

# **SOUTHERN<sup>®</sup> UNIVERSITY SYSTEM**

BATON ROUGE • NEW ORLEANS • SHREVEPORT

## **BOARD OF SUPERVISORS MEETING**

September 16, 2022

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

**9:00 a.m.**

# **SOUTHERN<sup>®</sup> UNIVERSITY SYSTEM**

BATON ROUGE • NEW ORLEANS • SHREVEPORT

## **BOARD OF SUPERVISORS MEETING**

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# **FACILITIES AND PROPERTY COMMITTEE**

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

## **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Special Presentation
  - A. The A&M Agenda
  - B. Blue Cross Blue Shield Presentation (SUNO)
  - C. Scholarship Presentation (SUSLA)
5. Public Comments
6. Action Item(s)
  - A. Request Approval of Cooperative Endeavor Agreement for several projects at SUBR. *These projects will be fully funded by the US Dept. of Ed HBCU Capital Financing Program and overseen by the Office of Facility Planning and Control. The CEA is between SUBR and Facility Planning & Control who is responsible for management of the project and will detail the method and responsibility of payment of invoices. The loan proceeds will be considered self-generated revenue and disbursed to the University in increments as indicated in the CEA. The OFP is requesting approval to enter a CEA for the following projects:*
    - *Student Union*
    - *Student Apartments*
    - *Global Innovation and Welcome Center*
    - *Outdoor Classroom/ Amphitheater*
    - *Fisher Hall Phase 2*
    - *T.H. Harris Hall Learning Lobby*
    - *New Public Safety Building*

*CEA templet is included in the packet.*
  - B. Request Approval of Scope Change for Renovation of Louis Collier Hall Science Building (SUSLA)

*The funded amount for this project is insufficient for the scope of work. Therefore, in keeping with the intent of the original request to provide instructional space for science courses, after consultation with the campus leadership. OFP is recommending that the scope of the project be changed to the construction of a new*

*6,000 square foot science laboratory annex building. OFP will request a new project in upcoming Capital Outlay Requests for complete renovation of Louis Collier Science Building.*

- C. Request Approval of Fiscal Year 2023-2024 Capital Outlay Requests (SUS)  
*The Office of Facilities Planning is preparing a Capital Outlay list to submit to the Louisiana Board of Regents (BOR) for Fiscal Year 2023-24. The listing includes the title of the project, a brief description, an estimated project cost, the amount of cash funding requested for FY2023-24, and the system priority of the request.*
- D. Request Approval of Act 959 Project Proposal for the Southern University Law Center  
*Act 959 of 2003 permits higher education institutions to initiate certain capital projects not exceeding \$5M that are funded with self-generated revenues, auxiliary income, grants, donations, local, or federal funds. The Southern University Law Center proposes to construct an annex building adjacent to the Law Center building on the site of an existing annex that will be demolished. The annex building will be approximately 4,200 square feet and will provide needed space for classrooms and faculty offices and is estimated at \$1.7 million dollars. The project is funded by the SULC.*

## 7. Informational Items

- A. Facilities and Properties Updates

## 8. Other Business

## 9. Adjournment

### **MEMBERS**

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



# SOUTHERN UNIVERSITY AND A & M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING

3<sup>RD</sup> FLOOR

BATON ROUGE, LOUISIANA 70813

OFFICE OF THE  
SYSTEM DIRECTOR FOR FACILITIES PLANNING  
TELEPHONE: (225) 771-2786  
FAX: (225) 771-2922

Dr. Dennis Shields, President  
Southern University System  
JS Clark Administration Building, 4th Floor  
Baton Rouge, Louisiana 70813

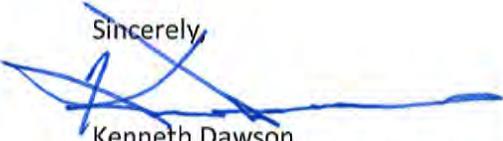
Re: Cooperative Endeavor Agreements (CEAs) for New Student Union and New Student Housing

Dear Dr. Shields:

There are two capital outlay projects for the Southern University and A&M College Baton Rouge campus which are to be fully funded with the proceeds of loans obtained through the US Department of Education's HBCU Capital Financing Program. These projects will be administered by the Office of Facility Planning and Control (FP&C) which will consider the loan proceeds to be self-generated revenue. Because the loan proceeds will be incrementally disbursed to the University, FP&C is requiring cooperative endeavor agreements (CEAs) outlining various terms and conditions for the completion of the projects. Enclosed are drafts of the proposed CEAs for the approval of the Southern University System Board of Supervisors.

Please let me know if you have any questions or need any additional information.

Sincerely,



Kenneth Dawson  
System Director of the Office of Facilities Planning  
Southern University System

**INTERAGENCY COOPERATIVE ENDEAVOR AGREEMENT**  
**between the**  
**DIVISION OF ADMINISTRATION**  
**through the**  
**OFFICE OF FACILITY PLANNING AND CONTROL**  
**and the**  
**AGENCY NAME**

This **INTERAGENCY COOPERATIVE ENDEAVOR AGREEMENT** (“Agreement”), is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in two (2) sets of originals by and between the State of Louisiana through the Division of Administration, Office of Facility Planning and Control, represented herein by its Director, and the **Agency Name** represented herein by its **Title**, for the public purposes herein declared.

This Agreement outlines the roles of the **Agency Name (Agency Abbreviation)** herein referred to as “Agency” and Division of Administration/Facility Planning and Control (DOA/FPC) in the administration of the referenced Project using funds provided by the **Agency Abbreviation** “**Name of Project**”, **Project Address including City or Town**, Louisiana, **Name of Parish**, and identified as State Project No. **xx-xxx-xx-xx**, WBS No. **F.xxxxxxx**. This Agreement including **(Exhibits A and B)** constitutes the entire Agreement among the parties hereto.

**WHEREAS**, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that “*For a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual*”; and

**WHEREAS**, the parties hereto recognize that the Office of Facility Planning and Control (DOA/FPC) is the most qualified agency within the State of Louisiana to administer the design, bidding/solicitation process, and construction of the “**Name of Project**” Project; and

**WHEREAS**, **Agency Abbreviation** does own, manage, and control the **Project Location** Building in **City or Town**, Louisiana, **Name of Parish**; and

**WHEREAS**; **Agency Abbreviation** wishes to complete **project general description** to the **Project Location** Building that consists of, but is not limited to, “**more specific project description**, etc.” Project will herein be referred to as “*Project*” or “*the Project*”; and

**WHEREAS**, by this Agreement, the parties wish to establish the terms, conditions and their respective rights and obligations as they relate to the Project; and

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

## ARTICLE 1

### SCOPE AND RESPONSIBILITIES OF THE PARTIES

1.1 For purposes of identification and record keeping, xx-xxx-xx-xx, WBS No. F.xxxxxxx has been designated and shall be affixed to all documents including but not limited to: reports, invoices, letters, memos, emails, contacts and all legal documents related to this project.

1.2 The parties agree to execute any documents necessary to affect the covenants set forth in this Agreement.

1.3 This Project consists of architectural/engineering design and pre-construction preparation of documents for bidding and construction, engineering, bidding, contracting, construction, construction administration and inspection services to design and construct the Project inclusive of project general description to the Project Location Building.

### RESPONSIBILITIES OF AGENCY ABBREVIATION

1.4 Agency Abbreviation shall be financially responsible for all design, bidding, construction, testing, reimbursables, and miscellaneous associated professional services costs during and throughout construction until completion, acceptance, and one-year warranty closeout is achieved.

1.5 Agency Abbreviation shall assign an Agency Project Manager as project contact through whom DOA/FPC will coordinate the project and interact as required with DOA/FPC throughout the Project.

1.6 Upon completion and acceptance of the Project, Agency Abbreviation as the owner of the facility, shall accept all future liabilities, including, but not limited to, all future operation, maintenance, and repairs, associated with the ownership, operation and maintenance of the Project.

### RESPONSIBILITIES OF DOA/FPC

1.7 DOA/FPC shall have authority over the entire project with respect to all project management and construction management professional services. The Designer's and Contractor's contractual obligations associated with the Project shall be paid by Agency Abbreviation. Utilizing DOA/FPC "Non-Payable" procedure for contract management, DOA/FPC shall be the contracting party for the design and construction portion of the Project and Agency Abbreviation shall provide all funding and payments for all DOA/FPC approved invoices for payment legally related to the Project.

1.8 DOA/FPC shall generally provide and administer oversight of the design, bidding/solicitation and construction processes as the Owner's agent in the same manner that DOA/FPC manages all Capital Outlay projects. The DOA/FPC basic services will include, but are not limited to: review and approve the design phase submittals and project bid documents, advertise and receive competitive bids, recommend contract award, ongoing review and report on

progress of project contractual obligations, review, approval and forwarding of Contractor and Designer pay applications, attend all monthly construction progress meetings along with **Agency Abbreviation** Project Manager and the Designer, make monthly or periodic site visits as necessary and consult with **Agency Abbreviation** Project Manager when requested or as required by project conditions, and receive and facilitate request for project Acceptance and Closeout.

**1.9** DOA/FPC will only be responsible for review and approval of Project Documents, Change Orders, and miscellaneous review for compliance with Chapter 10 of Title 38 (Public Bid Law). The FPC Project Manager (FPC PM) will not act as an agent for **Agency Abbreviation**.

**1.10** DOA/FPC will receive, review and recommend action (if any) based upon the Designer's weekly site visit reports as required by the "Instruction to Designers" standards; similarly, FPC PM will receive other documents, including pay applications and manage as provided for in aforementioned "*FPC – Instruction to Designers*", and "*2020 Edition, Louisiana Capital Improvement Projects Procedure Manual for Design and Construction*".

**1.11** DOA/FPC will not be responsible for any direct or incidental damages due to actions or lack of actions by the **Agency Abbreviation**. Any claims associated with or actions or lack of actions by **Agency Abbreviation** will be the responsibility of **Agency Abbreviation**. Further, **Agency Abbreviation** shall indemnify and hold DOA/FPC harmless against any and all claims, demands, suits, judgments of any sum of money growing out of, resulting from, or by reason or act of omission of **Agency Abbreviation**.

## ARTICLE 2

### COMPENSATION AND TERMS OF PAYMENT

**2.1** **Agency Abbreviation** will remit payments due all payees within twenty-one (21) calendar days of receipt of "approved for payment" invoices.

**2.2** DOA/FPC agrees to provide administrative services in exchange for which DOA/FPC will receive reasonable compensation to cover its costs associated with these services, not to exceed 6% of the total project cost.

**2.3** DOA/FPC will not assume, nor will DOA/FPC be responsible for, any damages (direct, incidental, or consequential) due to actions, or lack thereof, including but not limited to, delays by **Agency Abbreviation**. **Agency Abbreviation** further agrees to defend and hold harmless DOA/FPC against any claims and all related costs from such claims or judgments.

**2.4** Electronic transmission may be used at the option of the payee.

## ARTICLE 3

### TERM



This Agreement shall commence on the date first written above and shall remain in effect until all obligations and payments contained herein have been met.

## ARTICLE 4

### TERMINATION

4.1 The terms and provision of this Agreement shall be binding upon the parties hereto until the work has been completed, accepted and the warranty period has expired and all Final Payments have been made and accepted; and all obligations and conditions contained herein have been satisfied.

4.2 Notwithstanding the above, this Agreement may be terminated only if all following conditions apply:

1. By mutual written agreement and consent of the parties hereto.
2. In the event that **Agency Abbreviation** voluntarily withdraws its support, commitment and financial participation in the Project, **Agency Abbreviation** agrees that all remaining and future expenses (including termination expenses, just penalties and interest, legal and remedy fees) will be paid for by **Agency Abbreviation**.
3. In the event funding is not provided to **Agency Abbreviation**, cannot be provided, or is reduced to such a level that will not allow for the continuation of the Project.

## ARTICLE 5

### FISCAL FUNDING AND APPROVED CONTINGENTS

This Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Project, verified by written confirmation of that agency and/or the Legislature. If the Legislature fails to appropriate sufficient monies to provide for continuation of the Agreement, or if such appropriation is reduced and such reduction will therefore fail to provide sufficient monies for the continuation of the Agreement; then such reduction shall become cause for remedy by Article 4 "Termination".

## ARTICLE 6

### ENTIRE AGREEMENT / MODIFICATIONS

This Agreement, including any attachments that are expressly referred to herein, contains the entire Agreement between the parties and supersedes any and all Agreements or Contracts previously entered into between the parties. No representations are made or relied upon by either party other than those that are expressly set forth within. Any modification or amendment to this Agreement shall be valid only when it has been reduced to writing and executed by both parties.

## ARTICLE 7

### CONTROLLING LAW

The validity, interpretation, and performance of this Agreement shall be controlled by and construed in accordance with the laws of the State of Louisiana. The parties submit themselves to the exclusive jurisdiction of the Nineteenth Judicial District Court in and for the Parish of East Baton Rouge, State of Louisiana, for resolution of any disputes arising under this Agreement.

## ARTICLE 8

### LEGAL COMPLIANCE

The DOA/FPC and **Agency Abbreviation** shall comply with all federal, state, and local laws and regulations, including, specifically, but without limitation, the Louisiana Code of Governmental Ethics (R.S.42:1101, *et seq.*), in carrying out the provisions of the Agreement.

## ARTICLE 9

### PUBLIC LIABILITY / INDEMNIFICATION

**Agency Abbreviation** shall indemnify and save harmless DOA/FPC, its officers, agents, employees, contractors and assigns against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of any sum of money to any party accruing against DOA/FPC, its officers, agents, employees, contractors and assigns, growing out of, resulting from, or by reason of any act or omission of the **Agency Abbreviation**, its officers, agents, employees, servants, contractors or assigns while engaged in, upon or about, or in connection with the discharge or performance of the terms of this Agreement or the operation, maintenance and use of the Project.

Nothing herein is intended, nor shall be deemed to create a third party beneficiary to or for any obligation by any party hereto or to authorize any third party person to have any action against any party hereto arising of this Agreement.

## ARTICLE 10

### SEVERABILITY

If any term, covenant, condition, or provision of this Agreement or the application thereof to any person or circumstances shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the Application of such term, covenant, condition or provision to persons or circumstance other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition, and provision of this Agreement shall be valid and be enforced to the fullest extent of the law.

**ARTICLE 11**

**CAPTIONS**

The captions and headings of the several articles and section of this Agreement are for convenience only and shall not control, affect the meaning of or be taken as an interpretation of any provisions of this Agreement.

**ARTICLE 12**

**GOVERNING DOCUMENT**

This Agreement shall govern in the event of any inconsistency between this Agreement and any of the Exhibits attached hereto or any other document or instrument executed or delivered pursuant to this Agreement or in connection with this Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day, month and year first written above.

**WITNESSES:**

\_\_\_\_\_  
\_\_\_\_\_

**STATE OF LOUISIANA  
DIVISION OF ADMINISTRATION/  
FACILITY PLANNING & CONTROL**

By: \_\_\_\_\_  
**Jason D. Sooter,  
Director**

**WITNESSES:**

\_\_\_\_\_  
\_\_\_\_\_

**AGENCY NAME**

By: \_\_\_\_\_  
**Name,  
Title**



# SOUTHERN UNIVERSITY AND A & M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING  
3<sup>RD</sup> FLOOR  
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE  
SYSTEM DIRECTOR FOR FACILITIES PLANNING  
TELEPHONE: (225) 771-2786  
FAX: (225) 771-2922

Dr. Dennis Shields, President  
Southern University System  
JS Clark Administration Building, 4<sup>th</sup> Floor  
Baton Rouge, Louisiana 70813

Re: Scope Change Request for Louis Collier Hall Science Building Renovation

Dear Dr. Shields:

The Office of Facilities Planning (OFP) is requesting approval from the Southern University System Board of Supervisors to submit a Scope Change application to the Interim Emergency Board of the Louisiana Legislature for the Louis Collier Hall Science Building Renovation project. Although the capital outlay request for this project included a comprehensive renovation of all building systems, the cost estimate grossly underestimated the cost of such a renovation at \$4,000,000. Although this request was fully funded, the funded amount is insufficient for the scope of work. Therefore, in keeping with the intent of the original request to provide instructional space for science courses, after consultation with the campus leadership, OFP is recommending that the scope of the project be changed to the construction of a 6,000 square foot science laboratory annex building.

Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kenneth Dawson", written over a horizontal line.

Kenneth Dawson  
System Director of the Office of Facilities Planning  
Southern University System

**APPLICATION FOR CAPITAL OUTLAY SCOPE CHANGE  
FOR CONSIDERATION BY THE INTERIM EMERGENCY BOARD**

Department or Agency: Southern University System

Section or Division: Southern University Shreveport

Current Project Description:

Act No. 117 of 2022

Page No. 36

Act Project No. 1330

FPC Project No. 19-618-20-01

Wording: Louis Collier Hall Science Building

Renovation, Planning and Construction

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Local Cash: \_\_\_\_\_

State Cash/Source: \_\_\_\_\_

Bonds/Priority: Priority 1 \$749,961

Priority 5 \$3,255,000

Revised Project Description Requested:

Act No. 117 of 2022

Page No. 36

Act Project No. 1330

FPC Project No. 19-618-20-01

Wording: Louis Collier Hall Science Building

Annex, Planning and Construction

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Local Cash: \_\_\_\_\_

State Cash/Source: \_\_\_\_\_

Bonds/Priority: Priority 1 \$749,961

Priority 5 \$3,255,000

Descriptive Change(s) Requested: Original request was for renovations to Louis Collier Hall in order to

support Science programs. However, funded amount is insufficient for extensive renovations needed to

provide up to date, state of the art laboratory facilities and classroom spaces for those Science programs.

Therefore, we are requesting that the existing funds be targeted for the construction of new laboratory space

instead.

We, the undersigned, agree that we concur with this project description change according to the provisions of Act 766 of 2001 and are enclosing a **revised capital outlay request** to reflect the above requested change(s).

\_\_\_\_\_  
Signature of Current Agency Head

Dr. Dennis Shields,, President  
Typed Name and Title

\_\_\_\_\_  
Mail Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature of New Agency Head (if applicable)

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Mail Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature of Senator & District No.

\_\_\_\_\_  
Signature of Representative & District No.

**MAIL TO:** Interim Emergency Board, PO Box 94095, Baton Rouge, LA 70804-9095



# SOUTHERN UNIVERSITY AND A & M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING  
3<sup>RD</sup> FLOOR  
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE  
SYSTEM DIRECTOR FOR FACILITIES PLANNING  
TELEPHONE: (225) 771-2786  
FAX: (225) 771-2922

Dr. Dennis Shields, President  
Southern University System  
JS Clark Administration Building, 4th Floor  
Baton Rouge, Louisiana 70813

Re: FY 2023-2024 Capital Outlay Request

Dear Dr. Shields:

Enclosed is a listing of the Capital Outlay requests that the Office of Facilities Planning (OFP) is preparing to submit to the Louisiana Board of Regents (BOR) for Fiscal Year 2023-24. The listing includes the title of the project, a brief description, an estimated project cost, the amount of cash funding requested for FY2023-24, and the system priority of the request. These requests will be submitted electronically through the State's request system, eCORTS, for review by BOR staff. BOR staff recommendations are anticipated to be approved at the October 19, 2022 meeting of the Board of Regents. The Board of Regents will submit approved requests via eCORTS in compliance with the November 1, 2022 deadline for capital outlay request submissions.

Sincerely,



Kenneth Dawson  
System Director of the Office of Facilities Planning  
Southern University System



**FY 2023-24 Capital Outlay (eCORTS) Submissions**  
Office of Facilities Planning

**Southern University and A&M College – Baton Rouge**

Project Title	Project Cost Estimate	Current Funding*	FY 2023-24 Request	FY 25-28 Request
Ravine, Bluff and Riverbank Stabilization	\$27,600,000	\$7,600,000	\$20,000,000	\$0
New STEM Science Complex	\$66,500,000	\$1,000,000	\$15,000,000	\$50,500,000
School of Business/Professional Accountancy	\$45,500,000	\$1,000,000	\$5,000,000	\$39,500,000
Stewart Hall – Wall Mount HVAC Units, 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Floors	\$5,100,000	\$1,800,000	\$3,300,000	\$0
JK Haynes Hall (School of Nursing) Renovation and Addition	\$39,900,000	\$1,000,000	\$1,000,000	\$37,900,000
University Affiliated Research Center (UARC)	\$30,000,000	\$0	\$1,500,000	\$28,500,000
New Southern University Laboratory School Complex	\$55,000,000	\$0	\$2,800,000	\$52,200,000
Chilled Water Loop – Campuswide	\$12,000,000	\$0	\$2,000,000	\$10,000,000
New Parking Garage	\$10,000,000	\$0	\$600,000	\$9,400,000
<b>CAMPUS TOTALS</b>	<b>\$264,000,000</b>	<b>\$4,800,000</b>	<b>\$31,200,000</b>	<b>\$228,000,000</b>

**Southern University and A&M College – New Orleans**

Project Title	Project Cost Estimate	Current Funding*	FY 2023-24 Request	FY25-28 Request
University Cafeteria	\$10,000,000	\$500,000	\$5,000,000	\$4,250,000
ADA Compliant Restrooms & Public Accommodations	\$4,150,000	\$500,000	\$3,650,000	\$0
Campus Exterior Lighting Upgrades	\$2,000,000	\$0	\$2,000,000	\$0
Nursing and Allied Health Building	\$25,000,000	\$0	\$0	\$5,000,000
Student Success Building	\$23,000,000	\$0	\$1,500,000	\$21,500,000
Health and Wellness Building	\$16,000,000	\$0	\$1,000,000	\$15,000,000
Generators	\$3,500,000	\$0	\$230,000	\$3,270,000
New Classroom Building	\$15,000,000	\$0	\$975,000	\$14,025,000
<b>CAMPUS TOTALS</b>	<b>\$98,650,000</b>	<b>\$1,000,000</b>	<b>\$14,355,000</b>	<b>\$63,295,000</b>

\*Current Funding includes only CASH allocations for projects and does not include Priority 5 General Obligation Bond allocations which have or may receive a noncash line of credit that can be converted to cash in future years.

# FY 2023-24 Capital Outlay (eCORTS) Submissions

Page 2

## Southern University – Shreveport

	Project Title	Project Cost Estimate	Current Funding*	FY 2023-24 Request	FY25-28 Request
	Louis Collier Hall Science Building Annex	\$4,005,000	\$225,000	\$3,780,000	\$0
	New Health, Physical Education, and Recreation (HPE&R) Complex including New Gymnasium	\$18,414,400	\$750,000	\$865,000	\$16,799,400
	Data Science and Analytics Workforce Training Center	\$19,176,000	\$676,000	\$6,200,000	\$12,300,000
	Louis Collier Hall Science Building Renovation	\$16,700,000	\$0	\$925,000	\$15,775,000
	Domestic Water Loop, Hot Water Loop, and Drainage Improvements	\$8,000,000	\$0	\$520,000	\$7,480,000
	One-Stop-Shop and Student Success Center Library Renovation	\$11,200,000	\$0	\$550,000	\$10,650,000
	<b>CAMPUS TOTALS</b>	<b>\$77,495,400</b>	<b>\$1,651,000</b>	<b>\$12,840,000</b>	<b>\$63,004,400</b>

## Southern University Law Center

	Project Title	Project Cost Estimate	Current Funding*	FY 2023-24 Request	FY25-28 Request
	Renovation of and Addition to Existing Law Library	\$11,400,000	\$1,750,000	\$9,650,000	\$0
	Career Learning Center	\$15,480,000	\$0	\$800,000	\$14,680,000
	<b>CAMPUS TOTALS</b>	<b>\$26,880,000</b>	<b>\$1,750,000</b>	<b>\$10,450,000</b>	<b>\$14,680,000</b>

## Southern University Agricultural Center

	Project Title	Project Cost Estimate	Current Funding*	FY 2023-24 Request	FY25-28 Request
	Disaster Mega Shelter	\$26,100,000	\$1,000,000	\$10,000,000	\$0
	Hi-Tech Meat Processing Facility Expansion	\$3,020,000	\$0	\$200,000	\$2,820,000
	Experimental Station, Street, Drainage, and Canal Soil Erosion Improvements	\$4,080,000	\$0	\$225,000	\$3,855,000
	New Multi-Institutional Research Teaching Facility	\$8,480,000	\$0	\$435,000	\$8,045,000
	<b>CAMPUS TOTALS</b>	<b>\$41,680,000</b>	<b>\$1,000,000</b>	<b>\$10,960,000</b>	<b>\$14,720,000</b>

	Existing or Proposed Projects	Project Cost Estimate	Current Funding*	FY 2023-24 Request	FY25-28 Request
	Existing Projects	\$250,245,400	\$10,201,000	\$63,545,000	\$161,499,400
	Proposed ("New") Projects	\$258,460,000	\$0	\$16,260,000	\$222,200,000
	<b>SYSTEM TOTALS</b>	<b>\$508,705,400</b>	<b>\$10,201,000</b>	<b>\$79,805,000</b>	<b>\$383,699,400</b>

\*Current Funding includes only CASH allocations for projects and does not include Priority 5 General Obligation Bond allocations which have or may receive a noncash line of credit that can be converted to cash in future years.



