

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

9:00 a.m.

January 08, 2021

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING
Committee of the Whole
Friday, January 8, 2021
9:00 a.m.
Virtual Meeting

AGENDA

1. Call to Order
2. Invocation
3. Installation of New Members
4. Installation of Board Officers for 2021
5. Roll Call
6. Adoption of the Agenda
7. Public Comments
8. Action Item(s):
 - A. Request Approval of the Minutes from November 21, 2020 meeting of the Board of Supervisors
 - B. Request Approval of MOU between SUNO and the City of New Orleans to establish Educational and Workforce Development Opportunities (SUNO)
 - C. Request Approval of Articulation and MOU between SUNO and California Community Colleges (SUNO)
 - D. Request Approval of Cooperative Endeavor Agreement between The City of New Orleans and SUNO / Wisner Grant to establish the Center for Grief and Trauma Therapy (SUNO)
 - E. Request Approval of MOU between SULC and Education Farm to Coordinate and Design Pathways for Talent Development and Social Justice Reform (SULC)
 - F. Request Approval of MOU between SULC, Pharaoh's Conclave, LLC (Pharaoh's Conclave) and PCX Go, Inc. to afford SULC avenues and pipelines through its Mixed Reality, Virtual Innovation and Game and esports Institute (SULC)
 - G. Request Approval of Agreement with SUSLA and Governance, Inc. (GOV) to Support Grant Development and Access to Financial Opportunities (SUSLA)
 - H. Request Approval to rename the SUNO School of Social Work to the Millie M. Charles School of Social Work (SUNO)
 - I. Request Approval of Distance Education Course Attendance Policy (SUSLA)

J. Request Approval of Revised Class Attendance and No-Show Policy (SUSLA)

K. Request Approval of the Revised Policy on Endowed Faculty and Chairs (SUBR)

L. Request Approval to establish a Distinguished Jurist of Law and Justice Professorship (SULC)

M. Request Approval of SUSLA Market Salary Adjustments (SUSLA)

1. JoAnn Brown	Dean/Assoc Professor Allied Health Additional Responsibilities (SUSLA)	\$72,830.00	State
2. Devonye Brown	Director of Outcomes Assessments and Quality Mgmt Additional Responsibilities (SUSLA)	\$60,027.00	State
3. Stephanie Graham	Director of Grants & Sponsored Programs Additional Responsibilities (SUSLA)	\$71,300.00	State
4. Barry Hester	Dean/Professor of Chemistry Additional Responsibilities (SUSLA)	\$67,906.00	State
5. Leslie McClellon	Chief of Staff /Executive Director for Strategic Initiatives Additional Responsibilities/Title Change (SUSLA)	\$88,248.00	State
6. Lonnie McCray	Dean Arts, Humanities, Social Science & Education Additional Responsibilities (SUSLA)	\$61,651.25	State
7. Veloria Nanze	Director of Accounting Additional Responsibilities (SUSLA)	\$61,200.00	State
8. Joseph Orban	Professor of Biomedical Sciences/Dean of Liberal Arts & Science Additional Responsibilities (SUSLA)	\$76,049.16	State
9. Tiffany Varner	Director of Nursing Additional Responsibilities (SUSLA)	\$83,232.00	State

N. Request Approval of Personnel Action on Positions equal to or greater than \$60,000

Name	Position/Campus	Salary	Funding Source
1. Toni Booker	Chief Financial Officer Additional Responsibilities (SUS Foundation)	\$82,500.00	State
2. Janice Clark	Jurist of Law and Justice Professor New Position (SULC)	\$138,500.00	State

3.	Chris Crenshaw	Interim Head Baseball Coach Additional Responsibilities (SUBR)	\$65,000.00	State
4.	Veronica McEachin	Assoc. Vice Chancellor of Academic Innovation New Position (SUSLA)	\$73,500.00	State
5.	Shirley McLendon	Comptroller Additional Responsibilities (SUS Foundation)	\$72,000.00	State
6.	Dawn Mellion-Patin	Specialist, Small Farms New Position (SUAREC)	\$100,000.00	Federal
7.	Terry Steward	Director of Purchasing New Position (SULC)	\$84,000.00	State
8.	Jorge Sousa	Director of Enrollment and Recruitment New Position (SUSLA)	\$67,000.00	State
9.	LaTonya Wright	Interim Director of Records and Registration Additional Responsibilities (SULC)	\$79,275.00	State

O. Request Consideration of One-Year Contract Extensions for Head Coaches (with no other changes)

1. Dawson Odums- Head Football Coach (SUBR)
2. Sean Woods- Head Men's Basketball Coach (SUBR)
3. Carlos Funchess- Head Women's Basketball Coach (SUBR)

P. Request Approval of One-year Salary Stipend Adjustments for Additional Work Under Grants for Marla Dickerson, Cynthia Reed and Charletta Fortson (SULC)

Q. Request Approval of Family Medical Leave (FMLA) – John Alak (SUSLA)

R. Request Consideration and Approval of Recommendation to Appoint the Chancellor of Southern University at New Orleans (**Executive Session May be Required*)

S. Resolutions

9. Informational Items

- A. Finance Update
 1. Interim Financial Reports
- B. Facilities Planning Project Updates (SUS)

10. President's Report

11. Chancellors' Report

12. Other Business

13. Adjournment

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING

Smith-Brown Student Union ~ Cotillion Ball Room

Baton Rouge, Louisiana

Committee of the Whole

Friday, November 20, 2020

9:00 a.m.

Minutes

The Committee as a Whole meeting of the Southern University Board of Supervisors was called to order by board Chairman Atty. Domoine Rutledge.

The Invocation was provided by Rev. Samuel Tolbert.

Dr. Rani Whitfield introduced Miss Southern Lab, Miss McKayla Boudreaux who lead the Pledge of Allegiance.

Roll Call by Dr. Ray Belton.

Present: Atty. Domoine Rutledge, Rev. Samuel C. Tolbert, Atty. Jody Amedee, Mr. John Barthelemy, Mr. Raymond Fondel, Jr., Mr. Bakari Garvey, Mr. Sam Gilliam, Mr. Richard Hilliard, Atty. Patrick Magee, Atty Edwin Shorty, Ms. Ann Smith, Dr. Leon Tarver II, Dr. Rani Whitfield, and Mrs. Arlanda Williams.

Absent: Dr. Leroy Davis and Dr. Curman Gaines

AGENDA ITEM 3: ELECTION OF BOARD OFFICERS FOR 2021

**Nominations for chair and vice chair were unanimously closed because both candidates were unopposed.*

A. Chairman

Upon the motion by Mr. Sam Gilliam, Atty Domoine Rutledge was nominated as Chair of the Board of Supervisors. Dr. Leon R. Tarver II made a motion that was seconded by Atty Patrick Magee to close the nominations. Rev. Samuel Tolbert commented on Atty Rutledge being nominated as Chairman, “he mentioned that Atty Domoine Rutledge is in a new Governor's appointment which means that the rules for the election do not need to be suspended”. Everyone was ready to vote.

Motion passed.

Atty. Rutledge expressed his gratitude for being selected to serve another year. He thanked the board members for their support. He's looking forward to the new year.

B. Vice Chairman

Upon the motion by Ms. Arlanda Williams, Mr. Edwin Shorty was nominated as Vice chairman of the board. There was a motion that was seconded to close the nominations.

Motion passed.

AGENDA ITEM 4: ADOPTION OF THE AGENDA

Upon the motion by Attorney Patrick Magee and second by Dr. Rani Whitfield the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 5: PUBLIC COMMENTS

Chairman Atty Rutledge acknowledged the public comments received.

Name: Elijah Crawford

Which Committee is your Public Comment in reference to?: SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

Summary of Public Comment: Why hasn't the university released a statement letting the student know what the plan is for the Spring semester? We need to know if we are fully online again or hybrid, or in person.

Name: Keeli Pigg

Department: Student

Which Committee is your Public Comment in reference to?: FINANCE COMMITTEE, SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

Summary of Public Comment: The \$100.00 charge per credit hour distance learning fee that is being proposed is uncalled for. It might not affect me, for I am an in-person student. However, if the pandemic continues to get worse, we might not be given the choice to be in-person. Therefore, to punish us with the fee for something that is clearly out of our control is outrageous. Further, Zoom is a free platform that classes are conducted through. I would like to know why it is more expensive to be in a virtual learning environment versus an in-person environment.

Name: Dr. Albert Samuels

Department: Faculty Senate

Which Committee is your Public Comment in reference to?: Agenda Item 8C

Summary of Public Comment: Discussion with faculty senate – The faculty tenure recommendations are done late. Board should receive these recommendations in April of every academic year. This cannot be allowed to happen again.

Name: Dr. Mostafa Elaasar

Department: Natural Sciences

Which Committee is your Public Comment in reference to?: SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

Summary of Public Comment: Action item 8 R. The salary increases at SUNO failed to address the in justice in salaries and salary equity. We have Professors earning Assistance Professor salaries for years. In the past, Dr. Belton promised to do salary studies and to resolve these injustices, but he did not fulfil his promise.

Name: Dr. Mostafa Elaasar

Department: Natural Sciences

Which Committee is your Public Comment in reference to?: ACADEMIC AFFAIRS, FINANCE COMMITTEE, SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

Summary of Public Comment: Would you please address the salary equity.

Dr. Belton said he and the staff will work to address concerns going forward.

AGENDA ITEM 6: ABOVE AND BEYOND AWARD

Chancellor Pierre introduced Mr. Michael Garrard (Professor at SULC) – he mentioned he was an extremely asset for SULC – He Assisted in the increase in enrollment.

Professor Garrard at SULC Thanked Chancellor Pierre and the board for the award and he appreciate the award.

Chairman Rutledge thanked Mr. Garrard for his service as well.

AGENDA ITEM 7: SPECIAL PRESENTATIONS

A. Microsoft Corporation (SUBR)

B. Verizon (SUBR/SULC)

The representatives were not able to attend the meeting. Presentations were done by Dr. Katara Williams and Chancellor Pierre (Verizon). A Special thanks to Ms. April Brumfield (SU alum)

AGENDA ITEM 8: ACTION ITEM(s):

There was a motion by Atty Patrick Magee and Second by Ms. Arlanda Williams to approve in global (items A – E).

Motion passed.

- A. Request Approval of the Minutes from October 23, 2020 meeting of the Board of Supervisors
- B. Request Approval of Revised Spring 2021 Academic Calendar
 - 1. Southern University at Baton Rouge
 - 2. Southern University at New Orleans
 - 3. Southern University at Shreveport
- C. Request Approval of Faculty Tenure and Promotion Recommendations for the 2019-2020 Academic Year – See enclosed chart- (SUBR)
- D. Request Approval of Resolution to Certify Fall 2020 Graduates
 - 1. Southern University at Baton Rouge
 - 2. Southern University Law Center
- E. Request Approval of Revised SUSLA Connect / Cross Enrollment Agreements (SUSLA/SUNO/SUBR)

Mr. Sam Gilliam mentioned that “he supports the agreement but want clarification. He questioned the Revenue sharing and FTEs.”

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Dr. Ellis mentioned that “he wanted to clarify that SUSLA cross enrollment agreement was from 2010 and it had not reviewed since. The Revenue from the Connect Fee go to host campus and other fees go to SUSLA. Course fees go to SUSLA. He discussed the advisement and Freshman seminar/ First Year – for connect students and the process.”

Dr. Ammons mentioned “the SUSLA connect program is important to the system and it allow students to get an opportunity to experience other campuses.”

