ability to develop resource and training materials;
- Skill in organizing resources and establishing priorities;
- Ability to foster a cooperative work environment;
- Ability to communicate effectively, both orally and in writing;
- Effective verbal and written communication skills.

EDUCATION AND EXPERIENCE

- Master's degree preferred with at least 5 years of experience directly related to the duties and responsibilities specified.



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

April 3, 2023

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: Promotion to Vice-Chancellor of the Office of Technology, Strategy, and Innovation for Lata Johnson

Dear President Shields:

Ms. Lata Johnson has served the Southern University Law Center (SULC) for almost thirty-years and has helped transform technology capacity and services at SULC to a higher level allowing the Law Center to provide innovative technology resources to faculty, staff, and students. She has helped the Law Center secure over \$6 million in technology resources over the last two-years using innovative strategies.

Ms. Johnson currently serves as the Associate-Vice Chancellor of Information Technology, and I am requesting an elevation of Ms. Johnson position to Vice-Chancellor/Deputy CIO for Technology, Strategy, and Innovation. Attached is a job position description, resume, and position vacancy announcement waving the search for this position. I hereby am asking the Board of Supervisors after consideration and deliberation at their April 21, 2023, meeting to promote Ms. Johnson to Vice-Chancellor for the Office of Technology, Strategy, and Innovation.

If this request is approved by the Board of Supervisors, the promotion would be effective July 1, 2023, at an annual salary of \$180,000. If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: _____

Dennis K. Shields

President/Chancellor

JOB CLASS 3	4	9	6	6
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	1	2
-----------------	---	---	---	---	---	---

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 checked="" type="checkbox"/> Permanent Status

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

Profile of Person Recommended

Length of Employment 07/01/2023 To _____
 Effective Date 07/01/2023

Name Lata Johnson SS# S00018591 Sex F Race* Asian
 (Last 4 digits only)

Position Title: V/C for the Office of Information Technology, Strategy, and Innovation. Department: Law Center – Information Technology

Check One Existing Position *Visa Type (See Reverse Side): O P T
 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 <u>35</u>	Southern University Experience <u>35</u>		
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>MS-Computer Science</u>	<u>Southern University – Baton Rouge</u>	<u>1988</u>
	<u>MS-Botany</u>	<u>Kerala University-India</u>	<u>1982</u>
	<u>BS-Botany, Chemistry & Zoology</u>	<u>SD College, Kerala, India</u>	<u>1979</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$180,000.00 Salary Budgeted \$180,000.00

Source of Funds 311001-36301-61002-36000 (\$ 167,666.00) & 320176-36301-61002-36000 (\$ 12,334.00)

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

Change of:
 Position Associate VC/CIO, Technology, Security & Tel Com From To V/C for the Office of Information Technology, Strategy, and Innovation.
 Status _____
 Salary Adjustment \$144,900.00 \$180.00.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-36301-61002-36000	\$167,666.00
320176-36301-61002-36000	\$ 12,334.00
	\$180,000.00

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

*See Reverse Side Graduate School signature (if, applicable):
Garry R. Hall 4/5/23
 V/C for Finance & Administration Date

John K. Pierre 4/5/23
 Supervisor Date
[Signature] 4/3/2023
 Vice Chancellor Date

John K. Pierre 4/5/23
 Dean/Unit Head Date
 Chancellor Date

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

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino

_____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

X

_____ 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:

Promotion to Vice-Chancellor of the Office of Technology, Strategy and Innovation for Lata Johnson, effective July 01, 2023.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any)

225

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

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

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

SOUTHERN UNIVERSITY LAW CENTER

ENCUMBERED / FUNDS AVAILABLE

DOC. I.D. #

US

DATE

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BY

J1

F1

F0

4/5/23
JMP

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)

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Vice-Chancellor/Deputy CIO, Technology, Strategy, and Innovation AS DESCRIBED BELOW

Chancellor's Office
(Department or Unit)

- Replacement New Position
 Civil Service Temporary
 Tenured Probationary (For Faculty this is same as tenure track)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Vice-Chancellor/Deputy CIO Technology, Strategy, and Innovation reports to the Chancellor of the Southern University Law Center (SULC). The Vice-Chancellor will partner with university leadership to support and enhance SULC's academic, research, and service mission and the newly developed strategic plan. In addition, this role will collaborate closely with academic and student success leaders to enable student success, advancement in teaching, learning, research, and growth in creating digital leaders. This is a creative, innovative, strategic role that will implement the enabling technologies to propel SULC to a new level.

Salary/Range: \$170,000 – 200,000

Previous Incumbent (if replacement):

Approved Disapproved

John K. Pierre
Department Head

4/3/23
Date

Approved Disapproved

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

4-3-23
Date

FINANCE/BUDGET OFFICE ONLY

Funds Available

Yes No

DML/wage

4/5/23

Signature

Date

Budget Number 311601-36301-61002-36000

320176-36301-61002-36000

Approved Disapproved

[Signature]
Vice Chancellor

4/3/23
Date

Approved Disapproved

John K. Pierre
Chancellor/Vice President

4/3/23
Date

Approved Disapproved

President

Date

An Equal Opportunity Employer

Southern University Law Center

JOB DESCRIPTION

JOB POSITION: Vice Chancellor / Deputy CIO, Technology, Strategy, and Innovation

SUPERVISOR: Chancellor

The Vice Chancellor / Deputy CIO of Technology, Strategy, and Innovation reports to the Chancellor of the Southern University Law Center (SULC). The Vice Chancellor of Technology Strategy and Innovation will partner with university leadership to support and enhance SULC's academic, research, and service mission and the newly developing strategic plan. In addition, this role will collaborate closely with academic and student success leaders to enable student success, advancement in teaching, learning, and research, and growth in creating digital leaders. This is a creative, innovative, strategic role that will implement the enabling technologies to propel the SULC to a new level.

The VC is accountable for leading the SULC Office of Information Technology (OIT) portfolio, which includes oversight and/or collaboration within all specific and shared areas, such as technologies that support data management and analytics to enhance the student experience, academic technology, project management, business analysis, enterprise applications, networking, telecommunications, security and compliance, server/system administration, classroom and lab technology, business intelligence, governance, desktop, and service desk. SULC has a strong commitment to diversity, equity, and inclusion, and the VC will facilitate and support efforts within OIT that create a learning organization focused on equity.

The VC will lead efforts to enable computing across the multiple SULC sites. In addition, VC will provide overall leadership for the campus, working with the multi-site to ensure that computing is integrated across the sites. This effort will be centered on our strategic goals to be a model equity-serving institution and a catalyst for a technology innovation center.

On the academic and student support side, the VC will define and operationalize the vision and strategic direction, development, and management of campus information resources and technology to enable the 'creating digital leaders' vision.

Additionally, the VC is responsible for developing relationships and working symbiotically across the various groups, including the community, to share and improve resources and technological systems. The VC will possess a balance of information technology and customer service competencies.

DUTIES AND RESPONSIBILITIES

The Vice Chancellor for Technology Strategy and Innovation is responsible for the following:

- Work with executive leadership to implement a multi-year strategic IT plan to support SULC's Strategic Plan.
- Keep an open line of communication and work closely and collaboratively with multiple SULC sites.
- Actively engage in campus and system-level strategic planning efforts to inform and drive the campus's digital transformation strategy and ecosystem development.
- Lead the continuous evolution and implementation of the strategic vision for OIT where information technology services and solutions are determined by and integrated with the campus' mission and strategic priorities.
- Develop a culture that focuses not on the technology in and of itself but on the strategic outcomes and value that the technology provides those whom OIT serves.
- Actively support the University's commitment to diversity, equity, and inclusion.
- The VC is responsible for ensuring that technology systems and vendors do not violate the institution's core values.
- Provide fiscal planning and management for the OIT operating and capital budgets where careful and demonstrably productive use of resources is realized and the strategic value of technology investments is evident.
- Ensure the organizational structure and technology talent of OIT are structured to meet the distinctive needs of the SULC multi-site while leveraging the benefits of common infrastructure and services where possible while ensuring exceptional support and service.
- Implement communication plans and strategies to provide timely updates to campus leadership and others regarding information technology initiatives.
- Work in close consultation with faculty on all technology matters that impact teaching and learning, particularly the selection and deployment of support services.
- Work closely with staff on technology matters and challenges facing SULC staff.
- Work closely with Student Bar Association to understand how OIT can evolve to better serve student needs.
- Provide technical support for platforms and services enabling digital learning and teaching at the campus level.
-
- Manage project and program portfolio, providing a robust information-reporting environment ensuring work is focused on strategic endeavors and resources are appropriately allocated. Enhance the structure to ensure efficient and effective

processes for intake and to evaluate, prioritize, and manage projects and other work efforts in a coordinated, appropriately secured, and sufficiently supported manner.

- Provide leadership in the selection, development, application and distribution of information technology solutions and services. Ensure the selection of technologies that adhere to diversity, inclusion, and data ethics standards, including but not limited to ADA compliance, transparent data mining, and systems free of coded bias.
- Maintain positive relationships with other academic institutions, organizations, and the broader community.
- Attend academic conferences and other events.
- Represent the SULC by coordinating with various state agencies, including government IT initiatives, procurement contracts, and policy development.
- Formulate and administer institutional and departmental policies and procedures for the management of resources.
- Perform other duties as assigned or necessary.

KEY KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of emerging technologies, best practices, regulatory requirements, and change management strategies
- A divergent thinker, capable of identifying solutions beyond the scope of traditional technology services.
- Ability to work collaboratively in a dynamic university environment, technology initiatives, and multiple site strategic initiatives.
- Ability to coordinate and integrate information technology systems development, enhancement, and modifications from an overall information services perspective.
- Proficient in change management, enterprise thinking, and educational technology, promoting pedagogical efficacy and having a systems view of the overall enterprise.
- OIT advocate who understands technology's value proposition in the higher education landscape.
- A strong understanding of information technology's business, strategic and technical aspects in an academic and research-intensive setting.
- An ability to develop meaningful metrics, tools and processes to assess, manage and report information technology performance.
- Ability to effectively recruit, retain, manage and supervise human resources involved in a variety of technical management and service functions.

- Ability to manage budgets and finances for multiple auxiliary and general funded areas.
- Experience developing future-focused technology solutions, including analytics that enabled a university to improve equitable student outcomes.
- Skill in organizing resources and establishing priorities.
- Ability to direct multi-site technical and administrative staff.
- Ability to identify and secure alternative funding/revenue sources.
- Ability to negotiate contractual arrangements for the provision of technology.

EDUCATION AND EXPERIENCE

- Master's degree from an accredited institution.
- At least 10 years of management experience.
- Excellent networking and administrative skills.
- The ability to work with people from a wide range of backgrounds.
- Experience working in a highly collaborative environment.
- Experience that supports best practices in the use of IT.

LATA LAXMAN JOHNSON

Associate Vice Chancellor and Deputy CIO

Southern University Law Center

225-771-4912 (Work)

WORK EXPERIENCE: 35+ years of experience in various areas of information technology focusing on higher education, providing direction and leadership to develop, maintain and expand computer services within the Law Center, and determining the feasibility of computer equipment and applications to address staff and administration needs. This includes but is not limited to acquiring grants, developing and designing hybrid/face-to-face classrooms, database development, web design, video conferencing management, telecommunication, desktop support, network support, programming, budget preparation, report writing, surveillance system, campus safety and access control.

PROJECTS IN PROGRESS:

1. Planning, designing, and implementing the technology, network, classroom, surveillance system, telecommunication, and upgrade of the Shreveport satellite campus, all to be managed from the Law Center.
2. Designing phase of law center "Safe Campus" implementation.
3. Design and implement technology in the classrooms, multipurpose room, computer lab, and conference room at the new Information Center.
4. Continuing to submit for the third year acquiring USDA RUS DLT grant to support the community with less than 20,000 in population. This grant will allow us to provide audio, video, and interactive video equipment to help rural residents tap into the enormous potential to improve real-time interactive distance learning education, certification programs, clinical legal assistance, and health care that are otherwise limited or unavailable. Currently, \$1,000,000 has been acquired for this purpose, and 25 sites have been activated.
5. The grant submitted to acquire Connecting Minority Community Pilot Program (CMC) has been funded totaling \$3,029,484. This will allow students and the community surrounding the SU Landmass to acquire WiFi outside the AU buildings. These 32 sites, including EBR high schools, libraries, churches, and community centers, will receive audio, video, and real-time interactive distance learning equipment. In addition, John B Cade library and College of Business are acquiring equipment for the students as well as assisting rural residents in tapping into the potential to improve the community.
6. Linking and starting working with the state's "Connect Louisiana" team to eliminate the digital divide and link the sites receiving AV equipment with the "Affordable Connectivity Program."
7. Starting communication to work with the La state to apply for Broadband Equity, Access, and Deployment (BEAD) program and to follow to apply for Digital Equity

(DE) program. The BEAD Program begins with Initial Planning Funds for planning and pre-deployment activities, including creating a Five-Year Action Plan. The Digital Equity Act Programs begin with State Digital Equity Planning Grants to create a State Digital Equity Plan. This will not only provide our students an opportunity to work with the state but also earn money while pursuing their education. As a digital leader, SU can assign individuals to each parish to collect data.

EMPLOYMENT

2/2017 to Present: Associate Vice Chancellor and Deputy CIO of Technology, Security, and Telecommunication.

Southern University Law Center (SULC), Baton Rouge, LA

Supervisor: Chancellor of Southern University Law Center

- Provides direction, leadership, and management to develop, maintain and expand Law Center technology, security, and telecommunications required to support the Law Center's unique objectives and goals.
- Accountable for leading the Law Center IT portfolio, which includes oversight and/or collaboration within all specific and shared areas, such as technologies that support data management and analytics to enhance the student experience, academic technology, project management, business analysis, applications, networking, telecommunications, security and compliance, server/system administration, classroom and lab technology, business intelligence, governance, desktop, and service desk.
- Ensures the organizational structure and technology talent of IT are structured to meet the distinctive needs of the SULC multi-site while leveraging the benefits of common infrastructure and services where possible while ensuring exceptional support and service.
- Enable computing across the multiple SULC sites by providing overall leadership for the campus, working with the multi-site to ensure that computing is integrated across the sites.
- Working closely with faculty on all technology matters that impact teaching and learning, particularly selecting and deploying support services.
- Working closely with staff on technology matters and challenges facing SULC staff.
- Working closely with Student Bar Association to understand how IT can evolve to serve student needs better.
- Provide technical support for platforms and services enabling digital learning and teaching at the campus level.
- Designs and implement classroom technology to accommodate face-to-face, hybrid, and online classrooms.
- Determines the feasibility of computing and telecommunications equipment and applications to address faculty, staff, and administration needs.

- Maintains access control systems while establishing and enforcing security policies and procedures.
- Plans and manages the design and upgrade of Shreveport satellite campus technology, network, and telecommunication to be managed from the Law Center.
- Designs and implement (in the process) the technology at SU Information Center.
- Acquires, manages, establishes, identifies, and distributes technology for 25 rural communities. Additional sites are in progress totaling 80 sites by the end of the year 2023.
- Plans and manages the design, installation, operation, and support of the Law Center's telecommunications systems, voicemail, and automated call distribution systems. Provides strategic leadership and technical coordination to electronic access control and security solutions.
- Supervises, administers, coordinates, plans, and implements the system providing personal equipment and property security and assists in the development of security plans.
- Finds grants to accommodate law center, SU landmass, and rural community.

1997 February to 2/2017: **DIRECTOR of Information Technology**
Southern University Law Center (SULC), Baton Rouge, LA

Supervisor: Chancellor of Southern University Law Center

- Provided direction and leadership to develop, maintain and expand computer services within the SULC and determined the feasibility of respective equipment and software applications to address staff and administrative needs.
- Provided long-term intermediate or short-range information technology goals and objectives.
- Provided recommendations to SU Law Center Chancellor concerning the SULC IT budget, state interagency agreements, contracts, and major computer expenditures.
- Designed and developed the Law Center-wide network, upgraded from DOS system to windows based system, and provided training to use the systems.
- Designed and implemented two DVD networked rack systems to hold West-Law, Cali, Lexis-Nexis, and other legal resources for the student easy access through the network. The system was maintained monthly with updated DVDs.
- Designed, developed, and implemented an Inventory system to support accurate inventory of the property.
- Managed and approved the selection, purchase, and installation of data processing, communication, multimedia, and surveillance equipment.

- Met with Law Center administrators, users, vendors, and supervisory personnel to discuss and resolve operational problems, plans, and administrative issues.
- Supervised and directed the activities of the network administrator, helpdesk, and multimedia specialist in the installation, service, and performance analysis of all equipment related to the above.
- Determined and recommended necessary modifications to the system applications and coordinated these changes with SULC IT staff and/or vendors.
- Monitored and evaluated network resources, multimedia resources, and performance and directed the implementation of necessary changes to optimize the respective systems.
- Developed and maintained law center's first website.
- Developed, implemented, and enforced procedures for T1 line, firewall, network, web, in-house programming management, and troubleshooting.
- Maintained as a liaison with the user community, reviewing inquiries, problems, and service requests to ensure timely resolution.

2006 to 2009 **ADJUNCT INSTRUCTOR** (evening)

Southern University, Department of Computer Science, Baton Rouge, LA

- Teaching Computer Science Service courses.

3/1991 to 1/1997 **COMPUTER & NETWORK ANALYST**

Southern University System, Baton Rouge campus, Law Center, and Ag Center

Supervisor: Mr. James Ambroise, Director of Information Systems

- Responsible for the network, desktop, and peripherals support for the landmass. This was done with no other staffs or help.
- Designed and installed the first eight(8) network servers in the SU Baton Rouge landmass, especially in all dormitories and multiple departments.
- Designed, developed, and implemented an online purchase requisition and purchase order tracking system for the SU system purchasing department. This system was developed in 1990 and is still in use as they see it as a very valuable system.
- Assisted various departments on the landmass in acquiring technology funding and justification of funding.
- Installed equipment and peripherals for the SU landmass.
- Evaluate vendors in establishing unique technology solutions for the campus.
- Advised and consulted with users and administrators, providing documentation, instruction, problem analysis, and specific hardware and/or software education.

11/1988 to 2/1991 **DATA ANALYST/PROGRAMMER**

John B. Cade Library Southern University, Baton Rouge, LA

Supervisor: Mrs. Georgia Brown, Director of John B. Cade Library

- Designed and developed an automated system for the library to check-in and check-out library books. This was developed to avoid losing books, and timely signing of hundreds of graduating students' check-out forms with valid information.
- Involved in the implementation of NOTIS library mainframe software, training staff and users of the library on using NOTIS.
- Developed training manuals, the connection and maintenance of terminals, controllers, printers, and other necessary systems, and any other computer-related tasks for the smooth operation of the library.
- Developed software for the Information Systems Division (ISD)
- Maintenance of Southern University's landmass desktops as requested
- Provided PC technical support to order, connect, and install hardware and software systems.

7/1994 to 1/1997 **MANAGER**

Jaguar Computers, Southern University, Baton Rouge, LA

Supervisor: Dr. William Moore, VC of Academic Affairs

- Appointed by Southern University Academic Affairs as coordinator and reseller of Macintosh computers for Southern University through the CPP1 program. This allowed Southern University to generate additional funding for the students. Duties included advertising products to faculty, staff, and students, selling computers (giving quotes, sending in purchase orders, receiving equipment, distributing equipment, and providing necessary paper works for invoice payments and tax payments).

7/1990 to 3/1991 **INSTRUCTOR** (evening)

Spencer College, Baton Rouge, LA

- Taught Microsoft Office, WordPerfect, Lotus 1-2-3, Computerized Accounting, Data Processing, and DOS.

11/1989 to 1/1997 **IBM TECHNICAL COORDINATOR** for Southern University

Southern University, Baton Rouge, LA

- Appointed by Southern University and the IBM marketing team as the IBM Technical Coordinator for Southern University at Baton Rouge. This is a nationally organized program of installation support for IBM Personal Systems.

Through this program, IBM has given me basic IBM Personal System training courses and appointed me as the Administrator of IBMLink at Southern University. I also had access to the Technical Coordinator Satellite Education Exchange, the Technical Coordinator video club, and their newsletters.

10/1987 to 08/1988 **RESEARCH ASSISTANT**

HBCU/Title III, Department of Computer Science, Southern University, Baton Rouge, LA

- Assisted in the research of other Universities that have developed a university advisement system.
- Assisted in developing questionnaires, distributing, and collecting data to support the development of online computerized academic advisement system(CAAS).
- Conducted interviews with university officials, administrators, faculty, and staff to determine the requirements of the CAAS project.
- Compiled the data, generated results, and designed the conceptual model of the Advisement System.
- Assisted in the smooth day-to-day operation of the project (daily, weekly, and monthly paperwork and reports, meetings)

8/1986 to 8/1987 **GRADUATE ASSISTANT**

Department of Computer Science, Southern University, Baton Rouge, LA.

Supervisor: Mrs. Patricia Fazer, Graduate Assistant Coordinator

- Developed the first departmental newsletter using professional publishing software, and the supervisor circulated the newsletter to various areas of Southern University Baton Rouge campus, other universities, and selected industries.
- Assisted in the design and development of the research Library for Graduate Students.
- Developed guidelines for using the library materials and managed the library.
- Assisted professors in researching literature on specific topics.
- Assisted in Testing the Double Oral Auction software for NASA/JPL that is being developed at the Computer Science Department.

1/1984 to 7/1986 **GRADUATE ASSISTANT**

College of Agriculture and Home Economics, Southern University, Baton Rouge.

Supervisor: Mrs. Carolyn Branch/System Manager

- Developed Faculty/Staff and Student profile system using IDDU.
- Assisted users in using System/36 - Display write/36 and IDDU.
- Assisted in analyzing and evaluating the quality and prices of each vendor/company product and ordering the necessary computer systems for the College of Agriculture.
- Installed hardware and software systems for the College of Agriculture.
- Backed up the system periodically and trained users as needed.
- Self-taught and then trained necessary personnel using a word processor to work on documents on grants instead of typewriters.

CERTIFICATIONS and training

- Security+ (2014)
- Certified Information Security Manager (CISM) (2013)
- SharePoint (2010)
- Data Recovery (2007)
- Web Design (2005)
- InDesign (2004)
- Publisher (2003)
- Microsoft Network Administration – (2001)
- Database Development (2000)
- Desktop Application Specialist Certificate (1999)
- Microsoft Office Specialist – (1997)
- Windows – (1996)
- Novell Network Installation – (1995)
- Novell Network Administration – (1994)
- IBM System 36 (1986)

AREAS OF EXPERTISE

NETWORK

- Designing, developing, and implementing Local Area Network using Microsoft Windows Server, Novell Network
- Designed, developed and implemented Mail Server, File Server, Web Server, Print Server, Media Server, Back-up Server, Sequel Server, and other appliances.
- Implemented internet connection through Louisiana Network (LaNet) and later Louisiana Optical Network Initiative (LONI)

MULTIMEDIA

- Designing, and developing multimedia classrooms.
- Designing, and developing multimedia courtroom.
- Designing, and developing distance learning.
- Designing, and developing video conferencing mobile carts.
- Designing, and developing teleconferencing.
- Designing, and developing auditorium.

SURVEILLANCE

- Designing, developing, implementing, and maintaining a network-based surveillance system.

ACCESS CONTROL

- Designing, developing, implementing, and maintaining keyless access control and maintaining through cloud-based system.



TELEPHONE

- Designing, and implementing a digital telephone system.
- Maintained and programmed a Centrex Telephone system.

EMERGENCY RESPONSE SYSTEM

- Developed and Maintains IP based zoned paging system which is also connected to the emergency response system with First Call. Redesigning in progress.

SOFTWARE DEVELOPED

- Analyzed, Designed, Developed, Implemented, and maintained Online Student Transcript System for SULC using Microsoft Access. The system was developed in 1997 and is still in use to create reports and transcripts with ranking.
- Analyzed, Designed, Developed, Implemented, and maintained Faculty Evaluation System for SULC using Microsoft Access. Developed in 1998 and was in use till 2022.
- Analyzed, Developed, and Implemented an Online Purchase requisition and purchase tracking system for SU System, Purchasing Office using Microsoft Access. This was developed in 1990 and the system is still in use.
- Analyzed, Designed, Developed, and Implemented Online Property Management System for SULC using Microsoft Access.
- Analyzed, Developed, and Implemented Online Student Application Processing System using Microsoft Access.
- Analyzed, Developed, and Implemented an Online Open PO processing system using Microsoft Access.
- Analyzed, Developed, and Implemented an Online Invoice processing system using Microsoft Access.
- Created Templates to automate some of the frequently used forms and repetitive letters for Southern University.
- Analyzed, Designed, and Implemented a random ID and Password generating system for the Comptroller's office at Southern University, Baton Rouge, using Basic.
- Analyzed, Designed, and Implemented Online Circulation System for John B. Cade Library at Southern University, Baton Rouge using dBase III software.
- Analyzed, Designed, and Implemented Online Inventory System for John B. Cade Library at Southern University, Baton Rouge, using dBase IV software.

- Analyzed and designed a conceptual model for an online scheduling and room assignment system for Southern University. This was a subsystem of the online Academic Advisement System. (Special Project)
- Assisted in developing a conceptual model of building and scheduling system for the Advisement System at Southern University, Baton Rouge, La. This was a system of the grant for an online Academic Advisement System.
- Analyzed, Designed, and Implemented a Faculty and Staff Information System for the College of Agriculture and Home Economics at Southern University using IDDU/36 and Query/36.
- Analyzed, Designed, and Implemented a Student Information System for the College of Agriculture and Home Economics at Southern University using IDDU/36 and Query/36.
- A very user-friendly, self-explanatory, and step-by-step problem-solving software in Basic to teach elementary math with the aid of computers (1988).
- Analyzed, Designed, and Implemented a library system for the department of Computer Science using FOCUS. This booking system has the capability to find books by name, author, and publisher; and a check-out system to keep track of the books checked out, books not returned, and books lost.
- Created Templates to automate some of the frequently used forms and repetitive letters for the department of Computer Science at Southern University using Multimate Advantage II.
- Initial automation of Southern University's John B. Cade Library using NOTIS software.

EDUCATION:

1985 to 1988 **MS**, COMPUTER SCIENCE, Southern University, Baton Rouge, LA

1980 to 1982 **MS**, BOTANY, University of Kerala, Kerala, India.

1976 to 1979 **BS**, BOTANY (Major)

CHEMISTRY (Minor)

ZOOLOGY (Minor), Sanathana Dharma College, Kerala, India.