System Priority	Campus Priority	Campus	Project Title	Project Cost Estimate	Current Funding*	FY 2023-24 Request	FY 25-28 Request
1	1	SUBR	Ravine, Bluff and Riverbank Stabilization	\$27,600,000	\$7,600,000	\$20,000,000	\$0
2	5	SUSLA	Domestic Water Loop, Hot Water Loop, and Drainage Improvements	\$8,000,000	\$0	\$520,000	\$7,480,000
3	2	SUNO	ADA Compliant Restrooms & Public Accommodations	\$4,150,000	\$500,000	\$3,650,000	\$0
4	2	SUBR	New STEM Science Complex	\$66,500,000	\$1,000,000	\$15,000,000	\$50,500,000
5	3	SUBR	School of Business/Professional Accountancy	\$45,500,000	\$1,000,000	\$5,000,000	\$39,500,000
6	1	SULC	Renovation of and Addition to Existing Law Library	\$11,400,000	\$1,750,000	\$9,650,000	\$0
7	1	SUSLA	Louis Collier Hall Science Building Annex	\$4,005,000	\$225,000	\$3,780,000	\$0
8	2	SUSLA	New Health, Physical Education, and Recreation (HPE&R) Complex including New Gymnasium	\$18,414,400	\$750,000	\$865,000	\$16,799,400
9	1	SUAG	Disaster Mega Shelter	\$26,100,000	\$1,000,000	\$10,000,000	\$0
10	4	SUBR	Stewart Hall – Wall Mount HVAC Units, 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Floors	\$5,100,000	\$1,800,000	\$3,300,000	\$0
11	3	SUSLA	Data Science and Analytics Workforce Training Center	\$19,176,000	\$676,000	\$6,200,000	\$12,300,000
12	1	SUNO	University Cafeteria	\$10,000,000	\$500,000	\$5,000,000	\$4,250,000
13	5	SUBR	JK Haynes Hall (School of Nursing) Renovation and Addition	\$39,900,000	\$1,000,000	\$1,000,000	\$37,900,000
14	8	SUBR	Chilled Water Loop – Campuswide	\$12,000,000	\$0	\$2,000,000	\$10,000,000
15	3	SUNO	Campus Exterior Lighting Upgrades	\$2,000,000	\$0	\$2,000,000	\$0
16	4	SUNO	Nursing and Allied Health Building	\$25,000,000	\$0	\$0	\$5,000,000
17	6	SUBR	University Affiliated Research Center (UARC)	\$30,000,000	\$0	\$1,500,000	\$28,500,000
18	7	SUBR	New Southern University Laboratory School Complex	\$55,000,000	\$0	\$2,800,000	\$52,200,000
19	4	SUSLA	Louis Collier Hall Science Building Renovation	\$16,700,000	\$0	\$925,000	\$15,775,000
20	2	SULC	Career Learning Center	\$15,480,000	\$0	\$800,000	\$14,680,000
21	6	SUSLA	One-Stop-Shop and Student Success Center Library Renovation	\$11,200,000	\$0	\$550,000	\$10,650,000
22	2	SUAG	Hi-Tech Meat Processing Facility Expansion	\$3,020,000	\$0	\$200,000	\$2,820,000
23	3	SUAG	Experimental Station, Street, Drainage, and Canal Soil Erosion Improvements	\$4,080,000	\$0	\$225,000	\$3,855,000
24	4	SUAG	New Multi-Institutional Research Teaching Facility	\$8,480,000	\$0	\$435,000	\$8,045,000
25	5	SUNO	Student Success Building	\$23,000,000	\$0	\$1,500,000	\$21,500,000
26	6	SUNO	Health and Wellness Building	\$16,000,000	\$0	\$1,000,000	\$15,000,000
27	8	SUNO	New Classroom Building	\$15,000,000	\$0	\$975,000	\$14,025,000
28	9	SUBR	New Parking Garage	\$10,000,000	\$0	\$600,000	\$9,400,000
29	7	SUNO	Generators	\$3,500,000	\$0	\$230,000	\$3,270,000

## Southern University System Active Capital Outlay Project Tracking

Campus	Project Title	FY2022-23				FY2023-24				FY2024-25				FY2025-26				FY2026-27																																							
		Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27
SUBR	Ravine, Bluff and Riverbank Stabilization	Planning and Design								Bidding and Contracting	Construction																																														
SUBR	New STEM Science Complex	OMAR Selection	Planning and Design								Bidding and Contracting	Construction																																													
SUBR	School of Business/Professional Accountancy	OMAR Selection		Planning and Design						Bidding and Contracting	Construction																																														
SUBR	JK Haynes Hall (School of Nursing) Renovation and Addition	Planning and Design								Bidding and Contracting	Construction																																														
SUBR	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	Planning and Design						Bidding and Contracting	Construction																																											
SUNO	ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University Center,	Construction																																																							
SUNO	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																																																
SUSLA	Louis Collier Hall Science Building Annex	Planning and Design				Bidding and Contracting	Construction																																																		
SUSLA	Data Science and Analytics Center	Planning and Design						Bidding and Contracting	Construction																																																
SULC	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																																																



# SOUTHERN UNIVERSITY AND A & M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING  
3<sup>RD</sup> FLOOR  
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE  
SYSTEM DIRECTOR FOR FACILITIES PLANNING  
TELEPHONE: (225) 771-2786  
FAX: (225) 771-2922

Dr. Dennis Shields, President  
Southern University System  
JS Clark Administration Building, 4<sup>th</sup> Floor  
Baton Rouge, Louisiana 70813

Re: Proposed Act 959 project for Southern University Law Center

Dear Dr. Shields:

Act 959 of 2003 permits higher education institutions to initiate certain capital projects not exceeding \$5M that are funded with self-generated revenues, auxiliary income, grants, donations, local, or federal funds. In accordance with the provisions of Act 959, the Office of Facilities Planning (on behalf of Southern University Law Center) requests approval from the Facilities Committee of the Southern University System Board of Supervisors and the entire Board to submit the following project to the Louisiana Board of Regents, the Division of Administration, and the Joint Legislative Committee on the Budget for final approval. The Southern University Law Center proposes to construct an annex building adjacent to the Law Center building on the site of an existing annex that will be demolished. The annex building will be approximately 4,200 square feet and will provide needed space for classrooms and faculty offices and is estimated at \$1.7 million dollars.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kenneth Dawson", written over a horizontal line.

Kenneth Dawson  
System Director of the Office of Facilities Planning  
Southern University System



## Office of Facilities Planning Update September 2022

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### **Southern University Agricultural and Research Extension Center**

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

### **Southern University – Baton Rouge Campus**

- School of Business/Professional Accountancy (\$45,500,000) – Programming meetings being held with designer and the University. Schematic Design estimated completion September 2022.
- New STEM Complex Building (\$68,500,000) – Design continues. Programming meetings being held with designer and the University. Construction Manager at Risk selection process anticipated to begin in September..
- Stewart Hall Wall Mounted HVAC Units 1st, 2nd and 3rd Floors (\$1,800,000) – FPC is securing quotes for survey of existing chilled water distribution system needed to continue design.
- Honors Dormitory Project (\$36,000,000) - Preliminary Programming Underway. CEA in progress. Designer selection anticipated in November.
- New Student Life Center/Union (\$45,000,000) - Preliminary Programming Underway. CEA in progress. Designer selection anticipated in November.
- DOTD Ravine Erosion Control & Road Improvements (TBD) – Additional \$35M from USDA committed for project
- J.W. Fisher Renovations Phase I Classroom & Labs, Mechanical, Electrical, Window Systems, Interior Finishes Upgrades (\$8,500,000) - Currently in Progress.
- J.W. Fisher Renovations Phase II, First Floor – \$2M in HEERF funding approved for first floor renovations. Designer selection anticipated in November.
- Global Innovation Center (\$5,000,000) – \$3.2M in HEERF funding approved. \$2.8M in legislative funding also being confirmed. BOR approval received on August 24<sup>th</sup>. Designer selection in November.
- Administration Building Waterproofing (\$635,000) – FPC contracting destructive testing to confirm project scope
- Southern University Museum of Art/National Historic District Building (\$5,625,876) - Construction estimated to be completed September 2022
- Modify or Replace Lift Station #2 (\$1,398,962) – Ready to bid

**Office of Facilities Planning Update**  
September 2022

- J.K. Haynes Hall School of Nursing Renovation and Addition (\$38,500,000) – \$10M in Priority 5 General Obligation bond funding. Supplemental funding to be requested in FY24 Capital Outlay Request Submission

**Southern University Law Center**

- Renovations and Addition to Existing Law Library (\$11,400,000) – Fusion Architects, APC + Williams & Williams Architecture, LLC - A Joint Venture Partnership selected as designer. Program completion expected September 2022.

**Southern University – New Orleans Campus**

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

**Southern University – Shreveport Campus**

- Louis Collier Hall Science Building Renovation (\$4,200,000) – Scope change request being submitted to Interim Emergency Board to use existing funds to construct Science Building annex to provide laboratory space. Designer selection anticipated November 2022.
- Health & Physical Education Building Demolition (\$510,000) – Anticipate going out to bid in September 2022. Planned construction contract length of 60 days. Completion before the end of the year.
- New Data Science and Analytics Training Center (\$19,200,000) – Preliminary programming underway. Designer selection anticipated in November 2022.
- Restoration of Atrium Glass Dome and Associated Roof Repairs and Waterproofing, Metro Building (\$635,000) – Planned construction contract length of 30 days. Pre-construction meeting August 30<sup>th</sup>.
- Gym Complex (\$9,000,000) – Preliminary programming underway. Designer selection anticipated in November 2022.

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

**AGENDA**

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

**MEMBERS**

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

**Southern University System**  
**General Operating Budget Financial Statement**  
**For Fiscal Year Ending June 30, 2023**  
**As of July 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 56,075,430	\$ -	\$ 56,075,430	\$ 56,075,430	\$ -	0.0%
Statutory Dedicated	4,530,158	-	4,530,158	4,530,158	-	0.0%
Federal	3,654,209	208,668	3,445,541	3,654,209	-	5.7%
<b>Self Generated</b>						
Tuition - Fall 2021	35,186,556	20,540,432	14,908,571	35,449,002	262,446	58.4%
Tuition - Spring 2022	29,896,725	-	29,896,725	29,896,725	-	0.0%
Tuition - Summer	3,637,130	696,701	2,940,430	3,637,130	-	19.2%
Out-of-State Fees	16,245,922	7,155,499	9,090,423	16,245,922	-	44.0%
Other	27,021,273	3,427,028	23,594,245	27,021,273	-	12.7%
Interagency Transfer	3,869,822	-	3,869,822	3,869,822	-	0.0%
<b>Total Revenues</b>	<b>\$ 180,117,225</b>	<b>\$ 32,028,326</b>	<b>\$ 148,351,344</b>	<b>\$ 180,379,671</b>	<b>\$ 262,446</b>	<b>17.8%</b>
<b>Expenditures</b>						
Salaries	\$ 85,131,438	\$ 5,507,481	\$ 79,417,728	\$ 84,925,209	\$ (206,229)	6.5%
Other Compensation	268,382	15,171	253,211	268,382	-	5.7%
Related Benefits	36,202,269	1,694,729	34,419,157	36,113,886	(88,383)	4.7%
<b>Total Personal Services</b>	<b>\$ 121,602,089</b>	<b>\$ 7,217,380</b>	<b>\$ 114,090,097</b>	<b>\$ 121,307,477</b>	<b>\$ (294,612)</b>	<b>5.9%</b>
Travel	1,369,111	14,110	1,355,001	1,369,111	-	1.0%
Operating Services	16,819,759	3,205,418	13,876,786	17,082,205	262,446	19.1%
Supplies	2,001,408	63,993	1,937,415	2,001,408	-	3.2%
<b>Total Operating Expenses</b>	<b>\$ 20,190,278</b>	<b>\$ 3,283,522</b>	<b>\$ 17,169,202</b>	<b>\$ 20,452,724</b>	<b>\$ 262,446</b>	<b>16.3%</b>
Professional Services	2,847,544	59,053	2,788,491	2,847,544	-	2.1%
Other Charges	12,865,243	8,261	12,856,982	12,865,243	-	0.1%
Debt Services						
Interagency Transfers	7,550,412	-	7,550,412	7,387,731	-	0.0%
<b>Total Other Charges</b>	<b>\$ 23,263,199</b>	<b>\$ 67,314</b>	<b>\$ 23,195,885</b>	<b>\$ 23,100,518</b>	<b>\$ -</b>	<b>0.3%</b>
General Acquisitions	562,991	14,749	548,242	562,991	-	2.6%
Library Acquisitions	587,000	12,708	574,292	587,000	-	2.2%
Major Repairs	689,994	-	689,994	689,994	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 1,839,985</b>	<b>\$ 27,457</b>	<b>\$ 1,812,528</b>	<b>\$ 1,839,985</b>	<b>\$ -</b>	<b>1.5%</b>
Scholarships	13,221,675	4,008,494	9,507,793	13,516,287	294,612	30.3%
<b>Total Expenditures</b>	<b>\$ 180,117,226</b>	<b>\$ 14,604,167</b>	<b>\$ 165,775,505</b>	<b>\$ 180,216,991</b>	<b>\$ 262,446</b>	<b>8.1%</b>

**Southern University Board and System Administration**  
**General Operating Budget Financial Statement**  
**For Fiscal Year Ending June 30, 2023**  
**As of July 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 3,636,063	\$ -	\$ 3,636,063	\$ 3,636,063	\$ -	0.0%
Statutory Dedicated		-	-			
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2021		-	-			
Tuition - Spring 2022		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 3,636,063</b>	<b>\$ -</b>	<b>\$ 3,636,063</b>	<b>\$ 3,636,063</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Expenditures</b>						
Salaries	\$ 1,867,770	\$ 179,098	\$ 1,688,672	\$ 1,867,770	\$ -	9.6%
Other Compensation	64,500	7,333	57,167	64,500	-	11.4%
Related Benefits	822,396	54,175	768,221	822,396	-	6.6%
<b>Total Personal Services</b>	<b>\$ 2,754,666</b>	<b>\$ 240,605</b>	<b>\$ 2,514,061</b>	<b>\$ 2,754,666</b>	<b>\$ -</b>	<b>8.7%</b>
Travel	226,000	332	225,668	226,000	-	0.1%
Operating Services	196,100	26,435	169,665	196,100	-	13.5%
Supplies	105,887	1,531	104,356	105,887	-	1.4%
<b>Total Operating Expenses</b>	<b>\$ 527,987</b>	<b>\$ 28,299</b>	<b>\$ 499,688</b>	<b>\$ 527,987</b>	<b>\$ -</b>	<b>5.4%</b>
Professional Services	98,000	-	98,000	98,000	-	0.0%
Other Charges	27,729	-	27,729	27,729	-	0.0%
Debt Services		-	-			
Interagency Transfers	162,681	-	162,681			
<b>Total Other Charges</b>	<b>\$ 288,410</b>	<b>\$ -</b>	<b>\$ 288,410</b>	<b>\$ 125,729</b>	<b>\$ -</b>	<b>0.0%</b>
General Acquisitions	65,000	-	65,000	65,000	-	0.0%
Library Acquisitions		-	-			
Major Repairs		-	-			
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>0.0%</b>
Scholarships		-	-			
<b>Total Expenditures</b>	<b>\$ 3,636,063</b>	<b>\$ 268,904</b>	<b>\$ 3,367,159</b>	<b>\$ 3,473,382</b>	<b>\$ -</b>	<b>7.4%</b>



**Southern University Baton Rouge Campus  
General Operating Budget Financial Statement  
For Fiscal Year Ending June 30, 2023  
As of July 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 22,772,669	\$ -	\$ 22,772,669	\$ 22,772,669	\$ -	0.0%
Statutory Dedicated	1,792,041	-	1,792,041	1,792,041	-	0.0%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2021	21,989,957	13,582,638	8,407,320	21,989,957	-	61.8%
Tuition - Spring 2022	17,504,416	-	17,504,416	17,504,416	-	0.0%
Tuition - Summer	1,825,882	286,769	1,539,114	1,825,882	-	15.7%
Out-of-State Fees	11,119,549	4,535,382	6,584,167	11,119,549	-	40.8%
Other	15,541,562	1,384,338	14,157,224	15,541,562	-	8.9%
Interagency Transfer	3,869,822	-	3,869,822	3,869,822	-	0.0%
<b>Total Revenues</b>	<b>\$ 96,415,898</b>	<b>\$ 19,789,126</b>	<b>\$ 76,626,772</b>	<b>\$ 96,415,898</b>	<b>\$ -</b>	<b>20.5%</b>
<b>Expenditures</b>						
Salaries	\$ 43,652,429	\$ 2,251,052	\$ 41,401,377	\$ 43,652,429	\$ -	5.2%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	19,151,764	765,194	18,386,570	19,151,764	-	4.0%
<b>Total Personal Services</b>	<b>\$ 62,804,193</b>	<b>\$ 3,016,247</b>	<b>\$ 59,787,946</b>	<b>\$ 62,804,193</b>	<b>\$ -</b>	<b>4.8%</b>
Travel	325,870	-	325,870	325,870	-	0.0%
Operating Services	9,917,138	2,093,127	7,824,011	9,917,138	-	21.1%
Supplies	937,411	28,137	909,274	937,411	-	3.0%
<b>Total Operating Expenses</b>	<b>\$ 11,180,419</b>	<b>\$ 2,121,264</b>	<b>\$ 9,059,155</b>	<b>\$ 11,180,419</b>	<b>\$ -</b>	<b>19.0%</b>
Professional Services	1,101,480	2,400	1,099,080	1,101,480	-	0.2%
Other Charges	4,051,514	-	4,051,514	4,051,514	-	0.0%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,797,836	-	4,797,836	4,797,836	-	0.0%
<b>Total Other Charges</b>	<b>\$ 9,950,830</b>	<b>\$ 2,400</b>	<b>\$ 9,948,430</b>	<b>\$ 9,950,830</b>	<b>\$ -</b>	<b>0.0%</b>
General Acquisitions	199,681	14,100	185,581	199,681	-	7.1%
Library Acquisitions	62,000	600	61,400	62,000	-	1.0%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 261,681</b>	<b>\$ 14,700</b>	<b>\$ 246,981</b>	<b>\$ 261,681</b>	<b>\$ -</b>	<b>5.6%</b>
Scholarships	12,218,775	3,602,789	8,615,987	12,218,775	-	29.5%
<b>Total Expenditures</b>	<b>\$ 96,415,898</b>	<b>\$ 8,757,400</b>	<b>\$ 87,658,498</b>	<b>\$ 96,415,898</b>	<b>\$ -</b>	<b>9.1%</b>

**Southern University Law Center**  
**General Operating Budget Financial Statement**  
**For Fiscal Year Ending June 30, 2023**  
**As of July 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 5,762,928	\$ -	\$ 5,762,928	\$ 5,762,928	\$ -	0.0%
Statutory Dedicated	194,234	-	194,234	194,234	-	0.0%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2021	5,016,672	5,279,118	-	5,279,118	262,446	105.2%
Tuition - Spring 2022	4,719,970	-	4,719,970	4,719,970	-	0.0%
Tuition - Summer	882,945	-	882,945	882,945	-	0.0%
Out-of-State Fees	4,615,144	2,564,100	2,051,044	4,615,144	-	55.6%
Other	3,815,126	2,042,690	1,772,437	3,815,126	-	53.5%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 25,007,019</b>	<b>\$ 9,885,908</b>	<b>\$ 15,383,558</b>	<b>\$ 25,269,465</b>	<b>\$ 262,446</b>	<b>39.5%</b>
<b>Expenditures</b>						
Salaries	\$ 13,987,916	\$ 1,027,363	\$ 12,960,553	\$ 13,987,916	\$ -	7.3%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,155,826	314,973	4,840,853	5,155,826	-	6.1%
<b>Total Personal Services</b>	<b>\$ 19,143,742</b>	<b>\$ 1,342,336</b>	<b>\$ 17,801,406</b>	<b>\$ 19,143,742</b>	<b>\$ -</b>	<b>7.0%</b>
Travel	515,000	12,551	502,449	515,000	-	2.4%
Operating Services	1,383,237	130,834	1,514,849	1,645,683	262,446	9.5%
Supplies	325,000	31,406	293,594	325,000	-	9.7%
<b>Total Operating Expenses</b>	<b>\$ 2,223,237</b>	<b>\$ 174,791</b>	<b>\$ 2,310,892</b>	<b>\$ 2,485,683</b>	<b>\$ 262,446</b>	<b>7.9%</b>
Professional Services	1,506,543	51,923	1,454,620	1,506,543	-	3.4%
Other Charges	849,563	-	849,563	849,563	-	0.0%
Debt Services		-	-	-	-	-
Interagency Transfers	283,934	-	283,934	283,934	-	0.0%
<b>Total Other Charges</b>	<b>\$ 2,640,040</b>	<b>\$ 51,923</b>	<b>\$ 2,588,117</b>	<b>\$ 2,640,040</b>	<b>\$ -</b>	<b>2.0%</b>
General Acquisitions		-	-	-	-	-
Library Acquisitions	350,000	12,108	337,892	350,000	-	3.5%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 350,000</b>	<b>\$ 12,108</b>	<b>\$ 337,892</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>3.5%</b>
Scholarships	650,000	-	650,000	650,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 25,007,019</b>	<b>\$ 1,581,158</b>	<b>\$ 23,688,307</b>	<b>\$ 25,269,465</b>	<b>\$ 262,446</b>	<b>6.3%</b>

**Southern University New Orleans Campus  
General Operating Budget Financial Statement  
For Fiscal Year Ending June 30, 2023  
As of July 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 9,481,986	\$ -	\$ 9,481,986	\$ 9,481,986	\$ -	0.0%
Statutory Dedicated	558,554	-	558,554	558,554	-	0.0%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2021	4,851,700	-	4,851,700	4,851,700	-	0.0%
Tuition - Spring 2022	4,577,842	-	4,577,842	4,577,842	-	0.0%
Tuition - Summer	429,999	-	429,999	429,999	-	0.0%
Out-of-State Fees	352,829	-	352,829	352,829	-	0.0%
Other	4,735,175	-	4,735,175	4,735,175	-	0.0%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 24,988,085</b>	<b>\$ -</b>	<b>\$ 24,988,085</b>	<b>\$ 24,988,085</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Expenditures</b>						
Salaries	\$ 11,440,229	\$ 699,154	\$ 10,741,075	\$ 11,440,229	\$ -	6.1%
Other Compensation	75,000	-	75,000	75,000	-	-
Related Benefits	4,555,019	205,435	4,349,584	4,555,019	-	4.5%
<b>Total Personal Services</b>	<b>\$ 16,070,248</b>	<b>\$ 904,589</b>	<b>\$ 15,165,659</b>	<b>\$ 16,070,248</b>	<b>\$ -</b>	<b>5.6%</b>
Travel	21,000	-	21,000	21,000	-	0.0%
Operating Services	2,025,500	8,000	2,017,500	2,025,500	-	0.4%
Supplies	180,500	-	180,500	180,500	-	0.0%
<b>Total Operating Expenses</b>	<b>\$ 2,227,000</b>	<b>\$ 8,000</b>	<b>\$ 2,219,000</b>	<b>\$ 2,227,000</b>	<b>\$ -</b>	<b>0.4%</b>
Professional Services	-	-	-	-	-	-
Other Charges	4,909,862	1,317	4,908,545	4,909,862	-	0.0%
Debt Services			-			
Interagency Transfers	1,353,076		1,353,076	1,353,076	-	0.0%
<b>Total Other Charges</b>	<b>\$ 6,262,938</b>	<b>\$ 1,317</b>	<b>\$ 6,261,621</b>	<b>\$ 6,262,938</b>	<b>\$ -</b>	<b>0.0%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000		175,000	175,000	-	0.0%
Major Repairs	-		-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>175,000</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>0.0%</b>
Scholarships	252,900	11,094	241,807	252,900	-	4.4%
<b>Total Expenditures</b>	<b>\$ 24,988,086</b>	<b>\$ 924,999</b>	<b>\$ 24,063,087</b>	<b>\$ 24,988,086</b>	<b>\$ -</b>	<b>3.7%</b>

**Southern University Shreveport Campus  
General Operating Budget Financial Statement  
For Fiscal Year Ending June 30, 2023  
As of July 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 6,734,035	\$ -	\$ 6,734,035	\$ 6,734,035	\$ -	0.0%
Statutory Dedicated	182,015	-	182,015	182,015	-	0.0%
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2021	3,328,227	1,678,676	1,649,551	3,328,227	-	50.4%
Tuition - Spring 2022	3,094,497	-	3,094,497	3,094,497	-	0.0%
Tuition - Summer	498,304	409,932	88,372	498,304	-	82.3%
Out-of-State Fees	158,400	56,017	102,383	158,400	-	35.4%
Other	2,929,410	-	2,929,410	2,929,410	-	0.0%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 16,924,888</b>	<b>\$ 2,144,625</b>	<b>\$ 14,780,263</b>	<b>\$ 16,924,888</b>	<b>\$ -</b>	<b>12.7%</b>
<b>Expenditures</b>						
Salaries	\$ 8,280,556	\$ 802,640	\$ 7,271,687	\$ 8,074,327	\$ (206,229)	9.7%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,678,340	172,471	3,417,486	3,589,957	(88,383)	4.7%
<b>Total Personal Services</b>	<b>\$ 11,958,896</b>	<b>\$ 975,111</b>	<b>\$ 10,689,173</b>	<b>\$ 11,664,284</b>	<b>\$ (294,612)</b>	<b>8.2%</b>
Travel	34,800	-	34,800	34,800	-	0.0%
Operating Services	2,714,231	716,313	1,997,918	2,714,231	-	26.4%
Supplies	133,200	-	133,200	133,200	-	0.0%
<b>Total Operating Expenses</b>	<b>\$ 2,882,231</b>	<b>\$ 716,313</b>	<b>\$ 2,165,918</b>	<b>\$ 2,882,231</b>	<b>\$ -</b>	<b>24.9%</b>
Professional Services	86,521	2,480	84,041	86,521	-	2.9%
Other Charges	1,162,282	6,944	1,155,338	1,162,282	-	0.6%
Debt Services		-	-			
Interagency Transfers	734,958	-	734,958	734,958	-	0.0%
<b>Total Other Charges</b>	<b>\$ 1,983,761</b>	<b>\$ 9,424</b>	<b>\$ 1,974,337</b>	<b>\$ 1,983,761</b>	<b>\$ -</b>	<b>0.5%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Scholarships	100,000	394,612	-	394,612	294,612	394.6%
<b>Total Expenditures</b>	<b>\$ 16,924,888</b>	<b>\$ 2,095,460</b>	<b>\$ 14,829,428</b>	<b>\$ 16,924,888</b>	<b>\$ -</b>	<b>12.4%</b>

**Southern University Agricultural Research and Extension Center**  
**General Operating Budget Financial Statement**  
**For Fiscal Year Ending June 30, 2023**  
**As of July 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 7,687,749	\$ -	\$ 7,687,749	\$ 7,687,749	\$ -	0.0%
Statutory Dedicated	1,803,314	-	1,803,314	1,803,314	-	0.0%
Federal	3,654,209	208,668	3,445,541	3,654,209	-	5.7%
<b>Self Generated</b>						
Tuition - Fall 2021		-	-			
Tuition - Spring 2022		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 13,145,272</b>	<b>\$ 1,169,637</b>	<b>\$ 11,975,635</b>	<b>\$ 13,145,272</b>	<b>\$ -</b>	<b>8.9%</b>
<b>Expenditures</b>						
Salaries	\$ 5,902,538	\$ 548,173	\$ 5,354,365	\$ 5,902,538	\$ -	9.3%
Other Compensation	128,882	7,838	121,044	128,882	-	6.1%
Related Benefits	2,838,924	182,481	2,656,443	2,838,924	-	6.4%
<b>Total Personal Services</b>	<b>\$ 8,870,344</b>	<b>\$ 738,492</b>	<b>\$ 8,131,852</b>	<b>\$ 8,870,344</b>	<b>\$ -</b>	<b>8.3%</b>
Travel	246,441	1,227	245,214	246,441	-	0.5%
Operating Services	583,553	230,709	352,844	583,553	-	39.5%
Supplies	319,410	2,919	316,491	319,410	-	0.9%
<b>Total Operating Expenses</b>	<b>\$ 1,149,404</b>	<b>\$ 234,855</b>	<b>\$ 914,549</b>	<b>\$ 1,149,404</b>	<b>\$ -</b>	<b>20.4%</b>
Professional Services	55,000	2,250	52,750	55,000	-	4.1%
Other Charges	1,864,293	-	1,864,293	1,864,293	-	0.0%
Debt Services		-	-	-		
Interagency Transfers	217,927	-	217,927	217,927	-	0.0%
<b>Total Other Charges</b>	<b>\$ 2,137,220</b>	<b>\$ 2,250</b>	<b>\$ 2,134,970</b>	<b>\$ 2,137,220</b>	<b>\$ -</b>	<b>0.1%</b>
General Acquisitions	298,310	649	297,661	298,310	-	0.2%
Library Acquisitions		-	-	-		
Major Repairs	689,994	-	689,994	689,994	-	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 988,304</b>	<b>\$ 649</b>	<b>\$ 987,655</b>	<b>\$ 988,304</b>	<b>\$ -</b>	<b>0.1%</b>
Scholarships	-	-	-	-	-	
<b>Total Expenditures</b>	<b>\$ 13,145,272</b>	<b>\$ 976,246</b>	<b>\$ 12,169,026</b>	<b>\$ 13,145,272</b>	<b>\$ -</b>	<b>7.4%</b>

# **GOVERNANCE COMMITTEE**

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

## **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
  - A. Request Approval of the Digital Millennium Copyright Act Policy (SUS)  
*This policy established the principles and responsibilities associated with the use of SUS's Information Technology Resources network systems in SUS's response to Copyright Infringement Takedown Notices, under the DMCA, and details the consequences for violating this policy.*
  - B. Request approval of the Campus Free Speech Policy (SUS)  
*Updated Campus Free Speech Policy based upon legislative revisions during the 2022 Louisiana Regular Session.*
  - C. Request Approval of the Non-Academic Due Process Policy (SUS)  
*Mandated by the Louisiana Legislature after the 2022 Regular Session, this policy ensures that all students are guaranteed their due process rights as guaranteed by the U.S. Constitution, the Louisiana Constitution, and the Student Due Process and Protection Act. It applies to all students and student organizations at any institution under the Southern University System where the student or the student organization is accused of a violation of an institution's non-academic rules or policies that carries a potential penalty of suspension of ten or more days, deferred suspension, or expulsion.*
6. Other Business
7. Adjournment

## **MEMBERS**

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



**POLICY TITLE**  
Digital Millennium Copyright Act Policy

**POLICY NUMBER**  
8-005

<b>Responsible Unit:</b> <i>Division of Information Technology</i>	<b>Effective Date:</b> <i>8/19/2022</i>
<b>Responsible Official:</b> <i>Associate Vice-President/Chief Information Officer</i>	<b>Last Reviewed Date:</b> <i>N/A</i>
<b>Policy Classification:</b> <i>Information Technology</i>	<b>Origination Date:</b> <i>8/19/2022</i>

**I. POLICY STATEMENT AND RATIONALE**

This policy is pursuant to the Digital Millennium Copyright Act (DMCA). Under the DMCA, Southern University System (SUS) is considered internet service provider. This policy established the principles and responsibilities associated with the use of SUS's Information Technology Resources network systems in SUS's response to Copyright Infringement Takedown Notices, under the DMCA, and details the consequences for violating this policy.