Dr. Belton echoed the chancellors. “He mentioned the Connect program is Pathway to enroll at any campus. It has grown for students. SUSLA connect program is wrapped around first year experience.”

Mr. Sam Gilliam thanked the gentleman for their clarification.

There was a motion by Atty Patrick Magee and Second by Dr. Tarver to approve in global items F and G. Motion passed.

- F. Request the Adoption of Reorganization Plan in Lieu of the Consolidation of Two Departments (SUSLA)
- G. Request Adoption of Reorganization Plan for the Division of Enrollment Management and Student Success (SUBR)

There was a motion by Atty Patrick Magee and second by Arlanda Williams to approve in global (Items H-Q)
Motion passed.

There was discussion around Items H and K from Mr. Bakari Garvey, Atty Jody Amedee and Mr. Gilliam. They had questions and comments for Dr. Belton. Dr. Belton entertained all questions and comments. Mr. Garvey is requesting continue feedback from Dr. Belton for the fees and asked that he prioritize funds for the program.

- H. Request Approval of Corona Virus Pandemic Special Grading Policy (SULC)
- I. Request Approval to Award a Posthumous Bachelor’s Degree - Miesha Melton (SUBR)
Dr. Belton yield to Dr. Sahoo – request by family -
- J. Request Approval to Initiate a Fee for Integrated Reading and Writing Course (SUSLA)
- K. Request Approval to Establish a Distance Education Learning Fee
 - 1. Southern University at Baton Rouge
 - 2. Southern University at New Orleans
 - 3. Southern University at Shreveport
 - 4. Southern University Law Center
- L. Request Approval of Policy for Additional Compensation Limitations for Faculty and Staff for Sponsored Projects (SUNO)
- M. Request Approval of Prior Learning Assessment Policy (SUSLA)

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- N. Request Approval for Return of Unearned Military Tuition Assistance Policy (SUSLA)
- O. Request Approval of Internal Audit Charter (SUS)
- P. Request Approval of Two-Year Audit Plan (SUS)
- Q. Request Approval of Internal Audit Self-Assessment and Independent Validation (SUS)

There was a motion and a second to approve in Global – (Items R - Y).
Motion passed.

R. Request Approval for Salary and Wage Increases – Faculty and Unclassified Employees (subject to the approval of the appropriate funding agency)

1. Southern University System
2. Southern University at Baton Rouge
3. Southern University at New Orleans
4. Southern University Law Center
5. Southern University Agricultural Research and Extension Center

S. Request Approval of One-Time Salary and Wage Adjustment for Unclassified Faculty and Staff (SUSLA)

T. Request Approval of Civil Service Wage Increases (SUS)

U. Request Approval of Revised Budget Adjustment - BA-7 (SUBR/SUSLA)

V. Acceptance of Interim Financial Reports (SUS)

W. Acceptance of Facilities Planning Project Updates (SUS)

X. Acceptance of Capital Enhancements Presentation (SUBR) – Dr. Belton asked Mr. Huey Lawson and Mr. Kestee Weir to present their power point presentation on all SUBR projects. Atty Rutledge thanked Dr. Belton for the presentation as well as Mr. Lawson and Mr. Weir. He also asked Dr. Belton to address the potholes around the FG Clark Activity Center.

Y. Request Approval of Personnel Action on Positions equal to or greater than \$60,000

	Name	Position/Campus	Salary	Funding Source
1.	Tracie Abraham	Director of Housing (Additional Duties) SUBR	\$80,000.00	State
2.	Tracey Barley	Assoc. V.P. for Online and Distance Education/Director of E-Learning (New Appointment) SUBR	\$120,000.00	State/Federal
3.	Tyra Davis-Brown	Assistant Professor / Veterinarian Agricultural Sciences (Replacement) (SUBR)	\$85,000.00	State

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4.	Anthony Jackson	Associate Vice-Chancellor of Student Affairs (New Appointment) SUBR	\$90,000.00	State
5.	Zackeus Johnson	Dean of University College Division of Enrollment Management and Student Success (New Appointment) SUBR	\$80,000.00	Federal
6.	Terry T. Kidd	Vice-Chancellor of Academic Affairs and Workforce Development/ Professor of Computer Information Systems/Joint Appointment in Education (Title Change/New Appointment) SUSLA	No Change	--
7.	Runnell J. King	Director of Data and Assessment Division of Enrollment Management and Student Success (New Appointment) SUBR	\$64,000.00	State
8.	Janice Sneed	Associate Vice Chancellor of Academic Affairs and Workforce Development/Assistant Professor of Human Services/ Joint Appointment in Business Studies (Title Change/New Appointment) SUSLA	No Change	--
9.	Michael Taylor	Associate Vice Chancellor for Enrollment Management Division of Enrollment Management and Student Success (New Appointment) SUBR	\$90,000.00	State/Federal

Z. Annual Evaluation of Southern University System President-Chancellor Dr. Ray L. Belton
(*Executive Session may be Required)

Upon Motion by Mr. John Barthelemy to have an executive session, the motion was seconded by Mrs. Ann Smith. Roll Call by Dr. Belton. Motion was approved for executive session.

The SUS Board of Supervisors reconvened and upon motion by Attorney Patrick Magee and second by Dr. Tarver, to start meeting.

Chairman Atty Rutledge congratulated Dr. Belton and his staff on a great evaluation.

There was a motion and a second to approve in Global – (Item AA – BB).
Motion passed.

AA. Request to officially name the Southern University at New Orleans Museum of Art
(SUNOMA) (SUNO)

Dr. Ammons mentioned that “on behalf of the SUNO family, he offers for Dr. Belton and the SUS Board of Supervisors consideration and approval the name: Southern University at New Orleans Museum of Art (SUNOMA). The name recognizes SUNO’s legacy in the community and honors the donors over the years who contributed to SUNO’s rich cultural heritage in the community. He mentioned that SUNOMA will further place SUNO in its earned standing as a cultural icon.”

Dr. Ammons mentioned that Dr. Tarver supported him with the project. He thanked him for all that he did to assist him.

BB. Request Approval of Agreement between Southern University Board of Supervisors, a Louisiana public corporation (“Owner”) and Premium Parking Service, L.L.C., a Louisiana limited liability company (“Operator”) for Southern University at Shreveport parking (SUSLA)

Dr. Ellis explained “he would like endorsement of the agreement from Dr. Belton and the SUS Board of Supervisors. The request is to enter into an agreement with Premium Parking Services, L.L.C., to manage the SUSLA automobile parking facilities consisting of approximately 68 parking spaces. The agreement details for a three-year term in which Premium and SUSLA will share the revenue at 50/50 split. The SUSLA Profit Projection of \$22K in year 1, \$36K in Year 2, \$40K in Year 3 based on 70% occupancy. Premium annual expense is estimated to be approximately \$11K. Revenue shall be disbursed to SUSLA in accordance with the agreement.”

CC. Resolutions

Dr. Katara Williams, Chief of Staff read resolutions and commendations for the following:

- Dr. Augustine Hange Nyikwagh
- Mr. Clifton Smith, Jr.
- Mr. Elvin A Sterling, Jr.
- Elder Bessie B. Vaughn
- Ms. Brittani Alexandria Ware
- Mr. Kerrone Williams

Commendations – Congressman Cedric Richmond

Upon motion from Atty Patrick Magee to approve the read resolutions and Dr. Rani Whitfield second the motion.

Motion approved.

Agenda Item 9: INFORMATIONAL ITEM(s)

A. President’s Report

Dr. Belton “thanked the members of the board for their service to Southern University System. Thanked everyone for helping to save SUS and for their leadership and investment in institution.”

Mr. Chairman Thanked President Belton for all his work.

B. Chancellors' Reports

(SUNO) Dr. Ammons referenced the report in packet. He highlighted "NOLA native Peyton Manning and other icons who will play in a capital one golf match on Nov 27 in Arizona. This will be a exhibition game which SUNO has been selected to receive an endowed scholarship in honor of Davenport, the legendary track coach who received national coach of the year. The dollar amount will be announced after the match on Nov 27. He thanked Al Harrell and his team, Ms. Terrye Brayden and Ms. Laverne Toombs for their collaboration to secure the endowment."

(SUSLA) Dr. Ellis referenced the report in packet. He acknowledged "Atty Rutledge and Atty Shorty. He is looking forward to working with them. He is hoping that 2021 is going to be a good year after 2020. SUSLA's Coronation was on Wednesday. Dr. Ellis acknowledged Dr. Melva Williams who was honored last night as one of three leaders in the nation at the Clinton foundation gala."

(SUAREC) Dr. McMeans "congratulated Atty Rutledge and Atty Shorty. He extended thank you to the SUS Board members for approving salary increasing. He mentioned he has sufficient funding for Williams hall which now has a contractor who has a bid for the east wing."

(SULC) Dr. Pierre has nothing to add.

(SUBR) Dr. Sahoo referenced the report in packet. He "congratulated Atty Rutledge and Atty Shorty. He recognized two students that was selected for \$10k scholarship from IBM. "

Agenda Item 10: OTHER BUSINESS

Chairman Atty Rutledge wished everyone a Happy Thanksgiving and Happy Holidays. He does not plan to have a December Board meeting. He reminded everyone that Election day is December 5. He explained the constitution item on the ballot for higher education board and asked everyone to look at the amendment and please go out to vote on December 5.

Agenda Item 11: ADJOURNMENT

Chairman Atty Rutledge made a motion to adjourn, there was a second. Motion passed.

MEMORANDUM OF UNDERSTANDING

Southern University of New Orleans (SUNO)

and the

City of New Orleans

The following is a memorandum of understanding (the “Memorandum”) between Southern University of New Orleans (the “University”) and the City of New Orleans (the “City”). The University and the City may be referred to herein as a “Party,” and, collectively, the “Parties”.

The purpose of this document is to outline how the Parties intend to work together in collaboration to create educational and workforce development opportunities, leverage each other’s resources and ensure ongoing communication between partners.

Recitals

The University was founded in 1959 and is the only public HBCU in New Orleans. The University has played an important role for many years in providing high-quality educational opportunities to New Orleanians. The University’s mission is to “empower and promote the upward mobility of diverse populations of traditional and nontraditional students through quality academic programs, teaching, research, and service to achieve excellence in higher education using various teaching and learning modalities”. Southern University at New Orleans envisions itself as a premier educational institution in the areas of urban transformation, civic engagement and global outreach.

The University has a number of undergraduate and graduate programs including degrees in social work, child development, and business administration. There are currently 2,308 students on the University’s campus. The University is one of the top producers of HBCU graduates across the country and was ranked at number 12 in bachelor’s degrees conferred in Mathematics and Statistics.

For its part, the City affirms the University’s inherent importance to preparing current and future generations of students. The City recognizes the important role higher education plays in economic development and ensuring our residents have access to jobs in high-wage, high-demand industries.

The City believes strategic partnerships with higher education institutions are critical to carrying out the City’s vision and mission. The City’s overall vision is to create and preserve healthy, vibrant communities; Engage with diverse groups of leaders and stakeholders to involve broad perspectives on city priorities; Foster progressive, creative approaches to solutions; and Responsibly protect our city’s most precious natural resource: its people. The City’s mission states, “New Orleans is a City of Yes. We are an inclusive, welcoming, and accessible place to live. New Orleans is a solutions-oriented city focused on improving the quality of life of its residents. We are a city that takes care of and invests in its people.”