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	4	7
-----------------	---	---	---	---	---	---

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 07/01/2023 To _____
 Effective Date 07/01/2023

Name Natalie S. Pittman XXX-XX-8405 Sex F Race* B
 (Last 4 digits only)

Position Title: Financial Aid Counselor 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 9 Southern University Experience 8

Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University A&M College Year: 2020

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$63,000.00 Salary Budgeted \$63,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-31250-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____
 From _____ To _____
 Position Counselor _____
 Status _____
 Salary Adjustment \$52,416.00 _____
\$63,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-31250-61002-35000	\$63,000.00
Total	\$63,000.00

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

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor John K. Pierre 4/5/23
 Date 4/5/2023
 Vice Chancellor _____
 Date _____

Dean/Unit Head Cary Hall 4/5/23
 Date 4/5/23
 V/C for Fin. and Administration
 Chancellor John K. Pierre 4/5/23
 Date _____

Director/Personnel _____
 Date _____

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

President _____
 Date _____

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

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS Salary adjustment for the Financial Aid Department, effective July 01, 2023

Daily

EMPLOYEE DIRECT SUPERVISOR:

Assoc. V/C Calandra Clarke

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
ENCUMBERED / FUNDS AVAILABLE

<u>CODE</u>	<u>EXPIRES</u>
US	_____
DATE	<u>4/5/23</u>
BY	<u>DMC/George</u>
H1	_____
J1	_____
F1	_____
F0	_____

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

NATALIE S. PITTMAN

OBJECTIVE

To obtain a position where my Financial Aid Counseling skills will continue to develop and will also help provide excellent customer service to students.

EXPERIENCE

SOUTHERN UNIVERSITY LAW CENTER, BATON ROUGE, LOUISIANA

08/05/2016 – Present Financial Aid Counselor

- Explaining eligibility requirements for specific types of financial aid, such as scholarships or grants
- Explaining the application process for federal student aid programs such as Pell Grants and Stafford Loans
- Reviewing applications to determine if students are eligible to receive aid based on their academic performance
- Collecting data from students concerning their family income, assets, debts, and other relevant information to determine their need for financial aid
- Reviewing students' current financial status to determine if they still qualify for aid, updating information as necessary
- Consulting with students and parents to help them understand their options and make informed decisions about financing their education
- Working with colleges to develop policies and procedures related to financial aid, such as determining eligibility and awarding funds
- Educating students about financial aid programs available at their school and how to apply for them
- Communicating regularly with lenders about outstanding balances, loans in deferment, grace periods, and other terms of repayment

SOUTHERN UNIVERSITY LAW CENTER, BATON ROUGE, LOUISIANA

08/05/2015 – 08/04/2016 Administrative Assistant III

- Oversaw clerical tasks, such as sorting and sending mail
- Kept an inventory of office supplies
- Maintained files
- Welcomed visitors to the office

- Answered phone calls
- Received and delivered messages
- Ensured the office ran smoothly
- Scheduled meetings and sent meeting invites to attendees

DEALERTRACK TECHNOLOGIES, BATON ROUGE, LOUISIANA

08/01/2014 – 07/06/2015 Registration Administrator

- Processed motor vehicle titles and registrations
- Received payments of titles and vehicle registrations
- Accepted tax payments and file documentation
- Entered and retrieved information on computer and answer multi-line phone system
- Prepared and issued motor vehicle titles, registrations, validations, and license plates
- The Registration Administrator may also be involved in daily cash-out processes, daily shipping processes, scanning and saving all motor vehicle records to the computer

EDUCATION

SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE, BATON ROUGE, LOUISIANA

BACHELOR OF SCIENCE INTERDISCIPLINARY STUDIES; BUSINESS & PSYCHOLOGY MINORS, 2020

SKILLS & ABILITIES

- Proficient in Microsoft Office
- Customer and Personal Service
- Time Management
- Administration and Management
- Clerical
- Monitoring

Financial Aid Counselor

Job Description:

Work with all facets of financial aid: awarding, counseling, verification, packaging, grants, scholarships, and compliance for federal, state, and institutional aid, assists with the student employment program, assists students in resolving problems and selecting appropriate solutions and courses of action, and evaluates students' needs. Conduct financial aid workshops and participate in student activities as requested. Coordinate and administer programs, events, and projects; work in close collaboration with the main campus Financial Aid Department. Attend meetings, webinars, and training sessions to ensure that all financial aid processes are in compliance. Perform other duties as assigned.

Qualifications:

Two years of financial aid experience, student services, or related field. Working knowledge of federal and state financial aid regulations, practices, and options; working knowledge of Microsoft Office Suite (Word, Excel etc). Demonstrated ability to make decisions and carry through actions having implications with regard to regulations and other service areas. Detail oriented. Bachelor's Degree.



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

April 3, 2023

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

RE: Granting of Tenure and Promotion to Associate Professor for Michael Oeser Rusco
and a pay adjustment

Dear President Shields:


The Faculty, Appointment, Retention, Promotion, and Tenure (FARPT) committee met to discuss the application for tenure and promotion for Associate Professor Michael Oeser Rusco. After reviewing his application and deliberating on the matter, the FARPT committee voted to recommend him for tenure and a promotion, and I concur with the recommendation.

As such, I am seeking to have this matter placed before the Southern University System Board of Supervisors at its April 21, 2023, meeting for consideration and approval.

If the request is granted for tenure and promotion, Rusco will be promoted to the rank of full professor with tenure, and a 6% pay adjustment will be added to his pay effective August 1, 2023.

If you have any questions please feel free to contact me.

Sincerely,



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

APPROVED: _____

Dennis K. Shields
President/Chancellor

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

<input checked="" type="checkbox"/> Academic	_____ Non-Academic	_____ Civil Service
_____ Temporary	_____ Part-time (_____ % of Full Time)	_____ Restricted
_____ Tenured	_____ Undergraduate Student	_____ Job Appointment
<input checked="" type="checkbox"/> 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 08/01/2023 To _____
 Effective Date 08/01/2023

Name Michael D.O. Rusco SS# XXX-XX-0487 Sex M Race* W
 (Last 4 digits only)

Position Title: Associate Professor Department: Law Center - Instruction

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 18 Southern University Experience 4
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.A. University of Houston 1993
J.D. University of Wisconsin Law School 1998
Master of Laws U.S. University of Wisconsin Law School 2010

Current Employer The Oeser Law Firm

Personnel Action

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

Recommended Salary \$ 129,624.22 Salary Budgeted \$ 129,624.22

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 To
 Status _____
 Salary Adjustment \$122,304.99 6% Tenure & Promotion (\$129,624.22)

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
311001-32020-61003-3100	\$129,624.22
	\$129,624.22

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Phu K. Pierre 4/5/23
 Supervisor Date
Phu K. Pierre 4/3/2023
 Vice Chancellor Date
 _____ Date
 Director/Personnel Date
 _____ Date
 President Date

Gerry K. Hall 4/5/23
 Dean/Unit Head Date
Phu K. Pierre 4/5/23
 V/C for Finance & Admin. Date
 _____ Date
 Chancellor Date
 _____ Date
 Vice President/Finance Date
 Business Affairs/Comptroller Date
 _____ 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: The Faculty, Appointment, Retention, Promotion, and Tenure (FARPT) committee met to discuss the application for tenure and promotion for Associate Professor Michael Oeser Rusco. After reviewing his application and deliberating on the matter, the FARPT committee voted to recommend Michael for tenure and a promotion, and Chancellor, John Pierre concur with the recommendation. If the board grants this promotion, The Chancellor, John Pierre is requesting a 6% salary increase for Michael Oeser Rusco which is the customary award to Law Center faculty when they are either promoted or granted tenure. The increase would be effective during the 2023-2024 academic year which commences in August 2023.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

V/C Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any)

120

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 I.D. # _____
 DATE 4/5/23
 RA _____
 BY H1 DMGeorge
 J1 _____
 F1 _____
 F0 _____

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

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



EDUCATION

LL.M.	University of Wisconsin School of Law, Madison, WI	2010
J.D.	University of Wisconsin School of Law Madison, WI	1998
B.A.	University of Houston, Houston, TX	1993

ACADEMIC APPOINTMENTS

Southern University Law Center, Baton Rouge, LA Associate Professor Senior Fellow, Native American Law & Policy Institute	2019 to Present
Atlanta's John Marshall Law School, Atlanta, GA Associate Professor	2011 to 2013
University of Wisconsin School of Law, Madison, WI William H. Hastie Fellow	2008 to 2010
Southern University Law Center, Baton Rouge, LA Assistant Professor of Legal Analysis & Writing	2007 to 2008

VISITING APPOINTMENTS

Stetson University College of Law, Gulfport, FL	2015 to 2016
Valparaiso University Law School, Valparaiso, IN	2014 to 2015
Univ. of Arkansas (Little Rock) School of Law, Little Rock, AR	Fall 2013
Florida A&M Univ. College of Law, Orlando, FL	2010 to 2011
American Indian Law Center, PLSI, Albuquerque, NM	Summer 2010

PUBLICATIONS

Oklahoma v. Castro-Huerta, *Competitive Sovereign Erosion, and Fundamental Freedom* (Marquette Law Review Vol 106, forthcoming).

Incorporating Indian Law Into Legal Writing Curricula: Where It Works and Where It Does Not (submission Spring 2023).

McGirt/Castro *and the Application of General Federal Regulatory Statutes to Tribes* (in progress).

Incorporating Federal Indian and Tribal Law into Litigation-Drafting Curricula, in *Integrating Doctrine and Diversity: Inclusion & Equity Beyond the First Year* (Nicole P. Dyszlewski et al eds., forthcoming 2023) (with Prof. Gail Stephenson).

Tribal Influence in Federal and State Politics, in *Tribal Administration Handbook: A Guide for Native Nations in the United States* (Rebecca M. Webster and Joseph Bauerkemper eds., 2022) (with Prof. Kirsten Matoy Carlson and Attorney Patrice Kunesh).

Avoiding Extinction, Preserving Culture: Sustainable, Sovereignty-Centered Tribal Citizenship Requirements, 91 N.D. L. Rev. 1 (2015). Selected by the Native American Rights Fund to be part of its online law library on tribal citizenship.

Tribal Citizen Participation in State and National Politics: Welcome Wagon or Trojan Horse? 36 Wm. Mitchell L. Rev. 793 (2010). Cited by or in the Minnesota Supreme Court, the Yale Law Journal, and the American Indian Law Deskbook.

GOVERNMENT APPOINTMENTS

Ho-Chunk Department of Justice, Black River Falls, WI Senior Tribal Counsel, Business Department Primary Counsel	2016 to 2018
Wisconsin Department of Justice, Madison, WI Assistant Attorney General, Civil Litigation Unit	1999 to 2001
Ho-Chunk Nation Judiciary, Black River Falls, WI Staff Attorney. One-year appointment.	1998 to 1999
Southwestern Intertribal Court of Appeals Associate Justice	2010 to 2011.
Kickapoo Tribe of Oklahoma Special Supreme Court Justice	2009 to 2011

ADVOCACY, PRO BONO WORK, AND COMMUNITY SERVICE

Hindsight Distorted: Dispelling Misconceptions about Native Society Prior to 1492

Annual Native American Heritage Month presentation. Kiwanis Club, Baton Rouge, Louisiana Nov. 17, 2022; Southern University Law Center, Baton Rouge, Louisiana Nov. 5, 2021 and Nov. 11, 2020; and Houston Community College, Houston, Texas Nov. 22, 2019 and Nov. 26, 2018.

Ho-Chunk Nation

At the request of the Acting Attorney General, I researched and drafted a substantial memorandum analyzing whether the federal Fair Labor Standards Act applies to tribal enterprises located on trust land. A three-way split among federal appellate courts exists. This memo served as the basis for an article currently in progress.

Texas Green Party

Researched and drafted a successful brief to the Texas Supreme Court addressing a ballot access issue. Note: the brief was filed under the signature of the attorney of record. A letter from the party chair acknowledges my participation. *In re Green Party of Texas*, 630 S.W.3d 36 (Tex. 2020).

Wisconsin Department of Justice

Successfully represented the Wisconsin Department of Corrections before the Wisconsin Supreme Court on an appeal of the state Prison Litigation Reform Act's exhaustion requirement. *State ex rel. Hensley v. Endicott*, 245 Wis.2d 607, 629 N.W.2d 686 (2001).

UNIVERSITY SERVICE

Southern Univ. Law Center, Baton Rouge, LA

2019 to Present

Faculty Grievance Committee, Honor Code Investigatory Committee, Code of Student Conduct Judiciary Committee, Ad Hoc Committee on Policies, Legal Writing Committee, Foreign Study Committee, Student Affairs Committee, Ad Hoc Grievance Committee, ADA Sub-Committee. Aug. 2007 to June 2008: ABA Self-Study Committee, Subcommittee on Faculty and Legal Writing, Marshall-Brennan Project in Constitutional Literacy, Planning Committee.

Valparaiso University Law School, Valparaiso, IN

2014 to 2015

Summer CLEO Program. Student Orientation. Guest lectured on Indian law in Prof. Mary Szto's Race and the Law Seminar.

Atlanta's John Marshall Law School, Atlanta, GA

2011 to 2013

Academic Standards Committee. 2012 ABA and NYC Bar Moot Court coach. Guest lectured on Indian law in Constitutional law.

PRESENTATIONS & SYMPOSIA...continued

Citizenship, Race, and Symbiosis: A Critique of Tribal Citizenship Practices
University of Wisconsin Indian Law Conference, March 27, 2009.

Legal Writers Workshop
Legal Writing Institute, July 2008. Invited participant.

Mitigating Emotional Barriers to Student Performance: Strategies for New Legal Writing Professors
Rocky Mountain Legal Writing Conference, March 22, 2008.

HONORS & AWARDS

University of Wisconsin

- William H. Hastie Fellowship 2008
- Indian Law Student of the Year 1998
- Heffernan Moot Court Competition Quarterfinalist 1997
- Senator Feingold Award 1997
- University League Award 1997
- Fall Oral Advocacy Quarterfinalist 1996
- LEO Fellowship 1995

Legal Writing Institute

- Legal Writers Workshop Invited participant 2008.

University of Houston

- Honors College member
- Daily Cougar Editor-in-Chief 1992-93
- Alumni Fund Scholarship
- Houston Press Club Scholarship
- Society of Professional Journalists' Region 8 College Competition 1993: Best Overall Student Paper, News Reporting Third Place (individual), Editorial Writing Third Place (individual)
- Houston Society of Professional Journalists Grant
- Omicron Delta Kappa member

BAR ADMISSIONS

Tribal: Ho-Chunk Nation Bar (inactive) and Cherokee Nation Bar (inactive)
State: Texas State Bar and Wisconsin State Bar (inactive)
Federal: Southern District of Texas; Western and Eastern Districts of Wisconsin; Fifth and Seventh Circuit; Supreme Court of the United States.

ADDITIONAL EXPERIENCE

Rusco Consulting, Houston, TX	2002 to Present
Fredericks, Peebles & Morgan, Louisville, CO	2018
Adair & Myers, P.L.L.C., Houston, TX	2005 to 2007
Von Briesen & Roper, S.C., Milwaukee, WI	2001 to 2002

**TENURE AND PROMOTION REPORT
ASSOCIATE PROFESSOR MICHAEL RUSCO**

Tenure and promotion subcommittee: Gail Stephenson, Chair; Ruby Andrew; Donald North

The committee unanimously recommends that Associate Professor Michael Oeser Rusco receive tenure and be promoted to full professor based on the following information.

Professional Training and Experience

Training: Rusco has a J.D. and LL.M. from Wisconsin. He obtained his LL.M. under a Hastie Fellowship, which is designed to train candidates of color and other underrepresented groups in the legal academy to be law professors. (He is a citizen of the Cherokee Nation.) For more information on the Hastie Fellowships, see https://law.wisc.edu/grad/fellow_hastie.html.

Experience: Rusco is admitted to practice in Wisconsin and Texas. He has over 11 years of law practice experience, including two years as an Assistant Attorney General in Wisconsin. From 1998 to 2007 he practiced law in Wisconsin and Texas in state, federal, and tribal courts. From 2016-2019 he practiced law, including serving as Senior Tribal Counsel for the Ho-Chunk Nation Department of Justice in Wisconsin. He has also been appointed to serve on tribal courts, as an Associate Justice to the Southwestern Intertribal Court of Appeals in 2010 -2011, and a Special Supreme Court Justice to the Kickapoo Tribe of Oklahoma in 2009-2011.

Rusco is in his eleventh year of full-time teaching. He was hired at SULC in 2007 as an assistant professor of legal analysis & writing, where he was trained by Professor Stephenson. In April 2008 SULC offered Rusco a two-year contract, but he left to accept the Hastie Fellowship and obtain his LL.M. During the fellowship he taught courses at Wisconsin. He taught contracts and business organizations at Florida A&M during the 2010-2011 academic year as a visiting professor and then was hired at Atlanta's John Marshall to teach legal writing, business organizations, and transactional drafting. After two years at AJM, in the midst of the law school economic downturn and after AJM hired a new dean, he was laid off in July 2013, along with 16 other professors.

Oeser continued teaching for the next three years through visitorships at University of Arkansas-Little Rock, Valparaiso, and Stetson. He was hired by SULC on tenure-track in 2019 and is in his fifth year of teaching at SULC (2007-2008, 2019-2020, 2020-2021, 2021-2022, 2022-2023).

While at SULC, Rusco has taught business associations, basic civil procedure, conflict of laws, advanced legal analysis & writing, and legal analysis & writing.

Professor Rusco works to maintain and improve his teaching skills by attending workshops designed for that purpose, such as the Legal Writing Workshop at South Texas College of Law in 2021 and the Legal Writing Institute Biennial Conference in Washington, D.C. in 2022.

Teaching Excellence

Rusco's teaching has been observed numerous times during the last four years.

Professors Race and Rivera-Pérez visited his classes in 2019-2020 and reported favorably on his teaching. Race reported that the students seemed very comfortable with him and were very engaged. He gave thoughtful answers to the students' questions that demonstrated his knowledge of the subject matter. Rivera- Pérez noted that Rusco showed enthusiasm in teaching the course, maintained control of the class and included most students in class discussion. He showed respect for students and was responsive to the questions posed by them.

Vice Chancellor North has visited Rusco's classes and will deliver an oral report at the meeting on February 17, 2022.

Professor Stephenson has visited Rusco's writing classes several times and found him to be knowledgeable, with a good rapport with his students. This rapport is noted in his teaching evaluations. A student noted in his 2022 Basic Civil Procedure Evaluation:

I appreciated he set tone for the class and was clear that cameras were on so that it wasn't a distraction or constant issue like in other classes I have. Everyone was clear on his expectations. He was polite and I felt easy to

approach. Also, he seems invested in our success. He offered advice on managing law school in general as well. Solid class.

Another student wrote:

Professor Oeser is an amazing teacher. His ability to make class entertaining and productive is outstanding. There is never a dull moment in his class. The content we discuss is very interesting and informative. The way he explains the terms and cases allow us to have a better understanding of how the system works. I am very satisfied with Professor Oeser's class.

Professor Rusco incorporates lessons on handling stress in law school into his classes. He wrote about those lessons in an article titled “Ancillary Law School Skills,” which was published in *The Second Draft*, the national publication of the Legal Writing Institute, 35 SECOND DRAFT 1 (2022), available at <https://www.lwionline.org/article/ancillary-skills-and-law-school-success>.

Student Counseling and Advisement

Rusco has served as an advisor for a student law review article. As is evidenced by the multitudinous emails from students provided in Rusco’s packet (available in the Dropbox), Rusco provides a steady supply of letters of recommendation but also meets with students and advises them both on their class subject matter and on surviving law school. Here are a few illustrative student comments:

Thank you for your constant understanding and humanity. You are one of the few professors that understand we are still people, with lives outside of law school. You, more than anyone, have always ensured that your students are doing well inside and outside of class. Thank you for simply being kind.

I am thankful for everything you have done for me during my time at Southern University Law Center. I am currently in my third legal writing class with you. Each class has been a great experience. I am thankful for all the things you have taught me. This includes what legal writing will be like in the real world. I feel like those lessons will help me throughout my career. Additionally, I would like to thank you for always being available to help me. There have been numerous

occasions when you would agree to meet me in person or through Zoom. Those meetings mean a lot, and no doubt helped me improve as a writer.

Professional Activities

Rusco is licensed to practice in Wisconsin and Texas. He is a member of the Legal Writing Institute and the Association of Legal Writing Directors. He serves as an Assistant Editor of the Journal of the Legal Writing Institute, a peer-reviewed journal. Professor Rusco, who has a background in journalism, is on the editorial board of *LWI Lives*. This national publication profiles legal writing professors from around the country. Three of his profiles have been published.

He is a Senior Fellow with SULC's National Native American Law and Policy Institute. Since being hired at SULC, he has presented "Left Out: A Brief Survey of American Indian History," at Houston Community College Spring Branch Campus, November 2019 and at SULC in November 2020, 2021, and 2022, and "Plenary Power, Lone Wolf's Legacy, and *Imperium en Imperio*: Can Sovereignty Survive," Tribal Courts and Sovereignty Symposium, in October 2019. In November 2021 he was a featured speaker in a virtual roundtable discussion titled "Native Americans and African Americans: The Process and Progress of Overcoming Racism." He also presented "Hindsight Distorted: Misconceptions about Native Society Prior to 1492" to the Kiwanis Club in Baton Rouge in November 2022.

Rusco is also scheduled to present at three conferences in 2023:

"Separate but Unequal in Indian Country," Law and Society Association Annual Meeting in June 2023

"A New Lens: Diversity, Standard 303(c), and Problem Development" at the 2023 ALWD Biennial Conference in July 2023

"Writing Connections Workshop: Implementing ABA 303(c) in the Legal Writing Classroom." at SEALS Conference in July 2023.

Research and Publication

Since being hired at SULC in 2019, Rusco has published a law review article, *Oklahoma v. Castro-Huerta, Competitive Sovereign Erosion and Fundamental Freedom*, 106 MARQUETTE L. REV. ___ (forthcoming 2023); two co-authored book chapters, “Tribal Influence in Federal and State Politics” in *TRIBAL ADMINISTRATION HANDBOOK* (2022) and “Incorporating Federal Indian and Tribal Law into Litigation-Drafting Curricula” in *INTEGRATING DOCTRINE & DIVERSITY* (forthcoming 2023). He also published the article mentioned in the Teaching Excellence section of this report, “Ancillary Law School Skills.” The corpus of these works is the equivalent of at least two law review articles.

Rusco has two other articles in progress, *Regulation of Reservation Voting Rights and Tribal Sovereignty: Amending NAVRA to Simplify a Complex Relation*, and an article that is an expansion of the book chapter on incorporating federal Indian and tribal law into the legal writing curriculum. He hopes to finish those articles this summer.

Law School Service

Rusco presented a writing workshop for the SULC SBA’s Life After Law School Series in October 2022. He has served as a faculty advisor to a law review student. Rusco has also served on the following SULC committees: Code of Student Judiciary, Faculty Grievance, Foreign Study, Honor Code Investigatory, Legal Analysis & Writing, Student Affairs; ADA, Policy Review.

Professor Rusco meets or exceeds the requirements for tenure set forth in the Faculty Handbook, and we unanimously recommend that he be given tenure and promoted to full professor.

The salary adjustments requested are to be effective July 1, 2023. I respectfully ask that you place this requested proposal for salary adjustments before the Southern University Board of Supervisors at their April 21, 2023, board meeting.

If you have any questions, please feel free to contact me.

Sincerely,



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

APPROVED: _____

Dennis J. Shields
President/Chancellor

JOB CLASS 3	6	7	0	5
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	2	8
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2023 To 09/30/2024

Effective Date 07/01/2023

Name Gregory P. Speyrer SS# 437-06-2635 Sex M Race* W
(Last 4 digits only)

Position Title: System Analyst Department: Law Center - IT

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

New Position Expiration Date: _____

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

Years Experience 35 Southern University Experience 10

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B. A. History</u>	<u>University of New Orleans</u>	<u>1982</u>
	<u>B.S. Computer Information Sys.</u>	<u>Tulane University</u>	<u>1986</u>
	<u>M.B.A. Technology Management</u>	<u>University of Phoenix</u>	<u>2000</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$108,000.00 Salary Budgeted \$108,000.00

Source of Funds 320176-36301-61002-36000 (\$66,033.00) and 311001-36301-61002-36000 (\$41,967.00)

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

Change of:

	<u>From</u>	<u>To</u>
Position	<u>System Analyst</u>	<u>System Analyst</u>
Status	_____	_____
Salary Adjustment	<u>\$100,800.00</u>	<u>\$108,000.00</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
320176-36301-61002-36000	\$66,033.00
311001-36301-61002-36000	\$41,967.00
	\$108,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>John K. Pierre</u> <u>4/5/23</u> Supervisor Date	<u>Gerry R. Hall</u> <u>4/5/23</u> V/C for Fin and Administration Date
<u>Gerry R. Hall</u> <u>4/5/23</u> Vice Chancellor Date	<u>John K. Pierre</u> <u>4/5/23</u> Chancellor Date

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

President _____ Date _____ Chairman/S.U. Board _____ Date _____
 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: Rather than creating a whole new analytics staff, project teams, and operational structure associated with analytics related projects which would be extremely costly. Gregory Speyer will take on additional duties for additional compensation to address Analytic Date needs.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Mrs. Lata Johnson

NUMBER OF EMPLOYEES SUPERVISED, (if any) 3

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY **EXPIRES** _____
ENCUMBERED / FUNDS AVAILABLE
 CODE _____
 US _____
 RA _____
 DATE H1 4/5/23
 J1 _____
 BY F1 DH/George
 F0 _____

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

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

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

Employment Southern University Law Center

2012 - Present **Decision Support – Analytics – OCIS Coordination**

- Provide analysis, interpretation of Law Center data, and guidance related to performance in enrollments, retention, transfer, completers, assessment, institutional accreditation progress and compliance (e.g. SACS, ABA, AALS), financial, budgeting, and related data to advance the Law Center's educational policy, administrative decisions, strategic planning, assessment activities, and reporting to the Louisiana Board of Regents. Evaluation, selection, implementation, and ongoing management of online systems used especially in academic, compliance, and operational institutional performance. Represents institution in matters pertaining to institutional research and analytics in coordination with the Southern System and external entities.
- Provide findings, recommendations, and guidance to the Law Center registrar/enrollment management, admissions, financial aid, finance, budgeting, academic affairs, chancellor's office, and other college-wide users/consumers.
- Provide guidance on indicators and metrics for continuous improvement of educational programs and services, including accreditation core theme indicators.
- Work with core teams to ensure the Law Center maintains compliance with major accrediting organizations.
- Collaborate with various Law Center departments to answer State and Federal inquiries as needed.
- Development and modification of policies, procedures and practices related to the collection, analysis and management of data, general IT policies, and organizational policies.
- Evaluation, selection, implementation, and ongoing management in conjunction with operational departments of online systems used especially in academic, compliance, student performance, and operational institutional performance.
- Provide consultation to faculty and staff on information technology services and business processes related to law center services.
- Provide project management services as needed for various institutional initiatives.
- Serve on institutional and system committees and task force groups as required.
- Develop applications and use software tools (e.g. decision support systems, statistical tools, scripting/programming, database, etc.) to extract, transform, and load data between systems and applications used to analyze data.

2011 – 2012 Louisiana Health Science Center – Shreveport, Louisiana

Director – Electronic Health Record (EHR) System

An enterprise operation of approximately ten hospitals and multiple clinic locations serving citizens across the State of Louisiana.

Responsible for development and delivery Electronic Health Record systems/services with a federally **funded**, state-wide electronic health record project.