Individuals who use SUS's Information Technology Resources must comply with the provisions of the DMCA, which states that it is illegal to download, upload, or distribute in any fashion, a Copyrighted Work in any form. Lawful methods of using Copyrighted materials include permission from the Copyright Owner, purchase of a license or of a media, or qualification for an exception under Copyright law (e.g., fair use). The following link provides a list of legal content: <https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/legal-sources-online>.

**II. POLICY SCOPE AND AUDIENCE**

This policy applies to all students, faculty, and staff of SUS and its postsecondary institutions as well as anyone who directly, or through any agent acting on their behalf, uses SUS's Information Technology Resources, regardless of affiliation with SUS or its postsecondary institutions.

**III. POLICY COMPLIANCE**

Failure to comply with this policy may result in a DMCA complaint sent to SUS. If the complaint is traced to an individual's SUS account (i.e., sus.edu, subr.edu, suno.edu, susla.edu, sulc.edu, or suagcenter.com), the following penalties to the owner of the account shall occur:

#### 1<sup>st</sup> Offense

- Limitations on the network for student's devices
- Mandatory completion of a file sharing course

#### 2<sup>nd</sup> Offense

- Further limitation of the network for student's devices
- Fine of \$50
- Recordation of the incident in student's record.
- A hold placed on transcript requests, course registration, etc.
- A violation of the Code of Student Conduct and referred to the Dean of Students Office

Additionally, failure to comply with this policy is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with SUS or its postsecondary institutions in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures. For those who are not active faculty, staff, or students, violating this policy may result in disciplinary action, up to and including suspension or revocation of the user's relationship with SUS or its postsecondary institutions or SUS-provided services. Repeat infringers may have their SUS Information Technology Network access revoked or blocked.

## IV. POLICY DEFINITIONS

**Copyright(ed):** A type of intellectual property that protects original works of authorship as soon as an author fixes the work in tangible form of expression.

**Copyright Infringement Takedown Notice:** Email sent to [dmca-feedback@sus.edu](mailto:dmca-feedback@sus.edu) on behalf of the Copyright Owner, providing the specific details of the claimed infringing action (such as the name of a file, reported IP address and port, and time and date of the infringement), and requesting that any alleged illegal use cease immediately as described under the DMCA.

**Copyright Owner:** A person or a company who owns all or any one of the exclusive rights of Copyright for a work.

**Copyrighted Work:** An original expression embodied in any tangible medium (including electronic) that is protectable under Copyright law. Types include email and web information, lecture notes, textbooks, articles, books, photographs, paintings, sculptures, software, musical compositions, movies, games, architectural drawings, and graphics.

**DMCA:** Digital Millennium Copyright Act of 1998



**DMCA Designated Agent:** The agent designated by SUS to receive Copyright Infringement Takedown Notices associated with the use of SUS Information Technology Resources. The Director of Web Applications in the Division of Information Technology (DoIT) and the Director of Communications in the Office of Communications are the DMCA Designated Agents for SUS.

**File Sharing:** The use of applications where peer-to-peer sharing of software has taken place. Applications include, but are not limited to, Google Drive, Dropbox, BitTorrent, Ares, and FrostWire.

**Information Technology Resources:** SUS-Owned facilities, technologies, and information resources used for the processing, transfer, storage, and communications of SUS or its postsecondary institutions. Included, without limitations, in this definition are computer labs, classroom technologies, computing and electronic devices and services, email, networks, telephones (including cellular), voicemail, fax transmissions, video, multimedia, and instructional materials. This definition is not all inclusive but rather reflects examples of equipment, supplies, and services. This also includes services that are SUS-Owned, leased, operated, or provided by SUS or its postsecondary institutions or otherwise connected to SUS resources, such as cloud and Software-as-a-Service (SaaS), Platform-as-a-Service (PaaS), or any other connected/hosted service.

**Personal Endpoint Device:** Any Endpoint Device that has been purchased directly by a member of the SUS community, using their personal funds not administered by SUS or its postsecondary institutions.

**SUS-Owned:** Any device, equipment, software, and hardware purchased with administered funds of SUS or its postsecondary institutions, including funds derived from the budgets and external grants of SUS or its postsecondary institutions.

**United States Copyright Act of 1976:** Legislation that provided the basic framework for the current copyright law, was enacted on October 19, 1976, as Pub. L. No. 94-553, 90 Stat. 2541. The 1976 Act was a comprehensive revision of the copyright law in Title 17.

## **V. POLICY IMPLEMENTATION PROCEDURES**

### **Responsibilities**

All individuals using SUS Information Technology Resources are responsible for becoming familiar with and following this policy. Supervisors and employees with student oversight duties of SUS or its postsecondary institutions are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure and enforce compliance with it.

**Anyone Using SUS's Information Technology Resources:**

- May use all or part of a Copyrighted Work only if (a) they have the Copyright Owner's permission, (b) have purchased a license or the media, or (c) the use qualifies as a legal exception under the Copyright Act.
- Is prohibited from illegally downloading or sharing the Copyrighted Work.

**Division of Information Technology (DoIT):**

- Follows the notification and takedown procedures required under the DMCA and the Copyright Act, investigating all Copyright complaints received by SUS through the formal Copyright Infringement Takedown Notification process, and will promptly determine if the notice complies with the notice requirements of the DMCA.
- Investigates disputed infringement findings to determine their legitimacy and notifies claimants of results.
- Ensure that this policy is posted to the SUS website.

**Office of General Counsel (OGC):**

- Ensure SUS is registered in the DMCA Designated Agent Directory.

For Copyright Infringement Takedown Notices where SUS's network system serves solely as a conduit, e.g., a Personal Endpoint Device, DoIT will:

- Attempt to identify a person associated with the material that the Copyright Infringement Takedown Notice identifies as infringing the Copyright.
- If identified, inform the responsible party of their obligations under DMCA to remove the Copyrighted Work.
- Notify Responsible Administrators of the responsible party's non-compliance of this policy.

For Copyright Infringement Takedown Notices where SUS-Owned equipment is being used to host filesharing activity that infringes Copyright, DoIT will:

- Attempt to identify a person associated with the material that the Copyright Infringement Takedown Notice identifies as infringing the Copyright.
- If identified, inform the party responsible that they must cease filesharing the infringing material immediately, as the action places them and SUS at risk of legal action.
- Notify Responsible Administrators of the responsible party's non-compliance of this policy.
- If necessary, take down the claimed infringing material.

**Recipients of Infringement Notifications:** Must respond within seven (7) days, by either removing the material identified as infringing from their device and providing a notification of completion or providing a reason they believe the claim is not legitimate.

**Responsible Administrators:** The following offices are responsible for any necessary disciplinary actions as determined by the Policy Compliance section of this policy and their policies and procedures:

- Student violations: Student Affairs
- Staff and Faculty violations: Human Resources

## **VI. POLICY RELATED INFORMATION**

- Digital Millennium Copyright Act 1998
- United States Copyright Act of 1976
- Southern University System IT Security Policy Plan
- All other applicable Southern University System Policies

## **VII. POLICY HISTORY AND REVIEW CYCLE**

The Division of Information Technology will be charged with implementing this policy through the Southern University System.

This is a new policy and is subject to a five-year policy review cycle.

## **VIII. POLICY URL**

The approved policy will be posted on the Southern University System website under Board Policies at [www.sus.edu](http://www.sus.edu).

## **IX. POLICY APPROVAL**

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

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

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***Effective Date of Policy***

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

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***Effective Date of Policy***



**POLICY TITLE**

**Uniform Policy on Campus Free Speech**

**POLICY NUMBER**

**3-003**

<b>Responsible Unit:</b> <i>Office of Communications</i>	<b>Effective Date:</b> <i>09/16/2022</i>
<b>Responsible Official:</b> <i>Vice President for External Affairs</i>	<b>Last Reviewed Date:</b> <i>09/16/2022</i>
<b>Policy Classification:</b> <i>External Affairs and Public Relations Policies</i>	<b>Origination Date:</b> <i>09/10/2018</i>

**I. POLICY STATEMENT AND RATIONALE**

The Board of Supervisors of Southern University and Agricultural and Mechanical College System deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all public postsecondary education institutions in the state, subject only to reasonable time, place and manner restrictions. All postsecondary institutions of the Southern University System shall allow and protect expressive activities by students, administrators, faculty members, staff members and invited guests in accordance with all applicable laws and this Policy.

The Board of Supervisors of Southern University and Agricultural and Mechanical College System prohibits at of its institutions expression that violates the law, defames a specific individual, constitutes a genuine threat, violates the Student Code of Conduct, or unjustifiably invades substantial privacy or confidentiality interests.

## **II. POLICY SCOPE AND AUDIENCE**

In accordance with Act 666 of the 2018 Regular Session of the Louisiana Legislature, codified at R.S. 17:3399.31 through 3399.37 (“Louisiana Campus Free Expression Law”), the Board of Supervisors of Southern University and Agricultural and Mechanical College System hereby adopts this Uniformed Policy on Campus Free Speech (“Policy”). This Policy was developed in collaboration with the Louisiana Board of Regents (BoR) and applies to all postsecondary education institutions of the Southern University System. This Policy shall be made public in the handbook, website, and through student orientation programs of each institution of the Southern University System; and be incorporated in the materials, programs, and procedures provided to all employees and students.

## **III. POLICY COMPLIANCE**

- (1) Each institution of the Southern University System shall strive to ensure the fullest degree of intellectual freedom and free expression.
- (2) It is not the proper role of an institution to shield individuals from speech protected by the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana, and other applicable laws, including without limitation ideas and opinions they find unwelcome, disagreeable, or even deeply offensive.
- (3) Students and faculty have the freedom to discuss any topic that presents itself, as provided under the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana and other applicable laws permit and within the limits on time, place, and manner of expression that are consistent with this Policy and that are in furtherance of a significant institutional interest.
- (4) Students and faculty may assemble and engage in spontaneous expressive activity as long as such activity is not unlawful and does not materially and substantially disrupt the functioning of the institution, subject to the requirements of this Policy.
- (5) Any person lawfully present on a campus may protest or demonstrate there. Protests and demonstrations that infringe upon the constitutional rights of others to engage in or listen to expressive activity by creating a substantial and material disruption to the functioning of any institution of the Southern University System or to someone's expressive activity in any location reserved for that expressive activity shall not be permitted. No conduct shall be deemed a material and substantial disruption that is protected under the First Amendment to the United States Constitution or Article I, Section 7 of the Constitution of Louisiana. Such protected conduct includes but is not limited to lawful protests and counter-protests in the outdoor areas of campus generally accessible to the members of the public except during times when these areas have been reserved in advance for other events or minor, brief, or fleeting nonviolent disruptions of events that are isolated and short in duration.
- (6) The public areas of campuses of each institution of the Southern University System are traditional public forums that are open on the same terms to any speaker.

- (7) This Policy supersedes and nullifies any provision in the policies and regulations of any institution of the Southern University System that restricts speech on campus and that any such provision is therefore inconsistent with this Policy on free expression. Each institution of the Southern University System shall remove or revise any such provision in its policies and regulations to ensure compatibility with this Policy on free expression.

Failure to comply with any applicable laws and regulations shall constitute a failure to comply with this Policy. Enforcement can include, but is not limited to Subpart (E) below.

#### **IV. POLICY DEFINITIONS**

“Expressive activities” include but are not limited to any lawful verbal or written means by which individuals or groups communicate ideas to one another, as provided by the First Amendment of the Constitution of the United States of America and by the Constitution of Louisiana, including all forms of peaceful assembly, protest, speech, distribution of literature, carrying signs, and circulating petitions. This expressly excludes commercial activities where individuals or groups are being compensated or attempting to advertise, market, or accrue financial gain to any individual, corporation, business, or organization.

“Material and substantial disruption” means when a person, with the intent and knowledge of doing so, significantly hinders expressive activity, prevents the communication of the message, or prevents the transaction of the business of a lawful meeting, gathering, or procession by either of the following: (a) engaging in fighting, violence, or similar unlawful behavior; or (b) physically blocking or using threats of violence to prevent any person from attending, listening to, viewing, or otherwise participating in an expressive activity.

The “Public Areas” of a campus of the Southern University System mean all Outdoor Areas. The “Outdoor Areas” mean outside areas generally accessible to the majority of students, administrators, faculty, and staff such as grassy areas, walkways, or other similar common areas, but do not include facilities of any institution of the Southern University System or the interior of buildings or areas where access is restricted. The Public Areas of a campus of the Southern University System are deemed by state law as traditional public forums and are open on the same terms to any speaker.

On Public Areas, students and faculty may assemble, distribute literature, and engage in spontaneous expressive activity as long as such activity is not unlawful and does not materially and substantially disrupt the functioning of any institution of the Southern University System. Any person lawfully present on a campus of the Southern University System in a Public Area may protest or demonstrate there. Protests and demonstrations that infringe upon the constitutional rights of others to engage in or listen to expressive activity by creating a substantial and material disruption to the functioning of any institution of the Southern University System or to someone’s expressive activity shall not be permitted. Certain facilities of institutions of the

Southern University System are made available for reservation. This Policy does not apply to activities sponsored by institutions of the Southern University System.

“Student-on-student discriminatory harassment” means unwelcome conduct that targets its victim on the basis of a class protected under federal, state, or local law and that is so severe, pervasive, and objectively offensive and so undermines and detracts from the victim’s education experience that the victim is effectively denied equal access to an institution’s resources and opportunities.

## **V. POLICY IMPLEMENTATION PROCEDURES**

### **A. Time, Place, and Manner Restrictions**

In order to maintain safety, security, and order, all institutions of the Southern University System reserve the right to limit such activities by the following regulations regarding time, place, and manner of such activities. Except as allowed by law, institutions of the Southern University System shall not apply these restrictions in a discriminatory manner toward the content of the view being expressed or the speaker, or in any manner that otherwise infringes on any form of speech or conduct that is protected by the First Amendment.

### **B. Group Expression**

If an individual or group of individuals attracts a group of 20 or more persons, then a representative from the group is encouraged to contact the respective campus police department as soon as circumstances reasonably permit. Each institution of the Southern University System reserves the right to direct a group of 20 or more persons to another available Public Area in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of any institution of the Southern University System. Any relocation must not be based on the content or viewpoint of the expression.

### **C. Equipment Limitations**

The use of amplified sound is subject to local ordinances and is restricted to those times and places where it will not impact educational activities or business of any institution of the Southern University System. During concentrated study periods, the use of amplified sound is prohibited. This Policy does not provide for the uses of resources (tables, utilities, equipment, etc.) of any institution of the Southern University System in the exercise of free speech or expression activities.

### **D. Activities**

At a minimum, expressions, assemblies, or demonstrations may not:

1. Engage in provocations by fighting words or incitements to engage in immediate violence;

2. Make threats which demonstrate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals;
3. Interfere with the free and unimpeded flow of pedestrian or vehicular traffic on campus or the entry or exit into and out of facilities of any institution of the Southern University System;
4. Materially and substantially disrupt the educational mission or normal activities of any institution of the Southern University System;
5. Express or exhibit obscenity as defined by law;
6. Advocate the deliberate violation of law by preparing the group addressed for imminent action and seeing it to such action;
7. Engage in commercial or for-profit activities absent a prior written agreement with the appropriate institution of the Southern University System authorizing such activities; or
8. Engage in student-on-student discriminatory harassment.

#### **E. Administration/Enforcement**

This Policy shall be administered and enforced by the chief Student Affairs officer of each respective campus, the campus police department, and such other officials as shall be designated. Visitors to a campus of the Southern University System and all others violating these regulations regarding time, place, and manner of speech and demonstration will be subject to immediate eviction or removal from said campus without further warning by the agents or officials of the Southern University System and may be subject to legal action. Individual students or student organizations violating these regulations may be subject to action by Student Code of Conduct or the organization's bylaws.

#### **F. Permits and Security Fee**

Each institution may require a permit from any individual or group as a condition of being granted exclusive control of a location for expressive activity at a reserved time. If the institution requires such a permit, it must develop a permitting process that is not overly burdensome and evaluated solely based on published content-neutral and viewpoint-neutral criteria. Additionally, the permitting process must have an appellate process where the applicant shall receive written reasons for the denial of a permit within two days of the submission of the application and the ability to appeal the denial.

Each institution may charge a security fee to a student or student organization as part of an application for a permit; however, the security fee shall not be based on the content of the expression of the student or student organization, the content of the expression of an invited guest, or the anticipated reaction to any such content. The determination of whether or not the security fee is required and the amount of the fee shall be based solely on published content-neutral and viewpoint-neutral criteria, including but not limited to the time of the event, the location of the event, the anticipated size of the invited audience, and whether or not alcohol will be served. The criteria for accessing fees shall be published.



## **G. Non-endorsement/Ratification**

Nothing in this Policy is intended nor should be understood as an endorsement or approval by the Board of Supervisors of Southern University and Agricultural and Mechanical College System or any institution of the Southern University System of any speech or demonstration, an invitation or license to speak or demonstrate, or the granting of any right or permission to speak or demonstrate on campus beyond the rights existing under federal and state law. For more information, contact the chief Student Affairs officer for the relevant campus.

## **H. Appeal Procedure**

Any person aggrieved by a violation of this Policy may file a written appeal of the decision or action to the chief Student Affairs officer of the campus, or designee, within fourteen (14) calendar days of the decision or action. The chief Student Affairs officer shall provide a written response to the appellant within fourteen (14) days of receipt of the appeal unless, for good cause, additional time is needed to ascertain facts or speak with the appellant or relevant officials. The decision of the chief Student Affairs officer shall be final.

## **I. Reporting**

Each institution of the Southern University System shall report to the Vice President for External Affairs any barriers to or incidents against free expression that occurred at the respective institution within ten (10) calendar days.

## **VI. POLICY RELATED INFORMATION**

- Act 666 of the 2018 Regular Session of the Louisiana Legislature, codified at R.S. 17:3399.31 through 3399.37, and amended by Act 727 of the 2022 Regular Session of the Louisiana Legislature (“Louisiana Campus Free Expression Law”)
- First Amendment of the Constitution of the United States of America
- Article I, Section 7 of the Constitution of Louisiana

## **VII. POLICY HISTORY AND REVIEW CYCLE**

The Office of External Affairs in conjunction with the Offices of Academic Affairs and Student Affairs for each institution of the Southern University System will be charged with implementing this Policy.

This Policy replaces the current Uniform Policy on Campus Free Speech (Policy Number 3-003) with an origination date of 09/10/2018 and is subject to a five-year policy review cycle.

## **VIII. POLICY URL**

The information regarding the Campus Free Speech Policy will be posted to the System Board’s website under Board Policies at [www.sus.edu](http://www.sus.edu) and on each of the campus’s websites.

**IX. POLICY APPROVAL**

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

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***Dennis J. Shields***

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

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***Effective Date of Policy***

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***The Honorable Atty. Edwin M. Shorty Jr.***

*Chair – Southern University System Board of Supervisors*

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***Effective Date of Policy***



**POLICY TITLE**  
Uniform Policy on Campus Free Speech

**POLICY NUMBER**  
3-003

<b>Responsible Unit:</b> <i>Office of Communications</i>	<b>Effective Date:</b> <u>03/18/2022</u> <u>09/16/2022</u>
<b>Responsible Official:</b> <i>Vice President for External Affairs</i>	<b>Last Reviewed Date:</b> <u>03/18/2022</u> <u>09/16/2022</u>
<b>Policy Classification:</b> <i>External Affairs and Public Relations Policies</i>	<b>Origination Date:</b> <i>09/10/2018</i>

**I. POLICY STATEMENT AND RATIONALE**

The Board of Supervisors of Southern University and Agricultural and Mechanical College System deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all public postsecondary education institutions in the state, subject only to reasonable time, place and manner restrictions. All postsecondary institutions of the Southern University System shall allow and protect expressive activities by students, administrators, faculty members, staff members and invited guests in accordance with all applicable laws and this Policy.

The Board of Supervisors of Southern University and Agricultural and Mechanical College System prohibits at of its institutions expression that violates the law, defames a specific individual, constitutes a genuine threat, violates the Student Code of Conduct, or unjustifiably invades substantial privacy or confidentiality interests.

## II. POLICY SCOPE AND AUDIENCE

In accordance with Act 666 of the 2018 Regular Session of the Louisiana Legislature, codified at R.S. 17:3399.31 through 3399.37 ("Louisiana Campus Free Expression Law"), the Board of Supervisors of Southern University and Agricultural and Mechanical College System hereby adopts this Uniformed Policy on Campus Free Speech ("Policy"). This Policy was developed in collaboration with the Louisiana Board of Regents (BoR) and applies to all postsecondary education institutions of the Southern University System. This Policy shall be made public in the handbook, website, and through student orientation programs of each institution of the Southern University System; and be incorporated in the materials, programs, and procedures provided to all employees and students.

## III. POLICY COMPLIANCE

- (1) Each institution of the Southern University System shall strive to ensure the fullest degree of intellectual freedom and free expression.
- (2) It is not the proper role of an institution to shield individuals from speech protected by the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana, and other applicable laws, including without limitation ideas and opinions they find unwelcome, disagreeable, or even deeply offensive.
- (3) Students and faculty have the freedom to discuss any topic that presents itself, as provided under the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana and other applicable laws permit and within the limits on time, place, and manner of expression that are consistent with this Policy and that are necessary to achieve in furtherance of a significant institutional interest.
- (4) Students and faculty may assemble and engage in spontaneous expressive activity as long as such activity is not unlawful and does not materially and substantially disrupt the functioning of the institution. subject to the requirements of this Policy.
- (5) Any person lawfully present on a campus may protest or demonstrate there. Protests and demonstrations that infringe upon the constitutional rights of others to engage in or listen to expressive activity by creating a substantial and material disruption to the functioning of any institution of the Southern University System or to someone's expressive activity in any location reserved for that expressive activity shall not be permitted. No conduct shall be deemed a material and substantial disruption that is protected under the First Amendment to the United States Constitution or Article I, Section 7 of the Constitution of Louisiana. Such protected conduct includes but is not limited to lawful protests and counter-protests in the outdoor areas of campus generally accessible to the members of the public except during times when these areas have been reserved in advance for other events or minor, brief, or fleeting nonviolent disruptions of events that are isolated and short in duration.
- (6) The public areas of campuses of each institution of the Southern University System are traditional public forums that are open on the same terms to any speaker.

- (7) This Policy supersedes and nullifies any provision in the policies and regulations of any institution of the Southern University System that restricts speech on campus and that any such provision is therefore inconsistent with this Policy on free expression. Each institution of the Southern University System shall remove or revise any such provision in its policies and regulations to ensure compatibility with this Policy on free expression.

Failure to comply with any applicable laws and regulations shall constitute a failure to comply with this Policy. Enforcement can include, but is not limited to Subpart (E) below.

#### IV. POLICY DEFINITIONS

“Expressive activities” include but are not limited to any lawful verbal or written means by which individuals or groups communicate ideas to one another, as provided by the First Amendment of the Constitution of the United States of America and by the Constitution of Louisiana, including all forms of peaceful assembly, protest, speech, distribution of literature, carrying signs, and circulating petitions. This expressly excludes commercial activities where individuals or groups are being compensated or attempting to advertise, market, or accrue financial gain to any individual, corporation, business, or organization.

“Material and substantial disruption” means when a person, with the intent and knowledge of doing so, significantly hinders expressive activity, prevents the communication of the message, or prevents the transaction of the business of a lawful meeting, gathering, or procession by either of the following: (a) engaging in fighting, violence, or similar unlawful behavior; or (b) physically blocking or using threats of violence to prevent any person from attending, listening to, viewing, or otherwise participating in an expressive activity.

The “Public Areas” of a campus of the Southern University System mean all Outdoor Areas. The “Outdoor Areas” mean outside areas generally accessible to the majority of students, administrators, faculty, and staff such as grassy areas, walkways, or other similar common areas, but do not include facilities of any institution of the Southern University System or the interior of buildings or areas where access is restricted. The Public Areas of a campus of the Southern University System are deemed by state law as traditional public forums and are open on the same terms to any speaker.

On Public Areas, students and faculty may assemble, distribute literature, and engage in spontaneous expressive activity as long as such activity is not unlawful and does not materially and substantially disrupt the functioning of any institution of the Southern University System. Any person lawfully present on a campus of the Southern University System in a Public Area may protest or demonstrate there. Protests and demonstrations that infringe upon the constitutional rights of others to engage in or listen to expressive activity by creating a substantial and material disruption to the functioning of any institution of the Southern University System or to someone’s expressive activity shall not be permitted. Certain facilities of institutions of the

Southern University System are made available for reservation. This Policy does not apply to activities sponsored by institutions of the Southern University System.

“Student-on-student discriminatory harassment” means unwelcome conduct that targets its victim on the basis of a class protected under federal, state, or local law and that is so severe, pervasive, and objectively offensive and so undermines and detracts from the victim’s education experience that the victim is effectively denied equal access to an institution’s resources and opportunities.

## **V. POLICY IMPLEMENTATION PROCEDURES**

### **A. Time, Place, and Manner Restrictions**

In order to maintain safety, security, and order, all institutions of the Southern University System reserve the right to limit such activities by the following regulations regarding time, place, and manner of such activities. Except as allowed by law, institutions of the Southern University System shall not apply these restrictions in a discriminatory manner toward the content of the view being expressed or the speaker, or in any manner that otherwise infringes on any form of speech or conduct that is protected by the First Amendment.