In view of these recitals, the University and the City make the following commitments:

Commitments

1. Joint Professional Development Opportunities:
 - a. The City will work in tandem with University faculty to generate curriculum for the Business Administration and Computer Information Systems programs that will prepare graduates to obtain employment within these fields in the public sector. This will create natural feeders to employment opportunities within relevant city departments.
 - b. The University will develop a suite of continuing education modules for City staff in the areas of criminal justice, computer information systems, business administration, museum studies and social work. These will be held on an ongoing basis in order to equip city workers with professional development opportunities that keep them connected to best practices and new trends within the field.
2. Internships and Workforce Development:
 - a. The University will place interns from its core graduate studies programs (criminal justice, computer information systems, museum studies and social work) within various City departments including but not limited to The Office of Criminal Justice Coordination, the Juvenile Justice Intervention Center, the New Orleans Police Department, the Office of Information Technology & Innovation, the Office of Cultural Economy, the Mayor's Office of Youth & Families and the New Orleans Health Department.
 - b. The Small Business Development and Management Institute will collaborate with the Mayor's Office of Workforce Development to leverage one another's resources and expand supportive services for small businesses.
3. Communications
 - a. There will be a primary point of contact named by the University to coordinate interaction with the City's Office of the Mayor communications team in order to highlight University programs, opportunities and announcements for the general public.

The Parties to this Memorandum recognize and agree that the implementation of the various projects and initiatives as defined herein is dependent on numerous factors. The Parties will make their reasonable, good faith effort to realize the spirit of the collaboration outlined in this agreement. Notwithstanding the foregoing, the Parties each acknowledge and agree that this Memorandum is not intended to create, and shall not create, any binding obligation on the part of either Party to consummate the transactions contemplated hereby.

The initial term of this Memorandum is two years from the date of signature. The Parties will review progress of the program identified within this Memorandum annually. It may be renewed and/or amended upon agreement of the Parties.

Signed:

Dr. James H. Ammons Jr.

Chancellor, Southern University

Date:

LaToya Cantrell

Mayor, City of New Orleans

Date:



MEMORANDUM OF UNDERSTANDING

between the

California Community Colleges Chancellor's Office and Southern University at New Orleans

This agreement is effective as of February 1, 2021 between **Southern University at New Orleans** an independent, non-profit, public benefit corporation (University) whose address is **6400 Press Dr, New Orleans, LA 70126**, and the CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE (CCCCO), whose address is 1102 Q Street, Suite 4554, Sacramento, CA 95811.

The **Southern University at New Orleans** enters into this agreement with the system wide Chancellor's Office for 116 California Community Colleges and 73 Community College districts. The purpose of this agreement is to ensure acceptance of prior coursework and to facilitate the transfer of California Community College (CCC) students who have completed either of the following:

1. An Associate Degree Awarded by a California Community College with a minimum cumulative grade point average (GPA) of 2.5 or higher, that meets any one of the following requirements:
 - a. The degree is an Associate in Arts for Transfer (AA-T) degree or an Associate in Science for Transfer (AS-T) degree. These degrees were designed to provide a clear pathway to a California State University major and baccalaureate degree and they represent strong preparation for upper division coursework in a range of majors.
 - b. The degree includes the completion and certification of the lower division Intersegmental General Education Transfer Curriculum (IGETC) used by California Community College students to prepare to transfer to the University of California and California State University systems; or,
 - c. The degree includes the completion and certification of the lower division California State University General Education Breadth pattern; or,

(OR)

2. A minimum of 30 transferrable semester units with a minimum cumulative grade point average (GPA) of 2.5 or higher.

In exchange for meeting one of the above conditions, CCC transfer students will be afforded the following opportunities:

I. GUARANTEED ADMISSION

CCC transfer students awarded an Associate Degree as defined above will be guaranteed admission to the University at junior standing. Students will be made aware that additional prerequisites and graduation requirements may be required by **Southern University at New Orleans** for certain majors. Only students who are in good standing at their last transfer institution will be considered.

CCC transfer students without an Associate Degree but obtaining a minimum 30 transferrable units as defined above will be guaranteed admission to the University.

In either instance, students will be made aware that additional prerequisites and graduation requirements may be required by **Southern University at New Orleans** for certain majors. Only students who are in good standing at their last transfer institution will be considered.

II. TRANSFERABILITY OF CREDIT

For CCC transfer students awarded an Associate Degree **Southern University at New Orleans** will accept a minimum of 60 semester units. For CCC transfer students without an Associate Degree but with a minimum of 30 transferrable units **Southern University at New Orleans** will accept a minimum of 30 semester units.

Southern University at New Orleans will accept CCC courses deemed transferable to the University of California and the California State University towards general education, major and/or elective credit. Units accepted for the CCC Associate Degree through CLEP, DANTEs, IB, AP, and Credit by Exam, and ACE will be applicable toward the Bachelor's degree **Southern University at New Orleans** reserves the right to award credit for major preparation based on University policy.

III. GENERAL EDUCATION REQUIREMENTS

Southern University at New Orleans agrees to accept the completion of the lower division CSU General Education- Breadth pattern (CSU GE), the Intersegmental General Education Transfer Curriculum (IGETC) pattern, or a CCC AA-T or AS-T that includes either CSU GE or IGETC in lieu

of its own lower division general education requirements. For CCC transfer students awarded an Associate Degree, no more than nine additional units will be required to fulfill University general education requirements.

IV. CATALOG RIGHTS

If **Southern University at New Orleans** modifies the degree requirements or prerequisites, the student will be accommodated with equivalent coursework and not penalized in total units required for their Bachelor's degree.

V. STUDENT ADVISING

Southern University at New Orleans will provide pre-transfer advising to community college students through online, onsite, and/or telephone advising. The University's Office of the Registrar will maintain MOU agreements with community colleges on its website and will interact with community college Transfer Center Directors. In addition, faculty advising by discipline will be available to future transfer students prior to and once enrolled at the University. Informational materials for potential transfer students will be available at the community colleges to facilitate the transfer process.

Southern University at New Orleans will participate in a minimum of one annual outreach activity to educate and inform California Community College students and faculty about **Southern University at New Orleans**.

Activities may include the following:

- a. Participation in California transfer conferences, transfer fairs, professional conferences (e.g., Umoja Community, Western Association for College Admission Counseling, etc.) and visits to community colleges to educate administrators, counselors, faculty, staff, and students about University admissions requirements, costs, etc.;
- b. Provision of onsite admissions to eligible California Community College students at transfer conferences, transfer fairs, Umoja Community conferences and during college visits; and,
- c. Work with the California Community College transfer centers, the Umoja Community and A2Mend to outreach to all students. Additional efforts will be made to reach out to Science, Technology, Engineering and Mathematics (STEM) majors.

VI. HOUSING

Southern University at New Orleans will provide priority consideration for campus housing during the first year if the housing fees are paid by the housing application deadline.

VII. SCHOLARSHIP OPPORTUNITIES

Southern University at New Orleans will seek to develop transfer scholarships for incoming students who have a 3.2 or higher-grade point average and meet all other criteria of the University, based on available funding.

VIII. DATA

Under this agreement, **Southern University at New Orleans** will conduct an analysis of the California Community College transfer students to determine their progress and success. The analysis should include descriptives that profile the population and process measures, such as course completion and term persistence, as well as course of study. The success of transfer students is measured by achieved outcomes and includes degrees conferred, time to completion, and continuation towards an advanced education. No later than 90 days after the conclusion of an academic year, **Southern University at New Orleans** shall provide the CCCC with a written summary of the results of the analysis. Within the purview of FERPA the following data elements will be provided:

- a. Total number of CCC Students who applied
- b. Total number of CCC Students admitted (with and without Associate Degree)
- c. Total number of new CCC students enrolled for previous fall and spring terms
- d. Total number of continuing/returning CCC students for the fall and spring terms
- e. Completion rates for CCC students;
- f. Persistence (first-to-second term) data for newly enrolled CCC students;
- g. total institutional units completed by CCC students; and
- h. GPA of CCC students.

IX. MARKETING & COMMUNICATION

The CCCC will work with **Southern University at New Orleans** to develop an internal and external marketing plan to communicate and publicize the Chancellor's support of this agreement to all CCC campuses. Dissemination may include print media, news releases, email, webinars, and social media distribution channels. The Transfer and Articulation Unit will assist in promoting this opportunity to each CCC and ensure that Transfer Center Directors understand the benefits of the program for students. Professional organizations and initiatives

such as the Umoja Community, the Western Association for College Admission Counseling (WACAC), and the CCC Transfer Counselor Web Site grantee, will be encouraged to disseminate information about the HBCU MOU agreements.

X. TERMS OF AGREEMENT AND SEVERABILITY

The term of this agreement shall conclude June 30, 2021. This agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended, unless in writing and signed by both parties.

In the unlikely event the partnership is ended, CCC ADT students who are in the admission process, and those receiving any educational benefit described in this agreement, will receive the full range of the benefits offered by this agreement, provided they remain in good academic standing at **Southern University at New Orleans**.

Southern University at New Orleans acknowledges that all students have a right to participate fully in community college educational processes, free from discrimination and harassment, and that community colleges have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunities. Accordingly, **Southern University at New Orleans** shall afford all persons, regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other basis that is contained in the prohibition of hate crimes set forth in California Penal Code, section 422, subdivision (a), equal rights and opportunities.

This agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended, unless in writing and signed by both parties. The agreement supersedes all prior agreements, representations, warranties, promises, or commitments, whether written or oral, with respect to the subject matter contained in this agreement.

CALIFORNIA COMMUNITY COLLEGES

Southern University at New Orleans

By

By

Title

Title

Date

Date

COOPERATIVE ENDEAVOR AGREEMENT

THE CITY OF NEW ORLEANS

AND

SOUTHERN UNIVERSITY AT NEW ORLEANS

WISNER GRANT

THIS COOPERATIVE ENDEAVOR AGREEMENT (the “**Agreement**”) is entered into by and between the City of New Orleans, represented by LaToya Cantrell, Mayor (the “**City**”) and Southern University at New Orleans, represented by the Contractor’s authorized representative (“**SUNO**” or the “**Contractor**”). The City and the Contractor may sometimes each be referred to as a “**Party**” and collectively referred to as the “**Parties.**” The Agreement is effective as of the date of execution by the City (the “**Effective Date**”).

RECITALS

WHEREAS, in or around August 1914, Edward Wisner made a donation of certain immovable property in the State of Louisiana (“**Wisner Donation**”), which property was put into a one hundred (100) year charitable trust of which the City is a beneficiary;

WHEREAS, the percentage of money received by the City annually from the Wisner Donation must be used by the City to support local needs in the areas of education, recreation, beautification, and human services;

WHEREAS, Section 4-206(3)(e) and Section 4-206(3)(f) of the Home Rule Charter of the City of New Orleans authorizes the Mayor to study, devise and implement programs to improve housing and neighborhood conditions in the City and to implement plans to foster the recovery and economic development of the City, respectively;

WHEREAS, pursuant to Article 7, Section 14(C) of the Louisiana Constitution of 1974, and related statutes, and Section 9-314 of the Home Rule Charter of the City of New Orleans, the City may enter into cooperative endeavors with the State of Louisiana, its political subdivisions and corporations, the United States and its agencies, and any public or private corporation, association, or individual with regard to cooperative financing and other economic development activities, the procurement and development of immovable property, joint planning and implementation of public works, the joint use of facilities, joint research and program implementation activities, joint funding initiatives, and other similar activities in support of public education, community development, housing rehabilitation, economic growth, and other public purposes;

WHEREAS, the Contractor is a Non-Profit Corporation organized under the laws of the State of Louisiana; and

WHEREAS, the City and the Contractor desire to accomplish a valuable public purpose of supporting local needs in the areas of beautification, recreation, education, and/or human services.