2005 - 2011 Louisiana Community and Technical College System, Baton Rouge, Louisiana

Chief Information Officer – Enterprise Information Systems

- An enterprise operation consisting of sixteen colleges with over fifty physical locations serving over 75,000 students and approximately 5,000 faculty and staff.
- Execute responsible for information systems design and strategic planning, technology evaluation and acquisition, application development and management, on-premise and outsourcing services, help desk, telecommunications, contract review and negotiations, information integrity and security, general and IT disaster recovery and business continuity operations.

- Responsible for an innovative mix of on-premise and externally hosted and supported solutions **spanning** many phases of LCTCS services, and operations.
- Member of Louisiana Optical Network Initiative management council.
- Served as a member on several State of Louisiana OTS special committees in areas of disaster recovery, IT related service contracts, and state-wide policies.

Accomplishments:

- Successful bidding, selection, negotiation, and approval for procurement implementation and ongoing third-party support of a \$30,000,000 common Enterprise Resource Planning (ERP)/Student Information System (SIS) serving all community and technical colleges under LCTCS.
- First Louisiana higher education system to establish a common externally hosted and supported ERP/SIS.
- Working with the Online Executive Directors, selected, designed and negotiated external IT operating structures, services, negotiated pricing and agreements, and created operating budgets for LCTCS Online.
- First Louisiana higher ed system to select and deploy a third-party, externally hosted common record scanning/imaging system for technical colleges.
- Successful deployment of high-speed network using fiber and metro-Ethernet to LCTCS institutions. Expanded access to bandwidth, commodity internet service, and increased security and reliability of wide area network services.
- Established SharePoint services for use in content management, collaboration, workflow, dash boards, intranet, and project management.
- Working with the LCTCS Foundation Executive Director established foundation donor tracking and accounting systems.
- Stabilized and increased reliability of PeopleSoft ERP system serving 13 of 16 institutions.
- First Louisiana higher ed system to externally host ERP system. Increased reliability and access during normal and emergency/disaster events.
- Developed general and IT disaster recovery plan for enterprise services and systems.
- Established third party help desk.
- Stabilized and established reliable support service for the technical college Student Enrollment System
- Negotiation, planning, and implementation of LCTCS participation in the Latrac government transparency initiative with the Division of Administration.
- Working with the Legislative liaison, developed the tick sheet tracking system.
- Worked with state agencies in the development of an alternative data center/disaster recovery/data replication site for state agencies and higher ed institutions.
- Established security administration position and enterprise IT security standards and operations.
- Successful completion of legislative auditor general and focused IT audits with no material findings.
- Served as system disaster recovery coordinator.
- First Louisiana higher ed system to utilize off-site data vaulting services for backup and recovery of critical data anyplace and anytime over the internet.

2003-2004 Phoenix Health Systems/East Jefferson General Hospital, New Orleans, Louisiana
Principal/Chief Information Officer

- An enterprise operation of approximately 70 staff and managers
- Annual IT budget of approximately \$12,000,000.
- Executive responsible for information design and strategic planning, technology evaluation and acquisition, application development and management, help desk, telecommunications, information management workflow processes, information integrity and security, and the medical and clinical uses of data, contract review and negotiations, information integrity and security, general and IT disaster recovery and business continuity operations.
- Medical school, allied health, and professional graduate administration affiliations.
- Over 450,000 unduplicated outpatient patient visits, 35,000 ED visits, and 60,000 inpatient admissions per year with an annual budget over \$252,000,000/year.
- Member of Executive Staff and Leadership Council, and Strategic Planning Committee.

Accomplishments:

- Revision of the health care organization's Information Systems/Information Management strategic plan.
- Reconstituted Information Management/Information Technology governance.
- Evaluation, selection, and negotiation of enterprise Electronic Health Record System (EHR) to replace legacy system; a \$35,000,000 acquisition for complete replacement.
- Implementation structure and project plans developed for HIS replacement.
- Establishment of outsourced IT operations
- Valuation, acquisition and merger of a private hospital and associated information systems, departmental systems, information systems organizations, policies, procedures, & budgets.
- Implementation of several Peoplesoft modules in support of developing paperless and self-serve environment.

1992-2003 Louisiana State University Medical Center – Health Care Services Division (HCSD)/Medical Center Louisiana (Charity) at New Orleans

Chief Information Officer

- Executive responsible for information design and strategic planning, technology evaluation and acquisition, application development and management, help desk, telecommunications, information management workflow processes, information integrity and security, and the medical and clinical uses of data, contract review and negotiations, information integrity and security, general and IT disaster recovery and business continuity operations.
- An enterprise operation of approximately 100 staff and managers
- Annual budget of approximately \$15,000,000.
- Charged with overall development and support of hospital information, clinical, and telecommunication systems for a statewide nine-hospital network.
- Serves urban and rural tertiary care, and ambulatory care facilities.
- Multiple medical school, allied health, and professional graduate administration affiliations.
- Supports large-scale statewide outpatient services.
- Over 1,900,000 unduplicated outpatient patient visits, 330,000 ED visits, and 135,000 inpatient admissions per year with an annual budget over \$800,000,000/year.
- Member of Enterprise Executive Staff and Leadership Council.

Accomplishments:

- Development of the health care system's first comprehensive Information Systems strategic plan.
- Working with HSC management, consolidated aspects of hospital networking, database, security administration, server administration, EHR programming support, security administration, web services, and IS contract administration for improved services and reduction in operating costs.
- First in Louisiana in the selection and deployment of an enterprise-wide common laboratory, medical credentialing, bill scrubber, quality assurance, medical records, and pharmacy information systems serving all HCSD facilities.
- Selection and installation of an enterprise Radiology Management and PACS. Installed at largest facility. Selected by vendor as national reference site. Supported interpretation of radiology studies across the State and in Australia.
- Negotiation of enterprise electronic health record system contract serving the nine hospital system.
- Merger of hospital information systems, departmental systems, information systems organizations, policies, procedures, & budgets between an HCSD facility and private hospital.
- Consolidation and sharing of IT hospital management and staff between several hospital sites improving quality of service and reducing human resource costs by 20% in affected facilities.
- Board member of the community access program associated with the New Orleans area.

Medical Center of Louisiana (Charity) at New Orleans

Chief Information Officer

- Executive responsible for information design and strategic planning, technology evaluation and acquisition, application development and management, help desk, telecommunications, information management workflow processes, information integrity and security, and the medical and clinical uses of data, contract review and negotiations, information integrity and security, general and IT disaster recovery and business continuity operations.
- I directed ninety-six staff and managers.
- Overall responsibility for development and support of hospital information and telecommunication systems in the medical center.
- A 750-bed tertiary care facility (60,000 admissions/year, 170,000 ED visits, 483,000 outpatient visits annually). Multiple medical school, allied health, and professional graduate administration affiliations.

Accomplishments

- Rewrite of medical center's Information Systems strategic plan.
- Merged the hospital information systems, departmental systems, administrative systems, information systems organizations, telecommunications, policies, and procedures, of MCLNO and another acquired facility (400 bed hospital).

Medical Center of Louisiana (Charity) at New Orleans

Director - Applications and Systems

- Managed and directed forty staff and managers in the development and support of hospital information systems.
- Managed an information systems department responsible application systems (clinical, financial & administrative), networking, security administration, and telecommunications.
- Responsibilities included all department head administrative, personnel, budgeting, planning, project management, and system activities for the staff under my direction.

Accomplishments

- Working with the CIO, created, from the ground up, the information systems division for the medical center – organization, equipment, staffing, policies, procedures, budgets, and steering committee.
- Selection and installation of approximately twenty-five application systems.
- Complete networking of the medical center complex.
- Working with the CIO, served on the New Orleans Health Information Network Technical Committee – equivalent to a community health information network (CHIN).

Louisiana State University Health Sciences Center Team

Instructor – Medical Informatics

- Team teaching of medical informatics course to LSUHSC graduate students. Lectured on Computerized Patient Record.

EDUCATION

Masters program for Measurement, Evaluation, Statistics, and Assessment

Master of Business Administration_/Technology Management

Masters – Archives and Records Administration

Bachelor of Science, Cum Laude - Information Systems

Bachelor of Arts, History

Fellow – Health Information Management Systems Society

Member – Infanguard –FBI and private/public partnership concerning information security and threats.

Association of Computing Machinery (ACM)

Certifications in Data Analytics and Data Science

Healthcare Information Management Systems Society (HIMSS).

Served on the following committees:

Member – e-Prescribing task force.

Member - Annual Education Conference Committee

Member - Education Committee

CPHIMS charter certification

Item contributor and reviewer to the CPHIMS Practice Workbook.

Item writer for the CPHIMS certification exam.

Reviewer, mentor/coach and moderator for annual conference

Project Management Master Certification Program – American Project Management

Department of Homeland Security - FEMA

ICS 100 - Introduction to Incident Command System

ICS 200 - ICS for Single Resources and Initial Action Incident

ICS 700 - National Incident Management System (NIMS)

ICS 800 - National Response Framework

L363 - Multi-Hazard Emergency Planning for Higher Education

JOB CLASS 3	4	9	6	6
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	1	1
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2023 To 09/30/2024
 Effective Date 07/01/2023

Name Tramelle Williams SS# S00017327/2555 Sex M Race* B
(Last 4 digits only)

Position Title: IT Network Administrator/Security Specialist Department: Law Center – Information Technology

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

O	P	T
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 New Position Expiration Date: _____

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

Years Experience 21 Southern University Experience 20
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University – Baton Rouge Year: 2003

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$108,000 Salary Budgeted \$108,000

Source of Funds 392005-36301-61002-36000 (\$46,197.00) and 320176-36301-61002-36000 (61,803.00)

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

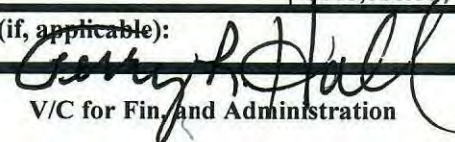
Change of:
 Position Information Systems Network Analyst From IT Network Administrator/Security Specialist To
 Status _____
 Salary Adjustment \$88,452.00 \$108,000.00


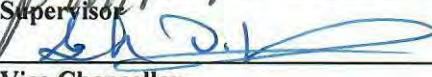
Financial Aid signature (if, applicable):

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

Source of Funds	Amount
392005-36301-61002-36000	\$46,197.00
320176-36301-61002-36000	\$61,803.00
	\$108,000.00

Comments: (Use back of form)

*See Reverse Side Graduate School signature (if, applicable):
 4/5/23
 V/C for Fin. and Administration Date

 4/5/23
 Supervisor Date
 4/13/23
 Vice Chancellor Date

 4/5/23
 Dean/Unit Head Date
 Chancellor Date

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

President _____ Date Chairman/S.U. Board _____ Date
 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 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:

Salary adjustment for Information Technology (IT), effective July 01, 2023.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

Lata Johnson

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
 CODE _____ EXPIRES _____
 ENCUMBERED / FUNDS
 DGC I.D. # _____
 RA 4/5/23
 DATE _____
 H1 _____
 BY J1 DMG/lorge
 F1 _____
 F0 _____

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)

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

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

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

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

_____ Proposed Employee Appointment

_____ Proposed Employee Clearance

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

TRAMELLE D. WILLIAMS

EXPERIENCE

DECEMBER 2010 - PRESENT

NETWORK ADMINISTRATOR

SOUTHERN UNIVERSITY LAW CENTER, LOUISIANA

Successfully overhauled networking infrastructure, installing networking components and improving network security measures. Implemented cybersecurity best practices for on-premise and cloud resources, resulting in a significant reduction in network threats. Maintained and upgraded physical and virtual server systems, including backups of critical business systems. Facilitated multimedia production for both SULC and SUBR projects. Installed and configured a wide range of Information Technology systems including endpoint detection and response, secure work from home technology, IT automation technologies, Amazon Web Services, and other cloud architecture. Migrated existing physical servers to virtual environment, implemented virtual networking infrastructure with multiple storage solutions and VMWare hypervisor. Implemented Next Generation threat protection for network devices and endpoints, Meraki Wireless Networking Technology, SharePoint Server Farm, Microsoft O365, along with multiple cloud and on-premise systems for end-user productivity.

Success Examples:

Establishment of the SULC OCIS Network and Data Center in Shreveport, Louisiana.

Implementation of the Rubrik Cyber Recovery Platform.

Establishment of SULC's Network Security Operations Center.

Establishment of SULC's Helpdesk and End-User Support System.

Implementation of SULC's VoIP Telephone System.

Implementation of SULC's Mobile Device Management Systems.

AUGUST 2003 – DECEMBER 2010

AUDIO/VISUAL SUPPORT SPECIALIST

SOUTHERN UNIVERSITY LAW CENTER, LOUISIANA

Designed, implemented, and maintained multimedia systems for distance learning and the broadcast of various speakers and panelists. Recorded and maintained a resource library of all recordings made securely available online. Maintained digital signage system and building emergency response system.

JANUARY 2000 – AUGUST 2003

TECHNICAL SUPPORT SPECIALIST

SOUTHERN UNIVERSITY LAW CENTER, LOUISIANA

Provided LAN administration in Windows Server 2003 environment, assisting in daily server administration tasks, backups, service implementation, and network security.

Offered help desk user support for Windows 95, 98, 2000, and Windows XP, web design, network/computer maintenance including both hardware and software, and assisting in server installation and Ethernet wiring.

JUNE 2001 – AUGUST 2001

SUMMER INTERN, MANAGEMENT CONSULTING SERVICES DIVISION

PRICEWATERHOUSECOOPERS MSC, HOUSTON, TEXAS

Worked with the training team, creating and interrelating role design databases, creating GUI buttons for Tobin software, converting BPPs (business process proposals) to work instructions, testing SAP and web-based training programs for Marathon Oil Corporation.

AUGUST 1998 – JANUARY 2000

TECHNICAL SUPPORT STAFF

EARL K. LONG MEDICAL CENTER, BATON ROUGE, LOUISIANA

Operated in a LAN and WAN environment, troubleshooting hardware and software, repairing and upgrading desktop and laptop systems, and managing several databases, web site designs, data migrations, and other projects.

EDUCATION

MAY 2003

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

SOUTHERN UNIVERSITY A&M COLLEGE, BATON ROUGE, LOUISIANA

- Honors College
- GPA 3.4/4.0 in major

CERTIFICATIONS

- Security+ - Certified
- CISM – In Progress
- Offensive Security Certified Professional – In Progress
- ICND1 Interconnecting Cisco Network Devices 1 – Certificate of Completion
- ICND2 Interconnecting Cisco Network Devices 2 – Certificate of Completion
- Configuring and Managing Microsoft SharePoint 2010 – Certificate of Completion
- Crestron Programming and System Design - Certificate of Completion

SKILLS

- Windows Server Administration
- Security Architecture
- Network Architecture
- Network Threat Analysis and Remediation
- Amazon Web Services
- Active Directory Administration
- VMWare Administration
- IT Automation
- Dell Storage Systems
- System Hardware and Audio / Visual Recording Equipment
- Windows OS, Mac OS, and Linux OS
- Microsoft Exchange Server Administration
- Microsoft SharePoint Administration
- Microsoft O365 Administration
- Backup and Recovery Systems

VOLUNTEER WORK & ACTIVITIES

- **SERVE TEAM**
2005 – Present
HEALING PLACE CHURCH
Contribute to community outreach and service projects, fostering positive change within the local area.
- **ASSISTANT SCOUT MASTER**
1998 - 2003
BOY SCOUTS OF AMERICA – TROOP 98
Instructed and mentored youth in values, life skills, and wilderness survival techniques.
- **TUTOR**
2002
BREC Park Anna T. Jordan
Provided after-school tutoring and assisted with youth activities, engaging and supporting the local community.
- **VOLUNTEER TEACHER**
1998 (Summer)
Facilitated learning for youth, instructing Physical Science, English, and Math and making a positive impact on their educational journey.

Southern University Law Center
JOB DESCRIPTION

JOB POSITION: IT Network Administrator / Security Specialist

SUPERVISOR: Associate Vice Chancellor/CIO of Technology,
Security and Telecommunication

REVISED:3/30/2023

GENERAL DESCRIPTION:

The Network Administrator / Security Specialist is a technology professional responsible for the design, deployment, and maintenance of Law Center's computer systems, including LANs, WANs, Internet and intranet systems, and network segments. The Network Administrator / Security Specialist works closely with the Associate Vice Chancellor/CIO of Technology, Security and Telecommunication to ensure that the Law Center's computer systems are running optimally and securely.

DUTIES AND RESPONSIBILITIES

- Develop and execute plans for additions, deletions, and major modifications to the Law Center's supporting network infrastructure, ensuring compatibility with existing systems and security protocols.
- Configure, install, monitor, and manage all hardware and software necessary to set up the computer network, including routers, switches, firewalls, and servers.
- Design and implement file permissions, backup and disaster recovery plans, file system integrity, and user account management to ensure the safety and accessibility of Law Center data.
- Upgrade, install, and troubleshoot network hardware and software, including load balancers, virtual private networks (VPNs), and intrusion detection systems, to ensure optimal deployment of network resources.
- Perform daily monitoring and management of the backup and storage implemented for Law Center resources, monitor backup jobs, execute restore jobs, troubleshoot failed jobs, and initiate corrective action to ensure data integrity.
- Configure and maintain the wireless network infrastructure, including access points, security protocols, and network bandwidth, to meet the needs of the Law Center's users.

- Manage IP Addressing for LAN and WAN environment, ensuring efficient allocation of IP addresses to devices on the network.
- Design, test, implement, and monitor network security measures to protect the Law Center's network against unauthorized access, viruses, and other security threats.
- Install, update, and maintain internet, email, database software, and applications on the network to meet the needs of the Law Center's users and support the Law Center's mission.
- Ensures timely user notification of maintenance requirements and effects on system availability.
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network. The role requires the documentation of network problems and resolutions for future reference, as well as technology needs analysis and assistance with technology planning through ongoing research.
- Implements, and supports the network and computing infrastructure plan, and develops and documents system standards for computer and network devices.
- Analyzes and establishes security requirements for Law System systems/networks, and defends systems against unauthorized access, modification and/or destruction by configuring and supporting security tools such as firewalls, anti-malware software, patch management systems, and other security measures.
- Defines access privileges, control structures, and resources, performs vulnerability testing, risk analyses, and security assessments, identifies abnormalities and reports violations, and oversees and monitors routine security administration. The role also develops and updates business continuity and disaster recovery protocols, trains fellow Law Center employees in security awareness, protocols, and procedures, and designs and conducts security audits to ensure operational security.
- Responds and provides post-incident analysis, researches, and recommends security upgrades and provides technical advice to the Law Center community.
- Design, implement, maintain, and troubleshoot a wireless network that will provide coverage to the university landmass and surrounding community ensuring reliable and secure connectivity.
- Build, maintain, support, and manage network infrastructure at the SULC OCIS campus. This includes configuring and deploying routers, switches, firewalls, and

other network devices to ensure optimal network performance and security.

- The Network Administrator / Security Specialist will also perform other IT and classroom support duties as assigned.
- As the Network Administrator / Security Specialist, you will play a key role in ensuring the Law Center's computer systems are running smoothly and securely. You will be responsible for maintaining the Law Center's network infrastructure and ensuring that it is secure, reliable, and scalable. You will work closely with other members of the Law Center's IT team to ensure that the Law Center's technology is meeting the needs of its users, and that it is aligned with the Law Center's mission and strategic objectives.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of Windows Server Environments.
- Knowledge of Network Cabling Standards.
- Ability to employ commonly used commands for user services and peripheral device management.
- Ability to implement existing LAN strategies within the organization.
- Ability to utilize relevant techniques and approaches for security administration.
- Knowledge of backup and recovery procedures for network administration.
- Ability to analyze standard local area network reports such as activity and availability.
- Knowledge of Email Server administration.
- Knowledge of Active Directory administration.
- Knowledge of Security Architecture.
- Knowledge of Wireless Network Administration.
- Ability to perform Security Penetration and Vulnerability Testing.
- Knowledge of Network Hardware maintenance.
- Knowledge of Hardware Virtualization Implementation.
- Ability to perform Storage Area Network administration.

EDUCATION AND EXPERIENCE

- Baccalaureate degree in Computer Science with at least 10 years of experience directly related to the duties and responsibilities specified.

SUBR

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)
(must be indicated if less than 100%) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Detail #of mos _____ |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Probationary |
| | | <input type="checkbox"/> Permanent Status |

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date of Employment May 1, 2023

Name Kevin Johnson SS# X3570 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 30+ years Southern University Experience 0

Degree(s): Type/Discipline (BA-Science): B.A Business Administration/Marketing Institution/Location: Texas Pan American Year: 1984-1988

Current Employer Southern University

Personnel Action

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

Annual Salary \$200,000 Salary Budgeted \$200,000 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: _____
Status: _____
Salary Adjustment: _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21808-61002-29000	\$200,000

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

*See Reverse Side Graduate School signature (if, applicable):
Korman P. Bantz (Maj) 04/17/23 Korman P. Bantz (Maj) 04/17/23
Supervisor Date Dean/Unit Head Date

Signature	Date	Chancellor	Date
	4/17/2023		
Director/Personnel	Date	Vice President/Finance Business Affairs/Comptroller	Date
President	Date	Chairman/S.U. Board of Supervisors	Date

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

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

APR 17 2023

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. *Johnson*

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:

Kevin Johnson will be the Men's Basketball Head Coach effective May 1st receiving \$200,000 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 771-3090

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below, the forms are located at Downloadable Forms on the HR website at www.subr.edu/humanresources).

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form-Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Reference Check Form (reference check performed by hiring supervisor)
- Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
- Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment Form (completed by hiring supervisor)
- Proposed Employee Clearance Form (completed by hiring supervisor)
- Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable

KEVIN P. JOHNSON

EMPLOYMENT EXPERIENCE:

2019 – Present Tulane University, New Orleans, Louisiana Assistant Men's Basketball Coach
Possessing over 25 years of Division I Coaching Experience, was hired as Assistant Men's Basketball Coach in April of 2019 under Head Coach Ron Hunter and Associate Head Coach Ray McCallum. Finished 2019-2020 season with a record of 12-18 overall, 4-14 in conference and 2020-2021 season with a record of 10-13 overall, 5-12 in conference. Advanced to Quarterfinals of American Athletic Conference Tournament losing to top-ten nationally ranked University of Houston Cougars. Sophomore guard, Jaylen Forbes, named 2021 National Association of Basketball Coaches Division I All-District Second Team and All-American Athletic Conference Third Team. 2022 – 2023 Conference Stats: Improved from worst ranked offense in conference in 2018-2019 to best averaging 81.4 points per game; Improved from worst ranked field goal percentage in conference in 2018-2019 to third best at .467; Finished over .500 on year; Totaled most wins in a single season since 2013-2014 season; Scored 90+ eight times which is more times than the last six seasons combined; Jalen Cook, Jaylen Forbes and Kevin Cross named pre-season and regular season All-Conference selections; and Kevin Cross received AAC Most Improved Player award.

2010 - 2019 University of Louisiana, Lafayette, Louisiana Assistant Men's Basketball Coach
2018 – 2019 Completing his ninth season at ULL along side Head Coach Bob Marlin, helped lead the program to 174 wins, averaging 19.33 per season. In four of his final six seasons, the team won at least 21 games per year, averaging 22 wins per year. Directly responsible for recruiting, signing and developing nine different players who combined for 17 all-conference selections and four Defensive Player of the Year winners including notable players Shawn Long, one of just seven NCAA players to ever compile 2,300 career points and 1,400 rebounds and Elfrid Payton, the number 10 lottery draft in the 2014 NBA Draft.

2017 – 2018 Regular Season Conference Champions with 26 – 5 best ever record in school history; Conference Leader in scoring for sixth straight year with 84 points per game; Frank Bartley IV named Sunbelt Conference First Team; Bryce Washington named Sunbelt Conference First Team and Louisiana Student Athlete of the Year in 2017 and 2nd in school history for rebounds; Recruited Jakeenan Gant who was named Sunbelt Conference 3rd Team and Defensive Player of the Year and Newcomer of the Year.

2016 – 2017 21 – 12 record and 3rd consecutive season of post season invitational play and 5th in 7 years with appearances as 2016 and 2015 Collegeinsider.com Tournament Quarterfinalists and 2014 NCAA Tournament. Jay Wright named Sunbelt Conference Player of the Year; Team finished 19th in the nation in scoring with 81.9 points per game and 26th in rebound margin with +5.6 per game and 14th in offensive rebounds per game with 13.39. Jay Wright topped 1,000 career points and finished season at 24th in the nation with 65 total steals and 32nd in nation with 1.97 steals per game. Bryce Washington was the only player in the Sunbelt Conference to average a double-double with 13.5 points per game and 11.2 rebounds per game and finished in the top ten in the nation in several statistical categories including: offensive rebounds per game (5th at 4.00); double-doubles (6th with 22); rebounds per game (7th with 11.2) and total rebounds (8th with 369).

2015 – 2016 Reached Collegeinsider.com Tournament Quarter Finals and Sunbelt Conference Tournament Semi Finals. Led Sunbelt Conference and ranked 29TH Nationally in scoring at 79.6 points per game. Projected NBA Draft Pick and Sunbelt Conference Player of the Year and Pre Season Player of the Year, Shawn Long, was named 2016 Associated Press All America Honorable Mention and was the Sunbelt Conference Season Leader in scoring (18.9 ppg), rebounds (12.1 rpg), and blocked shots (1.8 bpg); finished his 4 year career as a 4 time All Sunbelt Conference Team Member and 4 time All Louisiana Team Member and 3 time NABC All District Honoree; NCAA active leader and 12TH best historically in double doubles (75) and rebounds (1447); Sunbelt Conference All Time Leading Rebounder; School All Time Leader in Rebounds, Blocked Shots (273 and 2ND in Sunbelt Conference History); games started (131) and double doubles. 3RD in school history in

scoring (2,342 points – 2ND Overall in Sunbelt Conference History); and 411 rebounds in 2015 – 2016 tied for 2ND best in school history for a single season. Head Coach Bob Marlin named Skip Prosser Award Finalist. Other Team Members included Scott Plaisance, 2013 Louisiana Class 1A Player of the Year; Frank Bartley IV 2012 Louisiana Class 1A Most Valuable Player; and Jerekus Davis 2014 Dandy Dozen Pre Season Selection.

2014 - 2015 Reached Collegeinsider.com Tournament Quarter Finals and Sunbelt Conference Tournament Semi Finals. Shawn Long received All Sunbelt Conference and All Louisiana 1ST Team and Lou Henson All America Team and also participated as member of the 2015 U.S. Pan American Team earning a bronze medal; Bryce Washington named Louisiana Sportswriters' Association Co-Freshman of the Year; both Xavier Rimmer and Kasey Shepherd were named to the Sunbelt Conference All Tournament Team; and Jay Wright was named All Sunbelt Conference 3RD Team and Lefty Driesell National Defensive Player of the Year Finalist.