### **B. Group Expression**

If an individual or group of individuals attracts a group of 20 or more persons, then a representative from the group is encouraged to contact the respective campus police department as soon as circumstances reasonably permit. Each institution of the Southern University System reserves the right to direct a group of 20 or more persons to another available Public Area in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of any institution of the Southern University System. Any relocation must not be based on the content or viewpoint of the expression.

### **C. Equipment Limitations**

The use of amplified sound is subject to local ordinances and is restricted to those times and places where it will not impact educational activities or business of any institution of the Southern University System. During concentrated study periods, the use of amplified sound is prohibited. This Policy does not provide for the uses of resources (tables, utilities, equipment, etc.) of any institution of the Southern University System in the exercise of free speech or expression activities.

### **D. Activities**

At a minimum, expressions, assemblies, or demonstrations may not:

1. Engage in provocations by fighting words or incitements to engage in immediate violence;

2. Make threats which demonstrate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals;
3. Interfere with the free and unimpeded flow of pedestrian or vehicular traffic on campus or the entry or exit into and out of facilities of any institution of the Southern University System;
4. Materially and substantially disrupt the educational mission or normal activities of any institution of the Southern University System;
5. Express or exhibit obscenity as defined by law;
6. Advocate the deliberate violation of law by preparing the group addressed for imminent action and seeing it to such action; or
7. Engage in commercial or for-profit activities absent a prior written agreement with the appropriate institution of the Southern University System authorizing such activities; or-
- 7.8. Engage in student-on-student discriminatory harassment.

**E. Administration/Enforcement**

This Policy shall be administered and enforced by the chief Student Affairs officer of each respective campus, the campus police department, and such other officials as shall be designated. Visitors to a campus of the Southern University System and all others violating these regulations regarding time, place, and manner of speech and demonstration will be subject to immediate eviction or removal from said campus without further warning by the agents or officials of the Southern University System and may be subject to legal action. Individual students or student organizations violating these regulations may be subject to action by Student Code of Conduct or the organization's bylaws.

**F. Permits and Security Fee**

Each institution may require a permit from any individual or group as a condition of being granted exclusive control of a location for expressive activity at a reserved time. If the institution requires such a permit, it must develop a permitting process that is not overly burdensome and evaluated solely based on published content-neutral and viewpoint-neutral criteria. Additionally, the permitting process must have an appellate process where the applicant shall receive written reasons for the denial of a permit within two days of the submission of the application and the ability to appeal the denial.

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Each institution may charge a security fee to a student or student organization as part of an application for a permit; however, the security fee shall not be based on the content of the expression of the student or student organization, the content of the expression of an invited guest, or the anticipated reaction to any such content. The determination of whether or not the security fee is required and the amount of the fee shall be based solely on published content-neutral and viewpoint-neutral criteria, including but not limited to the time of the event, the location of the event, the anticipated size of the invited audience, and whether or not alcohol will be served. The criteria for accessing fees shall be published.

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#### **F.G. Non-endorsement/Ratification**

Nothing in this Policy is intended nor should be understood as an endorsement or approval by the Board of Supervisors of Southern University and Agricultural and Mechanical College System or any institution of the Southern University System of any speech or demonstration, an invitation or license to speak or demonstrate, or the granting of any right or permission to speak or demonstrate on campus beyond the rights existing under federal and state law. For more information, contact the chief Student Affairs officer for the relevant campus.

#### **G.H. Appeal Procedure**

Any person aggrieved by a violation of this Policy may file a written appeal of the decision or action to the chief Student Affairs officer of the campus, or designee, within fourteen (14) calendar days of the decision or action. The chief Student Affairs officer shall provide a written response to the appellant within fourteen (14) days of receipt of the appeal unless, for good cause, additional time is needed to ascertain facts or speak with the appellant or relevant officials. The decision of the chief Student Affairs officer shall be final.

#### **H.I. Reporting**

Each institution of the Southern University System shall report to the Vice President for External Affairs any barriers to or incidents against free expression that occurred at the respective institution within ten (10) calendar days.

### **VI. POLICY RELATED INFORMATION**

- Act 666 of the 2018 Regular Session of the Louisiana Legislature, codified at R.S. 17:3399.31 through 3399.37, and amended by Act 727 of the 2022 Regular Session of the Louisiana Legislature (“Louisiana Campus Free Expression Law”)
- First Amendment of the Constitution of the United States of America
- Article I, Section 7 of the Constitution of Louisiana

### **VII. POLICY HISTORY AND REVIEW CYCLE**

The Office of External Affairs in conjunction with the Offices of Academic Affairs and Student Affairs for each institution of the Southern University System will be charged with implementing this Policy.

This Policy replaces the current Uniform Policy on Campus Free Speech (Policy Number 3-003) with an origination date of 09/10/2018 and is subject to a five-year policy review cycle.

### **VIII. POLICY URL**



The information regarding the Campus Free Speech Policy will be posted to the System Board's website under Board Policies at [www.sus.edu](http://www.sus.edu) and on each of the campus's websites.

**IX. POLICY APPROVAL**

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

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

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*Effective Date of Policy*

\_\_\_\_\_  
*The Honorable Atty. Edwin M. Shorty Jr.*  
*Chair – Southern University System Board of Supervisors*

\_\_\_\_\_  
*Effective Date of Policy*



**POLICY TITLE**

***NON-ACADEMIC DISCIPLINARY PROCEEDINGS POLICY***

**POLICY NUMBER**

***13-003***

<b>Responsible Unit:</b> <i>Office of Executive Vice President</i>	<b>Effective Date:</b> <i>09/16/2022</i>
<b>Responsible Official:</b> <i>Executive Vice President and each campus Vice Chancellor of Student Affairs</i>	<b>Last Reviewed Date:</b>
<b>Policy Classification:</b> <i>Student Affairs</i>	<b>Origination Date:</b> <i>09/16/2022</i>

**I. POLICY STATEMENT AND RATIONALE**

The Southern University System is committed to ensuring all students are guaranteed their due process rights as guaranteed by the U.S. Constitution, the Louisiana Constitution, and the Student Due Process and Protection Act.

**II. POLICY SCOPE AND AUDIENCE**

This policy applies to all students and student organizations at any institution under the Southern University System where the student or the student organization is accused of a violation of an institution’s non-academic rules or policies that carries a potential penalty of suspension of ten or more days, deferred suspension, or expulsion.

**III. POLICY COMPLIANCE**

Violations or failure to adhere to the policy may result in action under the appropriate handbook for faculty and staff. Each violation should be reported to the Office of Executive Vice President.

The Student Due Process and Protection Act provides that any student or student organization that has its rights violated under the Student Due Process and Protection Act may bring a private right of action against the institution and its agents acting in their official capacities.

#### **IV. POLICY DEFINITIONS**

“Fully participate” includes the opportunity to make opening and closing statements, to examine and cross-examine witnesses, and to provide the alleged victim or accused with support, guidance, and advice.

The Student Due Process and Protection Act refers to La. R.S. 17:3394.

#### **V. POLICY IMPLEMENTATION PROCEDURES**

The disciplinary procedures contained in each institution’s student handbook and/or student code of conduct shall contain the following for any violation of an institution’s non-academic rules or policies that carries a potential penalty of suspension of ten or more days, deferred suspension, or expulsion:

- Right for the accused student, accused student organization, and alleged student victim to be represented, at the student or organization’s expense, by an attorney or a non-attorney advocate who may fully participate during any disciplinary proceeding, appellate hearing, or during any other procedure adopted by the institution. Notice of this right shall be provided to the students (accused or alleged victims) in writing prior to scheduling a disciplinary proceeding.
- Each accused student or accused student organization is entitled to, upon receiving notice of the charge, to notice of any and all violations of the institution’s non-academic rules or policies and the disciplinary proceedings or charges that will occur as a result. This notice shall include but not be limited to each and every section of the institution’s rules or policies that the student or student organization is alleged to have violated and any evidence the institution used and collected in making the charge.
- The accused student or accused student organization is afforded the expressed presumption of innocence and set forth that the student or the student organization may not be deemed guilty of the violation until the student or the student organization formally acknowledges responsibility or the conclusion of a hearing where the institution has established every element of the alleged violation.
- The institution shall maintain an administrative file of the disciplinary proceedings. The file shall include all documents and evidence in the institution’s possession or control relevant to the alleged violation and the institution’s investigation including but not limited to exculpatory evidence, documents submitted by any participant, and the institution’s choice of a video recording, audio recording, or transcript of any disciplinary hearing ultimately held in the matter. The file shall not include privileged documents or internal memorandums that the institution does not intend to introduce as evidence at any hearing on the matter.
- The accused student, accused organization, and alleged victim shall be provided reasonable continuing access to the administrative file and the ability to make copies of all evidence

or documents in the file beginning at least seven business days prior to any disciplinary hearing, or sooner if otherwise specified under federal law, except that individual portions of the administrative file shall be redacted if disclosure of the evidence is required by law.

- All disciplinary proceedings are carried out free from conflicts of interest by ensuring that there is no commingling of administrative or adjudicative roles. A commingling of such roles shall occur if any individual carries out more than one of the following roles with respect to any disciplinary proceeding: (a) victim counselor and victim advocate, (b) investigator, (c) institutional prosecutor, (d) adjudicator, or (e) appellate adjudicator.
- Any student or student organization that is found to be in violation of the institution's non-academic rules or policies shall be afforded an opportunity to appeal the institution's initial decision to an appellate entity that is an institutional administrator or body that did not make the initial decision. Such an appeal shall be filed within ten days after receiving final notice of the institution's decision. The right to appeal the result of the institution's disciplinary proceeding also applies to the student who is the alleged victim.
- The issues that may be raised on appeal include new evidence, contradictory evidence, and evidence that the accused student or the accused student organization was not afforded due process. The institutional body considering the appeal may consider police reports, transcripts, and the outcome of any civil or criminal proceedings directly related to the appeal.
- Upon considering the appeal, the institutional body considering the appeal may grant the appeal, deny the appeal, order a new hearing, or reduce or modify the punishment. If the appeal results in the reversal of the decision or a lessening of the sanction, the institution shall reimburse the student for any tuition and fees paid for the period of suspension, including deferred suspension, or expulsion, which had not been previously refunded.
- If an institution takes reasonable interim measures necessary to ensure the physical safety or members of the campus community during a timely investigation and adjudication of a student disciplinary issues, the interim measure shall require the following:
  - Within seventy-two hours of the alleged violation being deemed an immediate threat, written notice of the interim measure that explains the institution's reasons for enacting the measures.
  - Within seven business days of the written notice of the interim measure provided above, unless otherwise waived by the accused student, an interim measure hearing to determine whether there is substantial evidence that the student poses a risk to the physical safety of a member of the campus community and that the interim measure is appropriate to mitigate that risk.

## **VI. POLICY RELATED INFORMATION**

- The Student Due Process and Protection Act (La. R.S. 17:3394)

## **VII. POLICY HISTORY AND REVIEW CYCLE**

The Office of Executive Vice President along with each campuses Vice-Chancellor of Student Affairs will be charged with implementing this policy through the Southern University System.

This is a new policy and is subject to a five-year policy review cycle.

## **VIII. POLICY URL**

The approved policy will be posted on the Southern University System website under Board Policies at [www.sus.edu](http://www.sus.edu).

## **IX. POLICY APPROVAL**

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

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

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***Effective Date of Policy***

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

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***Effective Date of Policy***

# PERSONNEL AFFAIRS COMMITTEE

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

## AGENDA

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

### A. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000 (SUAREC)

Name	Position/Campus	Salary	Funding Source
1. Clourth Wilson	Director of Technology New Assignment	\$88,000.00	State

### B. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000 (SULC)

Name	Position/Campus	Salary	Funding Source
1. Aros Comeaux	IT Desktop & AV Support Specialist One Year Salary Adjustment	64,850.00	State
2. Shirley Johnson	Human Services Manager New Position	\$72,000.00	State
3. Melanie Rey	Associate Director of Career Services New Assignment	\$90,000.00	State

### C. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000 (SUNO)

Name	Position/Campus	Salary	Funding Source
1. Meredith Reed	Registrar New Assignment	\$70,000.00	State

6. Other Business

7. Adjournment

**MEMBERS**

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



*"Linking Citizens of Louisiana with Opportunities for Success"*

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

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

OFFICE OF THE CHANCELLOR-DEAN

August 30, 2022

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

**Re: Request for SU Board Approval to Waive the Search for a Director of Technology**

Dear President-Chancellor Shields:

This communication comes seeking your support relative to the appointment of Mr. Clourth Wilson as the Director of Technology for the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences. As you may be aware, Christopher Rogers has dutifully assumed this role and has recently announced his retirement. As such, we are seeking an immediate replacement who is a skilled professional in education technology to lead this area. It is critical that this position be filled with a candidate who possesses the required skill set and knowledge to ensure a smooth transition, and Mr. Wilson has been identified as the ideal candidate.

Mr. Wilson is a consummate professional with more than 12 years of experience in the technology arena. He is a graduate of Southern University and A&M College with a Bachelor of Science in Computer Science and a minor in Forensic Science and Criminology. He also has a Masters in Information Technology with a specialization in Information Assurance and Security.

Therefore, I am recommending the appointment of Mr. Wilson as the Director of Technology at an annual salary of \$88,000 effective October 1, 2022. I solicit your approval and consideration during the convening of the next scheduled Board of Supervisors Meeting.

Should you have any questions or require clarification, please do not hesitate to contact me.

Sincerely,

Orlando F. McMeans, PhD  
Chancellor-Dean

Approval:

8/30/2022  
Tracie Woods Date

Associate Vice President for Human Resources

\_\_\_\_\_  
Dennis J. Shields Date  
President-Chancellor



JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

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

CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

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

<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 Christopher Rogers Sr. Reason Left Retired  
 Date Left December 31, 2022 Salary Paid \$105,000

**Profile of Person Recommended**

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

Name Clourth L. Wilson Jr SS# U01532130 Sex M Race\* Black  
("S" number)

Position Title: Director of Technology Department: Technology

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. The position must be advertised before processing PAF, if applicable.)

Years Experience 12 Southern University Experience 9  
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:  
B.S. -Computer Sci./Forensic Sci. Southern University A&M College 2010  
M.S. - Info. Tech./Info. Assurance & Sec. Capella University 2013  
Ph.D.-Info. Tech./Info. Assurance & Sec. Capella University 2023

Current Employer \_\_\_\_\_

**Personnel Action**

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

Recommended Salary \$88,000 Salary Budgeted \_\_\_\_\_  
 Source of Funds 611001-64050-61002-66000

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_  
 Change of: From To  
 Position Assistant Director Information Tech. Director of Technology  
 Status \_\_\_\_\_  
 Salary Adjustment \$75,000 \$88,000

**Financial Aid signature (if, applicable):**

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

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

Source of Funds	Amount
111005-11304-61002-16000	\$75,000.00

\*See Reverse Side

**Graduate School signature (if, applicable):**

Katarina A. Williams 4/29/22 Supervisor Date  
Katarina A. Williams 4/29/22 Dean/Unit Head Date  
Katarina A. Williams 08/29/2022 Vice Chancellor Date  
Katarina A. Williams 08/29/2022 Director/Personnel Date  
[Signature] 08/29/2022 Chancellor Date  
[Signature] 08/29/2022 Vice President/Finance Date  
 Business Affairs/Comptroller  
 President Date  
 Chairman/S.U. Board of Supervisors Date  
AGO 8/29/2022

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

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

**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:** 8:00 AM to 5:00 PM, Monday through Friday  
**EMPLOYEE DIRECT SUPERVISOR:** Dr. Katara Williams  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER:** 771 - 2242  
**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, a Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

**TYPE**

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

**CODE** \_\_\_\_\_ **EXPIRES** \_\_\_\_\_  
I certify that the above purchase is (are) allowed under the terms and conditions of the appropriation, budget award agreement and in accordance with federal, state, local and university policies.  
Allowability/Compliance Verified/Encumbered/Funds Available  
H/ Doc. I.D. #: \_\_\_\_\_ Date: 8/30/2023  
J/ By: BAD  
F/ Expiration Date: 6/30/2023  
FO

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Director of Technology AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR SUAREC and CAFCS  
 (Department or Unit)

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

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

The Director of Technology directs and supervises a staff of IT professionals to ensure the optimal delivery of IT Services to campus end-users and customers. The Director works in close collaboration with the Ag Center's leadership team in providing leadership, direction, and guidance to staff and managing operational activities, and provides primary Oversight in the coordination of the daily technology support operations for the Center and the College. This role oversees the inventory and reconciliation of all newly procured technology materials and ensures accurate Product tracking, accountability, and oversight.

Salary/Range: \$88,000 Previous Incumbent (if replacement): Christopher Rogers Sr.

Approved  Disapproved Katana J. Willey 8/29/22  
 Department Head Date

Approved  Disapproved \_\_\_\_\_  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>B. Gambel-Quillard</u>	<u>8/30/2022</u>
Signature	Date
Budget Number	611001-64050-61002-66000

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class:	Job Class:
Verified By:	Date:

Approved  Disapproved Katana J. Willey 8/29/22  
 Vice Chancellor Date

Approved  Disapproved AL 08/29/2022  
 Chancellor/Vice President Date

Approved  Disapproved \_\_\_\_\_  
 President Date

An Equal Opportunity Employer

# Clourth L. Wilson Jr Ms-IT



## SUMMARY STATEMENT

College educated with 12 years of experience working in Information Technology, Disaster Recovery, Videography, Live streaming major events and technical support and Cybersecurity. I am prepared to exceed professional and personal goals through the use of strong written, verbal communication skills, knowledge of cyber-security elements, and technical problem solving.

## PROFESSIONAL SKILLS

### Education

- Ph.D. in Information Technology/Information Assurance and Security from Capella University (continuing Spring 2023) 3.74 GPA
- Masters of Science in Information Technology/Information Assurance and Security from Capella University (Completed Spring 2013) 3.857 GPA
- Bachelor of Science in Computer Science/Forensic Science and Criminology from Southern University and A&M College (Completed Spring 2010)

### Employment

- My self-motivation, hard work and dedication all contribute to the continuing success of my employer. Technically competent. Natural leader and team player.

### Skill MicroCertifications

- BUSINESS CONTINUITY & IT DISASTER RECOVERY PLANING, HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) SECURITY AWARENESS, ASSET SECURITY, END USER MOBILE DEVICE SECURITY, END USER NETWORK SECURITY, END USER PII, END USER SOCIAL ENGINEERING, END USER: CYBER FUNDAMENTALS, FUNDAMENTAL CRYPTOGRAPHY, FUNDAMENTAL SYSTEM TROUBLESHOOTING, NESSUS FUNDAMENTALS.

### IBM Certification Badges

**CyberSecurity Fundamentals** (issued Nov. 2020), **Enterprise Design Thinking** (issued Oct 2020), **Enterprise Design Thinking Practitioner** (issued Oct. 2020), **IBM Internet of Things Practitioner** (issued Nov. 2020), **Cybersecurity Practitioner** (Issued Nov. 2021), **Blockchain Essentials** (Issued May 2022), **Ocean Science Explorer** (Issued May 2022)

Fortinet Network Security Expert Level 1: Certified Associate (Issued August 2022)

Fortinet Network Security Expert Level 2: Certified Associate (Issued August 2022)

Fortinet Network Security Expert Level 3: Certified Associate (Issued August 2022)

## **PROFESSIONAL WORK EXPERIENCE**

**Assistant Director of information Technology, December 2014 to Present**  
**Southern University System/The Office of The President, Baton Rouge, LA**  
**Salary: \$63,000**

**Job Type: 40 hours per week, Full-Time**

**Supervisor: Dr. Gabe Fagbeyiro, (318) 207-0241**

**Description:** Directing and coordinating the activities of information technology work including: systems and programs, technical support, networking, IT security, software and hardware installation, Webmaster of SUS.EDU and FOUNDATION.SUS.EDU, live streaming and or videography/editing of all major and minor system events , photography, and directing video productions between the five campuses within the Southern University System. Prioritizing and monitoring projects to ensure accuracy, completeness and adherence to established procedures and standards.

**Information Solutions Coordinator, LAABSET July 2021 to Present**

**Southern University Law Center, Baton Rouge, LA**

**Job Type: Contract Part-Time**

**Supervisor: Dr. Derrick Warren, (404) 702-8508**

In this role I act as a TA (Technical Assistant) or trainer for students in the various IBM badge bootcamps ranging from Cybersecurity, IoT (Internet of Things), Data Science, AI (Artificial Intelligence), Quantum Computing, or Blockchain.

**Disaster Recovery and Cybersecurity Trainer/Content Creator, Summer 2020 - Present**

**Southern University Agricultural Research and Extension, Enhancing Capacity of Small Businesses of Louisiana Certification Program. Baton Rouge, LA**

**Job Type: Part Time, 20 hours per week**

**Supervisor: Tamika Porter (225) 239-6145**

**Description:** I provide training for candidates enrolled in the SUAG Small Business Development Certification program. My instruction covers the Disaster Recovery and Cyber Security portions of the 6-week training program.

**Senior Information Technology Consultant, May 2019 - Present**

**Southern University Foundation, Baton Rouge, La**

**Job Type: As Needed (after hours)**

**Supervisor: Alfred Harrell, III (225) 771-3911**

**Description:** I am responsible for all technology needs for the SU Foundation as well as all technology assets and hosting events and classes held in the Valdry Center for Philanthropy which require technical assistance after hours.

**Adjunct Professor/SUBR Computer Science Department/ Cyber Security Option Program (online courses),**

**Jan 2019 to Present**

**Southern University and A&M College, Baton Rouge, LA**

**Job Type: Remote/Online**

**Supervisor: Dr. Shuju Bai (225) 771-3021**

**Description:** I began adjunct instruction in the spring of 2019 and I have covered numerous online courses related to my Cybersecurity/information assurance background such as Foundations of Cryptography CMPS 493B, Enterprise Security Management CMPS495, Disaster Recovery CMPS485 and Cryptographic Protocols CMPS494B.

LinkedIN: [www.linkedin.com/in/clourth-l-wilson-jr-ms-it-41aa4220](https://www.linkedin.com/in/clourth-l-wilson-jr-ms-it-41aa4220)

Personal Youtube: <https://www.youtube.com/channel/UC3YeWGRKtb48Ezpm17717gQ/videos>

University Youtube: <https://www.youtube.com/c/SouthernUniversitySystem/videos>



**Southern University Agricultural Research and Extension Center and the College of Agricultural,  
Family and Consumer Sciences  
Director of Technology**

**Job Description:**

The Director of Technology (DoT) is a joint position within the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences. Reporting to the Vice-Chancellor for Institutional Advancement and External Relations, this role is the Chief Information Technology Officer for dual areas and serves as a member of the external relations senior leadership team. The DoT is responsible for the implementation of new and existing technology to support current and future initiatives at SUAREC and within the College. This role will be integrally involved with exploring proprietary and open-source technologies, as well as, data security and business intelligence operations.

The Director of Technology directs and supervises a staff of IT professionals to ensure the optimal delivery of IT services to campus end-users and customers. In support of the CTO, provides leadership and guidance in critical areas of technology administration, including budgeting, resource development and allocation, policy formation, technology evaluation, and service development, delivery, and deployment.

The Director of Technology works in close collaboration with the Ag Center's leadership team in providing leadership, direction, and guidance to staff and managing operational activities, and provides primary oversight in the coordination of the daily technology support operations for the Center and the College. Additionally, this position provides management of the IT department's work team and works collaboratively with the Communications team to improve the delivery of services to enhance marketing and branding. This includes providing guidance for distance learning platforms, social media, conference planning and execution, audio visual and video needs, along with other technical services as requested.

This role oversees the inventory and reconciliation of all newly procured technology materials and ensures accurate product tracking, accountability, and oversight. Specific duties and responsibilities are delineated below.

- Provides leadership to the campus for strategic planning related to technology; developing annual and strategic plans through collaborative processes to meet the University's evolving technological needs; and ensuring compliance with applicable law and regulation and IT best practices;
- Works collaboratively to coordinate system availability, performance management, and capacity planning issues; assures timely, accurate and prompt turnaround of work orders/requests. Monitors workload statistics in support of achieving service level agreement goals; and reviews plans for new construction, remodeling or requests for telecommunications and data communications services requirements;
- Leads the strategy for technology platforms and IT partnerships; negotiating IT contracts and coordinating relations with vendors, government agencies, and other external entities with regard to IT matters;
- Remains current with IT trends and issues in business generally, higher education and in particular on-line education to advocate implementation of technology and information systems that produce acceptable levels of return on investment, student satisfaction and student support;
- Identifies staffing, budgetary, and other technology resource requirements and developing creative and cost-effective approaches to meet those requirements;
- Reviews and authorizes selection, procurement, installation, and management of computing, networking, and telecommunications software and hardware, including outsourced IT services;

- Oversees the creation and maintenance of databases, security policies and practices, reporting solutions, and other data management resources in support of administrative operations;
- Collaborates with the System technology teams to ensure consistency and efficiency;
- Works with the Office of Finance to develop, track and control the ITS annual operating and capital budgets;
- Represents the Center in local, regional, and national IT organizations;
- Reports periodically about the status of the Center's information technology plans and operations to the Southern University System (as requested);
- Responds to IT support requests from clients as related to hardware and software issues;
- Troubleshoot and diagnose escalated problems by evaluating multiple options using checklists, guides, and research;
- Provides mobility support for iOS and Android smartphones and tablets. Perform basic Active Directory related functions.
- In conjunction with the team, provides maintenance and support for basic client products, peripherals, and network;
- Configures and installs computer equipment, peripheral equipment, and other personal computing devices;
- Setup videoconference, audio-visual equipment, and other electronic devices for events and/or activities;
- Participates in project implementation and deployment efforts with team members, clients, and other IT groups;
- Provides on-the-spot training and technical support to clients as needed. This includes the Research Farm and Satellite Center, along with the mobile technology unit;
- Conducts training classes on how to operate software programs utilized by SUAREC/CAFCS end-users such as Microsoft Office, Adobe products, Distance Learning, video conferencing, i.e., MS TEAMS, ZOOM, WebEx, Go2Meeting, etc.;
- Maintains technical awareness and proficiency through educational and professional development such as attending workshops and certification courses; and
- Other duties as assigned.

**Required Qualifications and Skills:**

- A Master's degree in Information Technology, Information Library and/or Mass Communications related field.
- 8 -10 years of experience in IT planning, leadership, and management (people, projects, processes, technology, data and finance) along with experience identifying and implementing new information technologies.
- Experience working in or with clientele within higher education, with additional preference for at least 5 years of experience.
- Demonstrated experience in developing technical strategic plans.

**Salary commensurate with experience.**



## 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

August 15, 2022

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

RE: One-year Salary Adjustments for Aros Comeaux

Dear President Shields:

On January 31, 2022, the Southern University's campus shut down amid a series of reported bomb threats at Historically Black Colleges and Universities (HBCUs) across the country. In 2022, the White House Initiative on HBCUs regarding bomb threats was presented. The Biden Administration, and the U.S. Department of Education formed a collaborative agreement to address trauma associated with bomb threats against HBCUs through a grant. The Southern University Law Center (SULC) is the first HBCU recipient of said grant in the amount of \$133,200.00 under this White House Initiative.