NOW THEREFORE, the City and the Contractor, each having the authority to do so, agree as follows:

ARTICLE I - OBLIGATIONS OF THE PARTIES

A. Obligations of the City. The City shall:

1. Provide administration of the Agreement through the Mayor's Office;
2. Provide access to all personnel and records deemed necessary to the performance of the services; and
3. Provide one (1) time funding to Contractor in the amount of \$100,000.

B. Obligations of the Contractor. The Contractor shall:

1. Perform the services detailed in Exhibit A, which is fully incorporated, attached hereto and made a part hereof.
2. Perform each of the following services as set forth below:
 - a. Provide services in a manner consistent with the intended purposes of the Edward Wisner Donation, namely beautification, recreation, education, and/or human services.
 - b. Provide services in accordance with the scope outlined above;
 - c. Timely comply with any and all requests by the City pertaining to this Agreement;
 - d. Provide a final report to the City at the termination of this Agreement that details all services accomplished hereunder, the use of funds received in connection with this Agreement, confirmation that all funds were used for the intended purpose(s), and any evaluation findings as outlined in the proposal previously submitted to the City by Contractor, and incorporated herein by reference.
3. Adhere to the following requirements:
 - a. Contractor shall maintain a strict accounting of all grant funds, reporting to the City upon request and obtaining and supplying a detailed annual audit of all income, expenses, and operations relative to this Agreement to the maximum extent required by law; and
 - b. Before modifying the scope of services and/or deliverables contemplated in this Agreement, Contractor must submit any proposed changes to the City in writing in advance of their implementation, and must obtain written approval from the City before implementing any change and/or modification to the scope of services and/or deliverables hereto.

ARTICLE II – AWARD, FUNDING OR COMPENSATION

A. Maximum Amount. The maximum amount awarded by the City to the Contractor under this Agreement is \$100,000, which will be made payable to the Contractor reasonably promptly upon the execution of this Agreement by all Parties.

B. Cost Recovery. In accordance with Section 2-8.1 of the Municipal Code entitled “Cost recovery in contracts, cooperative endeavor agreements, and grants,” to the maximum extent

permitted by law, the Contractor shall reimburse the City or disgorge anything of value or economic benefit received from the City if the Contractor fails to meet its contractual obligations."

ARTICLE III – DURATION AND TERMINATION

A. **Term.** The term of this agreement shall be for 1 year from the Effective Date.

B. **Extension.** The City can opt to extend the term of this Agreement provided that the City Council approves it as a multi-term cooperative endeavor agreement and that additional funding, if required, is allocated by the City Council.

C. **Termination for Convenience.** The City may terminate this Agreement at any time during the term of the Agreement by giving the Contractor written notice of the termination at least 30 calendar days before the intended date of termination.

D. **Termination for Cause.** The City may terminate this Agreement immediately for cause by sending written notice to the Contractor. "Cause" includes without limitation any failure to perform any obligation or abide by any condition of this Agreement or the failure of any representation or warranty in this Agreement, including without limitation any failure to comply with the requirements of the City's Disadvantaged Business Enterprise program and any failure to comply with any provision of City Code § 2-1120 or requests of the Office of Inspector General. If a termination for cause is subsequently challenged in a court of law and the challenging party prevails, the termination will be deemed to be a termination for convenience effective 30 days from the date of the original written notice of termination for cause was sent to the challenging party; no further notice will be required.

E. **Termination for Non-Appropriation.** This Agreement will terminate immediately in the event of non-appropriation of funds sufficient to maintain this Agreement without the requirement of notice and the City will not be liable for any amounts beyond the funds appropriated and encumbered for this Agreement.

ARTICLE IV - INDEMNITY

A. **Duty to Indemnify the City.** To the fullest extent permitted by law, the Contractor will protect, defend, indemnify, and hold harmless the City, its agents, elected officials, and employees (collectively, the "Indemnified Parties") from and against all claims, demands, actions, liabilities, losses (including, without limitation, economic losses), and costs, arising out of or related to (a) any actual or alleged act or omission in the performance of this Agreement by the Contractor, its employees, or any subcontractor or (b) any act outside the scope of this Agreement by the Contractor, its employees, or any subcontractor.

B. **Limit on Duty to Indemnify.** Notwithstanding anything in this Agreement to the contrary, the Contractor is not required to indemnify the Indemnified Parties for any loss that results from the gross negligence or willful misconduct of any of the Indemnified Parties, provided that the Contractor or any subcontractor did not contribute to such gross negligence or willful misconduct.

C. **Independent Duty to Defend.** Notwithstanding anything in this Agreement to the contrary, the Contractor, at its option, will immediately defend the City from, or reimburse the City for the City's costs incurred in the defense of, any claim that actually or potentially falls within the scope of this indemnity, even if the claim is groundless, false, or fraudulent, or if the Contractor is absolved of liability.

D. **Expenses.** The Contractor will bear all expenses, including without limitation reasonable attorney fees, of the City in enforcing the terms of this article.

ARTICLE V - INSURANCE

A. Except as otherwise noted, at all times during this Agreement or the performance of work required by this Agreement, the Contractor will maintain the following insurance in full force and effect for the duration of the work under this Agreement:

a. **Minimum Requirements:**

- i. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 or similar acceptable to the City, covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- ii. **Workers’ Compensation:** as required by the State of Louisiana, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- iii. **Workers’ Compensation Indemnity:** In the event Contractor is not required to provide or elects not to provide workers’ compensation coverage, the Parties hereby agree that Contractor, its Board, agents, and employees will have no cause of action against, and will not assert a claim against, the City, its departments, agencies, agents, and employees as an employer, whether pursuant to the Louisiana Workers’ Compensation Act or otherwise, under any circumstance. The Parties also hereby agree that the City, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its Board, agents, and employees. The parties further agree that the Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, volunteers, and agents. Contractor hereby agrees to protect, defend, indemnify, and hold the City of New Orleans, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this Agreement.

b. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions:

- i. **Primary Coverage.** For any claims related to this contract, **the Contractor’s insurance coverage shall be primary** insurance as respects the City, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non- contributing to the Contractor’s coverage.
- ii. **Claims Made Policies.** If applicable, the retroactive date must be shown and must be before the date of the contract or the beginning of work. If the

coverage is canceled or non-renewed, and not replaced with another claims-made policy, Contractor must purchase “extended reporting” coverage for minimum of 5 years after the termination of this Agreement.

- iii. Waiver of Subrogation. **The Contractor and its insurers agree to waive any right of subrogation** which any insurer may acquire against the City by virtue of the payment of any loss under insurance required by this Agreement.
- iv. Acceptability of Insurers. Insurance is to be placed with **insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best’s rating of no less than A:VII**, unless otherwise acceptable to the City.

B. The Contractor will provide the City’s Risk Manager (at City of New Orleans Attn: Risk Manager, 1300 Perdido Street, Suite 9E06, New Orleans, LA 70112 – Ref.: Wisner Grant) within 10 calendar days of the Effective Date and at any other time at the City’s request the following documents:

- a. Proof of coverage for each policy of insurance required by this Agreement; and
- b. Copies of all policies of insurance, including all policies, forms, and endorsements.

C. Without notice from the City, the Contractor will:

- a. Replenish any policy aggregate limit that is impaired before commencement of any work or continuation of any work under this Agreement;
- b. Substitute insurance coverage acceptable to the City within 30 calendar days if any insurance company providing any insurance with respect to this Agreement is declared bankrupt, becomes insolvent, loses the right to do business in Louisiana, or ceases to meet the requirements of this Agreement; and
- c. Notify the City’s Risk Manager in writing within 48 hours of its receipt of any notice of non-renewal, cancellation, or reduction in coverage or limits affecting any policy of insurance maintained under this Agreement.

ARTICLE VI - NON-DISCRIMINATION

A. Equal Employment Opportunity. In all hiring or employment made possible by, or resulting from this Agreement, the Contractor (1) will not be discriminate against any employee or applicant for employment because of race, sex, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, gender identity, creed, culture, or ancestry, and (2) where applicable, will take affirmative action to ensure that the Contractor’s employees are treated during employment without regard to their race, sex, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, gender identity, creed, culture, or ancestry. This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, sex, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, gender identity, creed, culture, or ancestry.

B. Non-Discrimination. In the performance of this Agreement, the Contractor will not discriminate on the basis, whether in fact or perception, of a person's race, color, creed, religion, national origin, ancestry, age, sex, gender, sexual orientation, gender identity, domestic partner status, marital status, physical or mental disability, or AIDS- or HIV-status against (1) any employee of the City working with the Contractor in any of Contractor's operations within Orleans Parish or (2) any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by the Contractor. The Contractor agrees to comply with and abide by all applicable federal, state and local laws relating to non-discrimination, including, without limitation, Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

C. Incorporation into Subcontracts. The Contractor will incorporate the terms and conditions of this Article into all subcontracts, by reference or otherwise, and will require all subcontractors to comply with those provisions.

D. The City may terminate this Agreement for cause if the Contractor fails to comply with any obligation in this Article, which failure is a material breach of this Agreement.

ARTICLE VII - INDEPENDENT CONTRACTOR

A. Independent Contractor Status. The Contractor is an independent contractor and shall not be deemed an employee, servant, agent, partner, or joint venture of the City and will not hold itself or any of its employees, subcontractors or agents to be an employee, partner, or agent of the City.

B. Exclusion of Worker's Compensation Coverage. The City will not be liable to the Contractor, as an independent contractor as defined in La. R.S. 23:1021(7), for any benefits or coverage as provided by the Workmen's Compensation Law of the State of Louisiana. Under the provisions of La. R.S. 23:1034, any person employed by the Contractor will not be considered an employee of the City for the purpose of Worker's Compensation coverage.

C. Exclusion of Unemployment Compensation Coverage. The Contractor, as an independent contractor, is being hired by the City under this Agreement for hire and defined in La. R.S. 23:1472(12)(E) and neither the Contractor nor anyone employed by it will be considered an employee of the City for the purpose of unemployment compensation coverage, which coverage same being hereby expressly waived and excluded by the parties, because: (a) the Contractor has been and will be free from any control or direction by the City over the performance of the services covered by this Agreement; (b) the services to be performed by the Contractor are outside the normal course and scope of the City's usual business; and (c) the Contractor has been independently engaged in performing the services required under this Agreement prior to the date of this Agreement.

D. Waiver of Benefits. The Contractor, as an independent contractor, will not receive from the City any sick and annual leave benefits, medical insurance, life insurance, paid vacations, paid holidays, sick leave, pension, or Social Security for any services rendered to the City under this Agreement.

ARTICLE VIII - NOTICE

A. Except for any routine communication, any notice, demand, communication, or request required or permitted under this Agreement will be given in writing and delivered in person or by

certified mail, return receipt requested as follows:

1. To the City:

John D. Pourciau, Chief of Staff, Mayor's Office
City of New Orleans
1300 Perdido Street, Suite 2E04
New Orleans, LA 70112

&

Sunni J. LeBeouf, City Attorney
City of New Orleans
1300 Perdido Street, Suite 5E03
New Orleans, LA 70112

2. To the Contractor:

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

&

Corinne M. Blache, General Counsel
Southern University System
J.S. Clark Administration Building, Fourth Floor
Baton Rouge, Louisiana 70813

B. Effectiveness. Notices are effective when received, except any notice that is not received due to the intended recipient's refusal or avoidance of delivery is deemed received as of the date of the first attempted delivery.