2013- 2014 NCAA Tournament 1ST Round for only the 6TH time in school history; Sunbelt Conference Tournament Champions and Sunbelt Conference West Division Champions with Elfrid Payton as 10TH overall NBA Lottery Pick and Lefty Driesell National Defensive Player of the Year, All Sunbelt Conference and All Louisiana Honors; Three highly decorated players Senior Elfrid Payton, Sophomore Shawn Long and Senior Bryant Mbamalu each amassed over 1,000 career points in the 2014 season; Shawn Long, also selected as MVP of EA Sports Maui on the Mainland Tournament; All Sunbelt Conference 1ST Team and All Louisiana 1ST Team; Jerekus Davis received 2014 Dandy Dozen Pre Season Selection; Head Coach Bob Marlin named Louisiana Sports Writers Association Coach of the Year.

2012 – 2013 Junior Elfrid Payton received All Sunbelt Conference Honors and named to Team USA 19 and Under Men's Basketball Team and competed in 2013 FIBA 19 and Under World Championships earning a Gold Medal; Shawn Long earned Sunbelt Conference and Louisiana Sports Writers' Association Freshman of the Year and 2ND Team NABC All District; Team Members competed in a four game tour of Spain going 4 – 0.

2011 – 2012 season produced 4th place finish in Sun Belt Conference regular season standings and clinching a first-round bye for Sun Belt Conference Tournament.

2010 – 2011 Clinched Sun Belt Conference West Division Championship and orchestrated an 11-game win streak which helped boost average attendance 42% from previous seasons with several home games seating 5,000+ fans.

2007 – 2010 Nicholls State University, Thibadoux, Louisiana Assistant Men's Basketball Coach
Helped Colonels, win 20 games during the 2008 - 2009 season - only the second 20-win season in Nicholl's State's Division I history while also helping Ryan Bathie earn co-Southland Conference MVP honors. In 2009-2010 season, helped Anatoly Bose earn All-Southland Conference and All-Louisiana First Team and All-District 23 honors from the National Association of Basketball Coaches. As the architect of Nicholl's State defense the 2008 – 2009 Nicholl's State team led the Southland Conference in rebounding defense (29.5 rebounds per game), and finishing second in steals (8.7 steals per game) and scoring defense (allowing only 60.2 points per game); 2008 -2009 team finished ranked as the 17th strongest defensive unit in the nation among NCAA Division I teams and 18th in scoring defense.

Responsible for recruiting athletically and academically qualified student athletes, including Fred Hunter - 2009 Southland Conference Freshman of the Year; assisting in maintaining a competitive Division I schedule; organizing floor practices, promotions and community involvement, overseeing administrative process for all aspects of the Men's Basketball program, interacting with Faculty and University Staff to coordinate tutoring and mentoring of student athletes, and organizing and participating in summer camps.

2005 – 2007 Louisiana Tech University, Ruston, Louisiana Assistant Men's Basketball Coach
In the 2005 - 2006 season, Bulldogs, Coached by Keith Richard, had a 20 - 13 season and earned a berth in the post-season National Invitational Tournament. Helped guide team to 20 – 13 mark and 11 – 5 conference record in 2005 – 2006 season and NIT Appearance. Coached NBA Player Paul Millsap and successfully recruited Kyle Gibson, who would finish his collegiate career as one of the top scorers in school history.

Responsible for recruiting athletically and academically qualified student athletes, assisting in maintaining a competitive Division I schedule, floor practices, promotions and community involvement, overseeing administrative process for all aspects of the Men's Basketball program and participating in summer camps.

1999 – 2005 Centenary College, Shreveport, Louisiana Head Men's Basketball Coach
Compiled an overall record of 65 -100 in six seasons, including a 50 - 17 mark in home games. During 2003 - 2004 season, the Gents had a perfect 13 - 0 home record and finished second in the Mid-Continent Conference. In 2000 - 2001, Ronnie McCallum led the nation in scoring - averaging 29.1 points per game and finished 2ND on school's all-time scoring list (2,524 points) while another Johnson-Era recruit, Andrew Wisniewski, finished 5TH on school's all-time scoring list (1,758 points).

Responsibilities included directing a successful basketball program, planning and administering all aspects of the men's basketball program: coaching, recruiting, scheduling, compliance, fiscal management, fund-raising and public relations.

1997 – 1999 Centenary College, Shreveport, Louisiana Assistant Basketball Coach
Responsibilities as Billy Kennedy's assistant included recruiting, coaching, coordinating and maintaining the strength program, off-season programs, monitoring academics, conducting summer camps and assisting with all facets of a Division I Basketball program.

1996 – 1997 University of Texas Pan American, Edinburg, Texas Assistant Basketball Coach
Under Head Coach Mark Responsibilities included coordinating team travel; organizing, implementing and monitoring weight training and conditioning program; coordinating individual workouts and formulating daily practice plans. On court duties included working with guards and wings and also coordinating team offense. Other responsibilities included assisting recruiting coordinator with phone and on campus recruiting.

1993 – 1996 Bryan Independent Schools – Bryan, Texas
Varsity Assistant Basketball Coach/Business Education Teacher/Coach – Freshman Football
Assisted Head Coach with administrative tasks such as budgeting, planning and scheduling. On court duties included post offensive and interior defensive play in addition to the development of pre-season and post-season conditioning program.

1992 – 1993 Weslaco Independent Schools – Central Middle School, Weslaco, Texas.
Algebra and Math Teacher; Head Basketball Coach

1989 – 1990 Northwestern State University, Natchitoches, Louisiana Assistant Basketball Coach
Responsibilities included assisting head coach with recruiting, scheduling and team travel. On court duties included working with guards and wings, and coordinating team defense.

BASKETBALL COACHING CAREER:

Tulane University - (New Orleans, Louisiana) – American Athletic Conference

- 2019 – 2020 12-18 Overall Record, 4-14 Conference
2020 – 2021 10-13 Overall Record, 5-12 Conference; Jaylen Forbes named NABC Division I All-District Second Team and All-American Athletic Conference Third Team and All-Louisiana Basketball Second Team
2021 – 2022 14-15 Overall Record; 10-8 Conference; Jaylen Forbes named All-AAC Second Team and earned AAC weekly honors four times
2022 – 2023 20 -11 Overall Record; 12-6; Third Place in AAC behind University of Houston and Memphis; Jalen Cook, Jaylen Forbes and Kevin Cross received All-AAC honors

University of Louisiana – Lafayette (Lafayette, Louisiana) – Sun Belt Conference

- 2018 – 2019 19 – 13 Overall Record, 10 -8 Conference, Advanced to Sun Belt Conference Second Round
2017 – 2018 Sunbelt Conference Regular Season Champions
2017 – 2017 Best in school history 26 – 5 overall record
2017 – 2018 Sunbelt Conference Leader in scoring offense for 6th straight season averaging 84 points per game
2017 – 2018 3 Ragin Cajuns received All Conference Honors – Frank Bartley IV named First Team All Conference; Bryce Washington named First Team All Conference and Louisiana Student Athlete of the Year and 2nd in school history in rebounds and Jakeenan Gant received 3rd Team All Conference honors and was named Defensive Player of the Year and Newcomer of the Year
2016 – 2017 21 – 2 overall record finished 19th in the nation in scoring with 81.9 points per game and 26th in nation in rebound margin per game with +5.6 and 14th in nation with 13.39 offensive rebounds per game
2016 – 2017 3rd Consecutive Post Season appearance and 5th in 7 years CollegeInsider.com Tournament
2016 – 2017 Jay Wright named Sunbelt Conference Player of the Year and 24th in nation with 65 total steals for the season and 32nd in the nation with 1.97 steals per game
2016 – 2017 Bryce Washington was only Sunbelt Conference player to average a double double with 13.5 points per game and 11.2 rebounds per game and finished top-ten in the nation in offensive rebounds per game (5th overall with 4.00); double doubles (6th overall with 22); rebounds per game (7th overall with 11.2) and total rebounds (8th overall with 369)
2015 – 2016 Head Coach Bob Marlin finalist for Skip Prosser Award
2015 – 2016 Collegeinsider.com Tournament Quarter Finals Appearance
2015 – 2016 Sun Belt Conference Tournament Semi Finals Appearance
2015 – 2016 19 – 15 record; Led Sun Belt Conference and 29TH Nationally in scoring at 79.6 ppg; 13TH Nationally in rebound margin at +8.1 rpg
2015 – 2016 Shawn Long named Associated Press All America Honorable Mention
2015 – 2016 Projected NBA draft pick Shawn Long named Sun Belt Conference Pre Season Player of Year and Sun Belt Conference Player of the Year and
2015 - 2016 Shawn Long finished college playing career as 4 time All Louisiana Team Member, 4 time All Sun Belt Conference Team Member and 3 time all NABC All District Honoree and as NCAA active leader with 75 career double doubles, ranking 14TH overall in NCAA history; one of 19 players in NCAA History to score over 2,100 points and grab 1,300 rebounds; all-time leading rebounder in Ragin Cajun's history and Sun Belt Conference's all-time leading rebounder and 8TH place in NCAA history in rebounds; Ragin Cajun's all-time leader in blocked shots and 2ND place in Sun Belt Conference's all-time leader in blocked shots; over 2,342 career points; 411 rebounds in 2015 – 2016 tied 2ND best in single season school history
2014 – 2015 Collegeinsider.com Tournament Quarter Finals Appearance; 22 – 14 overall record
2014 – 2015 University of Louisiana – Lafayette team averaged 77.5 points per game, ranked 16TH in NCAA DI
2014 – 2015 Coached Shawn Long, Member of bronze medal winning 2015 U.S. Pan American Team
2014 – 2015 Player Jay Wright named Finalist for Lefty Driesell National Defensive Player of the Year

- 2014 – 2015 Player Jay Wright named All Sun Belt Conference 3RD Team
- 2014 – 2015 Player Kasey Shepherd named to Sun Belt Conference All-Tournament Team
- 2014 – 2015 Player Jerekius Davis named 2014 Dandy Dozed Pre Season Selection
- 2013 – 2014 NCAA Tournament Appearance, University of Louisiana – Lafayette; 23 win season
- 2013 – 2014 Sunbelt Conference Tournament Champions, University of Louisiana - Lafayette
- 2013 – 2014 Coached Elfrid Payton, 10TH Overall Selection in NBA Draft as an underclassman
- 2013 – 2014 Head Coach Bob Marlin named Louisiana Sports Writers' Association Coach of the Year
- 2013 – 2014 Player Elfrid Payton named Louisiana Sports' Writers' Association Player of the Year
- 2013 – 2014 Helped Elfrid Payton (Point Guard) earn Lefty Driesell National Defensive Player of Year Award
- 2013 – 2014 Players Elfrid Payton, Shawn Long and Bryant Mbamalu each reached over 1,000 career points scored
- 2013 – 2014 Players Elfrid Payton and Shawn Long selected as All-Sun Belt Conference First Team Members
- 2013 – 2014 Player Bryant Mbamalu earned Sun Belt Conference Tournament MVP
- 2013 – 2014 Player Xavier Rimmer earned Sun Belt Conference All Tournament Honors
- 2013 – 2014 Team's 81.0 scoring average led the Sun Belt Conference and was 14TH Nationally among DI Teams
- 2013 – 2014 Champion, EA Sport Maui on the Mainland Tournament
- 2012 – 2013 Elfrid Payton selected to Team USA Men's 19U Team & wins Gold at FIIBA World Championships
- 2012 – 2013 Elfrid Payton earned Sun Belt Conference First Team All-League Honors
- 2012 – 2013 Shawn Long earns Sun Belt Freshman of the Year Honors
- 2012 – 2013 Coached Team to 4 – 0 record in an 11 day tour of Spain
- 2011 – 2012 Participated in post-season play in Collegeinsider.com Tournament
- 2011 – 2012 Coached 2 Time Louisiana Sports Writers' Association Player of the Week, Josh Brown
- 2011 – 2012 Coached All Sun Belt Conference 1st Team Pre-Season Player, JJ Thomas
- 2010 – 2011 Sun Belt Conference – Western Division Champions, University of Louisiana - Lafayette
- 2010 – 2011 Helped lead team to 11 game win streak, longest such streak in school history in 36 years
- 2010 – 2011 Helped JJ Thomas earn all Sun Belt Conference 2nd Team Honors

Nicholls State University (Thibadoux, Louisiana) – Southland Conference

- 2009 - 2010 Helped Anatoly Bose earn All-Southland Conference, All-Louisiana and All-District 23 honors
- 2008 - 2009 Helped Ryan Bathie earn co-Southland Conference MVP honors
- 2008 - 2009 Recruited and signed, Fred Hunter, Southland Conference Freshman of the Year
- 2008 - 2009 1st Assistant Head Coach of Nicholls State team that made first post-season appearance in 5 years and only second 20-win season in school's NCAA Division I history
- 2007 - 2008 Recruited and signed, Kellan Carter, Southland Conference's leading defender in 2008 - 2009

Louisiana Tech University (Ruston, Louisiana) – Mid-Continent Conference

- 2005 - 2006 Coached NBA 2nd Round Draft pick and Nation's Leading Rebounder, Paul Millsap
- 2005 - 2006 1st Assistant Head Coach of Louisiana Tech team that made NIT post-season tournament appearance

Centenary College (Shreveport, Louisiana) – Mid-Continent Conference (2002+); Independent (1999 – 2002)

- 2003 – 2004 Coached Team to post-season play in 1st season as members of Mid-Con Conference
- 2003 – 2004 Coached Team to 2nd place tie in Mid-Con Conference Regular Season Standings
- 2003 – 2004 Coached Team to 18 game home win streak
- 2003 – 2004 Led Centenary College Gents to third consecutive winning season
- 2002 – 2003 Named *College Insiders.com*'s Division I Independent Coach of the Year
- 2002 – 2003 Coached Centenary College Gents to best record among all Division I Independents

2002 – 2003	Led Centenary College Gents to second consecutive winning season
2001 – 2002	Nominee for Independent Coach of the Year
2001 – 2002	Nominee for Louisiana Major College Coach of the Year
2001 – 2002	Coached 1st Winning Season for Centenary College Gents since 1993 – 1994 season
2000 – 2001	Coached Nation's Leading Scorer, Senior Guard, Ronnie McCollum
1999 – 2000	Nominee for Independent Coach of the Year

PROFESSIONAL AFFILIATIONS:

Louisiana Association of Basketball Coaches (LABC)
Texas Association of Black School Educators (TABSE)
Texas Association of Basketball Coaches (TABC)
National Association of Basketball Coaches (NABC)
Black Coaches Association (BCA)
Volunteer – Boys Club of America
Consultant – Louisiana Hurricane AAU Basketball Club, Morgan City, LA

BASKETBALL PLAYING CAREER:

1990 – 1992 **Oldham Celts Basketball Club, Oldham, England, U.K.**
Player and Head Coach

Full time professional basketball player and coach in charge of strategic planning and recruiting, Assisted Club General Manager with public relations. Averaging 33.0 points per game, leading team to 1992 Carlsburg League Championship and nomination for Coach of the Year with a 25 -1 record.

1988 – 1989 **Lieicester Riders Basketball Club, Lieicester, England, U.K.**
Professional Basketball Player

Sixth in Carlsburg League in scoring, averaging 25.2 points per game. Top rebounding guard in Carlsburg League, averaging 7.6 rebounds per game. Assisted Head Coach and General Manager with public relations.

1984 – 1988 **University of Texas – Pan American, Edinburg, Texas**
Student Athlete – Men's Basketball

Under Head Coach, Lon Kruger, compiled 1,156 career points, ranking 15TH All Time in Broncs' record books; ranks 5TH in school history in free throw percentage (.776) and is 7TH overall in both free throw attempts (389) and free throws made (302). As a senior, averaged 16.1 points per game with a .492 field-goal percentage and .574 conversion rate from three-point range, leading the American South Conference and ranking 7TH nationally. Named to 1988 All American South Conference First Team.

Personal Basketball Playing Career Awards

1990 – 1992	First Team All Pro – Carlsburg League, England, U.K.
1991 – 1992	Carlsburg League Champions, England, U.K.
1987 – 1988	Lou Hassel Award, Pan American University
1987 – 1988	Pan American University Student Athlete of the Year
1987 – 1988	First Team All American South Conference
1987 – 1988	Ranked number 7 in NCAA 3pt Field Goal Percentage – Division I (57%)
1983 – 1984	Second Team All-State Basketball
1983 – 1984	First Team All-District 5AAA Basketball
1982 – 1983	First Team All-District 5AAA Basketball
1981 – 1982	Second Team All-District 5AAA Basketball

EDUCATION:

1996 – 1997	University of Texas Pan American, Edinburg, TX.	Graduate Student – Kinesiology
1993 – 1994	University of Texas Pan American, Edinburg, TX.	Certification in Secondary Business
1989 – 1990	Northwestern State University, Natchitoches, LA.	Graduate Student – Student Personnel Services
1984 – 1988	University of Texas Pan American, Edinburg, TX.	B.B.A. – Marketing
1980 – 1984	Morgan City High School, Morgan City, LA.	High School Diploma

EXTRA CURRICULAR ACTIVITIES:

<i>High School</i>	Football, Basketball and Track; Mu Sigma Honor Society
<i>College</i>	Four-year starter in Varsity Basketball Volunteer – Boys Club of America; McAllen Against Drugs Program; Humane Society Staff Member – several scholastic and academic youth camp

KEVIN PAUL JOHNSON – REFERENCES

Ron Hunter

Head Men's Basketball Coach
Tulane University Athletics
James W. Wilson Jr Center
Ben Weiner Drive
New Orleans, Louisiana 70118
(504) 865-5505 office

Lon Kruger

(Retired) Head Men's Basketball Coach
University of Oklahoma
McClendon Center for Intercollegiate Athletics
180 W Brooks
Norman, Oklahoma 73019
(405) 325-8200
(405) 325-4732

Bob Marlin

Head Men's Basketball Coach
University of Louisiana -- Lafayette
Cox Communications Athletics Center
201 Reinhardt Drive
Lafayette, Louisiana 70506
(337) 262-3865 office

Billy Kennedy

Assistant Men's Basketball Coach
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Department of Interecollegiate Athletics
1845 Fairmont Street
Wichita, Kansas 67260-0018
(316) 978-3252 office

Dr. Bryan Maggard

Vice President for Interecollegiate Athletics
University of Louisiana at Lafayette
Cox Communications Building
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(337) 991-6205 office

Joseph Johnson

Owner
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7610 Florida Blvd.
Baton Rouge, Louisiana 70806
(225) 205-3940 office



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Office of the Vice Chancellor for Finance and
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Baton Rouge, LA 70813
Fax: 225 771-2018~Office: 225 771-3282

April 4, 2023

Mr. Flandus McClinton, Jr.
Vice President of Finance and Business Affairs
Southern University
Baton Rouge, LA 70813

Dear Mr. McClinton,

The purpose of this correspondence is to request your consideration and approval to waive a search for the Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations position, at Southern University – Baton Rouge.

The candidate recommended to fill the position is Ms. Celeste Wilkinson. Ms. Wilkinson has strong management and supervisory skills, has approximately thirty (35) years of University Accounting experience, and has previously worked as the Associate Comptroller for the Sponsored Program Activity, Policy Development and Compliance Operations Division.

It is our expectation that with the hiring of an experienced Associate Comptroller we will increase efficiency; thereby, allowing the department to continue to complete work on schedule during normal work hours and meet expected deadlines.

The proposed salary for the Associate Comptroller for the Sponsored Program Activity, Policy Development and Compliance Operations position is \$75,000 and the position is included in the Fiscal Year 2023 Operating Budget.

Therefore, I am seeking approval to move forward with offering Ms. Wilkinson the Associate Comptroller position conditioned upon Board approval.

Your favorable consideration of this request is appreciated.

Sincerely,

Monica Mealie
Associate Vice Chancellor for Financial Operations

APPROVED:

Flandus McClinton, Vice President for Finance and Business Affairs

APPROVED:

Dennis J. Smelds, President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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 Famika Sargent Reason Left Resigned
 Date Left March 17, 2023 Salary Paid \$75,000

Profile of Person Recommended

Length of Employment May 1, 2023 To _____
 Effective Date May 1, 2023

Name Celeste Wilkinson SS# U01527194 Sex Female Race* Black
 (Last 4 digits only)

Position Title: Associate Comptroller for Sponsored Program Activity, Policy Development and Compliance Operations Division Department: Comptroller's Office

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

Years Experience 41 Southern University Experience 41
 Degree(s): Type/Discipline (BA-Education): Completion of 30 semester hours in Accounting, and 27 semester hours in management Institution/Location (SU-Baton Rouge): Southern University - Baton Rouge Year: _____

Current Employer Southern University - Baton Rouge

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 211001-26102-61002-26000

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

Change of: _____
 Position Associate Comptroller for Sponsored Program Activity, Policy Development and Compliance Operations Division From To Associate Comptroller for Sponsored Program Activity, Policy Development and Compliance Operations Division
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001-26102-61002-26000	\$75,000

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

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

Monica Mealie 4/4/23 Supervisor Date
Blondine McClellan Dean/Unit Head Date
Blondine McClellan Vice Chancellor Date
Blondine McClellan Chancellor Date
Blondine McClellan Vice President/Finance Date
Blondine McClellan Business Affairs/Comptroller Date
Blondine McClellan Chairman/S.U. Board of Supervisors Date
Blondine McClellan President Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

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

EMPLOYEE DIRECT SUPERVISOR: Mrs. Monica Mealie

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-3282

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (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	


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)

Résumé

Celeste B. Wilkinson



OBJECTIVE: A position in Finance and Business Administration where my proven abilities, leadership skills, and progressive thinking can be utilized to further enhance the mission of the agency.

**SUMMARY OF
QUALIFICATIONS
AND
ACCOMPLISHMENTS**
:

- Over 35 years of progressive professional level experience in financial accounting and Higher Education management.
- Proven leadership and management skills; with an emphasis on accomplishing strategic initiatives.
- Served as project leader for the implementation of the Financial Accounting System used by the Southern University System; Serving as both Chart of Accounts Manager and Financial Systems Security Manager.
- Developed the Southern University System Chart of Accounts Structure as a part of the implementation phase for the Financial Records System.
- Experienced in the application and implementation of Governmental Accounting Standards Board (GASB) 35 reporting standards for colleges and universities.
- Experienced in the Banner ERP Finance and Accounts Receivable and Human Resource platforms for Higher Education.
- Proficient in Microsoft applications (Excel, Word, Access), Monarch data visualization and reporting solutions.

PROFESSIONAL EXPERIENCE:

10/2016 **Southern University System**
To Present **Office of the Comptroller**

Cash Management/Plant and Sinking Fund Accountant

This senior level accounting position of Accountant IV is responsible for Financial, Operational Compliance and Reporting for the Plant and Sinking Fund accounts for the

Southern University System, Baton Rouge Campus. The primary function of this position is to insure proper accountability of public funds and protection of the University's assets. Prepares reconciliations and validations of complex, integrated, computerized financial systems to maintain and protect the integrity of the general ledger, accompanying subsidiary ledger, journal and other fiscal records. Prepares complex Financial Reports, Statistical and Cost Analysis for Plant and Sinking Fund Accounts for Southern University. The plant fund consists of Unexpended Plant; Debt Service (Bond and Long-Term Debts), Plant Investments and Renewal and Replacement (Construction and renovation projects) and other resources for acquisition and disposal of Plant Assets.

Responsible for the process related to cash management component of funds received by the University. This include managing funds received via Electronic Funds Transfers and checks, stop payment for checks issued and the approval and transfer of funds due to/from campuses within the Southern University System. Review and approved all journal entries for funds that are due to/from other campuses. Reconcile and validate transactions recorded to the source document and prepare appropriate entries to transfer the amounts needed to re-pay the implicit loan and transfer cash to/from various campuses.

Manage Long Term Debt projects including HBCU Capital Construction Programs and Capital Leases Projects. Participate in the negotiation and development of bonds and other indebtedness agreement entered into by and on behalf of the Southern University System, Baton Rouge Campus. Prepare financial reports and statistical analysis needed for the decision- making process. Interpret policies and procedures as part of and included in the Bond Resolution and other regulations governing the administrative and financial management of long-term debt to insure the university is in compliance with debt and legal requirements. Maintain debt service reserve requirements. Prepare statistical analysis and financial statements and fiscal reports. Manage long-term debt accounts in accordance with bond resolutions and other debt service agreements. Prepare and submit payment documents to complete the timely and accurate payment of bond principal and interest. Monitor subsidy, fees and other debt service installment payment requirements. Reconcile debt services amortization and payment schedules to the financial records to ensure accuracy in reporting.

Reconcile and validate complex computer-generated reports for the Banner Accounts Receivable System and Banner Finance System including diagnostic reports, error and edit reports. Monitor the input and output reports to ensure the Banner Student System (subsystem) and Banner Finance System remains in balance (reconciled) at all times. Coordinate the interfacing processes of the financial data for Banner Student System to Banner Finance by approving changes and updates to the Chart of Accounts ensuring that the system data linking is correct. Perform system audits and reconcile system output for Banner Student System to the System control accounts within the Banner Finance System to ensure accuracy. Identify errors, provide recommendations

for changes and corrective action and review and approve final output and system changes to protect the integrity of the financial records.

Responsible for the fiscal component of the Property Insurance Program for Southern University at Baton Rouge. Serves as liaison between the Administrative arm of the program and financial component coordinated through the State of Louisiana, Office of Risk Management (ORM). Review and approve all fiscal request to validate compliance with the property loss claim and the property loss settlement approval proved by or on behalf of ORM. Review and authorize vendor payments for work performed under the 3rd party payer program.

04/2003
To 04/2016

**Southern University System
Office of the Comptroller**

Associate Comptroller

Responsible for the financial operations of the Office of the Associate Comptroller for Sponsored Program Accounting, Policy Development and Operational Compliance; a division of the Comptroller's Office. The responsibilities include management of the financial functions including Sponsored Programs (grants and contract) accounting and financial management, operational compliance and cash and investment. Maintain fiscal accountability over financial accounting and reporting. Review and validate compliance with internal controls, policies and procedures. Review existing control, policies and procedures; make recommendation for required changes.

Developed a format including forms and instructions for financial reporting and invoicing which has been reviewed by federal agency representatives and accepted as a "best practice tool".

Assisted with preparation of the Comprehensive Annual Fiscal Report and note disclosures for the Baton Rouge Campus and the system-wide roll-up of the annual fiscal report and note disclosures for all campuses of the Southern University System utilizing GASB 35 reporting requirements

Coordinate the preparation of Note Disclosures for the Annual Financial Report (AFR) applicable to Cash and Investment Management, Capital Assets, Debt Reporting, and Endowment; including the preparation of Schedule 8 forms.

Coordinate audits and serve as the principal representative for the University in facilitating all audits related to Sponsored Programs including the A-133 audit compliance requirement.

Serve as the Liaison between Sponsored Program agencies and the University representing the University financial interest.

06/2000
To 03/2003

**Southern University System
Office of the Comptroller**

Interim Comptroller

Responsible for the daily operations of the Comptroller's Office, including general accounting, grants and contracts accounting, bursar operations, budget management and control, payroll, accounts payable, financial management, cash and investment management and operational auditing. Responsible for, maintaining fiscal accountability over financial accounting and reporting applicable to the specific area ensuring compliance with policies, procedures and internal controls.

Served as member of the campus finance team; responsibilities included the preparation of the Comprehensive Annual Fiscal Report; coordinated the completion and validation of note disclosures for the Baton Rouge Campus and the system-wide roll-up of the annual fiscal report and note disclosures for all campuses of the Southern University System utilizing GASB 35 reporting requirements.