SULC has begun addressing the trauma by:

1. Preparing two assessments.
  - Quantitative assessment method which is based on rating scales to yield numerical scores.
  - Qualitative assessment method primarily focused on the description of characteristics through informal questions.

These assessments will serve as a guidance tool to research the needs of students impacted by the recent bomb threats against HBCUs. In addition, there will be a Certified Professional Counselor providing services to students on the main campus as well as SULC. The counseling team will use this assessment to measure levels of emotional functioning early each semester, and again at the end of each semester. This tool will be a means of referring students to this clinician.

To ensure that the goals of this grant are achieved, and that there are proper administrative oversight and management of the grant will require a staff-member, Aros Comeaux to perform technology oversight and management beyond his normal duties. Therefore, I am requesting salary adjustment for one-year

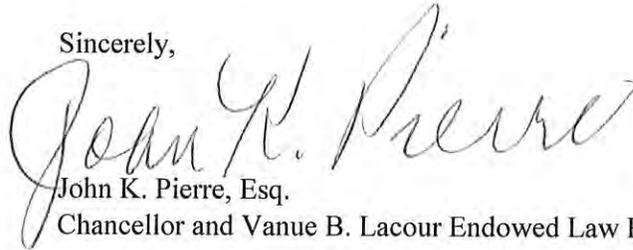


beginning October 1, 2022, through September 30, 2023, utilizing funds from the grant. The chart below outlines the adjustment.

Name	Title	Base	Adjustment	Total
Aros Comeaux		\$ 59,850	\$ 5,000	\$ 64,850

I respectfully ask that the requested one-year salary adjustments be presented for approval at the Southern University Board of Supervisors meeting on September 16, 2022. Should you have any questions, please let me know.

Sincerely,



John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: \_\_\_\_\_

Dennis J. Shields  
President/Chancellor

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) \_\_\_\_\_

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

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

**Profile of Person Recommended**

Length of Employment 07/01/2023 To 06/30/2023  
 Effective Date 07/01/2022

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 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 29 Southern University Experience 4

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 X Continuation \_\_\_\_\_ Sabbatical \_\_\_\_\_ Leave of Absence \_\_\_\_\_  
 \_\_\_\_\_ Transfer \_\_\_\_\_ Replacement \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Grant - Project Serve \_\_\_\_\_

Recommended Salary \$ 64,850.00 Salary Budgeted \$64,850.00

Source of Funds General Appropriation 392005-36301-61002-36000 and (\$5,000)

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

Change of: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \$ 59,850.00 \_\_\_\_\_ \$ 59,850.00 + \$5,000=\$64,850.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
392005-36301-61002-36000	\$59,850.00
320950-31120-61002-36000	\$ 5,000.00
<b>Total</b>	<b>\$ 64,850.00</b>

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor <u>John K. Pierre</u> <u>8/17/22</u> Date	Dean/Unit Head <u>Garry Hall</u> <u>8/15/22</u> Date
Vice Chancellor <u>John K. Pierre</u> <u>8/17/22</u> Date	V/C for Fin. and Administration <u>John K. Pierre</u> <u>8/17/22</u> Date
Director/Personnel <u>Travis Woods</u> <u>8/30/22</u> Date	Chairman <u>Blondine McClent</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:**

**EMPLOYEE DIRECT SUPERVISOR:**

John K. Pierre

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**

130

**HR USE ONLY: STATUS (circle one):**

EXEMPT

NON-EXEMPT

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

**TYPE**

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

CODE **SOUTHERN UNIVERSITY EXHIBITS LAW CENTER**  
**ENCUMBERED / FUNDS AVAILABLE**  
 US DOC. I.D. #  
 RA  
 H1 DATE 8/19/22  
 J1 BY Gerry R. Hall  
 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**

22 AUG 24 AM 10:05  
OFFICE OF FINANCIAL AFFAIRS



## 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

August 18, 2022

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

RE: Human Services Manager for Vulnerable Communities & Peoples Initiative

Dear President Shields:

The Southern University Law Center (SULC) and the Department of Children and Family Services (DCFS) entered partnership and created the Vulnerable Communities & Peoples Initiative (VCPI) project which would provide collaboration with and direction for policies that can impact those living in poverty in Louisiana. Due to the growth of this project, there is a need for a Human Services Manager who will assist with outreach to community partners. The ideal candidate selected for this position is Ms. Shirley Johnson. If the Board approves this position, Ms. Johnson will receive an annual salary of \$72,000, effective October 1, 2022, paid through the Baton Rouge Advancing Health Literacy (BRAHL) funding.

I am hereby asking that this request be placed on the board's agenda for the September 16, 2022, Board of Supervisors meeting.

Should you have any questions, please let me know.

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: \_\_\_\_\_

Dennis J. Shields  
President/Chancellor

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	M			
-----------------	---	---	--	--	--

CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC 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 10/01/2022 To 06/30/2023  
 Effective Date 10/01/2022

Name Shirley Johnson XXX-XX-3416 Sex F Race\* B  
(Last 4 digits only)

Position Title: Human Services Manger 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 12 Southern University Experience 0  
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: 2009

Current Employer Office of the Governor John Bel Edwards

**Personnel Action**

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

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

Source of Funds \_\_\_

Identify Budget: State Location 327581-31120-61002-36000  
 Form Code: BOR10 Page 1 Item # 1

Change of: From To  
 Position \_\_\_  
 Status \_\_\_  
 Salary Adjustment \$ \_\_\_ \$ \_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
327581-31120-61002-36000	\$72,000.00
Total	\$

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

\*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre Date 8/30/22  
 Supervisor  
Travis Wood Date 8/30/22  
 Vice Chancellor  
 Director/Personnel

Berry L. Hall Date 8/30/22  
 Dean/Unit Head  
John K. Pierre Date \_\_\_  
 V/C for Fin. and Administration  
 Chancellor  
 Vice President/Finance  
 Business Affairs/Comptroller  
 Chairman/S.U. Board of Supervisors Date \_\_\_

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

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

**COMMENTS:** Assist with outreach to Community Partners and vulnerable communities and will act I the stead of the Special Counsel for Human Services as directed. Provide and/or facilitate advocacy and direct coordination to resources on behalf of the Vulnerable Communities and People Initiative (VCPI) as well as assist with the identification and development of programs, resources and services to meet the needs of vulnerable communities.

8:00am-5:pm (Monday thru Friday)

**EMPLOYEE DIRECT SUPERVISOR:**

Chancellor, John Pierre

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**

225

**HR USE ONLY: STATUS (circle one):**

EXEMPT

NON-EXEMPT

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- 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 EXHAUSTED  
 DOC. I.D. # US  
 DATE RA 8/29/22  
 BY JJ JMGeorge  
 F1  
 F0

**Do Not Write Below This Area**

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- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

**SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813**

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Human Services Manager AS DESCRIBED BELOW

Vulnerable Communities & Peoples Initiative

**(Department or Unit)**

Replacement  
 Civil Service  
 Tenured

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

Unclassified  
 Faculty

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

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

Assist with outreach to Community Partners and vulnerable communities and will act I the stead of the Special Counsel for Human Services as directed. Provide and/or facilitate advocacy and direct coordination to resources on behalf of the Vulnerable Communities and Peoples Initiative (VCPI) as well as assist with the identification and development of programs, resources, and services to meet the needs of vulnerable communities.

Salary/Range: \$75,000-\$85,000

Previous Incumbent (if replacement):

Approved  Disapproved

John K. Pierre  
**Department Head**

8/19/22  
**Date**

Approved  Disapproved

Jerry R. Hall  
**Dean/Director/Supervisor of Budget Unit**

8-18-22  
**Date**

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number <u>327581 - 31126 - 61002 - 36000</u>	<u>8/22/22</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:		Job Class:	
Verified By:		Date:	

Approved  Disapproved

Mr. D. V.  
**Vice Chancellor**

8/18/2022  
**Date**

Approved  Disapproved

John K. Pierre  
**Chancellor/Vice President**

8/19/22  
**Date**

Approved  Disapproved

**President**  
 An Equal Opportunity Employer

**Date**

## Shirley T. Johnson

---

### SUMMARY

Dedicated and experienced with a demonstrated history of working with vulnerable, underserved and disadvantaged populations. Proven ability to provide supportive services and guidance to the population in need. Skilled in crisis intervention and resolution.

### EXPERIENCE

#### **Office of the Governor John Bel Edwards**

Director of Louisiana Youth for Excellence (LYFE), Sept 2018 - Present

- Develop risk avoidance strategies to empower target population of underserved youth with healthy life skills, increased protective factors, healthy decision making, healthy relationships and goal setting that leads to poverty prevention and self-sufficiency
- Complete the application process for Title V Sexual Risk Avoidance Education(SRAE) Grant and other funding opportunities
- Establish and maintain partnerships with stakeholders to identify target populations for evidence-based interventions or strategies
- Provide training and technical assistance resources for recipients of Title V Funding
- Supervise all aspects of operations, staff, grant recipients, projects, program initiatives and budgetary information for the LYFE program
- Maintain all federal and state reporting requirements to ensure the fidelity of Title V Section 510 of the SRAE program
- Review and approve contracts, memorandums, and expenditures
- View, manage, and electronically submit Performance Progress Reports in Grant Solutions System
- Conduct research, analysis, and benchmark relative to health, safety, and welfare outcomes of target population

#### **Office of the Governor John Bel Edwards**

Constituent Services Receptionist/Representative, January 2018 – Sept 2018

- Assist constituents with issues, maintain incoming calls, respond to correspondences and support services for the governor's office

#### **Catholic Charities of the Diocese of Baton Rouge**

Disaster Case Manager Team Lead, July 2017- December 2017

- Disaster recovery client service: assessment, supportive services, advocacy, information and referrals
- Development of long-term recovery plans
- Collaborate with other social service agencies to coordinate client services and service as a liaison with stakeholders
- Ensure maintenance of case files in accordance with agency policies and funding requirements
- Maintain regular contact with community service providers
- Provide appropriate reporting, outcome data and entry into database

#### **US Department of Commerce**



Field Representative, July 2016 – September 2018

- Feasibility Study(point in time)
- Data Collection
- Monitoring accuracy of data collection

### **Self Employed Contractor**

Women Outreaching Women Domestic Violence Shelter, Coordinator/Trainer, 2013

- Provided services to coordinate the completion of files, past due invoicing, grant application and staff training

Ekya Youth Project- Program/Hiring Manager, November 2012 – December 2013

- Develop job descriptions for each position and hiring plan
- Interview potential new hires for parent support, youth support and independent living/skills
- Ensure staff are oriented and trained to deliver youth/families services
- Identify partnerships in the region
- Work with wraparound agency(WAA) to establish recipients plan of care
- Monitor service delivery to recipients, collect, review and maintain recipient files
- Maintain and certify staff time

Property Manager/Administrative, 2011 - Present

- Prepare leasing documents
- Pre-screening'
- Maintain business cost statements and cost assessments
- Review and score request for proposals

### **State of Louisiana Department of Children and Family Services**

Program Manager, October 2010 – July 2012

- Monitor federal grant to ensure compliance
- Provide understanding, training, technical assistance to recipients of Emergency Solution Grant and the Homeless Prevention and Rapid Re-Housing federal funds
- Perform random sample audit of recipient files to ensure federal compliance
- Implement/Negotiate contract in compliance with federal, state and local guidelines
- Review contractors financial reports/Manage and balance program budgets
- Prepare amendments to contracts
- Review and score request for proposals
- Provide assistance with homeless and housing issues from the Governor's Office of Constituents Services

### **Other Relevant Work**

- 5 years as Program Manager/Housing Coordinator for Veterans experiencing homelessness and has a mental health or co-occurring disorder
- 7 years of Banking Financial Planning, Cash Flow, Loan Origination and Closing,

### **Education**

Southern University and A&M College, Baton Rouge, LA  
BS, Computer Science, 2009

### **References**

Available upon request

## About

### Shirley Johnson

Shirley Johnson is currently an employee with program and planning in the Office of Governor John Bel Edwards. In this role she has worked for the last four years as director of Louisiana Youth for Excellence (LYFE). She has a focus and responsibility to provide a positive youth development impact on the vulnerable and underserved youth in the state of Louisiana, through engagement in informational sessions on the consequences of at-risk behaviors, goal setting, poverty prevention tools and development of a holistic youth to adulthood. She has achieved the task of increasing the number of partnering providers, youth served, meaningful supplemental material, reduction of paper work by creating electronic tracking forms for monthly reporting, changes to how personal identifiable information (PII) is reported and an increase in the award of federal funding.

Shirley has numerous years of experience in different types of jobs where she has provided assistance to customers, clients and people in general to guide, assist and provide a listening ear. Over the years she has provided banking customer not only financial services, but services to get them through problems of errors of reverse decisions. During her time in banking Shirley received a call from a non-profit director to see what her life was like in banking and to inform her that a job for her calling was waiting on her. She took on the challenge of a job change and assist with the creation of the first housing for homeless veterans in the Baton Rouge area. The new job took her to the Greenwell Spring Hospital to pick up her first client for the veterans housing program. Over the years many homeless veterans with mental health or dual diagnosis would enter the program and make great progress and many mistakes. She encountered difficult, but much success with assisting the veterans with obtaining productive life skills, benefits, employment and obtaining and maintaining independent housing. This success provided recognition for a first time program visit from a federal veteran secretary. She stayed with this job for several years and assisted many other veterans, homeless individuals, families and the family shelter (America House). Shirley continued her work through assisting with homeless prevention and rapid-rehousing funding, domestic violence funding from the BP oil spill and crisis intervention snapshots from the Office of Governor Jindal. Shirley also work with the Coordinated System of Care (CSOC) to ensure that youth with behavioral problems continued to maintain in home or community placement. Other work included disaster recovery assistance, volunteer services for a domestic violence shelter to bring the shelter grant and billing into compliance.

Shirley's philosophy is to serve other by listening, advocating, and helping to find a voice and solution for others. **Why I do what I do... contributing to society by learning new skills, challenges me to see what is possible to better meet the need of others.**

**Southern University Law Center**  
*Vulnerable Communities & Peoples Initiative*

**Human Services Manager**  
Job Description

The Human Services Manager will be a full-time employee and report to the Special Counsel for Human Services. The Human Services Manager will assist with outreach to Community Partners and vulnerable communities, and will act in the stead of the Special Counsel for Human Services as directed. The Human Services Manager may further provide and/or facilitate advocacy and direct coordination to resources on behalf of the Vulnerable Communities & Peoples Initiative (“VCPI”); as well as assist with the identification and development of programs, resources and services to meet the needs of vulnerable communities. The incumbent may supervise staff as assigned by the special counsel, and shall perform other duties as determined necessary and appropriate by Southern University Law Center’s Vulnerable Communities and Peoples Initiative management.

**Qualifications:**

Incumbent will possess a Bachelor’s Degree from an accredited College or University. A minimum of two years of Administrative, Public Policy, Public Assistance, and/or Grant experience preferred. Other relevant experience may be substituted based on the needs of the VPCI, as determined by the Special Counsel for Human Services in consultation with the Chancellor. Experience or a strong interest in Anti-poverty Initiatives, Family dynamics, Social Justice, Social Services, Research and/or Education & Training are a plus.



## 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

August 29, 2022

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

RE: Appointment of Dr. Melanie Rey as Associate Director of Career Services

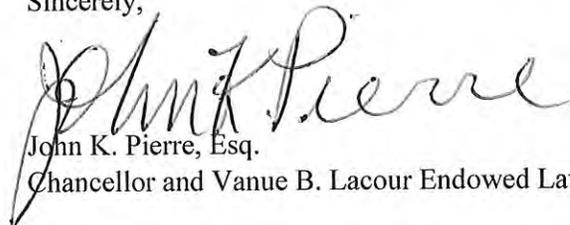
Dear President Shields:

The Office of Career Services has a vacant position for an Associate Director. The ideal candidate for this position is Dr. Melanie Powell Rey based on her doctorate level credentials, experience, and the knowledge, skills, and abilities that has been displayed since joining the Office of Career Services.

Dr. Rey's starting salary will be \$90,000, effective October 1, 2022. Attached is a Position Vacancy Authorization for waiver of this position, resume, job description, and a Personnel Action form. I am hereby requesting that this be placed on the board's agenda for approval at their September 16, 2022, board meeting.

Should you have any questions, or require any further information, please contact me.

Sincerely,



John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: \_\_\_\_\_

Dennis K. Shields  
President/Chancellor

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	M				
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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 10/01/2022 To 06/30/2023  
 Effective Date 10/01/2022

Name Dr. Melanie Rey XXX-XX-8301 Sex F Race\* B  
(Last 4 digits only)

Position Title: Associate Director 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 20 Southern University Experience 10  
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:  
Ph.D. Southern University and A&M College 2012  
M.S. Southern University and A&M College 1999  
B.S. Southern University and A&M College 1996

Current Employer Office of the Governor John Bel Edwards

**Personnel Action**

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

Recommended Salary \$90,000.00 Salary Budgeted \$90,000.00

Source of Funds \_\_\_\_\_

Identify Budget: State Location 311001-38130-61002-35000  
 Form Code: BOR10 Page 1 Item # 1

Change of: From To

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \$ \_\_\_\_\_ \$ \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-38130-61002-35000	\$90,000.00
<b>Total</b>	<b>\$</b>

\*See Reverse Side

Graduate School signature (if, applicable):

Keshanika N. Gilbert Date 8/30/22  
 Supervisor  
[Signature] Date 8/30/22  
 Vice Chancellor  
[Signature] Date 8/30/22  
 Director/Personnel  
 President \_\_\_\_\_ Date \_\_\_\_\_

[Signature] Date 8/30/22  
 V/C for Fin. and Administration  
[Signature] Date \_\_\_\_\_  
 Chancellor  
 Vice President/Finance \_\_\_\_\_ Date \_\_\_\_\_  
 Business Affairs/Comptroller  
 Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date \_\_\_\_\_

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

**COMMENTS:** The Office of Career Service serves over 900 enrolled law students and countless alumni who have access to services provided by the Office of Career Services. An Associate Director is necessary to assist with the many duties and Director has including but not limited to non-traditional career opportunities, career counseling, professional development programming.

8:00am-5:pm (Monday thru Friday)

**EMPLOYEE DIRECT SUPERVISOR:**

Koshaneke Gilbert

**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.

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F-1 Visa (Student Emp. FT Student at S.U.)  
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER

ENCOUNTERED / FUNDS AVAILABLE

CODE \_\_\_\_\_  
EXPIRES \_\_\_\_\_  
DOC. I.D. # \_\_\_\_\_  
US \_\_\_\_\_  
DATE RA 8/29/22  
HI \_\_\_\_\_  
BY DMGeorge  
JI \_\_\_\_\_  
F1 \_\_\_\_\_  
F0 \_\_\_\_\_

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**CONTINGENT UPON AVAILABILITY OF FUNDS**

**SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813**

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Associate Director AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR Office of Career Services  
 (Department or Unit)

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

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

The Office of Career Services serves over 900 enrolled law students and countless alumni who have access to services provided by the Office of Career Services. An Associate Director is necessary to assist with the many duties the Director has including but not limited to: non-traditional career opportunities, career counseling, professional development programming, required reporting, etc.

Salary/Range: \$100,000-\$110,000 Previous Incumbent (if replacement): Koshaneke N. Gilbert

Approved  Disapproved Koshaneke N. Gilbert *Koshaneke N. Gilbert* 8/29/2022  
 Department Head Date

Approved  Disapproved Terry R. Hall *Terry R. Hall* 8/29/22  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DmGeorge</u>	<u>8/29/22</u>
Signature	Date
Budget Number	<u>311001-39130-61002-35000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class:	Job Class:
Verified By:	Date:

Approved  Disapproved [Signature] *[Signature]* 8/29/2022  
 Vice Chancellor Date

Approved  Disapproved John K. Perre *John K. Perre* 8/29/2022  
 Chancellor/Vice President Date

Approved  Disapproved \_\_\_\_\_ \_\_\_\_\_  
 President Date

An Equal Opportunity Employer

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Associate Director, Career Services</b>
<b>Organization:</b>	Southern University Law Center
<b>Location:</b>	Baton Rouge, Louisiana
<b>Reports to:</b>	Director for Career Services
<b>Hours:</b>	Full time, 40+ hours/week
<b>Conditions of Employment:</b>	Administrative (Unclassified Employee)

## **Position Description:**

The Office of Career Services is dedicated to assisting students and alumni with career and professional development during law school and beyond. Reporting to the Director of Career Services, the Associate Director of Career Services will provide career counseling to law students and alumni regarding all phases of the professional development and career planning process. More specifically, the Associate Director of Career Services will focus on non-traditional career opportunities.

## **Essential Functions:**

50% of the time involves employer recruitment/marketing/outreach: Coordinates the logistical and technological implementation of the fall and spring On-Campus Interview programs. Manages and increases connections with local small and medium-sized law firms. Assists the Director in the identification and recruitment of traditional and non-traditional employers through geographically targeted outreach to source student and post-graduate opportunities. Assists in the development of creative marketing initiatives and materials to promote the Law Center to students and employers. Provides management support for non-traditional employers. Provides annual updates to the NALP Survey of Law Schools on Recruiting.

20% of the time involves Student & Alumni Career Counseling: Provides career counseling to law students and alumni regarding all phases of the professional development and career planning process, including practice area exploration, interview assistance, resume/cover letter development and review and networking. Coaches' students in the development of short and long-term job seeking strategies and career goals. Administers/interprets career self-assessment tools and refers students as appropriate to more comprehensive services.

10% of the time involves Educational Programming: Supervises the organization of informational



# Melanie Powell Rey, Ph.D.



## Education

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- Certificate of Completion – Diversity, Equity, and Inclusion in the Workplace** May 2021  
University of South Florida - Tampa, Florida
- Strategic Communications – 18 Graduate Level Hours** January 2020 – August 2020  
Liberty University – SACS Accredited  
*Currently pursuing a Master of Arts in Strategic Communication; Anticipated Completion Date is September 2021*
- Doctor of Philosophy in Special Education (Mild/Moderate Disabilities)** May 2012  
Southern University and A & M College – Baton Rouge, Louisiana  
*Dissertation Title: Knowledge and Perceptions of Final Year Law Students Regarding Defendants with Intellectual Disabilities at Two Historically Black Law Schools*  
**\*\*Committee:** Vera I. Daniels, Ph.D.; Regina Patterson, Ph.D.; Carlos A. Thomas, Ph.D.; Kerri L. Thomas, J.D.
- Certificate of Completion – The Experiential Classroom VIII** September 2007  
Syracuse University – Syracuse, New York
- Master of Education in Special Education (Communication Sciences/Disorders Concentration)** May 1999  
Southern University and A & M College – Baton Rouge, Louisiana
- Bachelor of Science in Speech Language Pathology and Audiology** December 1996  
Southern University and A & M College – Baton Rouge, Louisiana

## Research Interests

- 
- Pedagogical Approaches to Culturally Sensitive Teaching/Learning
  - Metacognitive Strategies for Increasing Student Success
  - Crisis Communication in the Global Business Environment
  - Generational Communication
  - Cross-cultural Communication
  - Organizational/Managerial Communication
  - Students with Disabilities in Higher Education
  - Student Engagement/Assessment in Higher Education
  - Marketing Education
  - Marketing for Higher Education
  - Leadership in Higher Education
  - Globalization in Higher Education

programs to enhance student knowledge about legal practice areas, professional development, and job search strategies. Supervises the coordination of career-related programming hosted by law firms and other employers. Assist in the creation of career development resources and maintenance of the CSO Resource Library. Serves as the programming liaison between the Career Services Office and Student Organizations.

10% of the times involves Professional and Administrative duties: Provides departmental supervision in the absence of Director and functional supervision of the Career Services Coordinator and Counselors. Assist with the design, implementation, and evaluation of the department's strategic initiatives.

5% of the time involves ABA and NALP reporting: Assist with the collection and documentation of graduate employment outcomes. Participates in professional organizations, including but not limited to NALP. Other duties as assigned.

5% of time involves performing other duties as assigned by the Director of Career Services, and the Chancellor of Law Center.

**Qualifications:**

Bachelor's Degree. Minimum of 5 years in higher education career services programs, or in legal recruitment. A Juris Doctor degree from an accredited law school or international equivalent will substitute for 2 years of required experience.

**Salary Range:** Commensurate with experience.

**Vaccination Requirements:**

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

## Instructional Experience

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### Adjunct Professor

August 2020 – Present

College of Education and Human Development  
Lamar University

*Courses Taught:*

PEDG5307– Educational Research  
SPED5313 – Tests, Measurement, & Evaluation  
SPED5303 – Educational Psychology

### Adjunct Professor

August 2020 – July 2022

School of Education (CAEP Accredited)  
College of Humanities and Interdisciplinary Studies  
Southern University and A & M College

*Courses Taught:*

SPED299 – Survey of Students with Disabilities (Face-to-Face)  
SPED301 – Characteristics of Children with Mild/Moderate Learning Problems (Face-to-Face and Online)  
SPED306 – Measure and Evaluation of Atypical Children (Online)  
SPED406 – Diagnostic and Prescriptive Reading for Mild/Moderate Learners (Online)  
SPED408 – Behavioral Approaches to Managing Children with Learning Problems (Online)

### Assistant Professor

August 2020 – May 2021

Department of Speech-Language Pathology (ASHA Accredited)  
College of Nursing and Allied Health  
Southern University and A & M College

*Courses Taught:*

SPAU250 – Speech & Language Development (Online)  
SPAU260 – Introduction to Communication Disorders (Online)  
SPAU320 – Articulation Disorders (Online)  
SPAU310 – Voice Science (Online)  
SPAU365 – Language Disorders (Online)  
SPAU474 – Neurological Disorders (Online)

### Assistant Professor

January 2017 – May 2020

School of Education (CAEP Accredited)  
College of Humanities and Interdisciplinary Studies  
Southern University and A & M College

*Courses Taught:*

SPED299 – Survey of Students with Disabilities (Face-to-Face)  
SPED301 – Characteristics of Children with Mild/Moderate Learning Problems (Face-to-Face and Online)  
SPED306 – Measure and Evaluation of Atypical Children (Online)  
SPED406 – Diagnostic and Prescriptive Reading for Mild/Moderate Learners (Online)  
SPED408 – Behavioral Approaches to Managing Children with Learning Problems (Online)  
SPED418 – Teaching Pre-vocational Skills to Mild/Moderate Learners (Online)

January 2017 – December 2019

**Assistant Professor**

College of Business (AACSB–International Accredited)

College of Humanities and Interdisciplinary Studies (School of Education – CAEP Accredited)

Southern University and A &amp; M College

*Courses Taught:*

BUSP210 – Business Communications and Professional Development

MBAP507 – Business Communications and Professional Development

**Adjunct Professor of Business Communications and Professional Development**

August 2015 – December 2016

College of Business – Master of Business Administration Program (AACSB-International Accredited)

Southern University and A &amp; M College

*Course Taught:*

MBAP507 – Business Communications and Professional Development

**Adjunct Professor of Special Education**

August 2013 – December 2016

College of Education – Special Education (NCATE Accredited)

Southern University and A &amp; M College

*Courses Taught:*

SPED408 – Behavioral Approaches to Managing Children with Learning Problems

SPED405 – Methods of Teaching Academic Subjects to Children with Mild/Moderate Learning Problems

SPED306 – Measures and Evaluation of Atypical Children

SPED301 – Characteristics of Children with Mild/Moderate Learning Problems

SPED410 – Methods of Teaching Students with Learning and Behavior Problems

**Adjunct Professor of Speech/Language Pathology**

January 2013 – May 2015

College of Sciences – Speech/Language Pathology (ASHA Accredited)

Southern University and A &amp; M College

*Courses Taught:*

SPAU260 – Introduction to Communication Disorders

SPAU270 – Anatomy and Physiology of the Ear and Vocal Mechanism

SPAU460 – Disorders in Rhythm

SPAU470 – Language and Culture

**Doctoral Teaching Assistant**

August 2011 – December 2011

College of Education – Special Education (NCATE Accredited)

Southern University and A &amp; M College

*Course Taught:* SPED299 – Survey of Students with Disabilities (Hybrid)**Doctoral Teaching Assistant**

June 2011 – July 2011

College of Education – Special Education (NCATE Accredited)

Southern University and A &amp; M College

*Courses Taught:* SEGN599 – Special Project/Capstone Project**Adjunct Professor**

January 2006 – May 2006

College of Education – Curriculum and Instruction (NCATE Accredited)

Southern University and A &amp; M College

*Courses Taught:* CRIN550 – Computer Literacy and Microcomputers (Online)

## Research Supervisory Experience – Graduate and Undergraduate Level

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### Graduate Faculty Advisor – Spring 2016

Student: Justin Evans, MBA Student at Southern University and A & M College

Conference: National Association of African American Studies (NAAAS)

Topic: *African American business students' perceptions of Africans: Implications for marketing global careers and experiences at minority serving business schools.*

### Undergraduate Faculty Advisor – Spring 2013

Student: Justin Evans, Senior Undergraduate Business Management Major at Southern University

Conference: Creating a Culture of Sustainability Undergraduate and Graduate Research Conference

Topic: *The Role of Sustainability in Small and Minority Owned Business: How Small and Minority Owned Businesses Leverage Social Media Marketing to Enhance Sustainability Efforts*

Student Placed 1<sup>st</sup> in the Student Poster Session Contest

### Undergraduate Faculty Advisor – Fall 2012

Student: Justin Evans, Senior Undergraduate Business Management Major at Southern University

Conference: Minority Serving Institutions Research Partnership Consortium (MSIRPC)

Topic: *Leveraging Social Media Marketing for Small and Minority Business Development*

Student Placed 2<sup>nd</sup> in the Student Poster Session Contest

## Conference Proceedings and Presentations

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Andrews, D.R., No, S., Powell, K.K., Rey, M.P., & Ghebreyesus, G. (2022, February). *What Do The Students Want? An Examination of Students' Learning Preferences Regarding Instructional Modalities at a Historically Black College and University Business School*. Proceedings at the 29<sup>th</sup> Annual Southwestern Business Administration Teaching Conference, Online

Powell, K. K. & Rey, M. P. (2021, March). *Mindset matters: The efficacy factor in teaching entrepreneurship to African American business students*. Proceedings of the International Academy of Business and Public Administration Disciplines, Las Vegas, NV.