C. Notification of Change. Each party is responsible for notifying the other in writing that references this Agreement of any changes in its address(es) set forth above.

ARTICLE IX - ADDITIONAL PROVISIONS

A. Amendment. No amendment of or modification to this Agreement shall be valid unless and until executed in writing by the duly authorized representatives of each Party to this Agreement.

B. Assignment. This Agreement and any part of the Contractor's interest in it are not assignable or transferable without the City's prior written consent.

C. Audit and Other Oversight. The Parties will abide by all provisions of City Code § 2-1120, including without limitation City Code § 2-1120(12), which requires the Parties to provide the Office of Inspector General with documents and information as requested pursuant to this Agreement. Failure to comply with such requests is a material breach of the Agreement. In signing this Agreement, the Parties agrees that it is subject to the jurisdiction of the Orleans Parish Civil District Court for purposes of challenging a subpoena.

D. Choice of Law. This Agreement will be construed and enforced in accordance with

the laws of the State of Louisiana without regard to its conflict of laws provisions.

E. Compliance with the City's Hiring Requirements – Ban the Box. (i) The Contractor agrees to adhere to the City's hiring requirements contained in City Code Sections 2-8(d) and 2-13(a)-(f). Prior to executing this Agreement, Contractor must provide a sworn statement attesting to its compliance with the City's hiring requirements or stating why deviation from the hiring requirements is necessary. (ii) Failure to maintain compliance with the City's hiring requirements throughout the term of the Agreement, or to provide sufficient written reasons for deviation, is a material breach of this Agreement. Upon learning of any such breach, the City will provide the Contractor notice of noncompliance and allow Contractor thirty (30) days to come into compliance. If, after providing notice and thirty (30) days to cure, the Contractor remains noncompliant, the City may move to suspend payments to Contractor, void the Agreement, or take any such legal action permitted by law or this Agreement. (iii) This section will not apply to any agreements excluded from the City's hiring requirements by City Code Sections 2-8(d) or (g). Should a court of competent jurisdiction find any part of this section to be unenforceable, the section should be reformed, if possible, so that it is enforceable to the maximum extent permitted by law, or if reformation is not possible, the section should be fully severable and the remaining provisions of the Agreement will remain in full force and effect. (iv) The Contractor will incorporate the terms and conditions of this Article into all subcontracts, by reference or otherwise, and will require all subcontractors to comply with those provisions.

F. Construction of Agreement. No one Party will be deemed to have drafted this Agreement. This Agreement has been reviewed by the Parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of the Parties. No term of this Agreement shall be construed or resolved in favor of or against the City or the Contractor on the basis of which Party drafted the uncertain or ambiguous language. The headings and captions of this Agreement are provided for convenience only and are not intended to have effect in the construction or interpretation of this Agreement. Where appropriate, the singular includes the plural and neutral words and words of any gender shall include the neutral and other gender.

G. Convicted Felon Statement. The Contractor complies with City Code § 2-8(c) and no principal, member, or officer of the Contractor has, within the preceding 5 years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

H. Employee Verification. The Contractor swears that (i) they are registered and participate in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens; (ii) they shall continue, during the term of this Agreement, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana; and (iii) they shall require all subcontractors to submit to the Contractor a sworn affidavit verifying compliance with items (i) and (ii) above. Any violation of the provisions of this paragraph may subject this Agreement to termination and may further result in the Contractor being ineligible for any public contract for a period of 3 years from the date the violation is discovered. The Contractor further acknowledge and agree to accept liability for any additional costs incurred by the City occasioned by the termination of this Agreement or the loss of any license or permit to do business in the State of Louisiana resulting from a violation of this provision. The Contractor will each provide to the City a sworn affidavit attesting to the above provisions if requested by the City. The City may terminate this Agreement for cause if the

Contractor fails to provide such the requested affidavit(s) or violates any provision of this paragraph.

I. Entire Agreement. This Agreement, including all incorporated documents, constitutes the final and complete agreement and understanding between the Parties. All prior and contemporaneous agreements and understandings, whether oral or written, are superseded by this Agreement and are without effect to vary or alter any terms or conditions of this Agreement.

J. Exhibits. The following exhibits will be and are incorporated into this Agreement: Exhibit A.

K. Jurisdiction. The Contractor consents and yields to the jurisdiction of the State Civil Courts of the Parish of Orleans and formally waive any pleas or exceptions of jurisdiction on account of the residence of the Contractor.

L. Limitations of the City's Obligations. The City has no obligations not explicitly set forth in this Agreement or any incorporated documents or expressly imposed by law.

M. No Third Party Beneficiaries. This Agreement is entered into for the exclusive benefit of the Parties and the Parties expressly disclaim any intent to benefit anyone not a party to this Agreement.

N. Non-Solicitation Statement. The Contractor has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement. The Contractor has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Agreement.

O. Non-Waiver. The failure of any Party to insist upon strict compliance with any provision of this Agreement, to enforce any right or to seek any remedy upon discovery of any default or breach of the other Parties at such time as the initial discovery of the existence of such noncompliance, right, default or breach shall not affect or constitute a waiver of a Party's right to insist upon such compliance, exercise such right or seek such remedy with respect to that default or breach or any prior contemporaneous or subsequent default or breach.

P. Order of Documents. In the event of any conflict between the provisions of this Agreement and any incorporated documents, the terms and conditions of the documents will apply in this order: the Agreement; Exhibit A.

Q. Ownership Interest Disclosure. The Contractor will provide the City with a sworn affidavit listing all natural or artificial persons with an ownership interest in the Contractor and stating that no other person holds an ownership interest in the Contractor via a counter letter. For the purposes of this provision, an "ownership interest" shall not be deemed to include ownership of stock in a publicly traded corporation or ownership of an interest in a mutual fund or trust that holds an interest in a publicly traded corporation. If the Contractor fails to submit the required affidavit, the City may, after 30 days' written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payments until such the required affidavits are submitted.

R. Prohibition of Financial Interest in Agreement. No elected official or employee of the City shall have a financial interest, direct or indirect, in this Agreement. For purposes of this provision, a financial interest held by the spouse, child, or parent of any elected official or

employee of the City shall be deemed to be a financial interest of such elected official or employee of the City. Any willful violation of this provision, with the expressed or implied knowledge of the Contractor, shall render this Agreement voidable by the City and shall entitle the City to recover, in addition to any other rights and remedies available to the City, all monies paid by the City pursuant to this Agreement without regard to the Contractor's otherwise satisfactory performance of the Agreement.

S. Prohibition on Political Activity. None of the funds, materials, property, or services provided directly or indirectly under the terms of this Agreement shall be used in the performance of this Agreement for any partisan political activity, or to further the election or defeat of any candidate for public office.

T. Remedies Cumulative. No remedy set forth in the Agreement or otherwise conferred upon or reserved to any party shall be considered exclusive of any other remedy available to a Party. Rather, each remedy shall be deemed distinct, separate and cumulative and each may be exercised from time to time as often as the occasion may arise or as may be deemed expedient.

U. Severability. Should a court of competent jurisdiction find any provision of this Agreement to be unenforceable as written, the unenforceable provision should be reformed, if possible, so that it is enforceable to the maximum extent permitted by law or, if reformation is not possible, the unenforceable provision shall be fully severable and the remaining provisions of the Agreement remain in full force and effect and shall be construed and enforced as if the unenforceable provision was never a part the Agreement.

V. Survival of Certain Provisions. All representations and warranties and all obligations concerning record retention, inspections, audits, ownership, indemnification, payment, remedies, jurisdiction, and choice of law shall survive the expiration, suspension, or termination of this Agreement and continue in full force and effect.

W. Terms Binding. The terms and conditions of this Agreement are binding on any heirs, successors, transferees, and assigns.

ARTICLE X – COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original copy of this Agreement, but all of which, when taken together, shall constitute one and the same agreement.

ARTICLE XI - ELECTRONIC SIGNATURE AND DELIVERY

The Parties agree that a manually signed copy of this Agreement and any other document(s) attached to this Agreement delivered by email shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement. No legally binding obligation shall be created with respect to a party until such party has delivered or caused to be delivered a manually signed copy of this Agreement.

[The remainder of this page is intentionally left blank]

[SIGNATURES CONTAINED ON NEXT PAGE]

IN WITNESS WHEREOF, the City and the Contractor, through their duly authorized representatives, execute this Agreement.

CITY OF NEW ORLEANS

BY: _____
LATOYA CANTRELL, MAYOR

Executed on this _____ of _____, 2021.

FORM AND LEGALITY APPROVED:
Law Department

By: _____

Printed Name: _____

SOUTHERN UNIVERSITY AT NEW ORLEANS

BY: _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME, TITLE

TAX I.D.

[EXHIBIT A CONTAINED ON NEXT PAGE]

EXHIBIT A

Specific Use of Award Funds:

The School of Social Work at SUNO will establish the Center for Grief and Trauma Therapy with two key objectives: 1) to serve Orleans Parish citizens who have experienced unresolved grief and trauma and 2) to prepare future grief and trauma-focused social workers to meet the growing need for such services. The primary activities of the center are psychotherapy – individual, family, group, and psychoeducational sessions. Sessions will generally last 45 minutes to an hour depending upon the age of the client and the modality used. The center will also conduct community educational sessions on grief and trauma for individuals and families who may benefit from this information.

Expected Outcomes:

Expected outcomes are that, as a result of their involvement in the center, children will have improved chances of success in school and decreased potential for involvement in the juvenile justice system. Adults will benefit by having increased work productivity, better parenting skills, and a decrease in negative personal interactions. Specifically, our goal is that 80% of clients who successfully complete services will show evidence of reduced grief and/or trauma-related symptoms as indicated by a relevant, scientifically sound measurement instrument. Lastly, our goal is that 90% of participants in our community education sessions will indicate increased knowledge of the trauma and grief process as indicated by pre and post-tests.

[END OF AGREEMENT]



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

December 18, 2020

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: MOU between Education Farm and the Southern University Law Center

Dear Dr. Belton:

Education Farm (Ed Farm), a tech focused and workforce development initiative, backed by Apple and the Alabama Power Foundation wishes to partner with the Southern University Law Center (SULC). Their partnering will be to design, develop, and implement certain aspects of one or more of Ed Farm's Propel programming: Propel Now, Propel Talent, Propel Impact, Propel Startup, Propel Arts, Propel Agri-tech, and Propel Justice (collectively, "Propel" or the "Project").

Specifically, Ed Farm wishes to partner with SULC to collaborate on the design and implementation of Propel Justice, a Propel initiative that seeks to develop social justice-minded leaders who are prepared to serve as community organizers, activists, and become transformative political influencers. Special features include (1) using technology and data science to solve social problems, (2) collaboratively designing and implementing an esports initiative and/or expanding the existing SULC esports initiatives with and through Propel Arts. Propel Arts is an initiative designed to cultivate a critical mass of innovative black artisans and industry leaders across all sectors of mass media, digital and fine arts.

Ed Farm and SULC intend to collaborate further to identify pathways to an expanded partnership around additional Propel initiatives that may include an entertainment law initiative powered through Propel Arts.

I respectfully request that you present this MOU to the Southern University Board of Supervisors at its January 8, 2021 meeting for approval.

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

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

Memorandum of Understanding between Education Farm and the Southern University Law Center

THIS Memorandum of Understanding (this “**MOU**”), dated as of January 8, 2021, is by and between Education Farm (“**Ed Farm**”), an Alabama nonprofit corporation taxed as a public charity pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and the Southern University Law Center (SULC), a publicly funded Louisiana Higher Education Institution, (SULC and together with Ed Farm, the “**Parties**”).