3/2003
To 4/1994

**Southern University System
Office of Sponsored Programs and Research Administration**

Pre Award/Post Award Manager

Reviewed and approved all proposals submitted by Southern University to insure compliance with Request For Proposals (RFPs), Invitation For Bids (IFBs) and other agency submission guidelines. Provided administrative guidance to project investigators and program managers to insure that all proposals submitted were complete and accurate.

Served as fiscal advisor to the director of sponsored programs administration, project directors, and program managers on financial and budgetary matters to insure compliance with cost accounting standards; Reviewed and approved all cost proposals and cost and pricing data for submission to external funding agencies.

Responsible for programmatic management of all awards received by Southern University with an approximate annual volume in excess of \$25,000,000; Monitored all grants and contracts to insure compliance with federal, state and university regulations, including reporting and administrative close out utilizing a computerized data base that effectively tracked all programs from proposal submission to administrative close out.

Assisted in the negotiation of contracts and subcontracts, provided financial compliance review utilizing established cost accounting standards for cost and pricing data submissions.

Managed all subcontracts issued by Southern University to insure compliance with all technical and administrative requirements.

Developed and disseminated training materials for use by Historically Black Colleges and Universities in establishing and managing Sponsored Programs and Research Administration Offices based on needs assessments. Conducted workshops to train personnel in areas related to managing federally sponsored programs including contract

negotiations, Request for Proposal (RFP), compliance accounting for government grants and contracts, compliance with Federal Acquisition Regulations and programmatic and fiscal closeout.

Budget Officer, Zaire RAV II Project

Responsible for budgeting and financial management of the Zaire RAV II Project with a budget of \$6.3 million. Served as liaison between the Zaire RAV II Project and the SU Office of the Comptroller; acted as fiscal consultant to the director of the project;

Authorized expenditures, controlled spending, assessed the status of funds with respect to remaining appropriations; Prepared and submitted project budgets, assuring compliance with all Federal and University guidelines;

Conferred with SECID, USAID, and the Zaire-based SU/SECID budget staffs to discuss and resolve any problems; prepared statistical analysis and fiscal reports.

Grants and Contracts Administrator

Responsible for managing all restricted funds with an annual volume of approximately \$20,000,000 for all agencies of the Southern University System; Responsible for the review and approval of all grants, contracts and agreements received by the University insuring compliance with all guidelines, policies, regulations and special provisions affecting the financial and administrative operation of the programs.

Responsible for administration of all aspects of grants, contracts and special projects, and for the supervision of accounting and fiscal management personnel for these programs.

Developed and maintained a computerized database to monitor all federal, state, and miscellaneous programs for the Southern University System.

Managed all budgets and maintained fiscal accountability for grants and contracts to guard against deficit spending and to ensure that all projects were operating within established guidelines. Prepared and submitted financial reports, statistical analysis, billings, cash reports and letters of credit to facilitate the timely reimbursement of expenditures for grants and contracts. Ascertained and confirmed compliance with formal budgets and federal and local procurement regulations governing each award.

EDUCATION: Southern University and A&M College

Completion of 30 semester hours in accounting and 27 semester hours in management and other business related courses

Completion of continuing education credits, short courses and seminars in federal grants and contracts management; including, accounting for federal grants and contracts, financial statement analysis, budget management, developing proposals for rate agreements for the recovery of indirect cost applicable to grants and contracts, orientation to grants and contracts for applicants and recipients of awards, and understanding and implementing GASB Pronouncements.



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

MEMORANDUM

TO: Dennis J. Shields
President-Chancellor

FROM: Bijoy K. Sahoo, Ph. D.
Executive Vice Chancellor & Provost

RE: Equity & Merit Adjustments to Select Faculty Salaries (2022-2023)

DATE: April 5, 2023

You very kindly agreed to consider changes in faculty salaries due to promotion and change in academic rank. You asked me to examine what would be fair both from an equity and from merit perspective. I am making a recommendation to you specifically for the academic year 2022-2023 and going forward any adjustments will be based upon the recommendation of the Department Head and the college Dean.

I am recommending the salary changes for the listed faculty to be effective August 2022.

Employee Name	Beginning Salary	Total Adj	Ending Salary
Belu, Radian	77,983	7,546	85,529
Dubytska, Lidiya	58,916	18,084	77,000
Telles, Caroline	59,994	17,006	77,000

Approvals:

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

Dennis J. Shields
President-Chancellor

SUNO



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

March 23, 2023

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. Shane Bruno for the position of Argos Banner Programmer Analyst at Southern University at New Orleans (SUNO). I also recommend an annual salary of \$65,000 with an effective date of May 1, 2023. Mr. Bruno has over twenty years of professional IT experience in higher education at Xavier University, advanced knowledge of the Ellucian Banner system, and is experienced in supporting faculty, staff, and students. He is fluent in many programming languages and Ellucian software applications.

Mr. Bruno collaborated with many departments at Xavier University, which will significantly benefit SUNO due to his ability to work synergistically with colleagues from different areas. He will work with each functional unit to validate existing reports, create ad-hoc reports, and build up SUNO's reporting library, all while supporting our existing IT staff with reporting requests.

Thank you for considering this request and submitting it for approval at the April 21, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

James H. Ammons, Jr., Ph.D.
Executive Vice President-Chancellor

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO X 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 May 01, 2023 To September 30, 2023

Effective Date May 01, 2023

Name Shane Bruno SS# XXX-XX- 5367 Sex M Race* Black

Position Title: Argos Banner Programmer Analyst Department: Title III -Institutional Research

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 17 Southern University Experience _____

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Master's Degree in Curriculum and Instruction</u>	<u>University of Louisiana</u>	<u>2017</u>
	<u>Computer Science</u>	<u>Xavier University of Louisiana</u>	<u>2001</u>

Current Employer _____

Personnel Action

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

Recommended Salary 65,000 Salary Budgeted 65,000

Source of Funds Title III Grant

Identify Budget: 420227 41410 61002 46000 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:

*See Reverse Side

Source of Funds	Amount
0	0

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by:
Andrea Simien 3/23/2023
Supervisor Date
 DocuSigned by:
Brenda Jackson 3/24/2023
Vice Chancellor Date
 DocuSigned by:
Katrina Jones 3/24/2023
Director/Personnel Date

DocuSigned by:
Brenda Jackson 3/23/2023
Dean/Unit Head Date
 DocuSigned by:
Dr. James Ammons, Jr. 3/24/2023
Chancellor Date
 DocuSigned by:
Arlean White 3/24/2023
Vice President/Finance Date
Business Affairs/Comptroller

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

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or 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:

Andrea Simien

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Shane M. Bruno

Career Summary

Results-driven professional offering a progressive, twenty year career in information technology; repeated success directing IT projects from inception to execution, strategically allocating resources and delegating tasks to achieve on-time, on-budget delivery; expertly manage technical support operations, diligently troubleshooting issues to identify root causes and prevent recurrence

Education

Xavier University of Louisiana
Master's Degree in Curriculum and Instruction - May 2017
Concentration: Instructional Technology

Xavier University of Louisiana
Bachelor of Science – May 2001
Major: Computer Science
Minor: Mathematics

Technical Skills Summary

Languages: CSS, HTML, PL/SQL, SQL, C, C++

Software Applications: Ellucian Banner, Evisions ARGOS, Evisions MAPS, Transact Campus TSE, Transact Campus Cashnet, Adirondack Solutions THD, Adirondack Solutions Parking Administrator, Hyperion BRIO, JAMS Scheduler, Regroup, Microsoft Office Suite, Adobe Creative Suite, BDMS/Xtender Solution, Hobsons EMT Retain/Connect, SQL Developer, FileZilla, WS FTP, Google Classroom, PowerTeacher Pro

Operating Systems: UNIX, Windows, MacOS

Experience

August 2022 - Present, 8th Grade Math Teacher, Mary McLeod Bethune Elementary School

- Provides high quality mathematics instruction to whole class and small groups
- Designed and implemented lesson plans that engaged all students.
- Assessed tests and reported and analyzed student's results.
- Created interactive learning environment by using Smart board and the internet.
- Cooperated with fellow teachers and parents to ensure students have the best learning tools and environment for progress.
- Managed groups of up to 27 students and provided them with behavioral guidelines.
- Encouraged class discussion and maintained positive learning environment.

February 2022 – June 2022, Math Interventionist, Mary McLeod Bethune Elementary School

- Provided high quality mathematics instruction in small groups
- Supported classroom instruction through modeling and mentoring
- Used data to provide instruction to students and to bring their skills to grade-level
- Collaborated with teachers, administration, and families to help identify best practices for individual and small group instruction
- Communicated with teachers, administration, and families regarding student progress
- Assisted in identifying students for placement in intervention groups
- Participated in meetings with teachers, administration, and families to discuss student placement and progress
- Provided diagnostic assessments for students as needed
- Provided input for program development
- Supported implementation of assessment tools and data management systems

July 2018 – May 2021, Systems Analyst, Information Technology Center, Xavier University of Louisiana

- Create and modify Evisions ARGOS Reports, Dashboards, and OLAP Cubes
- Cultivated relationships with faculty and staff
- Provided effective verbal and written communication to functional users

- Import user accounts and maintain user access and permissions in MAPS environment
- Create and manage end user oracle accounts and passwords in Banner Client
- Maintain permissions and provide object access as part of Banner security
- Resolved errors and access issues as it relates to functional area processes in Banner
- Work with functional users to resolve issues across all Banner modules
- Collaborate with other team members to resolve issues in Banner and other XU systems
- Assist functional users with issues at critical events like Orientation and Registration
- Resolve duplicate Banner records by analyzing data and merging records where necessary
- Troubleshoot, create, and maintain JAMS Scheduler scheduled jobs
- Maintain Blackboard Transact integration with Banner data for student demographic data and meal plans.
- Assist with the development of reports in the Blackboard Reporting System
- Troubleshoot and maintain Sodexo/Xavier Xcard system, registers, and credit card readers
- Support university dining concepts with implementations, enhancements, registers, printers, and credit card readers (Chick-fil-a, SubConnection, We Proudly Brew, and concessions)
- Maintain data imports and groups in the REGROUP system for emergency notifications
- Send notifications to the campus community through REGROUP as needed
- Assist Campus Police department with the XULA Safe app
- Provide technical assistance to Student Affairs with department purchased applications (Accruent Event Management System (EMS), Adirondack Solutions Parking Administrator, THD, and Conduct, and Campus Kaizen Guardian)

July 2017 – July 2018, Senior ERP Analyst, Information Technology Center, Xavier University of Louisiana

- Converted existing BRIO report to ARGOS for areas of responsibility ensuring data accuracy and consistency
- Developed, modified, and maintained reports using the university reporting tool ARGOS
- Provided tier-2 support for Banner by working closely with functional users and other ERP team members
- Provided technical leadership on the Financial Aid and Student modules in Banner.
- Translated business requirements into specifications used to develop reports and dashboards
- Reviewed system generated and BRIO reports for reporting accuracy
- Maintained effective communication with the end users and Ellucian Action Line personnel; opening and resolving requests
- Reviewed and modified functional processes to allow functional areas to become more self-sufficient and rely less on IT
- Coordinated projects with various functional areas to enhance functional processes affecting campus constituents

**October 2012 – July 2017, Student Academic Success Office (SASO), Math Resource Center Coordinator
Xavier University of Louisiana**

- Worked with management to design and implement a campus-wide tutor campaign to increase student participation
- Provided direct mathematics tutoring to students
- Conducted mathematics workshops and review sessions
- Supervised professional staff and professional student tutors
- Assisted with the hiring of professional staff and professional student tutors
- Monitored and maintained inventory of necessary supplies and equipment for tutoring and resource centers
- Assisted with the development and implementation of an off-campus outreach system that would support high school students' mathematics development
- Developed an on-campus outreach system that would support students' mathematics development through workshops and other events in collaboration with SASO, Student Services, and other campus departments
- Assisted with planning and advertisement of Resource Center events via email and social media
- Prepared Electronic Personnel Action Forms (EPAFS) for tutoring and resource center tutors
- Analyzed assessment data and submitted assessment reports regarding program effectiveness

- Compiled and submitted end-of-year reports to resource center coordinators to analyze and develop pass rate reports for respective “bottleneck” courses in English, Mathematics, Reading, Biology, Chemistry, and Physics
- Implemented student tracking and communication system (EMT Retain) used to track student performance (Early Alerts)
- Compiled Early Alert data and distributed to department chairs and to students receiving alerts
- Developed requested data reports through knowledge of BRIO and Banner

**August 2007 – October 2012, Information Technology Center, Software Programmer Analyst
Xavier University of Louisiana**

- Provided leadership in the area of the student module in Banner
- Provided a professional level of support in the implementation, support, and on-going operations for areas of responsibilities.
- Developed, modified, and maintained reports using the university reporting tool BRIO
- Extracted requested data from BRIO into Microsoft Excel for data manipulation and the generation of charts and graphs
- Reviewed system generated and BRIO reports for reporting accuracy
- Coordinated and participated in joint projects with campus offices such as Admissions, Registrar, Residence Life, Student Services, Institutional Advancement and the College of Pharmacy
- Researched and resolved Banner and other software application issues in an efficient and effective manner
- Maintained effective verbal and written communication with the university end users and Ellucian Action Line personnel; opening and resolving requests
- Performed related duties as assigned by immediate manager and department functional users

July 2004 – August 2007, Information Technology Center, Computer Technical Support, Xavier University of Louisiana

- Served as Technology liaison between the Division of Education and the Information Technology Center
- Performed Blackboard system administrator duties including loading user accounts, course creation, and system maintenance
- Applied images and deployed desktop and laptop computers for university faculty, staff, and computer-based labs
- Provided end user technical support for university faculty, staff, and students, replaced hard drives and other devices
- Opened requests with university vendors for warranty repairs
- Assisted ITC staff in computer training activities for faculty and staff

January 2001 – June 2004, Division of Education, Technology Support Specialist, Xavier University of Louisiana

- Designed, developed, and maintained the Division of Education’s website
- Provided technical support on hardware & software for faculty, staff, and students in the Division of Education
- Trained faculty, staff and students on various software applications and served as coordinator for three computer labs
- Handled the purchasing of software and hardware for the Division and assisted with Blackboard administration
- Served as the PASS-Port system administrator and trainer for faculty and staff in the Division of Education at Xavier University of Louisiana and other Louisiana colleges and universities
- Served as Technology Instructor during the S.T.A.R.S summer program and the P.S.T.I summer institute

Presentations

Bruno, S.M., Fulwiler, J.H., & Rhodes, E. (2002). Gumbo LALA. Washington D.C. The U.S. Department of Education’s 2002 PT3 Grantees’ Meeting

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

April 5, 2023

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:

This communication comes as a request to appoint Mr. Jason Callico as Director of Financial Aid at Southern University at New Orleans (SUNO). His annual salary will be \$78,000 with an effective date of April 24, 2023. Mr. Callico is an innovative and collaborative financial aid professional with over 12 years of leadership experience in financial aid and student enrollment at institutions of higher education. He holds a Master's degree in Business Administration.

Mr. Callico currently serves as Director of Financial Aid at the University of Holy Cross. Prior to this appointment, he served as Assistant Director of Financial Aid at Stephen F. Austin State University in Texas. He has supervisory experience with large and small financial aid offices ensuring compliance with federal and state laws while providing excellent service to the students and collaboration with Bursar and Registrar Offices. I am confident that Mr. Callico will provide strong leadership and stability for the Office of Financial Aid and I recommend him for this critical position.

Thank you for considering this recommendation and submitting it for approval at the April 21, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

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

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

CAMPUS: 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 La'charlotte' Garrett Reason Left Retired
 Date Left 3/17/2023 Salary Paid \$60,683.00

Profile of Person Recommended

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

Effective Date April 24, 2023

Name Jason Callico SS# XXX-XX-6824 Sex M Race* white

Position Title: Financial Aid Director Department: Financial Aid

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:
	<u>Master of Business Admin.</u>	<u>University of Phoenix</u>	<u>2013</u>
	<u>BA - Political Science</u>	<u>University of New Orleans</u>	<u>2010</u>

Current Employer University of Holy Cross

Personnel Action

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

Recommended Salary \$78,000.00 Salary Budgeted _____

Source of Funds 411001-44310-61002-46000

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:

*See Reverse Side

Source of Funds	Amount
0	0

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: <u>Arlean White</u> Supervisor	<u>4/5/2023</u> Date	DocuSigned by: <u>Arlean White</u> Dean/Unit Head	<u>4/5/2023</u> Date
DocuSigned by: <u>Arlean White</u> Vice Chancellor	<u>4/5/2023</u> Date	DocuSigned by: <u>Dr. James Ammons, Jr.</u> Chancellor	<u>4/6/2023</u> Date
DocuSigned by: <u>Patricia Alexander</u> Director/Personnel	<u>4/5/2023</u> Date	DocuSigned by: <u>Arlean White</u> Vice President/Finance Business Affairs/Comptroller	<u>4/5/2023</u> 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:

Monday - Friday; 8 am - 5 pm

EMPLOYEE DIRECT SUPERVISOR:

Arlean wehle

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):

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

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

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

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

JASON CALLICO



EXPERIENCE:

06/10/2019 - Present **Director of Financial Aid, University of Holy Cross, New Orleans, LA**

- Leader for 2 full time counselors and front desk staff
- Provide excellent customer service to new and continuing students
- Train staff on new regulation and customer service skills
- Budget and manage university federal work study
- Ensure compliance with federal and state regulations
- Complete reporting requirements to federal agencies
- Coordinate the delivery of student financial aid and the maintenance of student financial aid records
- Reconciliation of all funds
- President of the scholarship committee where I facilitate, award, and ensure students are meeting scholarship criteria
- Package and award federal, state, and institutional funds
- Create budgets for freshmen, transfer, continuing, and graduates
- Update and test Financial Aid Software
- Work closely with state auditors gathering information for annual audit
- Revamp current scholarship process to maximize efficiency
- Stay current on technology that can help students
- Built online portal for secure online document delivery for students
- Track students eligibility for aid
- Main facilitator for HEERF funding
- Serve on multiple university committees to give input and improve processes
- Assisted with VA Audits

01/03/2018 - 06/07/2019 **Assistant Director of Financial Aid, Stephen F. Austin State University, Nacogdoches, TX**

- Supervise 6-8 full time loan department employees for direct and alternative loans
- Reconciled Pell Grant & Direct Loans monthly
- Tested Ellucian Banner patches on test instance server for defects
- Lead the close out and liquidation of the Perkins loan program
- Ran processes including new year roll, group packaging, and SAP policy, importing, exporting and more
- Update federal websites with data
- Remain current on new technology to provide to students
- Attended FSA & NASFAA conferences to remain up to date on compliance
- Led multiple projects to improve processes and customer service
- Collaborated with multiple offices around campus for projects
- Assist Director of Financial Aid with duties
- Familiar with federal and state regulation

11/2014 - 01/2018 **Answer Center Coordinator, Delgado Community College, New Orleans, LA**

- Supervised a team of 7-10 employees on assisting students through the enrollment process, admissions, and financial aid
- Interviewed, hired, and trained all new employees
- Created leadership and customer service trainings
- Coached advisors on student centric focused behaviors
- Budgeted, Awarded, and authorized students for financial aid
- Completed performance evaluations on all employees
- Managed Westbank Campus Inventory annually
- Created reports to track employee performance
- Managed day to day operations of an Enrollment and Answer Center
- Analyzed reports to review trends in enrollment
- Created New Student Orientation with Executive Dean at Campus

08/2015- 01/2018 **Adjunct Business Instructor, Delgado Community College, New Orleans, LA**

- Teach freshmen level business classes such as Intro to Business, Customer Service, and Human Relations
- Create custom content for each class specialization

09/2011 – 10/2014 **Senior Enrollment Advisor/Team Lead, University of Phoenix, New Orleans, LA**

- Recruited and enrolled new and returning students to undergraduate and graduate degrees
- Evaluated college transcripts for each student
- Managed and led advanced training meetings to enhance current enrollment advisors' skills
- Team leader for 4 other enrollment advisors
- Accepted applications and admitted students
- Counseled and advised students in graduate and undergraduate programs
- Advised students in face to face interviews and over the phone about the University, specific programs, and all other requirements
- Trained new enrollment advisors and communicated to them what was expected of them
- Chaired as part of the PR & Marketing committee for community events
- Assisted students through NSLDS and student loans website
- Created team building trainings for enrollment advisors to produce a positive workplace
- Assisted with financial aid applications and gave financial clearance
- Member of employee relations committee for New Orleans Campus

08/07 – 09/2011 **Teller, J.P. Morgan Chase, Harahan, LA**

- Maintained a cash drawer with a 50,000 limit and consistently balanced correctly
- Managed customer database while quickly and accurately entering in values and customer sensitive information
- Facilitated in training of new employees and guided employees through the processes of transactions

EDUCATION: Master of Business Administration, September 2013
University of Phoenix, New Orleans, LA

Bachelor of Arts in Political Science, May 2010
University of New Orleans, New Orleans, LA

COMMUNITY SERVICE: Boys and Girls Club of Slidell



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

March 23, 2023

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:

Ms. Kimberly Paige, MRC, LRC(S), LPC, CRC, CESP has served as our University Counselor for the past year and within this timespan has completed great feats. As SUNO's only Counselor, she provides mental health and wellness programming/events, workshops, and services for our entire student body, as well as, staff and faculty in lieu of an Employee Assistance Program.

Ms. Paige is also in the process of creating multiple spaces to champion students' health and well-being on our campus. As a result of her leadership, the University is moving away from a one office unit to serve students. After reviewing trends, the University has decided to create a Counseling Center equipped with enough space for students to meet for group counseling, individual counseling, access and utilization of a Serenity Room for nursing individuals, and additional office space to hire more staff. Adjacent to the new Counseling Center will be a Zen Room, housing our new state-of-the-art Wellness Pod. The Zen Room will serve as a calming space for crisis intervention, meditation, yoga, and many other events that promote holistic well-being. In addition, Ms. Paige is now Council for Accreditation of Counseling and Related Educational Programs (CACREP) aligned, allowing us to host interns, which can be a great recruitment tool for our programs surrounding mental health and wellness.

Recently, Ms. Paige received her Licensed Professional Counselor (LPC) certification and her Licensed Rehabilitation Counselors (LRC) certification. For these reasons, we are requesting to raise Ms. Paige's salary from \$57,200 to \$80,000 annually. This adjustment will bring her salary to the median of other licensed LPCs within the state. We take the mental health of our students, faculty, and staff seriously at Southern University at New Orleans, and we appreciate the effort Ms. Paige has put into increasing our offerings and assisting our students on their "Pathway to Knighthood."

Thank you for considering this request and submitting it for approval at the April 21, 2023 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

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO X 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 April 1, 2023 To September 30, 2023

Effective Date April 1, 2023

Name Kimberly Paige SS# XXX-XX- 3341 Sex Female Race* Black

Position Title: CAPS Director/Counselor Department: Title III-Student Development Cen

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

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

Years Experience 7 Southern University Experience 1

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	BA-Science/Psychology	Alabama State University	2009
	MA-Rehabilitation Counseling	Alabama State University	2012
	PhD-Counseling Edu Supervision	University of New Orleans	Present

Current Employer _____

Personnel Action

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

Recommended Salary \$80,000 Salary Budgeted \$80,000

Source of Funds Title III

Identify Budget: 420222-41410-61002-46000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 From _____ To _____
 Position _____
 Status _____
 Salary Adjustment \$57,200 \$80,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
420245-41410-61002-46000	\$57,200

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: _____ 3/10/2023
 Supervisor
 DocuSigned by: _____ 3/10/2023
 Vice Chancellor
 DocuSigned by: _____ 3/12/2023
 Director/Personnel

DocuSigned by: _____ 3/10/2023
 Dean/Unit Head
 DocuSigned by: _____ 3/14/2023
 Dr. James Ammons, Jr.
 Chancellor
 DocuSigned by: _____ 3/13/2023
 Shannon Williams
 Vice President/Finance
 Business Affairs/Comptroller

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

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

Monday thru Friday 8am-5pm

EMPLOYEE DIRECT SUPERVISOR:

Dr. Adriel Hilton

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

EDUCATION

January 2020 – Present

University of New Orleans (New Orleans, Louisiana)

Doctor of Philosophy: Counseling Education & Supervision

August 2010 - May 2012

Alabama State University (Montgomery, Alabama)

Master of Rehabilitation Counseling; G.P.A. 4.0

August 2007 - May 2009

Alabama State University (Montgomery, Alabama)

Bachelor of Science Degree; Magna Cum Laude

Major: Psychology, Minor: English Writing

WORK EXPERIENCE

February 2022 - Present ***Southern University at New Orleans (Director of Counseling Services)***

Tasks: Provide Individual and Group Counseling services, using evidence-based practices to mentally, psychologically, vocationally, and emotionally support students, faculty, and staff of SUNO, conduct workshops and seminars to educate on topics relevant to college students: time management, study skills, career exploration, test anxiety, stress, depression, relationships etc. Campus wide program planning, Facilitate educational/informational events for campus and students to promote wellness, Conduct assessments (Risk & Suicidal), Case management, make referrals, coordinate care with local and neighboring psychological facilities & providers, and provide crisis management trainings to students, faculty, and staff.

August 2018 – February 2022 ***Louisiana State University - NOLA (Lead Rehabilitation Counselor)***

Tasks: Provide Counseling, evidence-based individualized instruction, and support to students with disabilities on campus, at apprenticeship/employment sites, and various other community settings to develop communication, social, self-determination, self-efficacy, and interpersonal skills and behavior. Conduct job development, marketing and job analyses at businesses. Participate in staff and interagency meetings related to student /apprentices, as assigned and provide training related to transition and employment support strategies as needed.

April 2016 – July 2018 ***Strategic Case Management (Vocational Rehabilitation Counselor)***

Tasks: Provide Counseling to injured employees, Coordinate medical and vocational services for client, Conduct Intakes/Evaluations, Consults with physicians, psychologists and other appropriate disability professionals regarding findings of examinations, Conduct Labor Market

Survey, Job Placement, Organize Medical records, Consultations/ Conferences with employers, doctors, lawyers, & adjusters

Oct 2015 – April 2016 *Mobile Metro Treatment Center (Substance Abuse Counselor)*

Tasks: Provide individual and group counseling, Evaluate Patient and create treatment plan, coordinate care, submit referrals to community resources and programs, assist patients with skills to remain sober and cope with stressors, evaluate patient progress and amend treatment plan accordingly

Aug 2011 – Nov 2015 *Gethsemane Institutional Outreach Center (Youth Activity Coordinator)*

Tasks: Coordinate annual summer youth program for youth in church and youth in the surrounding community, plan activities for youth, supervise youth from ages 2-30, teach dance classes for youth, & form committees to assist myself and youth

Jan 2012 - May 2012 *Alabama Department of Rehab Services (VR Counselor/Intern)*

Tasks: Intakes, Consultations, Conduct Individual Counseling sessions, Case Management, Job Placement, Vendor interaction, and Develop individualized plans for employment with consumers

Aug 2011 – Jan 2012 *Alabama State University - Writing Center (Essay Coach/Tutor)*

Tasks: Tutor collegians on writing skills, Revise writing assignments, & Supervise the writing center lab

Aug 2011 – Dec 2011 *Montgomery Center for Independent Living (Counselor/Intern)*

Tasks: Intakes, Conduct Individual counseling sessions, Supervise Group Counseling Sessions, Coordinate Group Activities, Teach ADL classes, & Case management

CERTIFICATIONS/LICENSES

***LPC = Licensed Professional Counselor (Louisiana)**

***LRC(S) = Licensed Rehabilitation Counselor (Louisiana) and Supervisor**

***CRC = Certified Rehabilitation Counselor**

***CESP = Certified Employment Support Professional**

SKILLS

Computer proficiency skills, Communication skills, Teamwork skills, Flexibility, Leadership Skills, Work Ethic, Project/Program Management skills, Creativity, Customer services skills, Time management, and Conflict resolution skills

HONORS

Member of Phi Theta Kappa & Alpha Kappa Mu International Honor Societies

References are available upon request.