Rey, M. P. & Powell, K. K. (2017, July). *How Twitter can be leveraged to engage students in a problem-based learning context*. Proceedings of the International Academy of Business and Public Administration Disciplines, Memphis, TN.

Powell, K. K., Rey, M. P., & Evans, J. E. (2016, February). *African American business students' perceptions of Africans: Implications for marketing global careers and experiences at minority serving business schools*. Proceedings of the National Association of African American Studies, Baton Rouge, LA.

Powell, K. K., Rey, M. P., & Evans, J. E. (2016, February). *An examination of African American Business Students' level of cross-cultural adaptability*. Proceedings of the Annual Washington Business Research Forum, Washington DC.

Powell, K. K., Rey, M. P., & Evans, J. E. (2014, April). *The role of sustainability in small and minority owned businesses: Leveraging social media marketing to enhance sustainability efforts*. Proceedings of the International Academy of Business and Public Administration Disciplines, Dallas, TX.

- Rey, M. P. & Powell, K. K. (2014, April). *Knowledge and perceptions of final year law students regarding defendants with intellectual disabilities: Educational management implications for law school administrators*. Proceedings of the International Academy of Business and Public Administration Disciplines, Dallas, TX.
- Powell, K. K. & Rey, M. P. (2014, April). *The perceptions of minority business majors regarding international groups: Curricular implications for minority serving business schools*. Proceedings of the International Academy of Business and Public Administration Disciplines, Dallas, TX.
- Enwefa, R. L., Enwefa, S. C., & Rey, M. P. (2014, March). *Mealtime challenges for children with Autism Spectrum Disorders and Sensory Processing Disorders*. Paper presented at the Mississippi Speech and Hearing Association Conference, Jackson, MS.
- Enwefa, R. L., Enwefa, S. C., & Rey, M. P. (2014, March). *Oral care in prevention of aspiration pneumonia in Dysphagia patients*. Paper presented at the Mississippi Speech and Hearing Association Conference, Jackson, MS.
- Rey, M. P. & Powell, K. K. (2012, October). *The role of data based decision-making in marketing public higher education: How academic departments can leverage their assessment tools to sell higher education*. Proceedings of the International Academy of Business and Public Administration Disciplines, Las Vegas, NV.
- Rey, M. P. (2011, February). *Police interrogations: What African American students with intellectual disabilities need to know*. Paper presented at the meeting of the National Association for African American Studies & Affiliates Conference, Baton Rouge, LA.
- Ledet, J., & Rey, M. P. (2011, January). *Using cross validation in linear regression to check for generalization of results*. Paper presented at the meeting of the Southwest Educational Research Association (SERA) Conference, San Antonio, TX.
- Rey, M. P. (2011, January). *Police interrogations: What students with intellectual disabilities need to know*. Paper presented at the Louisiana Council for Exceptional Children (CEC) Super Conference, Lafayette, LA.
- Andrews, D. R. & Rey, M. P. (2007, February). *Curricular innovations in B-Schools: Technology in the curriculum*. Paper presented at the HBCU Business Deans Roundtable Meeting, Houston, TX.

## Manuscripts Accepted in Refereed Publications

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- Powell, K.K. & Rey, M.P. (2021). When covid-19 meets the business school at a historically black college and university: satisfaction with remote instruction. *International Journal of Education Research*, 16(1), 19-39.
- Powell, K.K. & Rey, M.P. (2019). Bringing an Academic Entrepreneurship Mindset to Students: Exploring how it can strengthen the success of aspiring entrepreneurs. *International Journal of Business Research and Information Technology*, 6(1), 49-60.
- Powell, K.K. & Rey, M.P. (2019). Impact of a Guest Speakers Panel of Minority Entrepreneurs on the Entrepreneurial Mindset of Minority Students. *International Journal of Education Research*, 14(1), 1-14.

- Powell, K.K. & Rey, M.P. (2019). The Leadership Factor in Management Education: Examining the Impact of an Industry Speaker Series on Leadership Efficacy in a Minority Service MBA Program. *Journal of Business Diversity, 19*(4), 53-59.
- Powell, K. K., Rey, M. P., & Evans, J. E. (2016). Globalizing African American business majors: An examination of how they view Africans at one historically black business school. *Washington Business Research Journal, 6*(1), 50-71.
- Andrews, D. R., No, S., Powell K. K., Rey, M. P., & Yigletu, A. (2016). Historically black colleges and universities' institutional survival and sustainability: A view from the HBCU business deans' perspective. *Journal of Black Studies, 47*, (2), 150-168. doi:10.1177/0021934715622220.
- Powell, K. K., & Rey, M. P. (2015). Do they really know their customers? Exploring relationship marketing from the student stakeholder perspective. *Journal of Management and Marketing Research, 19*, 1-14. Retrieved from <http://www.aabri.com/manuscripts/152212.pdf>
- Powell, K. K., Rey, M. P., Andrews, D. R., & Yigletu, A. (2015). Exploring the impact of a short-term study abroad experience on minority business students: implications for marketing educators. *Journal of Management and Marketing Research, 18*, 1-16. Retrieved from <http://www.aabri.com/manuscripts/152289.pdf>
- Powell, K. K., & Rey, M. P. (2015). Minority marketing students' perceptions of international groups: Implications for international marketing efforts. *Journal of Management and Marketing Research, 19*, 1-10. Retrieved from <http://www.aabri.com/manuscripts/152213.pdf>
- Powell, K. K., & Rey, M. P. (2015). Exploring a resource dependency perspective as an organizational strategy for building resource capacity: Implications for public higher education universities. *Management in Education, 20*(3), 94-99. Doi: 10.1177/0892020615586805
- Rey, M. P., & Powell, K. K. (2013). The relationship between the assessment of student learning outcomes and the marketing process of institutions: A case study. *International Journal of Education Research, 8* (1), 49-58.
- Rey, M. P. (2012). *Knowledge and perceptions of final year law students regarding defendants with intellectual disabilities at two historically black law schools* (Order No. 3505812). Available from ProQuest Dissertations & Theses A&I. (1013442264). Retrieved from <https://search.proquest.com/docview/1013442264?accountid=14135>
- Rey, M. P. (2011). Lights, camera, action: Looking through the lens at the lives of individuals with Down Syndrome. *Interdisciplinary Journal of Teaching and Learning, 1*(2), 104.
- Ghebreyesus, G., Kaliba, A., & Rey, M. P. (2010). The reliability and validity of the Knowledge Retention Assessment Instrument for the College of Business, SUBR, Baton Rouge, Louisiana. *Academy of Economics and Finance, Papers and Proceedings, 34*, 52-65.

## Reviewer for Academic Research Journals

## Professional Experience

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### **Southern University Law Center**

Office of Career Services – Baton Rouge, Louisiana

July 2021 – Present

#### *Career Counselor*

- Guide students in determining their legal special area of interest using a wide range of methods including formal assessments, formal, and informal interviews
- Conduct orientation sessions on the resources provided by the Office of Career Services for incoming 1L students and customize sessions for upper level (2L and 3L) students
- Assist students in developing short term plans for attaining their career goals
- Assist students in developing long term plans for attaining their career goals
- Connect students to additional resources for professional development and career assistance
- Conduct individual soft skill professional development for advisees
- Evaluate communication programs and other professional development programs for law school use
- Develop research instruments to assess student satisfaction and interest to promote targeted program development

### **PowellDocs Consulting, LLC**

www.PowellDocs.com

Baton Rouge, Louisiana

November 2017 – Present

#### *Co-Owner*

- Specialized consulting and tactical applications in the following areas:
  - Brand Invincibility
  - Crisis Communications
  - Board Governance
  - Education Consulting
  - Business Development (Entrepreneurship)
  - Career Coaching

### **Southern University and A & M College**

College of Business – Baton Rouge, Louisiana

November 2013 – December 2016

#### *Academic and Strategic Initiatives Administrator*

- Worked collaboratively with the Dean and Associate Dean to ensure successful operation of the academic units within the College of Business
- Developed, supervised, and coordinated academic initiatives in accordance with the mission and learning goals of the College of Business
- Assisted undergraduate students with advisement, curriculum, and career planning
- Served as a liaison between the College of Business and the local community, and especially local bodies of higher education
- Developed academic, research-based reports for data-driven decision-making and performance improvement in the College of Business
- Formulated and executed strategic planning efforts with academic units from a college administrative perspective
- Worked with the College of Business leadership team to develop and implement a social media communications plan for college initiatives
- Conducted research, prepared briefings, developed Q&As, and created talking points for college panel discussions, interviews, and events (Strategic Communications)
- Supported internal and community communications, provided counsel and editorial support for college platforms, developed themes and messages, measured, and evaluated effectiveness of communication using analytic data (Strategic Communications)
- Served as the communications coach for student business case competition teams at the undergraduate and graduate levels



- Wrote and edited communications products (i.e., stories, web content, social media content, messaging documents, fact sheets, video scripts, and constituency-tailored communications) on college/educational issues and initiatives
- Supported crisis communications efforts in response to events in the college and on campus
- Coordinated with University Communications colleagues (i.e., media relations, web development team, etc.) on the execution of communication projects for the college

**Southern University and A & M College**

College of Business – Baton Rouge, Louisiana

December 2006 – October 2013

*Assistant to the Dean*

- Assisted the Dean and the Associate Dean with academic quality research and student development initiatives for the School of Accountancy, Economics, Finance, Management, and Marketing
- Developed data assessment and performance reports for AACSB accreditation
- Assisted in development and management of the Title III budget for the College of Business; Title III allocation for the College of Business: \$1.8 million over a five-year period
- Represented the Dean in meetings with university administrators, faculty, students, government representatives and community stakeholders
- Assisted in the development and monitoring of the recruitment and retention plan for the College of Business
- Supervised and coordinated College of Business student activities and programs
- Supervised graduation checkout for College of Business students
- Assisted College of Business students with program advisement and counseling
- Assisted the Dean with academic calendar scheduling of courses, programs and student activities
- Provided administrative supervision of developmental, technical, clerical and student personnel with the business school
- Provided Blackboard Course Management and LiveText training and support to College of Business faculty
- Provided Communications Support for Business Plan Competition team

**Southern University and A & M College**

College of Education – Baton Rouge, Louisiana

November 2010 – October 2012

Interdisciplinary Journal of Teaching and Learning (<http://www.subr.edu/coeijtl/>)

*Corresponding Editor*

- Maintained professional communication with all authors, field reviewers and ensure timely handling of all manuscripts
- Maintained a current and accurate database of the journal functions

**Southern University and A & M College**

Technology and Network Services – Baton Rouge, Louisiana

August 2004 – November 2006

*STI Knowledge Certified Information Technology Service Desk Customer Service Specialist*

*Blackboard Course Management System Trainer*

- Customized IT Service Desk software solution (Unicenter ServicePlus Service Desk – Computer Associates) for task management, tracking and workflow tasks
- Created long-term strategies for growth and maintenance of service desk department and made budgetary recommendations to upper management
- Trained service desk staff to answer, resolve, transfer or escalate incoming and existing requests
- Solved and/or assisted service desk representatives in resolving non-routine or complex software, hardware, network system, and networking procedure problems for students, faculty, staff, and administrators
- Performed Root Cause Analysis to recommend modifications in department (Training and User Support Services, Web Services, Enterprise Support Services, and Campus Network Management) procedures

- Conferred with staff, end-users, supervisors, and managers to determine support requirements for new features, applications, or system functionality
- Prepared activity reports and composed recommendations for management review
- Coordinated the scheduling of lower-level service desk technicians
- Developed Service Level Agreements (SLA's)
- Developed Standard Operating Procedures (SOP's)
- Provided advanced Blackboard Training to students, faculty, staff, and administrators utilizing the Blackboard Learning System and the Blackboard Community System
- Expertly context-switched to communicate with various stakeholders with various levels of expertise (i.e., students, faculty, administrators, internal IT management, external IT service providers, and service desk team members)
- Employed expert listening skills to perform root cause analysis of IT problems
- Employed expert verbal and nonverbal communication skills to translate stakeholder's requirements to the team
- Established expectations and benchmarks utilizing a clear communications process
- Employed persuasive communication strategies to convince management of new Service Desk tool purchases
- Utilized motivational communication strategies to promote an environment where team members could employ a growth mindset to approaching problems

#### **Southern University and A & M College**

Technology and Network Services – Baton Rouge, Louisiana

February 2002 – July 2004

##### *Training Support Specialist*

- Developed the University Blackboard and MS Office Training Schedule
- Created technology training goals and objectives
- Development of departmental brochures to advertise Training and User Support Services
- Provided hands-on training for all of the Microsoft Office Suite products (Microsoft Word, Microsoft Power Point, Microsoft Excel, Microsoft Access, Microsoft Visio, and Microsoft Front Page), Internet/Email usage, Blackboard, and NETg to faculty, staff, and administrators
- Responsible for Administrative Management of the Blackboard Web Course Creation platform and the online software tutorial, NETg
- Maintained the Office of Technology and Network Service's lending library
- Trained faculty to effectively use Blackboard as a tool to support in-class instruction and how to design and develop online courses

#### **Southern University and A & M College**

Southern University Laboratory School – Baton Rouge, Louisiana

September 2000 – January 2002

##### *Information Technology Director / Webmaster*

- Provided professional development seminars/training sessions on various Microsoft Applications (Microsoft Word, Microsoft Power Point, Microsoft Excel, Microsoft Access, Microsoft Visio, and Microsoft Front Page)
- Trained student teachers (pre-service teachers) to integrate technology into the general and special education curriculum
- Provided advice on evaluation, selection, implementation, and maintenance of information systems, ensuring appropriate investment in strategic operational systems to school leadership
- Developed and communicated IT plans, policies, and technology trends throughout the organization

- Network Management (Novell Network)
- Created and designed strategic communication messages to disseminate via the school's website
- Managed the school database system (OSIRIS); This included assigning student fees, printing fee receipts, and tracking purchase orders along with other school accounting systems
- Coordinated all technology events/activities that occurred at the school

### **Houston Independent School District**

Lantrip Elementary School and Burnett Elementary School – Houston, Texas

August 1999 – August 2000

#### *Speech Language Pathologist*

- Performed comprehensive and holistic speech-language assessments using pre-assessment techniques (e.g., established rapport, performed classroom observations, conducted communication inventories, etc.) and formal/informal assessment measures (e.g., Goldman-Fristoe Test of Articulation, Assessment of Phonological Processes Revised, Arizona Articulation Proficiency Scale, Clinical Evaluation of Language Fundamentals – Third Edition, Comprehensive Receptive and Expressive Vocabulary Test, Peabody Picture Vocabulary Test, Test of Language Development – Intermediate, Test of Language Development – Primary, etc.)
- Interpreted assessment results and composed assessment reports via district approved software to indicate student eligibility for speech-language services
- Worked with multidisciplinary teams to ensure that state and federal policies and guidelines were followed when assessing and planning intervention for students receiving special education services
- Developed realistic goals and objectives for clients based on their communication needs
- Worked with general education and special education teachers to ensure that communication goals and objectives were being implemented across the curriculum
- Conducted professional development training for general education and special education teachers regarding the communication needs of culturally and linguistically diverse learners
- Implemented federal and state regulations as they pertain to Speech/Language Pathology
- Maintained monthly Medicaid logs
- Served as a representative of the special education team during Annual Assessment Review and Dismissal (ARD) meetings for “communication-only” and “multi-labeled” students
- Worked with parents to increase their awareness of various communication strategies to implement in the home environment in order to facilitate the communication goals that were being implemented at school
- Worked with family advocacy groups to increase their awareness of state and federal guidelines as they pertain to communication services for culturally and linguistically diverse learners

### **International Experience**

- 
- University of Connecticut / CIBER and University of Queensland  
Sustainable Business Program Participant (Sydney and Brisbane, Australia)  
Studied sustainable business practices in Australia January 2018
  - Study Abroad Coordinator (Shanghai; Beijing)  
U. S. China 100 Thousand Strong Initiative May 2014 – June 2014
  - Student Exchange Program Instructor (Liberia)  
Trained Liberian Entrepreneurs to integrate technological software (e.g., MS Office Suite) into their businesses. September 2010
  - Makerere University Business School (MUBS) in Kampala, Uganda December 2007

Conducted “Training-of-Trainers” (TOT) Programs for MUBS technology staff regarding the implementation of a course management system (CMS) and overcoming institutional challenges.

Conducted “Training-of-Trainers” (TOT) Programs for MUBS full-time and part-time faculty members regarding the implantation of a course management system (CMS) into the classroom.

- Study Abroad Instructor (Uganda; South Africa; Senegal) December 2007  
Assisted in curriculum development for the Southern University College of Business Study Abroad Program and prepared students for cultural differences and expectations during the study abroad program.

## Community Board Leadership

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- BRBA Charter School (Founding and Governing Board Member) November 2013 – May 2018

## University Service & Committees

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- School of Education Online Learning Committee, Chair January 2020 – Fall 2020
- School of Education Recruitment and Retention Committee, Member January 2020 – Fall 2020
- Southern Association of Colleges and Schools (SACSCOC)  
Member, Section 9: Educational Program Structure and Content Team March 2019 – Present
- I-STAR Faculty Task Force 3A – Educational Programs Advisor January 2018 – August 2018
- SUBR Academic and SAP Appeals Committee, Member August 2016 – December 2019
- College of Business Genesis Scholarship Committee, Chairperson July 2014 – May 2019
- College of Business Student Affairs and Scholarship Committee, Member January 2007 – December 2019
- College of Business Strategic Planning Process Committee, Member January 2007 – December 2019
- College of Business IT and Resources Committee, Member January 2007 – December 2019
- Office of International Education (Africa Forum) – Guest Speaker September 2010
- Faculty Convocation (Student Advisement for Completion) – Guest Speaker January 2010
- Southern Association of Colleges and Schools (SACS)  
Member, Task Force 3A – Educational Programs January 2008 – December 2008

## Certifications and Awards

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- Diversity, Equity and Inclusion in the Workplace (Issued by the USF Office of Corporate Training and Professional Education), October 13, 2021
- Quality Matters (QM) Certification – Applying the QM Rubric for Online Instructional Design, April 2013
- Improving Your Online Course Certification, June 18, 2020  
Quality Matters Award for Exemplary Course Design, Summer 2020

## **Professional Affiliations**

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- American Association of University Women, Member
- Golden Key Honor Society, Lifetime Member
- Council for Exceptional Children (Chapter #0386), Member
- American Academy of Special Education Professionals, Member
- Phi Delta Kappa International, Member
- International Association of Business Communicators, Member

## **Leadership/Management Programs**

---

- Faculty Leadership Development Institute Fellow, Southern University and A & M College

January 2009



**Office of the Chancellor**

**SOUTHERN UNIVERSITY AT NEW ORLEANS**

6400 Press Drive

New Orleans, LA 70126

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

[www.suno.edu](http://www.suno.edu)

September 2, 2022

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

Dear President-Chancellor Shields:

I am pleased to recommend Ms. Meredith Reed for the position of Registrar at Southern University at New Orleans (SUNO). I am also recommending a salary of \$70,000 with a start date of September 19, 2022.

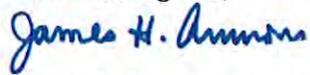
Ms. Reed has over twenty years of experience in higher education administration. Ms. Reed's career has demonstrated effective leadership and management, planning and implementation, and effective program development. These skills were applied to meet enrollment, retention, and student affairs/student success goals.

Ms. Reed earned a B.S. in Psychology from Howard University and the Master of Education in Community Counseling from the University of New Orleans. She is currently working toward her Ph.D. in Counselor Education and Supervision at the University of Holy Cross here in New Orleans. Ms. Reed has served as the Vice President for Student Affairs, Director of the Center for Teaching and Learning, and a number of other roles at the University of Holy Cross since 2012. Ms. Reed manages a number of operations under student affairs, including the Registrar's office. On several occasions, in the absence of a registrar, she served in that capacity. She has a working knowledge of the day-to-day activities of the office and has experience leading a team in maintaining the curriculum, catalog and records. Prior to the University of Holy Cross, she served as the Director of Admissions at Dillard University and in several positions at the University of New Orleans.

***"An Equal Educational Opportunity Institution"***

Thank you for considering this request and submitting it for approval at the September 16, 2022 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,



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

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

## Meredith Reed



### SUMMARY OF QUALIFICATIONS

Over twenty years of extensive experience with increasing responsibility in higher education administration in both four-year public and private institutions. Experience includes innovative student success program development, planning and implementation, and supervisory/leadership and management experience. Assumed extensive responsibility in critical areas including administrative and fiscal management, registrar's office, retention management, student affairs and student success development programming, and enrollment management. Emphasized effective leadership and management, outreach, planning and effective program development to meet enrollment and retention and student affairs/student success goals.

### Professional Skills

#### Administrative and Fiscal Management

- Coordinate the administration of internally and externally funded projects to ensure successful implementation of programmatic activities, effective fiscal management of projects and enhancement of communication among program participants.
- Manage multi-functional Enrollment Management/Student Affairs Department developing and providing services for both traditional and non-traditional students as well as faculty and staff.
- Prepare and managed budgets for public and private postsecondary institutions in approximation of \$500,000.
- Advise University President, Vice-Presidents/Provost and other administrators and staff on Enrollment Management and Student Affairs regulations.

#### Registrar

- Helped students with course schedule changes (adds/drops).
- Created academic plans for all new students in the student information system.
- Cleared and processed students for graduation in the student information system.
- Processed grade changes.
- Assisted with catalog maintenance.
- Assisted with the implementation of a new SIS (moving from PowerCampus to Unified).

#### Retention Management

- Manage first-time freshmen and at-risk students by providing intentional, intrusive advising interventions.
- Plan, coordinate and evaluate all aspects of core and major academic advising in conjunction with Departmental Deans and Chairs.
- Provide early intervention strategies for students.
- Conducted needs assessment studies to determine educational deficiencies and interests of the University's constituents.
- Promote interdisciplinary collaboration for program development and support services to increase student success.
- Track and report student data related to advising, retention and graduation.
- Participate in and prepared reports for accreditation visits, conferences and workshops.

#### Institutional Research and Planning

- Conduct institutional evaluation, and continual improvement to ensure that all evaluation processes focus on improving unit effectiveness and student outcomes.
- Maintain records of evaluation processes including documentation that evaluation results are used to improve unit effectiveness and student outcomes and work to ensure that others maintain appropriate documentation.
- Establish alliances between and among faculty members through forums, administrative leadership meeting, and networking activities.



- Conduct, coordinate, interpret, and report research studies, surveys, and statistical and other policy analysis to inform administrative and instructional decision-making, to support long-range planning, and provide public accountability.
- Respond to research requests from university administrators, faculty, and staff.
- Coordinate data collection to respond to scheduled and ad hoc requests from various external agencies, including but not limited to the U.S. Dept. of Education Integrated Postsecondary Education Data System (IPEDS), National Student Clearinghouse and state boards.
- Complete surveys from external organizations as appropriate.

#### **Enrollment Management**

- Evaluated the effectiveness and delivery of Enrollment Management programs to meet the needs of students and achieve departmental and institutional goals.
- Plan and evaluated efficient and effective systems, goals and processes for student affairs, financial aid, testing services, admissions, registrar, outreach and recruitment.
- Developed enrollment strategies to attract and enroll students, including undergraduate, graduate, domestic, and international.
- Used enrollment forecasting tools to align new student goals to ensure that they were successfully realized.
- Advised on effective processes for conversions of inquiry to applicant and re-entry process for returning students and student referrals.
- Provided administrative oversight for recruitment and admissions strategies, planning, processing and goal setting for all new students.
- Implemented differentiated and highly personalized marketing and recruitment plans that took full advantage of available technologies and resourceful personnel to build enrollment for specific academic programs.
- Applied predictive modeling, net tuition revenue modeling, document imaging, integrated technology-based systems and CRM tools to increase enrollment yield.

#### **Student Affairs/Student Success Management and Programming**

- Provide administrative oversight and direction for services, programming and staff within the Office of Student Life.
- Provide leadership, supervision and development of the areas of Office of Student Activities, Student Government Association, Student Organizations, Student Health, Disability Services, Career Development Center, Judicial Affairs, Residential Housing, Residence Life, New Student Orientation, Enrollment Management, Welcome Back Week, Tutoring Services, Developmental Studies, and Student Leadership Retreat.
- Facilitated workshops that included topics such as: time management, note taking, study skills, stress management, career development, resume and cover letter writing, and decision-making skills.
- Provided leadership and management oversight for the college's judicial system, the student code of conduct, judicial affairs, and student government.
- Assisted in creation of Residential Life handbooks.
- Direct the assessment, data tracking and documentation of all student activities to promote effective decision making and policy development.