WHEREAS, Ed Farm wishes to partner with SULC to design, develop, and implement certain aspects of one or more of the following elements of Ed Farm’s Propel programming - Propel Now, Propel Talent, Propel Impact, Propel Startup, Propel Arts, Propel Agri-Tech and Propel Justice (collectively, “**Propel**” or the “**Project**”). Specifically, Ed Farm wishes to partner with SULC to: (i) collaborate on the design and implementation of Propel Justice, a Propel initiative that seeks to develop social justice-minded leaders who are prepared to serve as community organizers, activists and become transformative political influencers. Special features include using technology and data science to solve social justice problems; (ii) collaboratively design and implement an esports initiative and/or expand the existing SULC esports initiative with and through Propel Arts, an initiative designed to cultivate a critical mass of innovative black artisans and industry leaders across all sectors of mass media, digital and fine arts. The parties intend to collaborate further to identify pathways to an expanded partnership around additional Propel initiatives that may include an entertainment law initiative powered through Propel Arts.

WHEREAS, SULC desires to partner with Ed Farm, on the Project in a manner consistent with the terms of this MOU.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the sufficiency of which is hereby confirmed, the parties do covenant and agree as follows:

1. Non-binding. Except for the provisions of Sections 1, 3, 5, 6, 7, 8, 10, 11, 12, 13, 14, and 15 this MOU is not binding on the Parties. It is only an expression of the understandings of the Parties. Except as otherwise provided herein, no binding agreement shall exist between the Parties unless and until a separate binding agreement has been duly executed and delivered by the Parties.
2. Summary of the Project. Ed Farm seeks to encourage, inspire, and ignite children and adults to discover and explore technology, learn to code, and pursue STEM careers. In 2020, Ed Farm launched Propel to become the world’s first-ever physical and virtual campus committed to innovation through HBCUs. Ed Farm wishes to partner with SULC to design, develop, and implement certain aspects of one or more of the elements of Ed Farm’s Propel programming. Specifically, Ed Farm wishes to partner with SULC to: (i) collaborate on the design and implementation of Propel Justice, a Propel initiative that seeks to develop social justice-minded leaders who are prepared to serve as community organizers, activists and become transformative political influencers. Special features include using technology and data science to solve social justice problems; (ii) collaboratively design and implement an esports initiative and/or expand the existing SULC esports initiative with and through Propel Arts, an initiative designed to cultivate a critical mass of innovative black artisans and industry leaders across all sectors of mass media, digital and fine arts. The parties intend to collaborate further to identify pathways to an expanded partnership around additional Propel initiatives which may include an entertainment law initiative powered through Propel Arts.
3. Representations and Warranties.

A. Ed Farm represents and warrants to SULAW that:

- i. it is a nonprofit corporation taxed as a public charity described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended; it is duly organized, validly existing, and in good standing under the laws of the State of Alabama;
- ii. it has the full right, power, and authority to enter into this MOU and to perform its obligations hereunder;
- iii. the execution of this MOU by the individual whose signature is set forth at the end of the Agreement, and the delivery of this MOU by Ed Farm, have been duly authorized by all necessary action on the part of Ed Farm;
- iv. the execution, delivery, and performance of this MOU by Ed Farm will not violate, conflict with, require consent under, or result in any breach or default under (a) any of Ed Farm's organizational documents or (b) any applicable law;
- v. this MOU has been executed and delivered by Ed Farm and (assuming due authorization, execution, and delivery by SULC) constitutes a legal, valid, and binding obligation of Ed Farm, enforceable against Ed Farm in accordance with its terms; and
- vi. it is in material compliance with all applicable Laws and Ed Farm contracts relating to this MOU and the operation of the Project.

B. SULC represents and warrants to Ed Farm that:

- i. it is a publicly funded Higher Education Institute, validly existing, and in good standing under the laws of the State of Louisiana;
- ii. it has the full right, power, and authority to enter into this MOU and to perform its obligations hereunder;
- iii. the execution of this MOU by the individual whose signature is set forth at the end of the Agreement, and the delivery of this MOU by SULC, have been duly authorized by all necessary action on the part of SULC;
- iv. the execution, delivery, and performance of this MOU by SULC or Ed Farm will not violate, conflict with, require consent under, or result in any breach or default under (a) any of SULC'S organizational documents and (b) internal policies,
- v. it is in material compliance with all applicable Laws and SULC contracts relating to this MOU and the operation of the Project;
- vi. the performance of SULC's responsibilities under this MOU will not violate any applicable laws; and

- vii. it has obtained all licenses, authorizations, approvals, consents, or permits required by applicable laws (including the rules and regulations of all authorities having jurisdiction over the operation of its activities as it relates to this MOU).
4. Responsibilities of the Parties. The Parties presently intend to collaborate on the Project in order to achieve the Project goals as described in Section 2 of this MOU.
5. Costs and Expenses. Each Party shall be responsible for all of its own costs and expenses associated with the Project, except as otherwise provided in this MOU, including without limitation the performance of its responsibilities under this MOU.
6. Intellectual Property. The Parties acknowledge and agree that, while the Parties may enter into agreements with each other related to the development of work product, deliverables, or other protectable intellectual property, this MOU does not contain any such agreement and, except as otherwise provided in Section 7, this MOU does not grant any rights, interest, or title to SULC in any intellectual property created, developed, or otherwise owned by Ed Farm.
7. Publicity. Public announcements related to the Project may only be made by SULC and/or Ed Farm with the written consent of the other Party, which consent shall not be unreasonably withheld. SULC will notify Ed Farm prior to using the names or logos of Ed Farm or Ed Farm's industry partners, and will send Ed Farm a copy of any drafts prior to publication for approval by Ed Farm, which approval shall not be unreasonably withheld. Ed Farm will notify SULC prior to using the names or logos of SULC and will send SULC a copy of any drafts prior to publication for approval by SULC, which approval shall not be unreasonably withheld. The Parties each grant a royalty-free license to each other to use their respective names and logos in any publications made by or on behalf of a Party related to the Project, subject to the restrictions in this Section.
8. Tax Exempt Status of Ed Farm. SULC agrees that it shall not do any act or use any Project resources in a way that will jeopardize the tax-exempt status of Ed Farm or otherwise violate federal law or other applicable laws.
9. Confidentiality. During the term of this MOU, either Party (as the "**Disclosing Party**") may disclose or make available to the other Party (as the "**Receiving Party**") information about its sensitive or proprietary information, whether orally or in written, electronic, or other form or media, and whether or not marked, designated or otherwise identified as "confidential" (collectively, "**Confidential Information**"). The existence of this MOU and its contents shall not be treated as Confidential Information.
 - A. Confidential Information shall not include information that, at the time of disclosure: (i) is or becomes generally available to and known by the public other than as a result of, directly or indirectly, any breach of this Section 9 by the Receiving Party or any of its representatives; (ii) is or becomes available to the Receiving Party on a non-confidential basis from a third-party source, provided that such third party is not and was not prohibited from disclosing such Confidential Information; (iii) was known by, or in the possession of, the Receiving Party or its representatives before being disclosed by or on behalf of the Disclosing Party; (iv) was or is independently developed by the Receiving Party without reference to or use, in whole or in part, of any of the Disclosing Party's Confidential Information; or (v) is required to be disclosed under applicable federal, state or local law, regulation or a valid order issued by a court or governmental agency of competent jurisdiction.

- B. The Receiving Party shall: (i) protect and safeguard the confidentiality of the Disclosing Party's Confidential Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (ii) not use the Disclosing Party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this MOU; and (iii) not disclose any such Confidential Information to any person or entity, except to the Receiving Party's representatives who need to know the Confidential Information to assist the Receiving Party, or act on its behalf, to exercise its rights or perform its obligations under this MOU, or as otherwise required by law. The Receiving Party shall be responsible for any breach of this Section 9 caused by any of its representatives.
10. Term and Termination. Except as otherwise stated in this MOU, the rights and obligations of the Parties contained in this MOU shall commence as of the first date written above and shall expire on December 31, 2021 (the "**Term**"). This MOU may be terminated by either party upon providing thirty days written notice.
 11. Survival. The rights, obligations, or required performance of the Parties set forth in this Section 12, and Sections 5, 6, 7, 8, 10, 12, 13, and any right, obligation, or required performance of the Parties in this MOU which, by its express terms or nature and context is intended to survive termination or expiration of this MOU, will survive any such termination or expiration.
 12. Relationship of the Parties. Nothing herein shall be construed to create a joint venture or partnership between the parties hereto or an employee/employer or agency relationship.
 13. No Third-Party Beneficiaries. Nothing herein is intended or shall be construed to confer upon any person or entity other than the Parties and their successors or assigns, any rights or remedies under or by reason of this MOU.
 14. Entire Agreement. This MOU, together with any attached exhibits, contains the entire agreement of the Parties in respect of the subject matter hereof, and neither Party is bound by any previous representations or agreements of any kind, either oral or written, regarding the subject matter hereof except as herein contained.
 15. Counterparts. This MOU may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one agreement.

[Signature page follows]

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the first date written above.

EDUCATION FARM

By: _____

Name: _____

Title: _____

Email: _____

Phone: _____

Southern University Law Center

By: _____

Name: _____

Title: _____

Email: _____

Phone: _____



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

December 17, 2020

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

RE: MOU Between Southern University Law Center (SULC), Pharaoh's Conclave, LLC
(Pharaoh's Conclave) and PCX Go, Inc. (PCX)

Dear Dr. Belton:

I am requesting that the Southern University System Board of Supervisors approve the attached and aforementioned Memorandum of Understanding (MOU) between SULC, Pharaoh's Conclave and PCX. The purpose of this MOU is to afford SULC avenues and pipelines through its Mixed Reality, Virtual Innovation, Gaming and esports (MRVIGES) Institute. The goal is to capture the burgeoning interest in the gaming and esports industry shown by K-16 students into interests in entertainment law and intellectual property (IP) law. The need for increasing diversity from underrepresented populations is immense.

This MOU affords SULC additional branding opportunities and revenue generating opportunities. Furthermore, the MOU through SULC affords other SU System constituent entities that have formed esports programs the ability to leverage those programs from an educational perspective.

I, hereby, humbly ask that you submit this MOU for approval to the Southern University System Board of Supervisors at its January 8, 2021 board meeting. If you have any questions, please feel free to contact me.

Sincerely,

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTHERN UNIVERSITY LAW CENTER, PHARAOH'S
CONCLAVE LLC AND PCX GO, INC.**

1. Parties. This Memorandum of Understanding (this "MOU") is made and entered into by and between the Pharaoh's Conclave, LLC ("Pharaoh's Conclave") and PCX GO, Inc. (together with Pharaoh's Conclave, "PCX"), both having an address at 7567 Willow Leaf Trail, Lithonia, Georgia 30058, and Southern University Law Center ("SULC"), whose address is 2 Roosevelt Steptoe Drive, P.O. Box 9294, Baton Rouge, Louisiana 70813.

2. Purpose. The purpose of this MOU is to establish the terms and conditions under which the partnership between SULC and PCX will function.

3. Term of MOU. This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and shall remain in full force and effect for not longer than five (5) years unless agreed to in writing by all parties. This MOU and its implementation will be reviewed annually during the pendency of its term and during subsequent additional years, if any. This MOU may be terminated, without cause, by either party upon sixty (60) days written notice, which notice shall be delivered by hand, electronic mail, or by certified mail to the official business addresses listed above.