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

April 5, 2023

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:

Mrs. Atia Z. Washington, Assistant Director of Admissions and Recruitment at Southern University at New Orleans, has been instrumental in the continuation of work for our transfer student services. I am pleased to submit her name and recommend a \$3,500.00 increase, over four months (January 2023 – April 2023), for taking on additional duties related to transfer student services until the position is filled and the new employee is trained. With this one-time payment added to her current salary of \$59,000.00, Mrs. Washington's amended salary will be \$62,500.

Thank you for considering this recommendation and submitting it for approval at the April 21, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

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

APPROVAL: _____

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO X 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
<u>X</u> _____ 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 01/01/2023 To 04/30/2023

Effective Date 01/01/23

Name Atia Z. Garrett Washington SS# XXX-XX- 9631 Sex Female Race* Black

Position Title: Dual Enrollment Department: Academic Affairs

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

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

Years Experience 10 yrs. Southern University Experience 9 Months

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS-General Studies</u>	<u>University of LA, Lafayette, LA</u>	<u>2016</u>
	<u>M.ed-Education</u>	<u>Northwestern State LA, Natchitoches, LA</u>	<u>2019</u>

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary 3,500 One-Time Pay _____ Salary Budgeted 62,500.00

Source of Funds General

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

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

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
411001-46410-61002-45000	62,500.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by:
Jada Boudoin 4/6/2023
Supervisor Date
 DocuSigned by:
Adriel Hilton 4/6/2023
Vice Chancellor Date
 DocuSigned by:
J. Bernette Taylor 4/6/2023
Director/Personnel Date

DocuSigned by:
Adriel Hilton 4/6/2023
Dean/Unit Head Date
 DocuSigned by:
Dr. James Ammons, Jr. 4/6/2023
Chancellor Date
 DocuSigned by:
Arlean White 4/6/2023
Vice President/Finance Date
Business Affairs/Comptroller

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

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

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:

Monday-Friday 8 hrs. per day Dual Enrollment

EMPLOYEE DIRECT SUPERVISOR:

Adriel Hilton

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

ATIA Z. WASHINGTON

Employment Narrative

Akili Academy of New Orleans

8th grade Mathematics Teacher | 8.2021 – present

- *Delivering instruction in the classroom and raising student achievement*
- *Long-term unit planning and daily lesson planning*
- *Communicating with parents/guardians about student progress*
- *Quickly implementing feedback and goal setting into lesson delivery*
- *Collaborating with teammates in grade level and subject level teams*
- Participating in the life of the school, including student activities and events
- Maintaining a classroom culture conducive to student achievement
- Using data to track student achievement, and to constantly improve practice
- Participating in daily, weekly, and quarterly meetings about student achievement
- Embodying, advocating, and operationalizing the mission, vision, and direction of the school
- Taking on other tasks, as needed

Xavier University of Louisiana

Associate Director of Operations | 5.2019 – 5.2021

- *Supervises Admissions department personnel to ensure enrollment and activity goals are met and that department personnel act ethically and with integrity in all activities*
- *Manage an ongoing assessment of the operations team, including the development of process management reports and quality control reports for the application evaluation process*
- *Demonstrate customer service experience that incorporates a global perspective, along with a commitment and ability to work in a team setting with all levels of management, faculty, and staff.*
- *Trains campus administrators on new processes*
- Demonstrate superior communication skills, professional judgment, as well as management and leadership capability
- Responsible for the operational maintenance and data integrity of the Admissions databases including, but not limited to, Slate and BANNER, and ensures accuracy of data by updating and changing student information, and by developing methods to check for discrepancies.
- Collaborates with staff on ways to improve database operations
- Troubleshoots system-related issues
- Monitors, filters, and corrects data, troubleshoots and problem solves system-related issues, while partnering with ITC

South Louisiana Community College

Enrollment Specialist | 6.2017 – 4.2019

- *Developed Allied Health, Technical Diploma and Special Programs program guides and instruction manuals*
- *Developed information packets for all programs*
- *Developed the waitlist process for the Technical Diploma programs that ensures a swift process through admissions, registrar's office and the financial aid department*
- *Reconstructed the admittance process by utilizing more advanced technological processes*
- *Trains campus administrators on new processes*

Education

Ed.D. in Adult Learning and Development 8.2019-
Northwestern State University
M. Ed in Educational Leadership
Technology
Graduate Northwestern State University

Bachelor of General Studies
Graduate University of Louisiana at Lafayette

Certifications

Project Management
Fundamentals I & II
Iowa Western Community College

Systems

BANNER
Bright Pearl
Linux
Microsoft Office Suite
Windows 7, 8 & 10
XP
Slate

Skills

70 WPM
Active listening
Analytical
Coaching & mentoring
Conflict resolution
Creative thinking
Customer service
Effective team member
Empathetic
Excellent oral and written communication
Integrity
Interpersonal
Leadership
Multi-phone line
Multitasker
Professional judgment
Project management
Quality control
Quick learner
Reporting
Resourceful
Strong work ethic
Time management

- *Supervises 4 student workers each semester*
- Monitors bridging of information to and from Banner and Recruiter (Ellucian)
- Collaborates with staff on ways to improve database operations
- Monitors the program waitlist
- Troubleshoots system-related issues
- Conducts Open Houses and Student Success Live
- Processes enrollment applications
- Manages import/export processes
- Updates student information
- Data entry

Admissions | 6.2016 – 6.2017

- *Collaborated with Admissions, Registrar, Financial Aid and Career & Transfer departments in creating and managing the new application processes for Practical Nursing and Clinical Lab Tech*
- Assisted students with applications
- Completed student registration
- Conducted campus tours

Kids in College Coordinator | 4.2016 – 6.2016

- *Instituted 10 additional camps that are incorporated every summer on three campuses*
- Recruited students from Lafayette, Iberia, and St. Landry parishes
- Collaborated with GEAR UP to encourage and register seniors to attend summer courses at SLCC and take the ACT

Trade Adjustment Assistance Community College Training Site Advisor | 10.2014 – 4.2016

- *Attained industry-based certification prep courses*
- *Supervised and assisted 32 students becoming CompTIA A+ or Network+ certified*
- Surveyed Intro to Networking, Machine Tools, Microcomputer Applications, College Success Active Directory & Troubleshooting I & II
- Set up router/switch rack lab for Intro to Networking in Industrial Electronics
- Taught students to:
 - Run clean installs of Server2013 and Windows 7&8 in active directory
 - Proper solder processing
- Collaborated with P.A.C.E. (Pathways to Accelerated Careers & Education) and served as liaison for students and faculty to ensure better learning experiences
- Collaborated with teachers to develop the I-BEST (Integrated Basic Education Skills & Training) team teaching model
- Tutored students
- Maintains and distributes reports to management

Miracle Ear

Inventory & Lab Manager | 12.2010 – 1.2014

- *Managed inventory for 16 locations*
- Recorded daily deliveries and shipments
- Analyzed data to anticipate future needs
- Placed orders to replenish stock
- Provided onsite and telephone technical support
- Data entry



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

April 4, 2023

VIA HAND DELIVERY

Dennis J. Shields

System President and Chancellor

Southern University System

J. S. Clark Administration Bldg., 4th Floor

Baton Rouge, Louisiana 70813

RE: Retirement Incentive Plans


Dear President Shields:

The Southern University Law Center (Law Center) is proposing to offer retirement incentive plans (Plans) to eligible faculty and staff employees as a proactive measure to reduce operating costs. The Law Center expects that by offering the Plans, some faculty and staff employees who are considering retirement in the near future may choose to retire now. The Plans' participation will be limited to a maximum of eight (8) eligible employees for both plans together. The Plans are attached.

The Plans comply with the Board of Supervisors policies for Retirement Incentive Plans. The Plans will be limited to participants on a first come first served basis.

I request that you forward these proposals to the Board of Supervisors for their due consideration at their April 2023 board meeting.

Sincerely,



John K. Pierre, Chancellor &
Vanue B. Lacour Endowed Professor of Law

**SOUTHERN UNIVERSITY LAW CENTER
TENURED FACULTY
RETIREMENT INCENTIVE PLAN**

The Southern University Law Center (SULC) will offer a retirement incentive plan in accordance with the Southern University and A&M College Board of Supervisors' (Board) Policy for Tenured Faculty Regular Retirement Incentive Plans. The eligibility criteria for the retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SULC. The Plan will be offered through June 2, 2023, with a retirement/resignation date of June 30, 2023.

Retirement Incentive Plan

1. SULC Tenured Faculty employees (Faculty Member) who are current and full-time are eligible to participate in the Plan.
2. Any and all employees with the administrative title of Chancellor, Vice Chancellor or Associate Vice Chancellor shall not be eligible to participate in the plan.
3. An administrative employee who is otherwise ineligible but holds tenure as a faculty member may only participate in the retirement incentive plan in the following manner. The administrative employee must submit an intent to resign the administrative position with the application. They must meet all other eligibility conditions required for faculty. If accepted into the program, the resignation from the administrative position will be effective and the administrative employee will be allowed to participate at a salary commensurate with their faculty rank in the same manner as other eligible faculty.
4. Faculty Members must be eligible for regular retirement under the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), or the Optional Retirement Plan (ORP) and should meet all plan eligibility requirements as of the application date.
5. To participate in the Plan, an eligible Faculty Member shall not have applied for retirement or received notice of termination prior to submitting their application. This exclusion shall not include those who are still working, but are officially retired under the Deferred Retirement Option Plan (DROP).
6. The Plan's offer is based on One Hundred (100%) percent of the Faculty Member's base salary for fiscal year 2022-2023. The retirement incentive will be paid over a three (3) year period, in installment payments equal to Thirty-Three and One Third percent (33.33%) of the Faculty Member's base salary, in each year of the three (3) year period. The retirement incentive payments will begin after separation from the Law Center, and upon **the employee/retiree providing a copy of their Retirement Pay Advice.**
7. All retirement incentive payments are subject to all applicable federal and state taxes and regulations.

SOUTHERN UNIVERSITY LAW CENTER
TENURED FACULTY
RETIREMENT INCENTIVE PLAN

8. The Plan will be limited to Four (4) participants. Participation in the Plan will be on a first come, first served basis. If all applications are received at the same time, the lottery method will be employed.
9. A Faculty member who wishes to participate in the plan must complete a Retirement Incentive Plan Application along with the regular retirement system documents, and submit them to the System Vice President of Human Resources (HR), and simultaneously, submit a copy of the Retirement Incentive Plan Application and retirement system documents to the Chancellor of the Law Center, no later than the close of business on June 2, 2023.
10. All application documents for the Plan herein described shall be submitted in writing to the System Vice President of Human Resources, and simultaneously, submit a copy of the application documents to the Chancellor of the Law Center, via electronic mail, facsimile, or hand delivery. Applications submitted via U.S. Postal Service or an overnight delivery/mail service should be evidenced by a returned receipt signed by an employee in the HR Dept., and will be considered received on the date they are received by the HR Dept. All submissions made by electronic mail etc. must be followed by delivery of the original documents within 48 hours of the electronic submissions. The faculty member must obtain proof of delivery signed by an employee in the HR Dept.
11. Upon notification of approval, the Faculty Member must submit a letter of resignation as required in the application. The faculty member must also officially retire from the university. ***The Plan is not applicable to resignations not accompanied by retirements.***
12. Upon notification of approval of acceptance to participate in the Plan, the Faculty Member will have a Grace Period of seven (7) calendar days to revoke their election to participate in the Plan. A Faculty Member's revocation of election to participate in the Plan must be in writing and must be received by the System Vice President of Human Resources before the expiration of the grace period. Simultaneously, a copy of the Faculty Member's revocation of election to participate in the Plan must be received by the Chancellor of the Law Center. A Faculty Member, who submits the required documents and has been approved to participate in the Plan and then revokes their election to participate in the Plan, may not again elect to participate.
13. Any Faculty Member who participates in this plan cannot be rehired by the University as a full-time employee for a period of two (2) years.
14. The position vacated by the Faculty Member who resigns through participation in the retirement Plan will not be filled prior to the Fall Semester of 2024 unless said position is deemed critical to the effective and efficient operation of the unit. This provision will ensure costs savings through the 2023-2024 budget year

**SOUTHERN UNIVERSITY LAW CENTER
UNCLASSIFIED EMPLOYEES
RETIREMENT INCENTIVE PLAN**

The Southern University Law Center (SULC) will offer a retirement incentive plan in accordance with the Southern University and A&M System Board of Supervisors' (Board) Policy for Unclassified Employee Regular Retirement Incentive Plan. The eligibility criteria for the retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SULC. The Plan will be offered through June 2, 2023, with a retirement/resignation date of June 30, 2023.

Retirement Incentive Plan

1. SULC Unclassified employees who are current and full-time are eligible to participate in the retirement Plan.
2. Employees must be eligible for regular retirement under the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), or the Optional Retirement Plan (ORP) and should meet all plan eligibility requirements as of the application date.
3. To participate in the retirement Plan, a SULC unclassified employee shall not have applied for retirement or received notice of termination prior to application. This exclusion shall not include those who are still working but are officially retired under the Deferred Retirement Option Plan (DROP).
4. The retirement incentive will be fifty percent (50%) of the SULC unclassified employee's annual base salary, for the fiscal year 2022-2023. The retirement incentive will be paid after separation from the Law Center, and upon **the employee/retiree providing a copy of their retirement pay stub.**
5. The retirement incentive payment is subject to all applicable federal and state taxes and regulations.
6. The position vacated by the SULC unclassified employee, who resigns through participation in the retirement plan, will not be filled prior to July 1, 2024, unless said position is deemed critical to the effective and efficient operation of the unit. This provision will ensure costs savings through the 2023-2024 budget year.
7. In each department, for every three (3) unclassified employees eligible for retirement, one (1) qualified employee will be allowed to participate in the retirement incentive plan on a first come, first served basis. However, the Plan will be limited to Four (4) participants. If all applications are received at the same time, the lottery method will be employed.
8. An unclassified employee who wishes to participate in the plan must complete a Retirement Incentive Plan Application along with the regular retirement system documents, and submit them to the System Vice President of Human Resources (HR), and simultaneously, submit a copy

**SOUTHERN UNIVERSITY LAW CENTER
UNCLASSIFIED EMPLOYEES
RETIREMENT INCENTIVE PLAN**

of the Retirement Incentive Plan Application and retirement system documents to the Chancellor of the Law Center, no later than the close of business on June 2, 2023.

9. Applications for the retirement plan herein described shall be submitted in writing to the System Vice President of Human Resources, and simultaneously, a copy of the application to the Chancellor of the Law Center, via electronic mail, facsimile, or hand delivery. Applications submitted via U.S. Postal Service or an overnight delivery/mail service should be evidenced by a returned receipt signed by an employee in the HR Dept., and will be considered received on the date they are received by the HR Dept. All submissions made by electronic mail etc. must be followed by delivery of the original documents within 48 hours of the electronic submissions. The employee must obtain proof of delivery signed by an employee in the HR Dept.
10. Upon notification of approval, the SULC unclassified employee must submit a letter of resignation as required in the application. The SULC unclassified employee must also officially retire from the university. ***The Plan is not applicable to resignations not accompanied by retirements.***
11. Upon notification of approval of acceptance to participate in the Plan, the Unclassified Employee will have a Grace Period of seven (7) calendar days to revoke their election to participate in the Plan. An Unclassified Employee's revocation of election to participate in the Plan must be in writing and must be received by the System Vice President of Human Resources before the expiration of the grace period. Simultaneously, a copy of the Unclassified Employee's revocation of election to participate in the Plan must be received by the Chancellor of the Law Center. An Unclassified Employee, who submits the required documents and has been approved to participate in the Plan and then revokes their election to participate in the Plan, may not again elect to participate.
12. Any unclassified employee who participates in this plan cannot be rehired by SULC for a period of two (2) years.

STUDENT AFFAIRS COMMITTEE

(Following Personnel Committee)

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
 - A. Registration Process Update (SUBR)
 - B. Student Mental Health Wellness Update (SUBR)
6. Other Business
7. Adjournment

MEMBERS

Dr. Rani Whitfield – Chairman
Mr. Raymond Fondel – Vice Chair
Ms. Zazell V. Dudley, Ms. Naudia S. Foster, Ms. Ann Smith, Ms. Maple L. Gaines
Mr. Myron K. Lawson – Ex Officio

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Student Affairs Committee)

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentation
6. Action Item(s)
 - A. Approval of Minutes of the March 17, 2023, SUS Board of Supervisors Meeting
 - B. Approval of Committee Reports and Recommendations
 - C. Request Approval of Contract for Dr. Aubra Gantt
 - D. Request Approval to Change the Name of the Office of Technology Services to the Office of Technology, Strategy, and Innovation for the Southern University Law Center (SULC)
 - E. Request Approval of Affiliation Agreement – Louisiana Children’s Medical Center (LCMC Health) (SUNO)
7. Resolutions
8. Informational Item(s)
 - A. Legislative Update
 - B. Presidential Report
 - C. Chancellor’s Reports
9. Other Business
10. Adjournment

ACADEMIC AFFAIRS COMMITTEE

Friday, March 17, 2023

Shreveport Convention Center
400 Caddo, Ballroom 201 and 202

Shreveport, LA 71101

9:00 AM

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron K. Lawson.

The invocation was given by Rev. Reginald G. Reid Sr. Pastor of Pleasant Hill Baptist Church in Shreveport, La. The Pledge of Allegiance was led by the SUSLA SGA President and Miss SUSLA

Roll Call by President-Chancellor Dennis J. Shields

Present: Mr. Sam Gilliam- Chairman, Dr. Leon Tarver–Vice-Chair, Mrs. Maple Gaines, Mrs. Ann Smith, Dr. Arlanda Williams and Mr. Myron K. Lawson - Ex Officio

Absent: Atty Jody Amedee

AGENDA ITEM 4: SPECIAL PRESENTATIONS

A. Above and Beyond Award

Dr. Appeaning recognized Dr Lonnie McCray who presented the award to Dr. Kenie Moses who is the Professor and Head of the Department of Engineering and Technology.

B. Iota Rho Chapter of Alpha Kappa Alpha Sorority, Inc. (SUSLA)

Dr. Appeaning introduced Ms. Adrienne McMurray who presented a check to SUSLA on behalf of the Iota Rho Chapter of Alpha Kappa Alpha Sorority, Inc. She recognized all the ladies of AKA's in the chapter that were in attendance.

C. Launch/Implementation of the IBM – Southern University Cybersecurity Leadership Center (SUBR)

Dr. Sahoo introduced Dr. Derrick Warren who introduced the IBM representative that gave brief summary, update and presentation of award. (Action Item 4C- 4E)

D. IBM HBCU Masters Fellowship (\$10,000) Award Recipient – 2023 (SUBR)

E. Renewal of License Agreement (SPSS Modeler Software in-kind value over \$15,000,000) (SUBR)

F. Special Presentation \$3, 000,000 Connecting Minority Communities (CMC) Grant Award (SUNO)

Dr. Ammons introduced Dr. Gregory Ford who presented the grant award.

AGENDA ITEM 5: ADOPTION OF THE AGENDA

Dr. Leon Tarver II mention there is an amendment to the agenda. Add Biology Dept faculty member Dr. Kristin Clement to Agenda Item 7C. He is a full professor who was granted full tenure. There was a motion by Mr. Sam Gilliam and second by Mrs. Ann Smith that the agenda was recommended for adoption with amendments. This amendment needs unanimous approval which warrants a roll call vote.

Motion passed with roll call vote.

AGENDA ITEM 6: PUBLIC COMMENTS

None

AGENDA ITEM 7: INFORMATIONAL ITEM(S)

A. LA²BSET – IBM Technology SkillsBuild Boot Camp Update (Digital Credentials) (SUBR)
Dr. Derrick Warren provided update.

B. Update on OCIS for Spring Semester (SULC)

Chancellor John Pierre gave a brief overview.

C. Tenure and Promotion Recommendations for Faculty Who have gone through Academic Review and meet all the Necessary Requirements (SUNO)

Dr. Ammons provided a brief overview.

SOUTHERN UNIVERSITY RECOMMENDATIONS FOR FACULTY TENURE

***Effective Date: Fall Semester of 20_23 Campus: Southern University at New Orleans**

Name of Faculty Member	Department	Years of Experience at SUNO as a Full- Time Faculty Member	Present Rank	Number of Years in Present Rank	Number and % of Tenured Faculty in Department (include chairs if tenured)
Dr. Michael Torregano	Arts and Humanities	5	Assistant Professor	5	8 / 66.7%
Dr. Holly McKenney	Social Work	5	Assistant Professor	5	5 / 50.0%
Dr. Patrice Sentino	Social Work	5	Assistant Professor	5	5 / 50.0%
Ms. Laurie Gaillard	Library	6	Assistant Professor	6	2 / 50.0%

AGENDA ITEM 8: OTHER BUSINESS

NONE

AGENDA ITEM 9: ADJOURNMENT

A motion was made by Dr. Arlanda Williams to adjourn the meeting.

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

Shreveport Convention Center
400 Caddo, Ballroom 201 and 202
Shreveport, LA 71101

MINUTES

Board Chair Myron Lawson announced the convening of the Facilities and Property Committee. Vice Chair Atty Domoine Rutledge called the committee meeting to order.

Roll Call by President-Chancellor Shields

Present: Atty Domoine Rutledge – Vice Chair, Mr. Paul Mathews, Mrs. Ann Smith, Dr. Leon Tarver II, Dr. Rani Whitfield and Mr. Myron K. Lawson, - Ex Officio

Absent: Atty. Edwin Shorty - Chairman,

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Paul Mathews and seconded by Dr. Rani Whitfield the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM(s):

- A. Request Approval to Amend the Current 959 Act (SUS)

There was a motion by Dr. Rani Whitfield and Second by Mr. Paul Mathews to approve action item 5A;

Motion passed.

AGENDA ITEM 6: INFORMATIONAL ITEM(s)

- A. Facilities Planning Project Updates (SUS)

Mr. Kenneth Dawson highlighted all projects on each campus. He noted that the details are in the report. There was lengthy discussion from the board regarding the projects. There were questions about the deferred maintenance. He discussed infrastructure investment and deferred maintenance. Mr. Dawson will add deferred maintenance to the report next month.

AGENDA ITEM 7: OTHER BUSINESS

NONE

AGENDA ITEM 8: ADJOURNMENT

Motion was made by Dr. Rani Whitfield to adjourn the meeting.

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Shreveport Convention Center
400 Caddo, Ballroom 201 and 202
Shreveport, LA 71101

MINUTES

Board Chair Myron K. Lawson announced the convening of the Finance Committee. Chair Ms. Arlanda Williams called the committee meeting to order.

Roll Call by President-Chancellor Shields

Present: Dr. Arlanda Williams- Chairman, Mrs. Ann Smith -Vice-Chair, Mr. Sam Gilliam, Mrs. Christy Reeves, Atty. Domoine Rutledge, Dr. Leon Tarver II, and Atty. Mr. Myron K. Lawson - Ex Officio

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Sam Gilliam and seconded by Atty. Domoine Rutledge the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM(s)

The Motion was made by Atty Domoine Rutledge and second by Mr. Sam Gilliam that Action Item 5A be approved.

Motion Approved

- A. Request Approval of Parking Fines and Reserved Parking Permits Increase. (SUNO)
Southern University at New Orleans Police Department (SUNOPD) is looking to increase the cost of its fines for parking and moving violations on campus, as well as its fees for reserved parking permits.

Atty Rutledge asked Dr. Ammons for a summary of the Increase. Mr. Lawson asked Dr. Ammons to make sure he notes that they are not trying to make money with the increase. This is not a revenue source.

The motion was made by Mr. Sam Gilliam and second by Atty Domoine Rutledge that Action Item 5B be approved.

Motion Approved

- B. Request Approval of The Executive Ph. D. Weekend Program Fee Increase. (SUBR)

Dr. Sahoo gave a summary of the increase. He mentioned with the increase in expenses, the department isn't trying to make any money, they want to make sure they break even.

AGENDA ITEM 6: INFORMATIONAL ITEM(s):

A. Interim Financial Reports (SUS)

Per Mr. McClinton, The detail information is in the packet.

AGENDA ITEM 7: OTHER BUSINESS:

None

AGENDA ITEM 8: ADJOURNMENT

A motion was made by Atty Domoine Rutledge to adjourn the meeting.

PERSONNEL AFFAIRS COMMITTEE

(Following Finance Committee)

Shreveport Convention Center
 400 Caddo, Ballroom 201 and 202
 Shreveport, LA 71101

MINUTES

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Roll Call by President Shields

Present: Mr. Sam Gilliam - Chairman, Mrs. Christy Reeves–Vice-Chair, Ms. Zazell Dudley, Dr. Leon Tarver, II., Dr. Arlanda Williams, and Mr. Myron Lawson - Ex Officio

Absent: Atty Jody Amedee

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Mr. Sam Gilliam noted Action Item 5B-2 salary should be amended to \$61,692.00. Upon the motion by Mrs. Christy Reeves and seconded by Ms. Zazell Dudley the agenda was recommended for adoption with amendments. This amendment needs unanimous approval which warrants a roll call vote.

Motion passed with roll call vote.

AGENDA ITEM 4: PUBLIC COMMENTS

- **Thomas Miller**
 Organization – Faculty Senate – SUBR
 Agenda Item – Personnel Affairs – Salary Adjustment
 Comments: What is the process for promoting faculty? What is the formula? Wants transparency.
- **Fred Lacy**
 Organization – Electrical Engineering – SUBR
 Agenda Item – Personnel Affairs (5C)
 Comment – There is a Pay raise Gap

AGENDA ITEM 5: ACTION ITEM(S)

Motion was made by Dr. Arlanda Williams and second by Mrs. Christy Reeves that Action Item 5(A-B) be approved globally.