#### **Workforce and Academic Development**

- Assisted in the implementation and development of new education and training programs for youth and adults.
- Participate in activities geared toward job readiness training and job placement.
- Developed and negotiate contracts, letters of agreement and memorandums of understanding with external agencies.
- Promote interdisciplinary collaborations for program development and support services to increase student success.
- Assist in creating articulation agreements between community and technical colleges and private institutions in conjunction with Academic Deans and Chairs.
- Promote the mission of the institution while enhancing support student service programs needed for at-risk students and proposed ways to improve the success of under-prepared students while maintaining academic standards.

#### **Faculty Development**

- Established alliances among faculty members through forums, administrative advisory council, and networking activities.
- Conducted faculty workshops for academic advising and developmental education.
- Chaired the Developmental Studies Department.

### Community Outreach and Marketing

- Oversaw the promotion and marketing of student affairs programming and services, including website, social media and printed materials.
- Promote University programs and services for internal and external constituents.
- Initiate partnerships and collaborations with school districts, community-based organizations, governmental agencies (local/state), colleges and universities.
- Serve on various communities, boards and task forces external to the University.

### Professional Experience

January 2020 – June 2022	<b>Associate Vice President for Student Affairs/ Director, Center for Teaching and Learning</b> University of Holy Cross (formerly Our Lady of Holy Cross College) New Orleans, Louisiana
September 2018-January 2020	<b>Vice President for Student Affairs/ Director, Center for Teaching and Learning</b> University of Holy Cross (formerly Our Lady of Holy Cross College) New Orleans, Louisiana
May 2018 – June 2018 November 2018 – February 2019 May 2020 – September 2020	<b>Registrar's Office</b> <i>(Led the Registrar's Office in the absence of a Registrar)</i> University of Holy Cross (formerly Our Lady of Holy Cross College) New Orleans, Louisiana
August 2014-September 2018	<b>Vice President for Student Engagement and Advising/ Director, Center for Teaching and Learning</b> University of Holy Cross (formerly Our Lady of Holy Cross College) New Orleans, Louisiana
July 2012-August 2014	<b>Vice President for Enrollment Management</b> Our Lady of Holy Cross College New Orleans, Louisiana
October 2010-July 2012	<b>Assistant Director, Center for Teaching and Learning</b> Our Lady of Holy Cross College New Orleans, Louisiana
August 2007-May 2010	<b>Director of Admissions</b> Dillard University New Orleans, Louisiana
July 2006-August 2007	<b>Interim Director of New Student Orientation</b> University of New Orleans New Orleans, Louisiana
June 2006-August 2007	<b>Coordinator of Special Events and Adult Recruitment</b> University of New Orleans New Orleans, Louisiana
July 2005-June 2006	<b>Coordinator of Transfer Students</b> University of New Orleans New Orleans, Louisiana

September 2001-July 2005

**Coordinator of Prep Start Program**  
University of New Orleans  
New Orleans, Louisiana

## Teaching Experience

January 2002 – May 2007

**Adjunct Faculty**  
**Course: University Success**  
University of New Orleans  
New Orleans, Louisiana

**UNIV 1001 University Success** - An in-depth review of skills and issues relevant to academic and personal success at the University. Topics include time management, effective note-taking and test preparation, research, campus diversity, and university resources.

January 2002 – May 2004

**Adjunct Faculty**  
**Course: Academic Orientation**  
University of New Orleans  
New Orleans, Louisiana

**ACOR 1006 Academic Orientation II** - Provides students with a general knowledge of skills needed for successful employment and career path development. Includes goal-setting, decision-making, career exploration, resume development, job searching, interview skills, problem solving, communication skills, personal qualities, work ethic, interpersonal skills, and teamwork.

## Education

August 2013 - Present

**Doctorate of Philosophy, Counselor Education and Supervision**  
University of Holy Cross – New Orleans, Louisiana

May 1997

**Master of Education, Community Counseling**  
University of New Orleans - New Orleans, Louisiana

May 1993

**Bachelor of Science, Psychology**  
Howard University – Washington, D.C.

## Professional Memberships/Certifications

American Association of Collegiate Registrars and Admissions Officers  
American Counseling Association  
Association of Title IX Administrators  
Louisiana Counseling Association  
National Association of Academic Advising  
National Association of Campus Activities  
National Association of Developmental Education  
National Certified Counselor

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

Previous Employee Gilda Davis Reason Left Retired  
 Date Left May 30, 2022 Salary Paid 57,864.00

**Profile of Person Recommended**

Length of Employment September 19, 2022 To June 30, 2023  
 Effective Date September 19, 2022  
 Name Meredith Reed SS# xxx-xx-8864 Sex F Race\* AA  
 Position Title: Registrar 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 \_\_\_\_\_ Southern University Experience \_\_\_\_\_

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS-Psychology</u>	<u>Howard University, Washington, DC</u>	<u>1993</u>
	<u>M.Ed-Community Counseling</u>	<u>University of New Orleans</u>	<u>1997</u>
	<u>Ph.D.Phil-Conselor of Education</u>	<u>University of Holy Cross</u>	<u>Current</u>

Current Employer \_\_\_\_\_

**Personnel Action**

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

Recommended Salary 70,000.00 Salary Budgeted 70,000.00  
 Source of Funds General Fund  
 Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
411001-46410-61002-45000	70,000.00

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

\*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: <u>Dr. Gregory D. Ford</u> Supervisor Date: <u>9/2/2022</u>	DocuSigned by: <u>Dr. Gregory D. Ford</u> Dean/Unit Head Date: <u>9/2/2022</u>
DocuSigned by: <u>Dr. Gregory D. Ford</u> Vice-Chancellor Date: <u>9/2/2022</u>	DocuSigned by: <u>James H. Ammons</u> Chancellor Date: <u>9/2/2022</u>
DocuSigned by: <u>Dr. Teresa Hardie</u> Director/Personnel Date: <u>9/2/2022</u>	DocuSigned by: <u>Dr. Teresa Hardie</u> Vice-President/Finance Business Affairs/Comptroller Date: <u>9/2/2022</u>
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 A.M. - 5:00 P.M.

**EMPLOYEE DIRECT SUPERVISOR:** \_\_\_\_\_ 5

**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)

**Certificate Of Completion**

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Source Envelope:  
Document Pages: 2  
Certificate Pages: 2  
AutoNav: Enabled  
Envelope Stamping: Enabled  
Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:  
Marguerite Doyle-Johnston  
6400 Press Drive  
New Orleans, LA 70126  
mjohnston@suno.edu  
IP Address: 72.211.92.34

**Record Tracking**

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Holder: Marguerite Doyle-Johnston  
mjohnston@suno.edu

Location: DocuSign

**Signer Events**

Marguerite Doyle-Johnston  
mjohnston@suno.edu  
Southern University at New Orleans  
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Not Offered via DocuSign

**Signature**

**Completed**

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Dr. Gregory D. Ford  
GFord@suno.edu  
Vice Chancellor for Academic Affairs  
Southern University at New Orleans  
Security Level: Email, Account Authentication (None)

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Dr. Gregory D. Ford  
GFord@suno.edu  
Vice Chancellor for Academic Affairs  
Southern University at New Orleans  
Security Level: Email, Account Authentication (None)

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Dr. Gregory D. Ford  
GFord@suno.edu  
Vice Chancellor for Academic Affairs  
Southern University at New Orleans  
Security Level: Email, Account Authentication (None)

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*Dr. Gregory D. Ford*  
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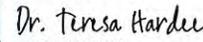
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**Signer Events**

Dr. Teresa Hardee  
 thardee@suno.edu  
 Vice Chancellor for Admin & Fin  
 Southern University At New Orleans  
 Security Level: Email, Account Authentication  
 (None)

**Signature**

DocuSigned by:  
  
 15A32405F8B749E...

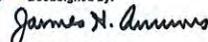
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

James H. Ammons, Jr.  
 jammons\_docusign@suno.edu  
 Chancellor  
 Southern University at New Orleans  
 Security Level: Email, Account Authentication  
 (None)

DocuSigned by:  
  
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Signature Adoption: Uploaded Signature Image  
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**Payment Events****Status****Timestamps**

# **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

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

## **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentations
  - A. Above and Beyond
6. Action Items
  - A. Request Approval of Minutes of the June 24, 2022, SUS Board of Supervisors Meeting
  - B. Request Approval of Committee Reports and Recommendations
  - B. Request approval of Trademarks Memorandum of Understanding between the Southern University System, Southern University and Agricultural and Mechanical College at Baton Rouge, Southern University at Shreveport, Southern University at New Orleans, Southern University Agricultural Research and Extension Center, Southern University Law Center, and the Southern University System Foundation (SUS)  
*The System owns the entire right, title, and interest in and to certain U.S. trademarks and services marks, both registered and unregistered (collectively the "Marks"); and the System desires to have Foundation manage its Marks*
  - C. Request Approval of Recommendation Letter for Memorandum of Understanding between Southern University at New Orleans and HomeFree-USA, Inc. (SUNO)  
*This MOU is designed to expand and promote the Center for Financial Advancement on campus. It will provide students opportunities for jobs and internships in the real estate finance, mortgage, and banking industry. In addition, prepare them for solid financial growth, teach money management and social skills, and introduce them to credit wealth building and aspects of real estate finance*
  - D. Request Approval to Name the Strategic Leadership Institute as the Joe Stewart Strategic Leadership Institute (SULC)  
*Mr. Stewart, an alum of Southern University and A&M College from the 1960's has been a corporate leader, nonprofit/foundation leader, entrepreneur, and philanthropist over his long and distinguished career. He*



*has donated hundreds of thousands of dollars to further and support the mission of Southern University and A&M College.*

- E. Request Approval to Submit the Higher Education Emergency Relief Fund (HEERF) for Construction Project (SUNO)  
*Southern University at New Orleans seeks to build a facility that will support a comprehensive health education program that will address many current and future healthcare needs resulting from the COVID-19 pandemic. This building will host degree programs and research activity in nursing, cardiopulmonary science, and public health.*
- F. Request Approval of Memorandum of Understanding between SULC and Greenfield Terminal (SULC)  
*The Greenfield Grain Terminal seeks to partner with Southern University Law Center through its Heirship Institute and the Louis A. Berry Institute for Civil Rights. Together, we are poised to build a model of partnership that will provide new and compelling opportunities to Black farmers from across the region while inviting additional investment from across the country.*
- G. Dissolution of the October 1, 2020 Memorandum of Agreement between the SUNO Foundation and SUNO.
- H. Repeal Section 6-4, Southern University at New Orleans Foundation, of the Bylaws and Regulations of the Board of Supervisors of the Southern University and Agricultural and Mechanical College.

7. Resolutions

8. Informational Item(s)

- A. President's Report
- B. Chancellor's Report

9. Other Business

10. Adjournment

## **ACADEMIC AFFAIRS COMMITTEE**

**Friday, August 19, 2022**

**Board of Supervisors' Meeting Room**

**J. S. Clark Administration Bldg. 2nd Floor**

**Baton Rouge, LA. 9:00 AM**

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Attorney Edwin Shorty.

The invocation was given by Rev. William Bates

The Pledge of Allegiance was led by Vice Chairman Rani Whitfield

Prior to the announcement to convene the Academic Affairs Committee, Chairman Shorty introduced Mr. Copeland, who is the president for LPB.

Board Chair Atty. Edwin Shorty announced the convening of the Academic Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

### **AGENDA ITEM 3: Roll Call**

#### **Roll Call by President Dennis J. Shields**

**Present:** Mr. Sam Gilliam- Chairman, Dr. Arlanda Williams, Mrs. Ann Smith, Dr. Leon Tarver, and Atty. Edwin Shorty - Ex Officio

**Absent:** Ms. Christy Reeves

### **AGENDA ITEM 4: ADOPTION OF THE AGENDA**

There was a motion by Dr. Arlanda Williams and second by Mr. Myron Lawson recommending the agenda for adoption.

Motion Approved.

### **AGENDA ITEM 5: PUBLIC COMMENTS**

None

### **AGENDA ITEM 6: ACTION ITEM(S)**

Motion was made by Dr. Leon Tarver and second by Dr. Arlanda Williams to approve Action Item 6A.

- A. Request Approval to Terminate an Academic Degree Program – BS, Electronics Engineering Technology, College of Sciences and Engineering. (SUBR)

*This proposal is designed to phase out of the Electronics Engineering Technology Program by September 30, 2022 And, streamline operations that create more synergy among academic units by enhancing the existing academic programs that meet the needs of state, national, and global marketplace*

Motion was made by Dr. Arlanda Williams and second by Mr. Myron Lawson to approve Action Item 6B minus the changes Dr. Ammons discussed for SUNO.

- B. Request Approval of the Three-Year Academic Plans for Southern University and A&M College, Southern University Law Center, Southern University at New Orleans, and Southern University at Shreveport Louisiana (SUS)

*The institutions in accordance with the revised program approval policy of the Board of Regents have prepared the Plans that identify new degree programs for implementation over the next three years. The new policy eliminated the Letter of Intent, created an annual Academic Planning process, revised the degree program proposal form, and created the new academic planning template.*

#### **AGENDA ITEM 7: OTHER BUSINESS**

None

#### **AGENDA ITEM 8: ADJOURNMENT**

Ms. Arlanda Williams made a motion to adjourn the meeting.

**ATHLETICS COMMITTEE**  
**(Following the Academic Affairs Committee)**  
**Friday, August 19, 2022**  
**Board of Supervisors' Meeting Room**  
**J. S. Clark Administration Bldg. 2nd Floor**  
**Baton Rouge, LA.**

**MINUTES**

Board Chair Atty. Edwin Shorty announced the convening of the Athletics Committee. Chair Atty Domoine Rutledge called the committee meeting to order.

**AGENDA ITEM 2: Roll Call**

**Roll Call by President Dennis J. Shields**

**Present:** Atty Domoine Rutledge - Chairman, Dr. Rani Whitfield, Mr. Myron Lawson, Mr. Raymond Fondel, Atty Jody Amedee, III and Atty. Edwin Shorty - Ex Officio

**Absent:** Mr. Richard Hilliard

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

There was a motion by Atty Jody Amedee, III and second by Dr. Rani Whitfield recommending the agenda for adoption.

Motion Approved.

**AGENDA ITEM 4: PUBLIC COMMENTS**

Mr. Henry Stewart requested the swimming pool in the gym be named after Coach Louis Hightower. He discussed why in detail.

**AGENDA ITEM 5: INFORMATIONAL ITEMS**

A. Fall 2022/2023 Athletic Department Update

Athletic Director Roman Banks introduced his leadership team and acknowledged them for their hard work. He and his team discussed how athletics is moving forward (i.e. season tickets, Title III, Title IX, Academic Performance, Scholarships, Social Media, and Fan Engagement).

Board Members commented and asked AD Banks additional questions around season tickets, corporate sponsors, security/ parking on game day and tailgate/tickets for LSU game. They also acknowledged AD Banks and his team and thanked them for their hard work.

AD Banks was able to provide answers to the questions asked by the board members as well as he discussed in detail the plan for game day. He mentioned athletics goal is to provide a safe and friendly environment.

Atty Rutledge thanked AD Banks for his leadership.

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURMENT**

Mr. Myron Lawson made a motion to adjourn the meeting.

## **FACILITIES AND PROPERTY COMMITTEE**

(Following the Athletics Committee)

Friday, August 19, 2022

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

### **MINUTES**

Board Chair Atty. Edwin Shorty announced the convening of the Facilities and Property Committee. Mr. Sam Gilliam called the committee meeting to order.

#### **AGENDA ITEM 2: Roll Call**

##### **Roll Call by President Dennis J. Shields**

**Present:** Present: Mr. Sam Gilliam- Chairman, Mr. John Barthelemy, Mr. Myron Lawson, Dr. Leon Tarver, Dr. Rani Whitfield, Atty. Edwin Shorty - Ex Officio

**Absent:** Mr. Richard Hilliard

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

There was a motion by Mr. Myron Lawson and second by Dr. Leon Tarver, II recommending the agenda for adoption.

Motion Approved.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: INFORMATIONAL ITEM(S)**

**Mr. Kenneth Dawson gave a summary of the current projects. After which, He was asked several questions by Board members.**

Mr. Sam Gilliam acknowledged Mr. Kenneth Dawson and Ms. Simonne Whitmore

##### **A. Facility and Property Updates**

- 1. Harding/Scenic Intersection Safety Concerns - We have contacted DOTD regarding potential safety improvement funding. Possible solutions include signalization/crosswalk improvements, or a sky walk.***
- 2. Campus Capital Outlay Site Visits - Site visits with Board of Regents and other stakeholders including SU System Board members and legislative delegations to***

*introduce and discuss proposed FY24 capital outlay requests and tour project sites.*

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURMENT**

Mr. Sam Gilliam made a motion to adjourn the meeting.

**FINANCE COMMITTEE**  
(Following Facilities and Property Committee)  
Friday, August 19, 2022  
Board of Supervisors' Meeting Room  
J. S. Clark Administration Bldg. 2nd Floor  
Baton Rouge, LA.

**MINUTES**

Board Chair Atty. Edwin Shorty announced the convening of the Finance Committee. Dr. Arlanda Williams called the committee meeting to order.

**AGENDA ITEM 2: Roll Call**

**Roll Call by President Dennis J. Shields**

**Present:** Dr. Arlanda Williams- Chairman, Atty. Domoine Rutledge, Mr. Sam Gilliam, Mr. Myron Lawson–Vice-Chair, Dr. Leon Tarver, and Atty. Edwin Shorty - Ex Officio

**Absent:** Ms. Christy Reeves

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

There was a motion by Atty Domoine Rutledge and second by Mr. Sam Gilliam recommending the agenda for adoption.

Motion Approved.

**AGENDA ITEM 4: PUBLIC COMMENTS**

None

Motion was made by Dr. Leon Tarver and seconded by Mr. Sam Gilliam to approve Action Items 5A (1-13) in global.

Mr. McClinton asked if there are any questions from the board members. There were a few questions from Atty Rutledge and acknowledgement from President Shields.

**AGENDA ITEM 5: ACTION ITEM(S):**

- A. Request Approval of the FY 2022-2023 Operating Budgets (**Separate Attachment**)
  1. *Southern University System Employee Schedule*
  2. *Southern University Board and System Administration Operating Budget*
  3. *Southern University Board and System Inter-Institutional Cost Transfer Budget*
  4. *Southern University Board and System Administration Inter-Institutional Transfers Direct Charges Budget*



5. *Southern University Board and System Special Meals and Miscellaneous Travel Budget*
6. *Southern University Baton Rouge Campus Operating Budget*
7. *Southern University Law Center Operating Budget*
8. *Southern University New Orleans Campus Operating Budget*
9. *Southern University Shreveport Campus Operating Budget*
10. *Southern University Agricultural Research and Extension Center Operating Budget*
11. *SUBR Athletics Intercollegiate Budget*
12. *SUNO Athletics Budget*
13. *SUSLA Athletics Budget*

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURNMENT**

Atty Domoine Rutledge made motion to adjourn the meeting.

## **GOVERNANCE COMMITTEE**

(Following Finance Committee)

Friday, August 19, 2022

Board of Supervisors' Meeting Room

J. S. Clark Administration Bldg. 2nd Floor

Baton Rouge, LA.

### **MINUTES**

Board Chair Atty. Edwin Shorty announced the convening of the Governance Committee. Chair Mr. Myron Lawson called the committee meeting to order.

Roll Call by President Dennis J. Shields

Present: Dr. Leon Tarver, Chair, Miss Naudia Foster, Atty. Edwin Shorty - Ex Officio

Absent: Dr. Leroy Davis and Ms. Christy Reeves

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Leon Tarver, II and second by Miss Naudia Foster, the agenda was recommended for adoption.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: ACTION ITEM(S)**

Motion was made by Dr. Leon Tarver and second by Ms. Naudia Foster to approve Action Item (5A – 5C) in global.

Motion passed

A. Request Approval of the Revised Uniformed Personnel Policy (SUS)

*The Uniformed Personnel Actions Policy was updated for the following:*

- *Request FMLA be approved by the campus Chancellors and remove the FMLA request be approved by the SUBOS*
- *Removed honorary degrees from inclusion in the Personnel Policy, not from SUBOS approval*

- B. Request Approval of the SU Policy on Leave Absences (SUS)  
*This is a new policy that integrated all the current leave of absence policy into one policy. This new policy will help the SU System HR Office develop consistent policies.*
  
- C. Request Approval of Out-of-State Fee Waiver Revision– of Policy Number 2-001 (First-Time, First-Year Out-of-State Fee Waiver) and Policy Number 2-002 (Transfer Out-Of-State Fee Waiver) (SUBR)

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURNMENT**

Ms. Naudia Foster made motion to adjourn the meeting.

**PERSONNEL AFFAIRS COMMITTEE**

**(Following Governance Committee)**

**Friday, August 19, 2022**

**Board of Supervisors' Meeting Room**

**J. S. Clark Administration Bldg. 2nd Floor**

**Baton Rouge, LA.**

**MINUTES**

Board Chair Atty. Edwin Shorty announced the convening of the Personnel Affairs Committee Chair Dr. Leon Tarver, II called the committee meeting to order.

Roll Call by President Dennis J. Shields

Present: Dr. Leon Tarver, Rev. Samuel Tolbert, Mr. Raymond Fondel, Dr. Arlanda Williams, Atty. Jody Amedee, and Atty. Edwin Shorty - Ex Officio

Absent: Ms. Christy Reeves

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Mr. Raymond Fondel and second by Dr. Arlanda Williams the agenda was recommended for adoption.

Motion adopted.

**AGENDA ITEM 4: PUBLIC COMMENTS**

None

**AGENDA ITEM 5: ACTION ITEM(S)**

Motion was made by Mr. Raymond Fondel and second by Dr. Arlanda Williams to approve Action Item (5A – 5E) in global.

Motion passed

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

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

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

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

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

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

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

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

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

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

Motion was made by Atty Jody Amedee and second by Mr. Raymond Fondel to approve Item 5F.

Motion Passed

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

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURNMENT**

Rev. Samuel Tolbert made motion to adjourn the meeting.

## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

**(Following Personnel Affairs Committee)**

**Friday, August 19, 2022**

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

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Atty Edwin Shorty.

Roll Call by President Dennis J. Shields

#### **Present:**

Atty. Jody Amedee, Mr. John Barthelemy, Mr. Raymond Fondel, Ms. Naudia Foster, Mr. Sam Gilliam, Mr. Myron Lawson, Atty Domoine Rutledge, Atty Edwin Shorty, Mrs. Ann A. Smith, Leon R. Tarver II, Rev. Samuel Tolbert, Dr. Rani Whitified, and Ms. Arlanda Williams

#### **Absent:**

Dr. Leroy Davis, Mr. Richard Hilliard, and Ms. Christy Reeves

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

There was a motion by Dr. Arlanda Williams and second by Dr. Rani Whitfield to adopt the agenda.

Motion adopted.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: SPECIAL PRESENTATIONS**

##### **A. Above and Beyond**

The Above and Beyond Award was presented by Chancellor John Pierre. He presented the award to Dr. Mary Johnson and Ms. Eleanor Collins from the SULC Law Center.

## AGENDA ITEM 6: ACTION ITEMS

Motion was made by Mr. John Barthelemy and seconded by Mr. Myron Lawson to approve Action Items 6A and 6B in global.

Motion Approved

- A. Request Approval of Minutes of the June 24, 2022, SUS Board of Supervisors Meeting
- B. Request Approval of Committee Reports and Recommendations

Motion was made by Mr. John Barthelemy and seconded by Ms. Naudia Foster to approve Action Item 6C.

Motion Approved

- C. Request Approval to Amend the By-Laws for the Membership of Student Members (SUS)

Motion was made by Rev. Samuel Tolbert and seconded by Dr. Rani Whitfield to approve Action Item 6D.

Motion Approved

- D. Request Approval of the Memorandum of Understanding between the Southern University Agricultural Research and Extension Center and the Wisconsin Department of Natural Resources (SUAREC)  
*The purpose of this MOU is to document the cooperation between the parties to guide and provide a summer internship experience for two SUAREC students in 2022, in accordance with the following provisions.*

Motion was made by Dr. Arlanda Williams and seconded by Mr. John Barthelemy to approve Action Item 6E.

Motion Approved – One abstain vote (Rev. Samuel Tolbert)

- E. Request Approval of Memorandum of Understanding between Subcontract Agreement between Global Resource Solutions, Inc. and Southern University at New Orleans (SUNO)  
*Global Resource Solutions (GRS), Inc. is a premier international company providing operational, strategic, and technical security and intelligence support and solutions throughout the Federal government. As such, GRS has contracted with the United States Airforce (USAF) to provide services as*



*a prime contractor and has selected Southern University at New Orleans as a sub-contractor.*

Motion was made by Atty Domoine Rutledge and seconded by Mr. Myron Lawson to approve Action Item 6F.

Motion Approved

- F. Request Approval for Business Executive Exchange Program Memorandum of Understanding between Southern University College of Business and the National Urban League.

*This Memorandum of Understanding (MOU) formally re-establishes the partnership and offers students within the College of Business career readiness opportunities including, but not limited to:*

- *On campus career seminars & networking events led by corporations and their C-Suite Executives*
- *Virtual Career Readiness events and corporate career fairs*
- *Leadership development opportunities and internships for students*

G. Resolutions

Dr. Allen Vital, Chief of Staff read resolutions and commendations for the following:

***Resolutions***

- Mr. Vincent Brown
- Mr. Anthony Claude “Buddy” Leach, Jr.
- Mr. Rinaldi E. Jacobs, Sr.

**AGENDA ITEM 7: INFORMATIONAL ITEM(S)**

A. Medical Marijuana Updates

Dr. Jana Snowden gave a brief report – she mention that Medical Marijuana continue to thrive. There are 22 products w/ SU Ag logo.

B. President’s Report

President Dennis J. Shields gave a brief report.

C. Chancellor’s Report

All Chancellors gave a brief report. Detail Chancellor reports are located in the Board office as well as online.

Each Chancellor gave their enrollment number.

SUNO Enrollment increased. – Enrollment not including dual enrollment is 1,600  
SULC Enrollment is 949 students and 813 are fully registered = 87%

SUSLA Enrollment is 1,749 vs 1,743 in 2021; this amount include 16 dual enrollment

SUBR enrollment is 7,956 which doesn't include dual enrollment vs 7,484 for 2021

Chancellor Ammons was asked to provide and update the board members on apartment occupancy each month going forward

Dr. Appeaning announced he won't be an applicant for the SUSLA Chancellor.

Dr. Sahoo thanked President Shields for attending the inaugural freshman pinning ceremony.

Chairman Shorty thanked Chancellor McMenas for hosting a great reception on last evening.

Chairman Shorty commended Dr. Appeaning on a a job well done and thanked him for everything he's been doing at SUSLA.

#### **AGENDA ITEM 8: OTHER BUSINESS**

None

#### **AGENDA ITEM 9: ADJOURNMENT**

Atty Domoine Rutledge made motion to adjourn the meeting.