4. Responsibilities of PCX.

The responsibilities of PCX include:

- Providing education to K-16 students in areas that Southern University serves (Southern Lab School, Southern University Baton Rouge, etc.) around eSports career pathways and enacting the eSports Educational Cradle-to-Career Pipeline Project ("eSECCPP") which includes:
 - *Youth eSports League* - identifying individuals and teams to compete (PCX would be expected to sponsor a small number of teams)
 - *LVL Up Academy* - providing access to various career pathways through the PCX self-directed online learning platform
 - *eSports Career and Cognitive Apprenticeship Program ("eSCCAPE")* - connect Louisiana youth to internship, co-op, and career opportunities at eSports companies in Louisiana, as well as elsewhere nationally and globally.
- Promoting SULC events, information, etc., across PCX's network including, but not limited to social media;
- Serving as a co-principal investigator with SULC in identifying and applying for grant opportunities to support programming and SULC outreach efforts for youth across the state of Louisiana;
- Co-creating a LVL Up Academy pathway with SULC that focuses on law through an eSports lens for a revenue share of 50/50; and

- Ensuring that students PCX supports who have an interest in pursuing law are routed to SULC first.

5. Responsibilities of SULC.

The responsibilities of SULC include:

- Joining and supporting the PCX eSports Educational Cradle-to-Career Pipeline Project in the state of Louisiana as a Minority Serving Institution Partner;
- Provide advice and counseling for graduating high school seniors seeking admission within the Southern University System by providing assistance with filing of applications for admission to SU System undergraduate programs;
- Connecting PCX with educators/organizations who work with young people interested in eSports/gaming;
- Co-creating sponsorship partnership materials to help scale the effort across all of Southern University's campuses/institutions;
- Connecting PCX to companies that have an interest in hiring youth involved in eSCCAPE;
- Serving as a co-principal investigator with PCX in identifying and applying for grant opportunities to support programming and SULC outreach efforts for youth across the state of Louisiana;
- Promoting PCX events, information, etc. across Southern University Law Center's network including, but not limited to social media; and
- Co-creating a LVL Up Academy pathway with PCX that focuses on law through an eSports lens for a revenue share of 50/50.

6. Other Terms.

It is mutually understood, and agreed between the parties that:

- A. Each party takes legal and financial responsibility for the actions of its respective employees, officers, agents, representatives and volunteers ("Representatives"). Each party agrees to indemnify, defend and hold harmless the other to the fullest extent permitted by law from and against any and all demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney's fees, arising out of or resulting from the indemnifying party's acts or omissions (or the acts or omissions of its Representatives) related to its participation under this MOU and each party shall bear the proportionate cost of any damages attributable to the fault of such party and its Representatives. It is the intention of the parties that, where fault is determined to have been contributory, principles of comparative fault will be applied.
- B. Each party, at its sole cost and expense, shall carry insurance or self-insure to cover its activities in connection with this MOU and obtain, keep in force and maintain, insurance of equivalent programs of self-insurance, for general liability, workers compensation and business automobile liability adequate to cover its potential liabilities hereunder.

- C. This MOU may be terminated by mutual agreement of the parties and shall automatically terminate upon completion of all responsibilities as stated herein, unless otherwise amended.
- D. SULC and PCX hereby agree to use their best efforts to ensure the success of this MOU. This MOU will become effective once it is approved by the Southern University System Board of Supervisors.

7. General Provisions.

- A. **Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.
- B. **Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Louisiana. The courts of the State of Louisiana shall have jurisdiction over any action arising out of this MOU and over the parties.
- C. **Entirety of Agreement.** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.
- D. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of this MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
- E. **Sovereign Immunity.** The parties and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.
- F. **Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU and shall insure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties' signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

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Dr. Rodney A. Ellis
Chancellor



December 16, 2020

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

RE: Approval of Agreement with Governance, Inc. (GOV) and Southern University at Shreveport

Dr. Belton:

This communication is to request approval for the Agreement with Governance, Inc (GOV). Per the attached Agreement, the effective date of said agreement is February 1, 2021. GOV negotiates benefits for clients (SUSLA) that result in incremental revenue, reduced costs and/or access to capital through loans, grants and other financial instruments. GOV has identified and confirmed certain opportunities for SUSLA.

I am therefore submitting this request for property transfer/donation for approval at the January 2021 SUS Board of Supervisors meeting. After your approval, SUSLA will be able to move forward straightaway in getting the attached Agreement executed and finalized by all parties.

Thank you for in advance for your kind consideration.

Rodney A. Ellis, Ed.D.
Chancellor

_____ Approved

Dr. Ray L. Belton, President/Chancellor

_____ Not Approved

RAE/Irm

Attachment

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
WWW.SUSLA.EDU

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoney, College Success Ctr. (318) 670-9201. Section 504 Coordinator: Jerushka Ellis, Behavioral Science, (318) 670-9367

AGREEMENT

This agreement ("Agreement") is made and entered into this ___ day of _____, 2020 ("Effective Date") by and between Southern University Shreveport, Louisiana ("SUSLA"), and Governance, Inc., a Wyoming corporation ("GOV"). GOV and SUSLA may be referred to individually as a "Party" and collectively as the "Parties" for purposes of this Agreement.

WITNESSETH:

- Whereas GOV negotiates benefits for clients that result in incremental revenue, reduced costs, and/or access to capital through loans, grants and other financial instruments, and
- Whereas GOV has identified and/or confirmed certain opportunities and may in the future identify additional opportunities by which SUSLA can benefit ("Opportunities"); and
- Whereas SUSLA desires to know Opportunities, and may pursue one or more Opportunities.

THEREFORE:

1. OPPORTUNITIES

- 1.1. LIST OF OPPORTUNITIES: GOV shall provide a list of Opportunities to SUSLA that shall be amended from time to time ("Exhibit A").
- 1.2. OPPORTUNITIES EXEMPT FROM AGREEMENT: Opportunities that are already known to the SUSLA, as evidenced by similar past activity or acknowledgement by SUSLA, and opportunities pursued by or granted on behalf of SUSLA or other SUSLA stakeholders without the assistance or efforts of GOV shall be exempt from this Agreement ("Exempt Opportunities"). SUSLA and GOV shall indicate Exempt Opportunities by the initial attesting of the Opportunity as an Exempt Opportunity on Exhibit A.
- 1.3. OPPORTUNITIES GOVERNED BY AGREEMENT: All Opportunities other than Exempt Opportunities are subject to this Agreement ("Fee Opportunities") and shall be confirmed and accepted as such by SUSLA by its initial acknowledging the Opportunity as a Fee Opportunity on Exhibit A.
- 1.4. INCORPORATION OF EXHIBIT A INTO AGREEMENT: Exhibit A as amended from time to time shall be incorporated into this Agreement.
- 1.5. RIGHT OF SUSLA TO REFUSE TO PROCEED WITH FEE OPPORTUNITIES: SUSLA shall have the right to decline to pursue or consummate any of the Fee Opportunities ("Rejected Opportunities") without penalty. Notwithstanding, SUSLA agrees that it will not pursue any of the Rejected Opportunities for a period of three (3) years from the Effective Date. Should SUSLA pursue Rejected Opportunities during the three-year period and subsequently obtain benefits, SUSLA agrees to pay GOV the Fee as per Sections 2.1 and 4.3.
- 1.6. RIGHT OF SUSLA TO REQUIRE FIDUCIARY AND/OR OTHER PARTNERS TO ASSIST WITH STRATEGIC DIRECTION OF PARTNERSHIP OPPORTUNITIES AND/OR PROTECT SUSLA'S INTERESTS: SUSLA shall have the right to require fiduciary and/or other partners to assist with the strategic direction of partnership opportunities and/or protect SUSLA'S interests on any of the Fee Opportunities. If such a partner is identified and established for particular Fee Opportunities, SUSLA and GOV will negotiate and establish supplemental fees to support the efforts of the designated partner(s).
- 1.7. PROTECTED INFORMATION: GOV agrees to provide information to SUSLA regarding Fee Opportunities ("Information"). SUSLA agrees that it will not share the Information with any other party without the express written approval of GOV, unless required by law.
- 1.8. USE OF INFORMATION: SUSLA agrees that, for the duration of the Agreement, it will not use

Information and will not pursue any of the Fee Opportunities without the express written approval of GOV.

2. FEES (ONLY ITEMS ACQUIRED BASED ON EFFORTS OF GOV)

2.1. FEE SCHEDULE:

2.1.1. Should SUSLA elect to pursue any of the Fee Opportunities, then it agrees to pay a fee to GOV upon receipt of benefit ("Fees"). SUSLA agrees to pay the Fees to GOV specific to an individual Fee Opportunity as per the description of the Fee on Exhibit A, and so initialed as accepted by the SUSLA on Exhibit A.

2.1.2. Notwithstanding Section 2.1.1, the Fees and the entries on Exhibit A shall incorporate the Fees in this Section as follows:

2.1.2.1. For proceeds that must be repaid: Notwithstanding any requirements necessary for SUSLA to incur, proceeds either received or available to be accessed by the SUSLA shall be considered a "Loan" or "Revolver" for the purposes of Exhibit A, and the Fees shall equal one-half percent (**0.5%**) of the proceeds or funds available (as in a credit facility). The Fees shall be incurred each time the Loan or Revolver is issued. Notwithstanding the foregoing the fee shall be applicable to any refinancing or debt elimination with new "Loan" or "Revolver".

2.1.2.2. For proceeds that do not require repayment: Proceeds not requiring repayment by the SUSLA shall be considered a "Grant" for the purposes of Exhibit A. "Grant" shall not mean and or include any direct or indirect appropriation from the Louisiana Legislature. The Fees for a Grant shall be as follows:

2.1.2.2.1. For the redirection or redeployment of Grant proceeds from a current use to the SUSLA's use for wages and salaries ("SUSLA Wage Subsidies"), the Fees shall equal five percent (**5%**) of the proceeds used for SUSLA Wage Subsidies. In no event shall the fee exceed \$100,000 per instance of redirection or redeployment per grant.

2.1.2.2.2. For the redirection or redeployment of Grant proceeds currently not used by the SUSLA or a local agency ("State Federal Funds"), the Fees shall equal ten percent (**10%**) of the State Federal Funds accessed by the SUSLA for the first 2 million dollars (\$2,000,000) and the Fees shall equal twenty percent (**20%**) of the State Federal Funds accessed by the SUSLA for each dollar above 2 million dollars (\$2,000,000). In no event shall the fee exceed \$200,000 per instance of redirection or redeployment per grant.

2.1.2.2.3. For the access of funds from other Federal funding sources not currently or previously accessed ("Federal Funds"), the Fees shall equal ten percent (**10%**) of the Federal Funds accessed by the SUSLA for the first 2 million dollars (\$2,000,000) and the Fees shall equal twenty percent (**20%**) of the Federal Funds accessed by the SUSLA for each dollar above 2 million dollars (\$2,000,000). In no event shall the fee exceed, \$300,000.00 per grant.

3. MISCELLANEOUS

3.1. EXCLUSIVITY: SUSLA agrees to recognize GOV as the preferred contractor for SUSLA for the purpose of realizing Fee Opportunities except to the extent that state law requires the procurement of the Fee Opportunities through other competitive means.

3.2. LIMITED AUTHORITY: GOV agrees that it will not enter into any verbal or written agreements or commitments on behalf of SUSLA.