Motion Approved

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

Name	Position/Campus	Salary	Funding Source
1. Robert Easley	Director of Advancement New Appointment	\$ 105,000.00	State

Board of Supervisors Meeting Minutes March 17, 2023

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

Name	Position/Campus	Salary	Funding Source
1. Nadine Brown	Records and Registration Assistant New Appointment	\$73,000.00	State
2. Eleanor Collins	Student Records Assistant Researcher New Appointment	\$73,000.00 \$61,692.00	State
3. Amanda O'Conner	Coordinator of Records and Registration New Appointment	\$73,000.00	State
4. Chiquita Kado	Assistant Director of records and Registration New Appointment	\$86,000.00	State
5. Latonya Wright	Director of Records and Registration New Appointment	\$103,000.00	State

After a lengthy discussion with Board members, President, Dr. Sahoo, and Faculty, Action Item 5C was recommended to be delayed and not make a decision this month. Atty Rutledge clarified the employees pay will be retroactive back to this month

Approved

C. Request Approval of Equity and Merit Salary Increases (SUBR)

Employee Name	Beginning Salary	Total Adjustment	Ending Salary
1. Isma Yasser	\$66,414.00	\$8,649.00	\$75,063.00
2. Belu Radian	\$77,983.00	\$10,938.00	\$88,442.00

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Motion was made by Dr. Arlanda Williams to adjourn the meeting.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Committee)

Shreveport Convention Center
400 Caddo, Ballroom 201 and 202
Shreveport, LA 71101

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron Lawson

PRESENT

Ms. Zazell Dudley, Mr. Raymond Fondel, Jr. Miss Naudia Foster, Ms. Maple Gaines, Mr. Myron Lawson, Mr. Paul Matthews, Ms. Christy Reeves, Atty Domoine Rutledge, Mrs. Ann Smith, Dr. Leon Tarver, II, Dr. Arlanda Williams, and Dr. Rani Whitfield

ABSENT

Atty Jody Amedee, Atty Edwin Shorty and Rev. Samuel Tolbert

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Atty Domoine Rutledge made a motion to amend the agenda and add Action Item 5B – Approval of Committee Reports. This motion was second by Mrs. Ann Smith. Upon the motion by Dr. Tarver and seconded by Atty Domoine Rutledge, the agenda was recommended for adoption with amendments. This amendment needs unanimous approval which warrants a roll call vote.

Motion passed with roll call vote.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(S):

There was a motion by Dr. Rani Whitfield and Second by Ms. Christy Reeves to approve action item (5A-5C) to be approved globally.

Motion passed.

- A. Approval of Minutes of the January 6, 2023, SUS Board of Supervisors Meeting
- B. Approval of Committee Reports and Recommendation**
- C. Request Approval of Contract with Ticketmaster (SUBR)
- D. Request Approval of Appointment of New Chancellor (SUSLA)

President Shields addressed the board on his recommendation of New SUSLA Chancellor. He is recommending Dr. Aubra Jeanette Gantt.

Board of Supervisors Meeting Minutes March 17, 2023

There was a motion by Mr. Sam Gilliam and second by Ms. Zazell Dudley to approve action item 5D and give President Shields personal privilege to negotiate the salary with Dr. Gantt.

Motion approved.

President Shields ask Dr. Gantt to come to the podium and address the board members and the audience. Dr. Gantt thanked the Board of Supervisor and President Shields for choosing her. She acknowledged her family and friends and all guests in attendance. There were congratulatory pictures taken with Dr. Gantt

AGENDA ITEM 6: RESOLUTIONS

Dr. Allen Vital, Chief of Staff read resolutions and commendations for the following:

Resolutions

- Dr. Derwin Le'Rone Young
- Mr. William Turner

Commendations

- Ms. Willa Dean Stone
- Colonel Paris Davis
- The Lady Kittens
- SU Bowling Team
- SU WBB Team
- Mr. Wilbert Jones

Dr. Whitfield added the student – Najia

Mr. Raymond Fondel read the board resolution for the Southern Send-off which was proposed for approval.

There was a motion by Mrs. Ann Smith to approve the read resolutions with additions and Atty Domoine Rutledge second the motion.

Motion approved.

AGENDA ITEM 7: INFORMATIONAL ITEM(s):

- A. President's Report
- B. Chancellor's Reports

President-Chancellor Shields recognized the search committee members. He thanked Dr. Appeaning for all his services. He mentioned he and the chancellors provided their reports to the board at the retreat the day before and there is a detail report in the packet.

AGENDA ITEM 9: OTHER BUSINESS

Chairman Lawson congratulated Dr. Gantt. He also thanked Dr. Appeaning for all his services. He thanked Ms. Winzer, Frank Williams, and Lt Ivey for all their services.

Other board members thanked Dr. Appeaning for accepting the call.

Chairman Lawson recognized all female board members for Women's month.

He thanked the board staff for all the work done to make the board retreat and meeting a success.

AGENDA ITEM 10: ADJOURNMENT

Motion was made by Dr. Rani Whitfield to adjourn the meeting.

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is made and entered into as of this ___ day of _____, 2023, by and between the **BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE** (“BOARD”), a body corporate existing under the Constitution and laws of the State of Louisiana, and **DR. AUBRA J. GANTT**, (“CHANCELLOR”), for **SOUTHERN UNIVERSITY SHREVEPORT** (“SUSLA”):

1. **Definitions.** For purposes of this Agreement, the following terms shall have the meaning shown:

1.1 “Base Salary Amount”: The annual sum of Two Hundred Twenty-Five Thousand Dollars and 00/100ths (\$225,000.00); which amount may be increased as set forth herein in Section 5 below.

1.2 “Start Date”: June 1, 2023.

1.3 “End Date”: June 30, 2026.

2. **Term.** The term of this Agreement shall be for a definite term of three (3) years, commencing on the Start Date and ending on the End Date unless terminated sooner in accordance with Section 8 of this Agreement.

3. **Employment.**

3.1 Effective on the Start Date, the Board appoints and employs Dr. Aubra J. Gantt as the Chancellor of Southern University Shreveport (“SUSLA”). The appointment as Chancellor is “at will” as provided by law and jurisprudence, subject to the terms set forth herein.

3.2 Chancellor will report and be responsible to the Board through the System President in accordance with all applicable laws, rules, and regulations of any governmental entity and applicable accrediting bodies.

3.3 Chancellor agrees that within thirty (30) days of employment by Board, she will provide proof to SUSLA that she has been issued a Louisiana driver’s license and that all vehicles registered in her name are registered in Louisiana, all pursuant to the requirements of La. R.S. 42:31.

3.4 The Board further grants Chancellor the academic appointment of full professor at the

Southern University and A&M College (“SUBR”) campus which appointment shall be granted with vested tenure.

4. **Duties and Responsibilities.** The Chancellor shall be the chief executive officer of SUSLA and provide for the overall leadership of its operations and campus, subject to the direction and control of the System President and the Board. In addition, the Chancellor will be responsible for:

4.1 The Chancellor shall report to and be responsible to the Board through the System President as required in the Board’s bylaws. The Chancellor agrees to perform such additional duties and responsibilities as may reasonably be assigned to the office of Chancellor by the System President or Board from time to time.

4.2 The Chancellor shall have the authority necessary for the execution of all policies, resolutions, rules, and regulations of the Board for the effective operation of SUSLA.

4.3 The Chancellor’s employment shall be subject to all other rules, orders and regulations established and adopted by the Board, as amended from time to time except as such rules, orders and regulations conflict with the express terms of this Agreement.

4.4 The Chancellor shall comply with all other laws and regulations applicable to her specific and public officials.

4.5 The Chancellor will be subject to an annual review by the System President to be conducted in a manner and procedure determined by the System President. The President along with the Chancellor will establish performance goals. The goals and objectives will be the basis for her performance review for the three (3) years of the Agreement and any extensions thereof.

5. **Compensation and Benefits.** Board agrees to pay Chancellor the Base Salary Amount and associated allowances in monthly installments, on SUSLA’s regular monthly payroll date. The Base Salary Amount shall be reviewed from time to time and may be adjusted at that time by the Board, subject to a favorable evaluation. However, in no event will Chancellor’s Base Salary Amount be reduced as a result of any such review.

5.1 **Base Salary.** Chancellor shall be entitled to an annual Base Salary Amount of Two Hundred Twenty-Five Thousand Dollars and 00/100ths (\$225,000.00).

5.2 **Housing Allowance.** Chancellor shall be entitled to an annual housing allowance of Thirty-Five Thousand Dollars and 00/100ths (\$35,000.00). The housing allowance shall be paid in equal monthly installments.

5.3 **Vehicle Allowance.** Chancellor shall be entitled to an annual vehicle allowance of Fifteen Thousand Dollars and 00/100ths (\$15,000.00). The vehicle allowance shall

be paid in equal monthly installments.

5.4 **Retirement.** Chancellor shall be entitled to participate in any retirement benefit plans available for fulltime administrative employees in accordance with law.

5.5 **Health Insurance and other Fringe Benefits.** Chancellor will be entitled to participate in any health insurance plan and avail herself of any fringe benefits available to faculty or unclassified administrative employees.

5.6 **Moving Expenses.** Chancellor will be entitled to an allowance for moving expenses of Twelve Thousand Five Hundred Dollars and 00/100ths (\$12,500.00).

5.7 **Club Memberships.**

5.7.1 Chancellor will be reimbursed for, or the University will direct payment for, Chancellor's membership and annual dues for one private membership club. Such club shall be located within the vicinity of her residence or SUSLA campus.

5.7.2 Chancellor will be reimbursed for, or the University will direct payment for, Chancellor's health club membership. Such health club shall be located within the vicinity of her residence or SUSLA campus. Such costs not to exceed \$80 per month or \$960 annually.

6. **Incentive Compensation.** Based upon a positive performance evaluation and recommendation by the System President to the Board, the Board may provide incentive compensation to the Chancellor which incentive pay shall not be less than two percent (2%) of Chancellor's Base Salary Amount and shall be based upon the following criteria or other criteria as may be provided to Chancellor in writing by the System President and/or Board:

6.1 Improvement in overall graduation rates for SUSLA in comparison to the last 3-year average prior to the Start Date (i.e., 9.9%).

6.2 Improvement in the retention rates for SUSLA in comparison to the last 3-year average prior to the Start Date (i.e., 42.55%).

6.3 Increase full time enrollment by the end of the second year of Agreement in comparison to the last 3-year average prior to the Start Date (i.e., 2785).

7. **Service On Corporate Boards and Outside Activities.** The Chancellor may serve as a member of the Board of Directors of other public or private corporations and may accept honorariums and speaking fees so long as such service on any such board or any acceptance of any such honorariums and speaking fees are: (1) not a violation of any law or the Louisiana Code of Governmental Ethics; and (2) will not interfere with or detract from the performance of her duties and responsibilities as Chancellor or create any conflict of interest involving or affecting SUSLA. The Chancellor shall obtain approval

from the System President prior to accepting an appointment on any such board or accepting any such honorarium or speaking fee. The System President shall not unreasonably withhold such approval.

8. Termination.

8.1 Termination Without Cause.

8.1.1 The Chancellor may be terminated without cause at the recommendation of the System President with approval of the Board. If terminated without cause, she will be entitled to the same Base Salary Amount at the time of termination (i.e., Base Salary Amount plus any increases received prior to termination) that she would have received as Chancellor for the balance of the term of employment specified herein. Such payments shall be subject to change in accordance with 8.3 below.

8.1.2 The Chancellor, upon termination as Chancellor without cause, shall have the right to: (a) assume the position of full professor with tenure at SUBR or other such position as may be mutually agreed upon by the parties or (b) she may elect to leave the System. For purposes of this paragraph, upon the end of the term of this agreement, the Chancellor's faculty compensation shall be calculated as the average of the three (3) highest paid faculty salaries in the department where the Chancellor is tenured.

8.1.3 If the Chancellor elects to leave the System following a termination without cause and accepts new employment prior to the expiration date of this Agreement, SUSLA shall be entitled to a credit for the amount of salary, allowances, or fringe benefits earned from such new employment. The amount of any payment due by SUSLA following a termination without cause shall be reduced by the credit.

8.1.4 The parties agree that the above payments represent liquidated damages and are all that is due should the agreement be terminated without cause.

8.2 Resignation.

8.2.1 The Chancellor shall provide the System President with notice of a resignation of at least ninety (90) days unless such notice is waived by the System President or occasioned by illness or disability. If the Chancellor voluntarily elects to leave her position as Chancellor during the term of employment herein she shall be entitled to assume her appointment as a full professor with tenure. She shall be compensated at the faculty pay described in section 8.1.2 to be calculated as of the date of her letter of resignation. Her faculty position will begin at the start of the fall or spring semester immediately following the expiration of the ninety (90) day notice period or following the effective date of her resignation should it be sooner.

8.3 Termination for Cause.

8.3.1 If the Chancellor is terminated for cause, she shall be terminated from all positions within the System including the right to assume a position as a tenured faculty member. If terminated for cause, the Chancellor shall be entitled to no further payments whatsoever after her termination date. The reasons for termination shall be provided to the Chancellor in writing and she shall be afforded an opportunity of not less than ten (10) days to respond to such notice and a due process hearing before the Board.

8.3.2 The Board may terminate the Chancellor for cause which shall be defined as engaging in illegal conduct or other misconduct that the President-Chancellor and/or Board agree is not in the best interest of SUSLA and the Southern University System which shall include, but is not limited to:

8.3.2.1 Commission of a material and substantial violation of state, federal or local law, other than traffic offenses, or misdemeanors;

8.3.2.2 Acts of dishonesty, misrepresentation, fraud, or violence that may or may not rise to level of warranting criminal prosecution by the relevant authorities, and/or a finding of academic dishonesty;

8.3.2.3 Felony indictment for a crime of moral turpitude or other crime which would bring SUSLA's reputation in disrepute;

8.3.2.4 Commission of, or participation in by Chancellor of any act, situation, or occurrence, which, in Board's judgment, brings Chancellor into public disrepute, contempt, scandal, or ridicule, and which has a material, negative financial impact on SUSLA;

8.3.2.5 Failure to materially comply with the System's policies, rules and regulations concerning Title IX, including specifically but not exclusively the reporting of any incident of sexual misconduct in accordance with the System's Title IX policy;

8.3.2.6 Neglect of duty, including the unreasonable refusal or repeated failure to perform any duties imposed upon Chancellor herein (including, but not limited to, those duties specified in this Agreement), or failing to perform the same to the best of Chancellor's reasonable ability, which such refusal or failure has not been cured by

Chancellor within thirty (30) days after the Board has given Chancellor written notice of the refusal or failure; and

8.3.2.7 Disability (defined as an inability to fulfill the duties of Chancellor for a period of at least ninety (90) consecutive days).

9. **Retention and Return of all Materials, Records, and Other Items.** All documents, records, or materials, including without limitation personnel records, recruiting records, team information, films, statistics, or any other material or data furnished to Chancellor by the Board and System or developed by Chancellor on behalf of or at the expense of Board and/or System or otherwise in connection with the employment of Chancellor are and shall remain the sole and confidential property of System/SUSLA. Within ten (10) days of the expiration or termination of this Agreement, Chancellor shall cause any such materials in Chancellor's possession or control to be delivered to SUSLA. At the same time, Chancellor shall return to the SUSLA all credit cards, keys, computers, automobiles, mobile communication devices and other items belonging to SUSLA which were issued to or are in the possession of Chancellor.
10. **Entire Agreement.** This Agreement constitutes and expresses the entire agreement and understanding of the parties concerning the employment of Chancellor by Board and shall, upon the effective date hereof, supersede any other oral and written agreements between the parties. There are no oral or other agreements, understanding, promises, or representations between the parties affecting this Agreement. Both parties have relied solely on their own respective judgments in entering into this Agreement, with full opportunity to seek advice of competent counsel. It shall be construed, if necessary, without reference to the party that was the principal drafter of the Agreement.
11. **Amendments to Agreement.** This Agreement may be amended only by a written instrument duly approved by the Board and accepted by Chancellor, such approval and acceptance to be acknowledged in writing.
12. **Severability.** If any provision of this Agreement shall be deemed invalid or unenforceable, either in whole or in part, this Agreement shall be deemed amended to delete or modify, as necessary, the offending provision or to alter the bounds thereof in order to render it valid and enforceable.
13. **No Waiver of Default.** No waiver by the parties hereto of any default or breach of any covenant, term or condition of this Agreement shall be deemed to be a waiver of any other default or breach of the same or any other covenant, term or condition contained herein.
14. **No Waiver of Sovereign Immunity.** It is expressly agreed and understood between the parties that nothing contained herein shall be construed to constitute a waiver or relinquishment by SUSLA and/or the Board of any rights to claim such exemptions, privileges and immunities as may be provided by law.

15. **Governing Law and Venue.** This Agreement shall be enforced and construed in accordance with the laws of Louisiana. Any civil action to enforce this Agreement shall be brought in the 19th Judicial District Court for the Parish of East Baton Rouge.
16. **Notices:** Any notices required to be provided under this agreement shall be deemed delivered if sent via US Mail, Hand Delivery, and/or Electronic Mail to:

For Chancellor:

Dr. Aubra J. Gantt
agantt@sbcglobal.net

For Board:

Mr. Myron K. Lawson
Current Board Chairman
Southern University Board of Supervisors
J.S. Clark Administration Building
Baton Rouge, LA 70813
Myron_Lawson@sus.edu

With copy to:

Office of General Counsel
Attn: Corinne M. Blache
Corinne_Blache@sus.edu

AND

DeCuir, Clark & Adams, L.L.P.
Attn: Brandon J. DeCuir
Brandon@Decuirlaw.com

THE REMAINDER OF THE PAGE IS INTENTIONALLY LEFT BLANK

THE PARTIES hereto, acknowledging that this Agreement is subject to approval of the Board of Supervisors, have executed this Agreement on the day, month and year first above written.

CHANCELLOR, SOUTHERN
UNIVERSITY AT SHREVEPORT

Dr. Aubra J. Gantt

PRESIDENT-CHANCELLOR,
SOUTHERN UNIVERSITY AND A&M
COLLEGE SYSTEM

Dennis J. Shields

CHAIRMAN, BOARD OF
SUPERVISORS OF SOUTHERN
UNIVERSITY AND AGRICULTURAL
AND MECHANICAL COLLEGE

Myron K. Lawson



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

April 3, 2023

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

RE: Name change for the Office of Technology Services to the Office of Technology, Strategy, and Innovation for the Southern University Law Center (SULC)

Dear President Shields:

I am requesting authorization from the Southern University System Board of Supervisors to change the name of SULC Office of Technology Services to the Office of Technology, Strategy, and Innovation at its April 21, 2023, board meeting.

The reason for the requested name change is due to the ever-increasing role of technology in enhancing the academic, research, and service mission of SULC. The name change is also requested to reflect the role that the newly named Office of Technology, Strategy, and Innovation will perform in establishing academic and student success, advancement in teaching, learning, research, and growth in creating 21st Century and beyond digital leaders. The name change reflects the creative innovative, and strategic role that will be implemented to enable technology resources to propel SULC to new levels of performance. The effective date of the proposed name change is July 1, 2023.

I would appreciate it if you would ask the Board of Supervisors to place this request on its April 21, 2023, agenda. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "John K. Pierre".

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

APPROVE: _____

Dennis J. Shields
President/Chancellor

AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT (“**Agreement**”) is made and entered into this _____ day of _____, 2023 (the “**Effective Date**”) by and between Louisiana Children’s Medical Center (hereinafter “**LCMC Health**”), a Louisiana non-profit corporation authorized to do business in the state of Louisiana, represented by Greg Feirn, Chief Executive Officer; and Southern University at New Orleans, a Louisiana state public university (“**SUNO**”), represented by Dennis J. Shields, President, duly authorized and acting for and on behalf of SUNO (individually referenced as “**Party**” and collectively as the “**Parties**”).

WHEREAS, LCMC Health is a recognized leader in the regional health care system by providing exceptional patient-centered care through its world-class facilities and acclaimed physicians, nurses and other healthcare personnel and providers who are leading in comprehensive and compassionate patient health care, pioneering research, training the next generation of healthcare leaders and advancing mental and physical health;

WHEREAS, SUNO is an institution of higher education that offers undergraduate, graduate, and certificate healthcare and nursing programs online and at its campus with a mission devoted to the success of its students and creating opportunities for its graduates;

WHEREAS, the Parties desire to establish a LCMC-SUNO Nurse Scholars program (“**LSNS Program**”) that supports up to thirty-five (35) full-time students in SUNO’s School of Nursing (“**Nursing Program**”) with tuition-assisted completion of the Nursing Program.

WHEREAS, the tuition support will be offered as forgivable loans to up to fifteen (15) rising sophomore students in good standing in the Fall of 2024, and up to twenty (20) rising sophomore students in good standing in the Fall of 2025 who commit to full-time employment with LCMC Health in a healthcare profession capacity following graduation and relevant certification.

WHEREAS, the Parties shall jointly administer the scholarships, including promoting the opportunity to potential students and new students, collecting applications, identifying students who meet LCMC Health’s eligibility criteria and administering the application process for the LSNS Program, in accordance with the terms and conditions set forth herein;

WHEREAS, LCMC Health plans to offer tuition assistance to selected enrollees in the LSNS Program in exchange for the employment by graduates of the LSNS Program at one of its member hospitals and affiliates located in Louisiana, each, a “**LCMC Facility**”;

WHEREAS, the terms and conditions of the LSNS Program are set forth in the Program Description and Recipient Agreement, and other agreements and documents related thereto, between LCMC Health and individual students (as such documents may be updated or modified from time to time, collectively, the “**LSNS Program Agreements**”); and

NOW THEREFORE, in exchange of valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. PARTNERSHIP

1.1 Affiliation. Pursuant to the terms of this Agreement, the Parties shall collaborate in an effort to offer the LSNS Program to up to thirty-five (35) full-time Nursing Program students (the “**Program Scholars**”) over a period of two (2) SUNO Academic Calendar Year Cohorts beginning with the Fall 2024 Cohort (“**Enrollment Period**”). SUNO shall identify potential applicants from the Nursing Program that (i) meet SUNO’s admission criteria, (ii) meet LSNS Program Criteria, (iii) meet the additional eligibility criteria as mutually determined by the Parties, and (iv) express interest in the LSNS Program (“**LSNS Program Candidates**”) as the LSNS Program is further detailed below. During each Academic Calendar Year during the Enrollment Period, SUNO shall, on a semester basis, present a list(s) of LSNS Program Candidates to LCMC Health, and LCMC Health, in its sole discretion, shall select individuals from those lists to participate in the LSNS Program.

1.2 LSNS Program Components. The LSNS Program shall include the following terms:

(a) Two cycles of SUNO Cohorts as follows:

(1) Cohort 1: Fall 2024

(i) No more than fifteen (15) rising sophomore full-time Program Scholars in good standing.

(2) Cohort 2: Fall 2025

(i) No more than twenty (20) rising sophomore full-time Program Scholars in good standing.

(b) Maximum yearly tuition-support per Program Scholar award recipient at \$10,000 per annum (“**Tuition Support**”).

(c) Maximum number of support years per award recipient at three (3), or at six (6) terms.

(d) Award recipients are expected to work at a LCMC Facility post-graduation in a full-time nursing capacity with a four (4) year work obligation.

(e) Maximum funds provided by LCMC Health for LSNS tuition support at \$1,050,000.00, payable to SUNO over four academic years through a direct bill arrangement as provided herein.

(f) Additionally, LCMC will fund a national licensing exam preparation course for each LSNS scholar up to a maximum of five-hundred dollars (\$500) per scholar.

As set forth above, LCMC Health will pay to SUNO an annual amount equal to the Tuition Support for the LSNS Program enrolled students (“**Enrolled Students**”) and SUNO shall accept LCMC Health’s payment as full discharge of the Enrolled Student’s obligation with regards to said costs.

1.3 LSNS Program Agreements. Breaches of the LSNS Program Agreements by either LCMC Health or the individual Enrolled Student shall be governed by the terms contained therein. The Parties also acknowledge and agree that, in addition to any other rights or remedies contained in this Agreement, any failure by LCMC Health to pay SUNO as set forth herein, does not absolve the Enrolled Student's responsibility to pay Tuition to SUNO pursuant to the Enrollment Agreement between SUNO and the Enrolled Student. LCMC Health shall provide SUNO with immediate notice of an Enrolled Student's breach of an LSNS Program Agreement. The Parties further acknowledge and agree that Enrolled Students will be responsible for any costs associated with the Nursing Program beyond the financial assistance provided under the LSNS Program.

2. CONSIDERATION

2.1 Tuition. For each Enrolled Student, "**Tuition**" shall mean the tuition, fees, and charges related to the Healthcare Program including per credit hour costs, student services charge, course resource fee, and student injury and sickness insurance plan in accordance with the terms set forth in SUNO's academic catalog, enrollment agreement, and student handbook (collectively, "**School Policies**"), which may be amended from time to time in accordance with their terms, as required for the Enrolled Students to complete the Nursing Program in accordance with the scheduled full time enrollment therein. For the avoidance of doubt, Tuition shall not include costs associated with room and board; books and supplies; health screening and immunizations; clinical-related background check, drug screening, and/or fingerprint scan; other clinical fees; fees other than those listed above; and transportation. The application fee and fee for initial background check, drug screening, fingerprint scan will either be waived for Enrolled Students or refunded once they are selected for the LSNS Program.

2.2 Cancellations, Refunds, and Withdrawals. Granting and calculation of cancellations, withdrawals, and refunds shall be governed by SUNO School Policies. LSNS Program funds shall be returned to the LSNS Program account in accordance with SUNO's Cancellation and Refund policy.

2.3 LCMC Payment. Tuition is earned by SUNO in accordance with SUNO School Policies (including the payment of the Tuition in accordance with the dates set forth herein), including in the event of a withdrawal, failure to graduate, other departure of an Enrolled Student, inability to become licensed following graduation, or failure to meet the employment requirements of the LSNS Program. In consideration of the Tuition for the Enrolled Students, LCMC Health will pay SUNO One Million Fifty Thousand Dollars (\$1,050,000.00) over four (4) SUNO Academic Calendar Year Cohorts payable through a direct bill arrangement ("**LCMC Payment**") in accordance with School Policies on when Tuition for the Nursing Program would otherwise be invoiced to the Program Scholar and due. The LCMC Payment shall be calculated on the 14th day of the school term by adding the Tuition for each Enrolled Student, up to a maximum of 35 per Enrolled Student. SUNO will invoice LCMC Health the LCMC Payment due for each semester.

2.4 Reconciliation. Should SUNO enroll less than thirty-five (35) Enrolled Students during the Enrollment Period, the LCMC Payment shall be proportionately reduced to reflect the actual number of Enrolled Students during the Enrollment Period.

2.5 Other Funding. Enrolled Students shall not be required to apply for Federal or private student loans but they may choose to accept Federal or private student loans, scholarships or other types of funding to cover non-Tuition costs, without impact to LCMC Health's payment of Tuition.

2.6 Mission Support. LCMC Health will provide One Hundred Thousand Dollars (\$100,000.00) to SUNO as mission support monies for LSNS program administration, payable in four equal yearly installments of Twenty-Five Thousand Dollars (\$25,000.00) beginning in Fall 2024.

2.7 Audit. LCMC Health shall have the right, with fifteen (15) days' written notice to SUNO and at LCMC Health's sole cost and expense, to examine SUNO's books and records pertaining to the correctness of any Tuition and/or LCMC Payments or any item or matter related to the LSNS Program, at any time within two (2) years after the termination or expiration of this Agreement. If a discrepancy in LCMC Health's favor is discovered, then SUNO must reimburse LCMC Health immediately for any overpayment. LCMC Health's right to audit shall include without limitation, the right to examine SUNO's books and records with all respect to items billed to or paid by LCMC Health under the LSNS Program.