**Trademarks Memorandum of Understanding between  
the Southern University System, Southern University and Agricultural and Mechanical  
College at Baton Rouge, Southern University at Shreveport, Southern University at New  
Orleans, Southern University Agricultural Research and Extension Center, Southern  
University Law Center, and the Southern University System Foundation**

This Agreement is made and entered into on the 1<sup>st</sup> of October, 2022, between the Southern University System, Southern University and Agricultural and Mechanical College at Baton Rouge, Southern University at Shreveport, Southern University at New Orleans, Southern University Agricultural Research and Extension Center, and Southern University Law Center (collectively referred to as the “System”) and the Southern University System Foundation (Foundation).

WHEREAS, the System owns the entire right, title, and interest in and to certain U.S. trademarks and services marks, both registered and unregistered (collectively the “Marks”); and

WHEREAS, the System desires to have Foundation manage its Marks.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged by the parties, the parties agree as follows:

1. The System represents and warrants that:
  - a. It owns the entire right, title, and interest in and to the Marks;
  - b. There are no liens or security interests against the Marks; and
  - c. It revocably assigns the Marks to the Foundation.
2. The Foundation shall:
  - a. Ensure the integrity of the Marks are maintained by pursuing any and all infringements of the Marks;
  - b. Ensure the use of the Marks are not used in any manner that tarnishes, degrades, or reflects adversely on any Mark or the System’s business or reputation;
  - c. Ensure the use of the Marks are not used in any manner that might dilute or otherwise harm the value, reputation, or distinctiveness of or the System’s goodwill in any Mark;
  - d. Ensure that all uses of the Marks are in accordance with the policies of the System;
  - e. Not encumber the Marks without written permission from the System;
  - f. Obtain written consent and approval from the System regarding all third-party agreements regarding the Marks, including but not limited to licensing the Marks;
  - g. Shall register the Marks with The Collegiate Licensing Company (No separate approval from the System is needed for this registration); and
  - h. Not assign the Marks.
3. Fee
  - a. The Foundation shall collect any and all royalties, payments, etc. of the Marks on behalf of the System for the System’s benefit. The Foundation shall be entitled of four percent (4%) of any and all royalties, payments, etc. of the Marks for its administrative costs for managing the Marks, which shall include but are not limited to costs for pursuing or defending any and all infringement claims regarding the Marks.
4. Termination

- a. The Agreement may be terminated upon ninety (90) days' notice by either party. Upon termination of this Agreement, all rights, titles, and interests in and to the Marks shall be revoked and revert to the System, and the Foundation shall transfer all registrations of the Marks to the System within 30 days of the termination of this Agreement.
  - b. The System shall honor any and all contractual obligations regarding the Marks that are pending at the time of the 90-day notice of termination.
5. Miscellaneous
- a. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the law of Louisiana, without regard to its conflict of laws, and shall be enforceable against the parties in the 19<sup>th</sup> Judicial District Court of East Baton Rouge Parish, Louisiana. For such purpose, each party hereby irrevocably submits to the jurisdiction of said court and agrees that all claims shall be brought in said court.
  - b. The System assumes no liability to the Foundation or to third parties with respect to the Foundation's activities related to the use of the Marks, and the Foundation will indemnify and defend the System against losses incurred as a result of claims by third parties caused by the Foundation as a result of the Foundation's use of the Marks.
  - c. This Agreement contains the entire agreement of the parties and supersedes all prior or contemporaneous communications, representations, understandings, and agreements, either oral or written, relating to the Marks.
  - d. This Agreement may not be amended except by a writing signed by both parties which states that it is an amendment to this Agreement.
  - e. Any waiver of the provisions of this Agreement or of the parties' rights or remedies under this Agreement must be in writing signed by an officer of the waiving party to be effective. Failure, neglect, or delay by a party at any time to enforce the provisions of this Agreement or its rights or remedies will not be construed as a waiver of such party's rights, power, or remedy under this Agreement. Waiver of any breach or provision of this Agreement shall not be considered a waiver of any later breach or of the right to enforce any provision of this Agreement.
  - f. Should any one or more provisions of this Agreement be determined to be illegal, invalid, or unenforceable, all other provisions of this Agreement shall nevertheless be effective.
  - g. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party drafting the Agreement.
  - h. This Agreement may be executed in counterparts, each of which so executed will be deemed to be an original. Such counterparts together will constitute one and the same agreement.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized officers as of the day and date first above written.

WITNESSES:

SOUTHERN UNIVERSITY SYSTEM

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dennis J. Shields, President

WITNESSES:

SOUTHERN UNIVERSITY AND AGRICULTURAL  
AND MECHANICAL COLLEGE AT BATON ROUGE

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dennis J. Shields, Chancellor

WITNESSES:

SOUTHERN UNIVERSITY AT SHREVEPORT

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dr. Vladimir A. Appeaning, Interim Chancellor

WITNESSES:

SOUTHERN UNIVERSITY AT NEW ORLEANS

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dr. James H. Ammons, Jr., Chancellor

WITNESSES:

SOUTHERN UNIVERSITY AGRICULTURAL  
RESEARCH AND EXTENSION CENTER

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dr. Orlando F. McMeans, Chancellor

WITNESSES:

SOUTHERN UNIVERSITY LAW CENTER

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
John K. Pierre, Chancellor

WITNESSES:

SOUTHERN UNIVERSITY SYSTEM FOUNDATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Alfred E. Harrell, III, CEO



## SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive  
New Orleans, LA 70126  
Phone: (504) 286-5311 Fax: (504) 286-5000  
www.suno.edu

### Office of the Chancellor

August 30, 2022

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

**RE: Memorandum of Understanding between Southern University at New Orleans and HomeFree-USA, Inc.**

Dear President Shields:

HomeFree-USA, Inc. and Southern University at New Orleans (SUNO) have crafted a Memorandum of Understanding to expand and promote the Center for Financial Advancement® on campus. As a partnering university, Southern University at New Orleans will be a model CFA for HBCUs and will provide students opportunities for jobs and internships in the real estate finance, mortgage, and banking industry. In addition, prepare them for solid financial growth, teach money management and social skills, and introduce them to credit wealth building and aspects of real estate finance.

HomeFree-USA, Inc. and funding partners will provide a \$25,000 contribution to Southern University at New Orleans in 2 installments during the 2022/2023 school year. Installments of \$10,000 will be disbursed in 2022, and \$15,000 will be disbursed by March 2023 to cover the CFA program cost. HomeFree-USA, Inc. will ensure program results and identify potential internships and jobs. In addition to providing financial support, HomeFree-USA, Inc. will heighten SUNO's image and value to the real estate finance and mortgage industry.

I hereby request that this proposed MOU is presented for approval to the Southern University System Board of Supervisors at its September 16, 2022, board meeting. If you have any questions, please feel free to contact me.

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

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



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
HOMEFREE-USA, INC. AND SOUTHERN UNIVERSITY AT NEW ORLEANS**

This Memorandum of Understanding (“MOU”) is entered into this September 6, 2022, between HomeFree-USA, Inc., a Maryland Nonprofit Corporation, (“HomeFree-USA”) located at 6200 Baltimore Avenue, Riverdale, MD 20737 and Southern University at New Orleans located at 6400 Press Drive, New Orleans, LA 70126

The purpose of this MOU is to express the agreements, understanding and arrangements between the parties and to describe how the participants will work together to implement, expand and promote the Center for Financial Advancement® (CFA) at Southern University at New Orleans.

**I. Agreement Participants**

The Program Participants include:

- HomeFree-USA, Inc.
- Southern University at New Orleans

**II. Agreement Overview**

As a CFA partnering university, our goal is to make Southern University at New Orleans the model CFA for HBCUs, give Southern University at New Orleans students opportunities for jobs and internships in the real estate finance, mortgage, and banking industry, prepare them for solid financial growth, teach money management and social skills, introduce them to credit, wealth building and aspects of real estate finance.

Faculty, staff, parents, and local communities will also be empowered with the information to promote their financial growth.

HomeFree-USA and funding partners will provide a \$25,000 contribution to Southern University at New Orleans in 2 installments during the 2022/2023 school year. Installments of \$10,000 will be disbursed in 2022 and \$15,000 will be disbursed by March 2023 to cover CFA program cost. HomeFree-USA, working with Southern University at New Orleans, will ensure program results, and identify potential internships and jobs.

In addition to providing financial support, HomeFree-USA will heighten the image and value that Southern University at New Orleans brings to the real estate finance and mortgage industry. The goal of this agreement is to create a WIN, WIN for all.

### **III. Agreement Goals**

The goals of this Agreement are to:

- Create awareness and promote a positive image of Southern University at New Orleans as an excellent source of diverse millennial talent for the mortgage, banking, and real estate finance industry.
- Create a pipeline of skilled talent from Southern University at New Orleans for internships and careers in the mortgage, banking, and real estate finance industry.
- Amplify the value of Southern University at New Orleans and its graduates in the real estate finance and mortgage industry, local community, among its alumni and beyond.
- Have the CFA be a catalyst for increasing enrollment and the stature of Southern University at New Orleans.
- Prepare Southern University at New Orleans students for financial growth through the CFA Scholar Program.
- Elevate the financial stature and homeownership potential of Southern University at New Orleans students, faculty, staff, alumni, parents and the greater New Orleans, LA community residents.
- Enhance the capacity of Southern University at New Orleans faculty and staff to deliver financial education to Southern University at New Orleans students.

### **IV. Responsibilities of the Agreement Participants**

#### **HOMEFREE-USA AGREES TO:**

- Assist to launch the 2022/2023 Center for Financial Advancement® at Southern University at New Orleans with a Marketing and Awareness kick-off event. The CFA program will run from August 2022 through April 2023.
- Be responsible for CFA oversight, initiative coordination, partner reporting and results.
- Provide program, event management, structure, and leadership.
- Introduce a minimum of 20 Southern University at New Orleans students to real estate finance and mortgage, banking industry internships and jobs with CFA partners.
- Provide for CFA Scholars a Money4Life Leadership Conference, partner webinars, sales and life skills training via webinars, virtual program orientation and expectations, and on-campus/ virtual homebuyer fair for faculty, staff, community, and students.
- Work with CFA Scholars and CFA partners to secure internships and jobs.
- Offer a university wide personal development seminar and webinars.
- Develop program calendar in partnership with Southern University at New Orleans.
- Give CFA Scholars a stipend upon completion of key milestones and a Certificate of Achievement upon completion of the entire CFA program.
- Develop training curriculum/materials.
- Develop and maintain registration links and tracking database of student participation.



- Create all CFA documents, letters, press releases and marketing materials, i.e. banners, posters, brochures, flyers.
- Provide a compelling promotional video to interest students in mortgage banking and real estate finance career opportunities.
- Host a financial seminar for faculty/staff if desired by Southern University at New Orleans.
- Develop a CFA web presence on the HomeFree-USA website with promotion of Southern University at New Orleans.
- Develop a comprehensive CFA public relations program with Southern University at New Orleans and CFA partners using traditional and social media.
- Promote Southern University at New Orleans Career Fairs to CFA partners.
- Leverage HFUSA/CFA partnership to forward Southern University at New Orleans mission.

**Southern University at New Orleans AGREES TO:**

- Provide internal program leadership team through the Southern University at New Orleans faculty and/or staff, career planning and placement and public relations and communications departments, and others as appropriate, and as designated by Chancellor James H. Ammons, Jr. or his designee.
- Invite all students and faculty to the CFA Marketing and Awareness kick-off event via a letter from President or designee.
- Ensure that a minimum of 300 students attend the kick-off event.
- Collect applications and faculty/ staff referral forms after the Marketing and Awareness event from potential CFA Scholars no later than one week after the event.
- Interview potential CFA Scholars and select at least 20 students to become CFA Scholars no later than two weeks after the Kick-off event. (*Suggested Guidance 20% freshmen, 30% sophomore, 30% juniors, 20% seniors*)
- Actively promote the CFA to students through student publications and social media.
- Include HomeFree-USA in the beginning of the year faculty/staff institute or convening to promote CFA and its goals and objectives to garner their support.
- Organize a faculty/staff financial seminar.
- Include CFA partners in Southern University at New Orleans Career Fairs.
- Reserve quality space with A/V equipment and management for all CFA events.
- Handle all on-campus expenses for CFA events including food, a photographer and on-campus digital advertising.
- Recognize CFA Scholars in existing end of year student recognition event.
- Place CFA on the Southern University at New Orleans website with a link to the HomeFree-USA website as a collaborative partner. Upon execution of this agreement, CFA agrees to provide Southern University at New Orleans with a limited, non-exclusive license to use marks and/or logos solely for the limited purpose expressly identified under this MOU
- Actively promote the CFA and all partners to parents, alumni, and the local community.
- Send a letter announcing the CFA to parents and alumni from President or designee.
- Participate in and contribute to CFA marketing initiatives through the Southern University at New Orleans Public Communications Office.
- Provide a photographer for all CFA events and submit pictures to HomeFree-USA within a timely manner.
- Respond to requests from HomeFree-USA within agreed upon timeframes.
- Place CFA press release and articles in local newspapers and social media platforms as deemed appropriate.
- Provide opportunity for local or university radio interviews.

- Provide designated secured-storage for CFA materials as needed.

## V. Deliverables

### DELIVERABLES

- Minimum of 300 Southern University at New Orleans students attend Marketing Kick-Off Event August 2022
- Minimum of 20 potential CFA Scholar applications and interviews conducted. At least 20 CFA Scholars selected.
- A minimum of 20 CFA Scholars and liaison attend the #Money4Life Leadership Conference annually October 2022
- Collaborate to provide access to Homebuyer Fair

### CFA Scholars Program Requirement

- Attend #Money4Life Leadership Conference October 2022
- Attend Voice of a Leaders webinars *Throughout the school year ending April 2023*
- Attend Homebuyer Fair
- Complete CFA Scholar Curriculum/Scorecard Requirements

### CFA Scholars Milestones and Stipend Schedule (Earn up to \$600 per student based on Scorecard performance)

- Attend #Money4Life Leadership Conference \$100 - October 2022
- Complete Scorecard requirements *Final stipend amount based on Curriculum engagement /Scorecard performance*

## VI. Administration, Reports and Billing

HomeFree-USA will report at the end of each semester on CFA accomplishments and progress toward goals. Southern University at New Orleans will provide an overview of use of funds annually before July 1.

## VII. Public Relations

Any public relations, marketing, public announcements, and publicity regarding the relationship shall be coordinated through Southern University at New Orleans and HomeFree- USA.

## VIII. Legal Relationship of the Program Participants

Neither party is granted, nor shall it represent that it has been granted any right or authority to assume or create any obligation or responsibility, express or implied, on behalf of, or in the name of the other party, or bind the other party in any manner.

## IX. Term, Renewal, Termination

This MOU shall remain in place for one year from the effective date in the first paragraph of this MOU. This MOU may only be extended or renewed by the written agreement of both parties. Either party may, by written notice to the other party, recommend the early termination of the MOU. This MOU may be terminated by either party by giving the other party at least a 60-day written notice of termination.

X. **Acknowledgements**

As the authorized representative for my organization, I have read this Memorandum of Understanding regarding the Program. I agree that the MOU accurately describes the purpose, operational plan and roles of the Agreement Participants and that the MOU constitutes the sole agreement between the parties with respect to the terms contained herein.

HomeFree-USA

Signed: \_\_\_\_\_

By (Print Name): Marcia J. Griffin

Title: President/CEO

Date: \_\_\_\_\_

Southern University at New Orleans

Signed: \_\_\_\_\_

By (Print Name): Dr. James H. Ammons, Jr.

Title: Chancellor

Date: \_\_\_\_\_



## 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

August 29, 2022

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

RE: Request to name the Strategic Leadership Institute as the Joseph M.  
Stewart Strategic Leadership Institute

Dear President Shields:

The Strategic Leadership Institute (SLI) was established as a collaborative effort by the Southern University Law Center, Southern University College of Business, and the Southern University Nelson Mandela College of Government in 2020. SLI was approved by the Southern University Board of Supervisors approximately two-years ago.

SLI was established as an entity that would develop symposiums, lectures, continuing education workshops, and courses on strategic leadership by leaders who would offer contemporary real-world perspectives in leadership. Over the past two-years, SLI has hosted lectures and webinars featuring Ambassador James Joseph, General Russel Honoré, Under secretary Donald Cravins, and others on a variety of leadership topics.

After consultation with Dr. Donald Andrews, Dean of the Southern University College of Business, and Dr. Damien Ejigiri, Dean of the Nelson Mandela College of government, I seek permission from the Southern University Board of Supervisors to name the entity the Joseph M. Stewart Strategic Leadership Institute. Mr. Stewart, an alum of Southern University and A&M College from the 1960's has been a corporate leader, nonprofit/foundation leader, entrepreneur, and philanthropist over his long and distinguished career. He has donated hundreds of thousands of dollars to further and support the mission of Southern University and A&M College. Attached is a brief bio of Mr. Stewart for review.

I respectfully ask that this request be presented to the Southern University Board of Supervisors for consideration and approval at its September 16, 2022, board meeting. If you have any questions, please feel free to contact me.

Sincerely,



John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



**Joseph M. "Joe" Stewart**

Descendants Truth & Reconciliation Foundation - Chairman and President & CEO  
Stewart Industries, LLC – Co-Founder and CEO  
Kellogg Company – Senior V.P. (retired)  
W.K. Kellogg Foundation – Trustee (retired)

Joe currently serves as chairman and president and CEO of the Descendants Truth & Reconciliation Foundation.

In 2002, Joe and his son, Erick, co-founded Stewart Industries, LLC, an automotive components and related parts sub-assembly company. Joe continues to serve as the company's Chief Executive Officer.

He retired from the Kellogg Company as senior vice president, corporate affairs and chief ethics officer in 2000. In 2002, he was appointed to the board of trustees of the W.K. Kellogg Foundation. After serving as Chairman of the board for two years, he retired after 14 years of service. Joe is a long-time resident of Mr. Kellogg's hometown of Battle Creek, Michigan.

Previously, he was Director of Food Services for Washington, D.C.'s public schools and State Director for Child Nutrition Programs for the District of Columbia from 1971 to 1980.

During his tenure in Washington, Joe testified on several occasions before Congress on child nutrition legislation. In 1974, he was recognized by the International Foodservice Manufacturers Association (IFMA) for having the best school feeding program in the United States and was twice appointed by the U.S. Secretary of Agriculture to the National Agricultural Research and Extension Users Advisory Board.

Over the years, Joe has held numerous profit and not-for-profit board and chair appointments with local and national organizations. Currently, Joe serves on the boards of the National Resource Center for the Healing of Racism (NRCHR); the Urban League of Battle Creek (ULBC); Medical Education for South African Blacks (MESAB); the Auto Club of Michigan; and Stewart Industries. Previously, he was chairman of the governing board of the Calhoun County Health Improvement Program (CCHIP) and chairman of the board for Battle Creek Health Systems. He also served on the Advisory Board of the Johns Hopkins School of Hygiene and Public Health; the Grand Valley State University Board of Control; the board of the Foundation for American Communications (FACS); Pyper products; the Southern University System Foundation; and the Michigan National Bank Regional Advisory Board.

Joe is a native of Maringouin, Louisiana, and holds a bachelor's degree in food and nutrition from Southern University and A&M College in Baton Rouge, Louisiana. He was awarded an honorary Doctor of Science

degree from Southern University and A&M College, and an honorary Doctor of Public Administration degree from Albion College in Albion, Michigan.

Joe and his wife, Clara, live in Battle Creek. They have two adult children.



## SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

www.suno.edu

### Office of the Chancellor

August 30, 2022

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

RE: Submission of Higher Education Emergency Relief Fund (HEERF) for Construction Project

Dear President-Chancellor Shields:

Southern University at New Orleans (SUNO) is seeking your support and approval of the Southern University and A&M College System Board of Supervisors to submit to the U.S. Department of Education a Prior Approval Request Form to construct a Nursing and Allied Health Building. On March 13, 2022, President Biden signed the Consolidated Appropriations Act, 2022 (Pub. L. 117-103). The Act included language which allows Higher Education Emergency Relief Fund (HEERF) grant recipients to use the HEERF (a)(2) grant funds for construction, renovation, and the purchase of real property to prevent, prepare for, and respond to the coronavirus.

Southern University at New Orleans seeks to build a facility that will support a comprehensive health education program that will address many current and future healthcare needs resulting from the COVID-19 pandemic. This building will host degree programs and research activity in nursing, cardiopulmonary science, and public health. Nursing students at this site will work with the Student Health Center to perform testing and vaccinations for those affected by the pandemic. The Nursing and Allied Health Building will also include counseling space for our students, faculty and staff.

Upon approval, SUNO will submit the required documentation to the U.S. Department of Education. The required documentation includes the following: Prior Approval Request Form, 524 Budget Form and SF 424D Assurances Form. Once those documents are received, SUNO will be assigned a HEERF Program Specialist and await determination of its request.

We are projecting that the cost of this building will be approximately \$25 million. SUNO will invest \$20 million in the project and request that the remaining cost be included in our capital outlay request for FY 24.

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

With kind regards,

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

Cc: Ken Dawson

APPROVED: \_\_\_\_\_  
President-Chancellor Dennis Shields  
Southern University and A&M College System

***“An Equal Educational Opportunity Institution”***





## MEMORANDUM OF UNDERSTANDING

September 13, 2022

### BY EMAIL

Southern University and Agricultural and Mechanical College  
Ashford O. Williams Hall  
181 B.A. Little Drive  
Baton Rouge, LA 70813

Attn: Chancellor Orlando McMeans, Southern University Agricultural Research and Extension Center;

Southern University Law Center  
Roosevelt Steptoe Dr.  
Baton Rouge, LA 70813

Attn: Chancellor John Pierre, Southern University Law Center

Re: Memorandum of Understanding

Dear Mr. McMeans and Mr. Pierre:

This Memorandum of Understanding (“**MOU**”) sets forth the principal terms of understanding between GREENFIELD EXPORTS, LLC, a Delaware limited liability company (“**Greenfield**”) and SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER (“**SUAREC**”) and SOUTHERN UNIVERSITY LAW CENTER (“**SULC**”), both located in Baton Rouge, Louisiana (collectively “**SU**”) with respect to arrangements between Greenfield and SU as described in more detail in this MOU (the “**Arrangements**”).

1. **Background.** The parties understand that: (i) Greenfield desires to build community support for, and final approval of a permit from the U.S. Army Corp of Engineers (the “**USACE Permit**”) for, the construction and operation of a grain export facility on certain property in Wallace, Louisiana (the “**Project**”); (ii) Greenfield desires to work with SU to support black farmers in overcoming historic legacies of environmental racism and build and invest in providing new opportunities to black farmers across the region; (iv) the parties believe that by working together they can efficiently facilitate the arrangements between Greenfield and SU as described in Sections 2 and 3 of this MOU.
2. **Greenfield Undertakings.** The parties understand that:
  - (a) Greenfield will negotiate and enter into a mutually acceptable Definitive Agreement (defined below) with SU to provide the following directly and/or through its affiliated private foundation (to be formed):
    - (i) provide an internship program for SU students in agriculture-related fields at facilities operated by Greenfield or its affiliates throughout Louisiana (“**Greenfield**

**Facilities**”) focused on grain operations management and grain merchandising (the **“Internship Program”**);

- (ii) provide a \$100,000.00 directed gift to the SU Law Center’s Heirs Property Initiative (the **“Initiative”**) to be used to provide legal services to black farmers, particularly those on the West Bank of St. John the Baptist Parish, to increase land retention;
  - (iii) promote farming and membership in the Federation of Southern Cooperatives (the **“Federation”**) to black farmers;
  - (iv) leverage culture and heritage initiatives at or near the Project with the Louis A. Berry Institute for Civil Rights and Justice (**“Berry Institute”**) programs, the Federation archives at the Amistad Research Center, the Louisiana Civil Rights Museum, and the Federation’s Farmers Art exhibit;
- (b) Negotiate and enter into such other agreements with SU required to facilitate the Arrangements.

**3. SU Undertakings.** In light of the foregoing, the parties understand that SU will:

- (a) negotiate and enter into a mutually acceptable Definitive Agreement (defined below) with Greenfield;
- (b) cause SUAREC to:
  - (i) recruit SU students to work as interns in the Internship Program at Greenfield Facilities;
  - (ii) promote grain farming, particularly to new, active, and/or legacy black farmers;
  - (iii) promote farming and membership in the Federation to black farmers;
  - (iv) promote grain farming research;
  - (v) promote agribusinesses as a transformative tool in communities historically impacted negatively by environmental justice issues, including permitting, land use planning, policy design and enforcement;
  - (vi) collaborate with Greenfield and its cultural partners to preserve and promote the history of black farmers, especially their roles in the civil rights movement;
  - (vii) promote the SU-Greenfield partnership;
- (c) cause its SULC to:
  - (i) provide legal services through the Initiative to help increase land retention for black farmers, particularly those on the West Bank of St. John the Baptist Parish;
- (d) cause its Berry Institute to:
  - (i) leverage culture and heritage initiatives at or near the Project with Greenfield, the Federation archives at the Amistad Research Center, the Louisiana Civil Rights Museum, and the Federation’s Farmers Art exhibit.

**4. Definitive Agreement.** Once SU executes this MOU where indicated (the **“Effective Date”**), and Greenfield has been granted the final USACE Permit, the parties shall enter into good faith

negotiations respecting all of the terms of the Arrangement. The parties' goal is to finalize negotiations and execute the Definitive Agreement within thirty (30) calendar days of the USACE Permit. Greenfield shall be responsible for the initial draft of the Definitive Agreement.

5. **Term and Termination.** The term of this MOU shall commence upon the Effective Date and shall continue up through the earlier of: (i) the denial of the USACE Permit; (ii) the execution of the Definitive Agreement; or (iii) six (6) months from the Effective Date. Notwithstanding the foregoing, Sections 5, 7, 9 and 11 shall survive any such termination.
6. **Reserved.**
7. **Non-Binding MOU.** The parties hereto acknowledge and agree that this MOU is not binding on either of them, with the exception of Sections 5, 7, 9 and 11 which shall be binding (the "**Binding Terms**"). Therefore, except for the Binding Terms, this MOU shall serve solely as an expression of the main terms and conditions that the parties currently intend to incorporate in a final, written agreement between them with respect to the Arrangements (the "**Definitive Agreement**") which if and when consummated, will be binding on the parties.
8. **No Third-Party Beneficiaries.** This MOU is for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of the terms set forth herein.
9. **Expenses.** Each party shall bear its own costs and expenses (including without limitation attorneys' fees) incurred in connection with the activities contemplated for hereunder, including the negotiation of this MOU.
10. **No Assignment.** The rights and obligations set forth herein may not be assigned, in whole or in part, by either party without the other party's prior written consent in each instance. Any attempted assignment in violation of the preceding sentence shall be immediately null and void.
11. **Governing Law.** This MOU shall be governed by the laws of the State of Louisiana without regard to its conflict of laws principles. The parties hereby agree that any action arising out of this MOU will be brought solely in the 19th Judicial District Court, State of Louisiana. Both parties hereby submit to the exclusive jurisdiction and venue of any such court.

If you agree with the terms of this MOU, please sign this MOU where indicated below and return an executed copy to me at [kyle@gfh.ag](mailto:kyle@gfh.ag).

Best Regards,

**GREENFIELD EXPORTS, LLC**

---

Kyle Egbert, CEO

This MOU is agreed to and accepted by:

**SOUTHERN UNIVERSITY AND AGRICULTURAL RESEARCH AND EXTENSION  
CENTER**

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Orlando McMeans, Chancellor

**SOUTHERN UNIVERSITY LAW CENTER**

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John Pierre, Chancellor