3. RIGHTS AND RESPONSIBILITIES OF SUNO

3.1 Program Coordinator. SUNO shall assign one of its full-time colleagues to be committed to the coordination of the LSNS Program, including recruitment of students for the Program. SUNO's full-time designee as of the Effective Date is Kelly D. Smith whose contact information is 504-286-5023 and ksmith@suno.edu.

3.2 Program and Program Materials. SUNO shall receive LCMC Health's Program Agreements and full Program description from LCMC Health for review and approval prior to their use. In addition, LCMC Health shall provide SUNO with a minimum of fifteen (15) days advance notice of proposed material changes in the terms and conditions of the LSNS Program and/or the terms of its LSNS Program Agreements.

3.3 Recruiting. SUNO shall utilize best efforts to promote and market the LSNS Program using the materials developed for the LSNS Program in accordance with this Agreement. SUNO will provide opportunities for an LCMC Health representative or designee to speak with students enrolled in the third semester of clinical nursing coursework about the LSNS Program. SUNO shall also assist LCMC Health in explaining the terms and conditions of the LSNS Program to applicants and students, including LCMC Health's financial assistance reflected as a forgivable loan.

3.4 Eligibility. SUNO shall review all LSNS Program application submissions and identify LSNS Program Candidates who meet SUNO's admissions criteria, consistent with its current practices for admission to the Nursing Program, LCMC Health's Program Criteria as defined below in Section 4 (except for eligibility for rehire per LCMC Health's Policies), the parties' mutually determined additional eligibility criteria, and express interest in the LSNS Program. At least forty-five (45) days prior to the start of a Nursing Program Semester during the Enrollment Period, SUNO shall present to LCMC Health list(s) of LSNS Program Candidates for

consideration for the LSNS Program (which may be less or more in number than the desired cohort described in Section 1.1). SUNO may present additional LSNS Program Candidates for LCMC Health's consideration following the aforementioned deadline upon mutual agreement of the Parties. Once LCMC Health selects the LSNS Program Candidates for participation in the LSNS Program, SUNO shall obtain signatures of the Enrolled Students on the LSNS Program Agreements.

3.5 Current Students. Following the Enrollment Period, SUNO may submit current students to LCMC Health, for LCMC Health to approve as additional Enrolled Students, provided that such students would graduate from the Nursing Program prior to the expiration of the Term of this Agreement and that such students satisfy LSNS Program Criteria and any additional eligibility criteria mutually agreed to by the Parties. In the event LCMC Health selects these students as additional Enrolled Students, the Parties shall reconcile, on an annual basis and at expiration or termination of this Agreement, the then-current LCMC Payment against the total number of Enrolled Students scheduled to graduate prior to the expiration of the Term so that the LCMC Payment is increased to include the proportionate share of the Enrolled Students' Tuition. For the avoidance of doubt, the LCMC Payment shall not exceed \$1,050,000.00 over the four (4) year payment term of this Agreement, prorated as necessary to reflect a partial year or Term or the actual number of Enrolled Students per academic year.

3.6 Non-discrimination. SUNO shall provide the services contemplated herein in a non-discriminatory manner without regard to race, religion, color, national origin, sex, ability to pay, disability, or any other protected class.

3.7 Policies; Academic Standards. SUNO's requirements and policies, as set forth in the SUNO School Policies, shall govern all decisions with regard to student admissions, student conduct, academic progress, and dismissal, and all academic or programmatic decisions. SUNO will retain authority over the Nursing Program's integrity. For the avoidance of doubt, SUNO will have sole and final authority with respect to all academic programs and matters relating to the Nursing Program, including without limitation all admissions and registration processes, tuition and fees, conferring of degrees, maintenance of student records, licensing, and graduation requirements.

3.8 Marketing. SUNO shall develop promotion and marketing materials for the LSNS Program subject to LCMC Health's approval as set forth in Section 4.3 below.

4. RIGHTS AND RESPONSIBILITIES OF LCMC

4.1 Program Materials. LCMC Health shall prepare and provide copies of the following materials to SUNO:

(A) Summary descriptions of the LSNS Program, including written criteria for LSNS Program eligibility (the "**LSNS Program Criteria**"), Enrolled Students' obligations to LCMC Health in exchange for receiving the benefits of the LSNS Program, including consequences for failing to meet any LSNS Program requirements, and other material terms and conditions of the LSNS Program. LCMC Health is to provide this information to SUNO for review and approval before such information is distributed to prospective or current SUNO students.

LSNS Program Criteria shall include successful completion, as defined by LCMC Health, of the following screenings, which may be amended from time-to-time in LCMC Health's sole discretion:

- (i) Eligibility for hire/rehire in accordance with LCMC Health Policies and Procedures, as may be amended from time to time;
 - (ii) Criminal Background Check;
 - (iii) Civil Background Check;
 - (iv) Federal Officer of Inspector General Exclusions Database; and
 - (v) Louisiana Department of Health and Human Services Direct Service Worker Exclusions List, and
- (B) Current copies of the LSNS Program Agreements.

4.2 Program Description. LCMC Health will pay the Tuition (as defined above) for each Enrolled Student in exchange for the paid employment commitment from the Enrolled Student, upon graduation and licensure, to work in a LCMC Facility, determined by LCMC Health to be in the greatest need for employees in the Program Scholar's field, for a specified period of time as set forth in Section 1.2 hereinabove. LCMC Health shall provide compensation, terms and conditions of employment to the Scholar commensurate with the LCMC Health salary and benefits structure offered for such level and position. Should Enrolled Students fail to satisfy the employment commitment once LCMC Health has paid their Tuition, the Enrolled Students will owe LCMC Health the amount specified in the LSNS Program Agreement.

4.3 Marketing. LCMC Health will have right to review and approve the promotion and marketing materials developed by SUNO for the LSNS Program prior to their use and approve of the display of its brand elements and descriptions of the LSNS Program.

4.4 Program Selection. LCMC Health shall have sole and final authority with respect to setting of LSNS Program Criteria and selecting LSNS Program participants from the lists of LSNS Program Candidates provided by SUNO pursuant to the recruitment and admissions process set forth above in Section 3. Except for the Fall 2024 semester, the Parties shall have until thirty (30) days prior to the date SUNO begins LSNS Program recruitment for a semester to select additional criteria for LSNS Program eligibility and, for the Fall 2024 semester, until March 3, 2024. Should the Parties fail to agree to additional criteria by these times, there will be no additional criteria applied for that semester. LCMC Health, in its sole discretion, shall select individuals from the LSNS Program Candidate list to participate in the LSNS Program. LCMC Health shall notify SUNO of the selected candidates at least twenty-eight (28) days prior to the start of a semester, or at a later time upon mutual agreement of the Parties. LCMC Health shall execute the LSNS Program Agreements following signature by the Enrolled Student.

LCMC Health shall provide SUNO with the contact information of its employees responsible for answering questions from prospective students, LSNS Program Candidates,

Enrolled Students, and current students related to the LSNS Program, and provide SUNO students with relevant information and policies pertaining to LCMC Health employment.

4.5 Awarding Program Participation. LCMC Health will comply with all applicable laws and regulations, including but not limited to tax and non-discrimination, relating to the LSNS Program. LCMC Health commits to offering the employment opportunities identified in the LSNS Program Agreements to Enrolled Students who graduate, pass and/or obtain all appropriate licensure and certification, and meet all employment requirements set forth in LCMC Health policies and procedures. For the avoidance of doubt, current SUNO students enrolled in the Nursing Program may participate in the LSNS Program in accordance with Section 3.5 above.

5. MUTUAL RESPONSIBILITIES

5.1 Timeline. The Parties shall jointly collaborate on the annual timeline for marketing and promotion of the LSNS Program, the application process, and selection of Enrolled Students.

5.2 Insurance. With respect to any activity conducted under this Agreement and/or any subsequently executed amendment hereto, each Party will maintain, at its own cost and expense, appropriate and state required levels of cyber liability coverage, general public liability insurance, worker's compensation insurance, and property damage coverage to cover each Party's indemnity obligations under this Agreement. Evidence of such insurance shall be provided to the other Party upon request.

5.3 Compliance. The Parties agree to materially comply with all applicable international, federal, state and local laws, rules, regulations, and ordinances. In particular and without limitation, the Parties also agree to comply with all privacy, data protection, anti-bribery, anti-boycott, anti-terrorism, and export control laws and regulations, and not to discriminate against any employee, applicant, or student enrolled in their respective programs on any basis protected by law.

5.4 Confidential Information. "**Confidential Information**" means all written or oral information, disclosed by one Party to the other that has been identified as confidential or that by its nature ought reasonably to be considered confidential, including the terms and conditions of this Agreement. During this Agreement, each Party will have access to certain Confidential Information of the other Party. Each Party agrees: (a) not to disclose the Confidential Information of the other Party to anyone except its employees, contractors, and advisors on a strict need to know basis and subject to a written duty of confidence; (b) to use the Confidential Information strictly for the performance or receipt of this Agreement; and (c) to use commercially reasonable efforts to protect the confidentiality of the other Party's Confidential Information. This Section will not apply to Confidential Information that (i) is or becomes publicly available through no fault of the recipient; (ii) is already in the recipient's possession at the time of its disclosure without any duty of confidence; or (iii) is independently developed by the recipient without use of the disclosing Party's Confidential Information. Each Party may disclose Confidential Information to the extent required to comply with a court or governmental order, or to comply with applicable law.

5.5 Student Information.

(A) Performance of services under this Agreement may entail the disclosure to LCMC Health of personally identifiable information from student education records (“**Student Information**”) protected by the Family Educational Rights and Privacy Act (“**FERPA**”). SUNO shall be responsible for obtaining any necessary consent from the applicable student for the release of Student Information to LCMC Health in accordance with FERPA. LCMC Health agrees to hold Student Information in strict confidence and use commercially reasonable efforts to safeguard Student Information. LCMC Health shall not use or disclose Student Information received from or on behalf of SUNO (or its students) except as permitted or required by this Agreement, as required by law, or as otherwise authorized in writing by SUNO.

(B) Upon termination or expiration of this Agreement, LCMC Health shall return or destroy all Student Information upon, and in accordance with, direction from SUNO except to the extent necessary for LCMC Health to carry out its obligations pursuant to the LSNS Program Agreements. Specifically, LCMC Health may retain such Student Information as it deems necessary for the limited purpose of enforcing the Enrolled Students’ obligations to LCMC Health under the LSNS Program created by this Agreement.

(C) LCMC Health shall, within ten (10) business days of discovery, report to SUNO any use or disclosure of Student Information not authorized by this Agreement or in writing by SUNO. LCMC Health’s report shall identify: (i) the nature of the unauthorized use or disclosure; (ii) the Student Information used or disclosed; (iii) who made the unauthorized use or received the unauthorized disclosure; and (iv) what SUNO has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure.

6. MODIFICATION OF AGREEMENT

6.1 Modifications. Upon one hundred twenty (120) days’ written notice prior to the start of a Nursing Program Academic Calendar Year, LCMC Health, in its sole discretion, may elect to not offer the LSNS Program to any additional students. In such event, SUNO shall enroll no additional students in the LSNS Program. For the avoidance of doubt, this Agreement will not be terminated under the circumstances in this Section 6; its terms would remain in effect for and applicable to the then Enrolled Students.

7. TERM AND TERMINATION

7.1 Term. The “Term” of this Agreement shall commence on the Effective Date and shall continue through the LSNS Program commitment unless earlier terminated in accordance with the provisions hereof.

7.2 Termination for Cause. Either Party may terminate this Agreement due to a Material Breach (as defined below) by the other Party, provided that a written notice containing a detailed description of the alleged breach is delivered to the alleged breaching Party, and the breaching Party does not cure the breach within thirty (30) days following receipt of such written notice. Any such termination shall become effective upon the date the breaching Party acknowledges in writing that the Material Breach is uncurable or thirty (30) days following the

written notice, whichever is later. A “**Material Breach**” shall consist of one or more of the following:

(A) Any failure by either Party to comply with a material term of this Agreement;

(B) Either Party becomes the subject of any voluntary or involuntary bankruptcy, insolvency, receivership, assignment for the benefit of creditors or any similar court proceeding;

(C) The loss by either Party of accreditation, licensure, or certification required to perform the obligations required by this Agreement;

(D) LCMC Health revises its LSNS Program Criteria or LSNS Program Agreements in a manner that violates laws or regulations or to otherwise include unreasonable or unattainable elements; or

(E) SUNO determines the terms of the LSNS Program Agreements or LSNS Program description, as provided by LCMC Health per Section 3.2, are unreasonable or unfair to students.

7.3 Effect of Termination/Expiration. In event of a termination or expiration of this Agreement under this Section 7, the Parties agree to cooperate to conclude the relationship in an orderly manner that is minimally disruptive to the Parties’ respective students, employees, and constituents. For the avoidance of doubt, the LCMC Payment to SUNO shall cease upon expiration of this Agreement or its termination, unless the Parties mutually agree to extend such.

8. LIMITATION OF LIABILITY

EXCEPT FOR AMOUNTS OWED BY A PARTY PURSUANT TO ITS INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 10 BELOW, IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, OR SPECIAL DAMAGES WHATSOEVER INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION, LOSS OF OR UNAUTHORIZED ACCESS TO INFORMATION AND THE LIKE, EVEN IF INFORMED OF THE POSSIBILITY OF SUCH DAMAGES. THIS SECTION SHALL SURVIVE TERMINATION OF THIS AGREEMENT FOR ANY REASON.

9. LICENSES & INTELLECTUAL PROPERTY

9.1 Grant. Each Party hereby grants the other Party (a) a limited and non-exclusive, royalty free license to use the granting Party’s names, logos, service marks or trademarks (collectively, the “**Marks**”), and (b) a limited and non-exclusive license to use the granting Party’s name as a reference in the other Party’s marketing and other promotional materials, in each case solely for purposes of performing the other Party’s obligations and exercising the other Party’s rights under this Agreement. Notwithstanding the foregoing, a Party may not use any Mark(s) or otherwise reference the granting Party until such uses and materials in whatever form have been

previously submitted to and approved in writing by the granting Party, which approval may be withheld by the granting Party for any reason in its sole discretion.

9.2 Ownership. Except as otherwise set forth in Section 9.1, no rights or licenses with respect to any intellectual property are granted under this Agreement. Each Party will own and retain all right, title, and interest in and to its names, logos and service marks, proprietary features and proprietary technology, trade secrets, patents, copyrights, trademarks, and other proprietary rights of any type under the laws of any governmental authority, domestic or foreign, including, without limitation, rights in and to all applications and registrations relating to any of the foregoing and including, without limitation, any such rights in and to any information or content contributed by such Party to the other Party.

9.3 Removal. Upon the granting Party's request, the other Party will promptly remove, alter, or modify any and all use of the granting Party's Marks or other references to the granting Party in any marketing, promotional or other materials, including on websites or social media platforms.

9.4 Post-termination. Upon termination of this Agreement for any reason, each Party will discontinue any and all use of the other Party's Marks or other references to the other Party in any marketing, promotional or other materials, including on websites and in social media, within a reasonable amount of time following the termination of this Agreement, not to exceed thirty (30) days. This section shall survive termination of this Agreement for any reason.

9.5 Remedies. For purposes of a breach of this Section, the Parties agree that: (a) the granting Party may be irreparably injured by a breach of this Agreement by the other Party; (b) money damages may not be an adequate remedy for any such breach; (c) as a remedy for any such breach, granting Party will be entitled to seek equitable relief, including injunctive relief and specific performance, without being required by other Party to post a bond; and (d) such remedy may not be the exclusive remedy for any breach of this Agreement.

10. INDEMNIFICATION

10.1 Cause/Losses. Subject to the terms and conditions set forth in this Section 10, SUNO shall indemnify, hold harmless, and defend LCMC Health and its officers, directors, affiliates, agents, students, and representatives against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including professional fees and attorneys' fees, that are awarded against Indemnified Party in a final non-appealable judgment or proceeding (collectively, "**Losses**"), arising out of:

(A) material breach or non-fulfillment of any representation, warrant, or covenant contained in this Agreement by SUNO or its personnel;

(B) SUNO's administration of the LSNS Program, including SUNO's violation of any School Policy;

(C) any negligent or more culpable act or omission of SUNO or its personnel (including any reckless or willful misconduct) in connection with the performance of its obligations under this Agreement; and/or

(D) any failure by SUNO to comply in all material respects with any applicable federal, state, or local laws, regulations, or codes in the performance of its obligations under this Agreement.

10.2 Limitations. Notwithstanding the foregoing, in no event shall either Party be liable hereunder (whether in an action in negligence, contract or tort or based on a warranty or otherwise) for any indirect, incidental, special, or consequential damages incurred by the other Party or any third party, even if the Party has been advised of the possibility of such damages.

11. MISCELLANEOUS

11.1 Entire Agreement. This Agreement, together with the Exhibits attached hereto, constitutes the entire agreement between the Parties in connection with the subject matter hereof and supersedes all prior and contemporaneous agreements, negotiations, discussions, arrangements, or understandings with respect to such subject matter. The terms and conditions of this Agreement will take precedence and will govern in the event of any inconsistent or conflicting terms in an acknowledgement, confirmation or other document or instrument issued by either Party (even if signed).

11.2 Severability. If any provision of this Agreement is determined by a court to be invalid or unenforceable, in whole or part, such determination will not affect any of the other provisions or the valid portion of a partially stricken provision, each of which will be construed and enforced as if such invalid or unenforceable provision or portion thereof was not contained herein.

11.3 Notice. Any notice, election, demand, request, consent, designation, approval, concurrence or other communication required or permitted to be given hereunder shall be in writing and shall be either (i) delivered by hand, (ii) sent by a reputable, national overnight delivery service (e.g., FedEx, UPS, etc.) (an “**Overnight Delivery Service**”), and addressed to each Party at the applicable address set forth herein, or (iii) sent via electronic mail to the respective e-mail addresses specified below, provided sender receives confirmation of transmission and such electronic delivery is followed with next day delivery by an Overnight Delivery Service. Any such notice, request, or other communication shall be considered given or delivered, as the case may be, on the date of hand delivery (if delivered by hand), on the next business day following deposit with an Overnight Delivery Service with instructions to deliver on the next day or on the next business day, or on the day the electronic mail was sent and confirmation of transmission is received (provided such electronic delivery is followed with next day delivery by an Overnight Delivery Service as provided above). Rejection or other refusal to accept or inability to deliver because of a changed address of which no notice was given shall be deemed to be receipt of the notice, request, or other communication. By giving at least five (5) business days prior written notice thereof, any Party hereto may, from time to time and at any time, change its mailing and/or email address hereunder:

If to LCMC:

Louisiana Children's Medical Center
1100 Poydras Street, Suite 3200
New Orleans, LA 70163
Attn: Chief Academic Officer
[Email: Robin.McGoey@lcmchealth.org](mailto:Robin.McGoey@lcmchealth.org)

with a copy to:

Louisiana Children's Medical Center
1100 Poydras Street
Suite 2500
New Orleans, LA 70163
Attn: Chief Legal Officer
[Email: Jody.Martin@lcmchealth.org](mailto:Jody.Martin@lcmchealth.org)

If to SUNO:

Southern University at New Orleans
6400 Press Drive
New Orleans, LA 70126
Attn: Chancellor
Email: jammons@suno.edu

with a copy to:

Southern University System
Office of the President-Chancellor
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813
Attn: General Counsel
Email: corinne_blache@sus.edu

While the Parties may communicate by methods other than as set out in this Section (e.g., by telephone, internet posting, texting or e-mail), no such communication shall constitute proper Notice under this Agreement. Any Notice provided for hereunder may be given by a Party's attorney or other representative.

11.4 Governing Law; Forum. This Agreement shall be governed by Louisiana law. In the event a dispute arises out of or relates to this Agreement, or the breach thereof, the Parties hereby agree first to attempt in good faith to settle the dispute by discussions between the Parties. If the Parties are unable to resolve the dispute within thirty (30) days, then the Parties agree to mediate the dispute and attempt to reach a resolution with the assistance of a mutually agreed upon mediator in New Orleans, Louisiana. If the Parties cannot agree upon a mediator within ten (10) days after either Party shall first request commencement of mediation, each Party will select a mediator within five (5) days thereof, and those mediators shall select the mediator to be used. The

mediation shall be scheduled within thirty (30) days following the selection of the mediator. The Parties further agree that they will treat as confidential all offers, promises, conduct and statements, whether oral or written, made in the course of the mediation. Neither Party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached neither Party shall be deemed the prevailing Party for purposes of the settlement and each Party shall bear its own legal costs. The Parties further agree that any applicable statute of limitations will be tolled for the period of time from the date mediation is requested until 14 days following the mediation. If any Party commences a court action based on a dispute or claim to which this Section 11.4 applies without first attempting to resolve the matter through mediation, then that Party shall not be entitled to recover attorney's fees, even if they would otherwise be available to that Party in any such court action.

Each Party waives all right to trial by jury and specifically agrees that any legal suit, action or proceeding arising out of or related to this Agreement or the services provided hereunder shall be instituted exclusively in the state courts of the United States located in New Orleans, Louisiana, and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action or proceeding. The prevailing Party in any legal matter shall be entitled to recover reasonable and documented attorneys' fees from the other Party in relation thereto. For purposes of this Section, a Party will be considered to be the "prevailing party" if (a) such Party initiated the litigation and substantially obtained the relief which it sought (whether by judgment, voluntary agreement or action of the other party, trial, or alternative dispute resolution process), (b) such Party did not initiate the litigation and either (i) received a judgment in its favor, or (ii) did not receive judgment in its favor, but the Party receiving the judgment did not substantially obtain the relief which it sought, or (c) the other Party to the litigation withdrew its claim or action without having substantially received the relief which it was seeking. The provision of this Section shall survive the termination of this Agreement.

11.5 Amendment; Waivers. No term or condition of this Agreement may be amended, modified, or waived without the prior written consent of the Party against whom such amendment, modification or waiver will be enforced. Any waiver granted hereunder will be deemed a specific waiver relating only to the specific event giving rise to such waiver and not as a general waiver of any term or condition hereof.

11.6 Benefits Only to Parties. Nothing expressed by or mentioned in this Agreement is intended or will be construed to give any person, other than the Parties and their successors or permitted assigns, any legal or equitable right, remedy or claim under or in respect of this Agreement or any provision herein contained, this Agreement and all conditions and provisions hereof being intended to be and being for the sole and exclusive benefit of the Parties and their respective successors and permitted assigns, and for the benefit of no other person.

11.7 Survival. The expiration or termination of this Agreement for any reason will not release either Party from any liabilities or obligations set forth herein or therein which (a) the Parties have expressly agreed will survive any such expiration or termination or (b) remain to be performed or by their nature would be intended to be applicable following any such expiration or termination. Without limitation of the foregoing, Sections 2, 5.4, 5.5, 7, 8, 9, 10 and 11 will survive termination or expiration of this Agreement.

11.8 Limited Exclusivity; Assignment. SUNO shall not enter into an agreement with a third party for similar purpose(s) or services as set forth herein to the extent that entering such agreement would prevent SUNO from meeting the targeted number of enrollees set forth in Section 1. Otherwise, nothing in this Agreement will be construed as preventing either Party from entering into an agreement with other third parties for similar purpose(s) or services as set forth herein. Neither Party may assign this Agreement without the prior written consent of the other Party, which will not be unreasonably withheld.

11.9 [RESERVED]

11.10 Independent Contractor. The relationship of the Parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture or partnership relationship. Neither Party shall have the power to bind the other Party or contract in the name of the other Party. All persons employed by a Party in connection with this Agreement shall be considered employees of that Party and shall in no way, either directly or indirectly, be considered employees or agents of the other Party.

11.11 Press Releases. The Parties shall jointly review and approve all press releases related to this Agreement or the Parties' cooperation related thereto prior to issuance.

11.12 Business Day. The term "business day" means any day of the year other than Saturday, Sunday, any day observed by the federal or State of Louisiana government as a legal holiday and any other day on which commercial banks in the State of Louisiana are required or permitted by law to be closed. Whenever any action must be taken (including the giving of notice or the delivery of documents) under this Agreement during a certain period of time (or by a particular date) that ends (or occurs) on a non-business day, then such period (or date) shall be extended until the next succeeding business day.

11.13 Counterparts. To facilitate execution, this Agreement may be executed in as many counterparts as may be convenient or required. It shall not be necessary that the signature or acknowledgment of, or on behalf of, each Party, or that the signature of all persons required to bind any Party, or the acknowledgment of such Party, appear on each counterpart. All counterparts shall collectively constitute a single instrument. The Parties hereto consent and agree that this Agreement may be signed using electronic signature technology (e.g., via DocuSign or similar electronic signature technology), and that such signed electronic record shall be valid and as effective to bind the Party so signing as a paper copy bearing such Party's handwritten signature. The Parties further consent and agree that (i) to the extent a Party signs this Agreement using electronic signature technology, by clicking "SIGN," such Party is signing this Agreement electronically, and (ii) the electronic signatures appearing on this Agreement shall be treated, for purposes of validity, enforceability and admissibility the same as handwritten signatures. Any Party to this Agreement may execute a counterpart copy of this Agreement and deliver the same by telecopier, or by an electronically or digitally scanned copy signed counterpart stored in an electronic or digital format (e.g., ".pdf" or ".tff" format) which preserves the graphical or pictorial appearance of the original and delivered by electronic or digital means, such as electronic mail, so that the same may be printed in a tangible format, which shall be deemed an original for all purposes.

11.14 Headings. Headings are solely for the convenience of the Parties and, accordingly, shall not be deemed to constitute a part of this Agreement when construing or enforcing this Agreement.


11.15 Force Majeure Default. Except for payment defaults, the delay or failure of performance by either Party due to an event of force majeure beyond its reasonable control, such as natural catastrophes, epidemic, pandemic, local disease outbreaks, public health emergencies, government imposed quarantine, governmental acts or omissions, laws or regulations, labor strikes or difficulties, transportation stoppages or slowdowns or the inability to procure parts or materials, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, (each, a “**Force Majeure Event**”) shall not constitute a breach of this Agreement, nor shall it give rise to any claims against either Party for damages. Each Party shall use reasonable efforts to notify the other Party of the occurrence of such event within three (3) business days of its occurrence. If performance is delayed for over thirty (30) consecutive days due to a Force Majeure Event, the Party not experiencing the delay may terminate this Agreement. Any such Force Majeure Event shall not excuse either Party from lawfully paying accrued amounts owed to the other Party prior to the Force Majeure Event. Each of the Parties shall use all reasonable endeavors to avoid, overcome or minimize wholly or partly the effect of a Force Majeure Event upon the performance of its obligations under this Agreement.

[Signatures on Following Page]

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date.

SOUTHERN UNIVERSITY AT
NEW ORLEANS

LOUISIANA CHILDREN'S MEDICAL
CENTER

By: 
Dennis J. Shields
President

By: _____
Gregory C. Feirn
Chief Executive Officer