- 3.3. TRAVEL COSTS: Travel costs incurred by GOV (transportation, hotel, and meals) shall be reimbursed by SUSLA only when such costs have been approved in writing in advance by SUSLA.
- 3.4. ASSIGNMENT:
- 3.4.1. This Agreement shall inure to the benefit of and shall be binding upon the Parties, their successors, and assigns.
- 3.4.2. Neither Party may assign this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld.
- 3.5. GOVERNING LAW & JURISDICTION: The construction, validity, and performance of this Agreement shall be governed by the laws of the State of Louisiana and those of the United States of America. Both Parties to this Agreement recognize the jurisdiction of the courts of the State of Louisiana, Parish of East Baton Rouge for any litigated dispute.
- 3.6. WAIVER OF ATTORNEY'S FEES: Both parties hereby waive any right to attorney's fees in an action for breach of contract.
- 3.7. CONTROLLING AGREEMENT: This Agreement is the sole Agreement between the Parties and supersedes any and all verbal or written agreements or commitments. This Agreement can only be supplemented or amended by written agreement executed by both Parties.
- 3.8. NOTICE: All written notices, requests, demands, instructions, and other communications shall be sent to the following:

Rodney A. Ellis, Ed.D., Chancellor
 Southern University Shreveport Louisiana
 3030 Martin Luther King Jr. Drive
 Shreveport, Louisiana 71107
 rellis@susla.edu

Ray Watson, Chief Operating Officer
 Governance, Inc.
 235 Hornik Road
 Ennis, Texas 75119
 rwatson@governance-inc.com

with a copy to:

General Counsel
 President's Office
 J.S. Clark Administration Building
 Baton Rouge, LA 70813

4. **TERMINATION**

- 4.1. TERM: This Agreement shall be valid for three (3) years from the Effective Date below.
- 4.2. EARLY TERMINATION: Notwithstanding Section 4.1, the SUSLA shall have the right to terminate this Agreement within sixty days (60 days) of the Effective Date, with the exception of Sections 1.5, 2.1 and 4.3 which shall survive such termination. As referenced in Section 1.5, once the three-year period cited therein expires, SUSLA may pursue benefits without obligation for Fees to GOV. Early termination after sixty days (60 days), but prior to the end of the three year (3-year) term agreement must be mutually agreed upon by each party OR a party requesting early termination must provide a ninety-day (90-day) notice to the other party.
- 4.3. SURVIVING FEE OBLIGATION: Although this Agreement terminates three (3) years from the Effective Date, and may at the election of the SUSLA be terminated earlier as per Section 4.2, SUSLA agrees to pay the Fee as per Section 2.1 for any benefit realized from the Fee Opportunities for as long as SUSLA receives the benefit, and Section 4.2 shall govern for surviving Fee obligation in the instance of Early Termination.

IN WITNESS WHEREOF the Parties have set their hands and seals.

By: 
Rodney A. Ellis, Ed.D., Chancellor
Southern University Shreveport Louisiana

By: _____
Ray Watson, Chief Operating Officer
Governance, Inc.

EXHIBIT A

ITEM	NAME						DESCRIPTION						EXEMPTED (INITIAL & DATE)		ACCEPTED (INITIAL & DATE)	
													SUSLA	GOV	SUSLA	GOV
TYPE OF FUNDING			SOURCE OF FUNDS				AMOUNT AVAILABLE	CURRENTLY DEPLOYED		USE OF FUNDS			FEE			
LOAN	REVOLVER	GRANT	FEDERAL	STATE	LOCAL	PRIVATE		YES	NO	WAGES	CAPEX	EXPENSES	RETAINER (IF ANY)	%	BASIS	TIMING

ITEM	NAME						DESCRIPTION						EXEMPTED (INITIAL & DATE)		ACCEPTED (INITIAL & DATE)	
													SUSLA	GOV	SUSLA	GOV
TYPE OF FUNDING			SOURCE OF FUNDS				AMOUNT AVAILABLE	CURRENTLY DEPLOYED		USE OF FUNDS			FEE			
LOAN	REVOLVER	GRANT	FEDERAL	STATE	LOCAL	PRIVATE		YES	NO	WAGES	CAPEX	EXPENSES	RETAINER (IF ANY)	%	BASIS	TIMING

ITEM	NAME						DESCRIPTION						EXEMPTED (INITIAL & DATE)		ACCEPTED (INITIAL & DATE)	
													SUSLA	GOV	SUSLA	GOV
TYPE OF FUNDING			SOURCE OF FUNDS				AMOUNT AVAILABLE	CURRENTLY DEPLOYED		USE OF FUNDS			FEE			
LOAN	REVOLVER	GRANT	FEDERAL	STATE	LOCAL	PRIVATE		YES	NO	WAGES	CAPEX	EXPENSES	RETAINER (IF ANY)	%	BASIS	TIMING



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
(504) 286-5311
FAX (504) 284-5500
www.suno.edu

OFFICE OF THE CHANCELLOR

December 14, 2020

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

Dear Dr. Belton:

The School of Social Work at Southern University at New Orleans has a proud history and holds a distinctive place in social work education within the United States. Much of the credit for this work belongs to the vision and dedication that has spanned over several decades of the founding Dean, Millie M. Charles.

As a result of the tireless work by Dean Charles, the building which houses the School of Social Work is now named in her honor. The faculty and staff of the School of Social Work believe that the School itself should bear the name Millie M. Charles.

Such an action has several precedents within the arena of social work education. For example, the School of Social Work at the University of Southern California (USC) is named after Suzanne Dworak-Peck. Similarly, the School of Social Work at Clark Atlanta University is named after the legendary Whitney M. Young. We here at Southern University at New Orleans believe that such a tribute to Dean Charles is befitting her effort and legacy as well as an excellent representation of the mission of our School. She consistently embodied our School's theme of advocacy, empowerment, and transformation.

We look forward to your support of this recommendation and approval by the Southern University System Board of Supervisors.

Sincerely,

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

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

APPROVAL: _____

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



POLICY TITLE

Distance Education Course Attendance Policy

POLICY NUMBER

1-006

Responsible Unit: <i>Office of Academic Affairs and Workforce Development</i>	Effective Date: <i>11/20/2020</i>
Responsible Official: <i>Vice Chancellor for Academic Affairs and Workforce Development</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>10/30/2020</i>

I. POLICY STATEMENT AND RATIONALE

Institutions that are required to take attendance are expected to have a procedure in place to routinely monitor attendance records in distance education courses to determine when a student withdraws. Faculty members must certify that students are actively attending a distance education course. Based on guidance from the Federal Student Aid Handbook, specific criteria for measuring attendance in distance education courses must be established, along with processes for recording, and reporting attendance. If records indicate a registered student has not attended or engaged in academically related activities, a school must perform a Return of Title IV Aid calculation for students who have withdrawn or otherwise ceased attendance in a distance education course.

II. POLICY SCOPE AND AUDIENCE

The primary audiences for this policy are academic units, including faculty and students. This policy on attendance in distance education courses shall operate in addition to any attendance requirements imposed by institutional and programmatic accrediting agencies. Faculty will be apprised of their obligations to record attendance in distance education courses along with the criteria to be used to measure attendance. Students will be advised of the attendance obligations associated with enrollment in distance education courses, consequences of failure to attend distance education courses, and the criteria that may be used to establish attendance.

III. POLICY COMPLIANCE

This policy is required to comply with the federal Title IV Aid regulations. The Division of Academic Affairs and Workforce Development, the Division of Student Affairs and Enrollment Management, deans, and faculty are primarily responsible for ensuring compliance with recording and reporting attendance as required by the Distance Education Attendance Policy. The Division of Student Affairs and Enrollment Management is responsible for reconciling the attendance reports with the obligations imposed upon the University under the Title IV Regulations.

IV. POLICY DEFINITIONS

As used in the policy statement and except where indicated, the following definitions apply and are adopted from the definitions in the National Council for State Authorization Reciprocity Agreements (NC-SARA) manual the Federal Student Aid Handbook:

Attendance: Per the *Title IV Program Integrity Final Rules*, "academic attendance" and "attendance at an academically-related activity" in distance education courses include, but are not limited to, the following:

- Physically attending a class where there is direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Branch Campus: refers to a campus or site of an educational institution that is not temporary and is in a community beyond a reasonable commuting distance from its parent institution, and offers full programs of study, not just courses.

Distance Education: refers to instruction offered by any means where the student and faculty member are in separate physical locations. It includes, but is not limited to, online, interactive video and correspondence courses or programs at branch campuses.

Hybrid Course: refers to an educational program or course that includes both face-to-face and distance education. It is also known by the name “blended” and, sometimes, other terms.

Main Campus: refers to the principal campus designated as such by the Institution’s Accrediting Agency or, if the Accrediting Agency does not designate a Main Campus or designates multiple such campuses, the principal campus designated by the U.S. Department of Education through a Title IV aid agreement or, in the event that the Institution does not participate in Title IV programs, designated by the applicant Institution’s Home State.

Online Course: refers to a course offered asynchronously, via the institutions’ Learning Management System.

V. POLICY IMPLEMENTATION PROCEDURES

See the *Attachment A Distance Education Attendance Policy Implementation Procedures*.

VI. POLICY RELATED INFORMATION

For additional information on taking attendance in distance education courses, refer to

<https://ifap.ed.gov/sites/default/files/attachments/fsahandbook/1617FSAHbkActiveIndexMaster.pdf>

VII. POLICY HISTORY AND REVIEW CYCLE

The effective date of this policy is November 20, 2020. This origination date of this policy is October 30, 2020 and is subject to review at such times as mandated by federal law and the Southern University System five-year policy review cycle.

VIII. POLICY URL

This policy will be posted at <https://www.susla.edu/subhome/policy-and-procedures> upon approval of the Southern University Board of Supervisors.

IX. POLICY APPROVAL

Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

Effective Date of Policy

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

Effective Date of Policy

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

Effective Date of Policy

Attachment A

Distance Education Attendance Policy Implementation Procedures

At SUS schools, attendance shall be determined by course participation as measured by the criteria indicated below, which include accessing and using course materials, completion of class assignments, participation in a course discussion, or other evidence of participation. Faculty shall incorporate meaningful learning activities, which provide multiple opportunities for assessing attendance during the required reporting period. Failure to observe this policy may jeopardize a student's academic standing and eligibility for financial aid.

SUS Criteria for Certifying Attendance in Distance Education Courses

Students must attend class or attend academically related activities. The criteria to be used by faculty in SUS schools to measure students' attendance include, but are not limited to the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters

"Academic attendance" and "attendance at an academically-related activity" do not include activities where a student may be present, but not academically engaged, such as:

- Living in institutional housing
- Participating in the institution's meal plan
- Logging into an online class without active participation
- Participating in academic counseling or advisement

Guidelines for Resolving Distance Education Attendance Disputes

A student's self-certification of attendance that is not supported by institutional documentation is not acceptable to establish a last date of attendance. Last date of attendance (LDA) is established by faculty attendance records, such as those outlined above.

Attendance and Last Date of Attendance Reporting Periods

Attendance reporting dates will be published on the University Academic Calendars and the SU Online Academic Calendar. The reporting of attendance and the Last Date of Attendance (LDA) in Banner shall be in accordance with the procedures established by the Division of Student Affairs

and Enrollment. Faculty shall conspicuously include the attendance requirements in the course syllabus.

Excused Absences During the Attendance Reporting Period

Absence Due to Unavoidable Circumstance: A student required to be absent from class during the reporting period because of illness, deployment, natural disaster, first response duty or other unavoidable circumstances, should promptly report the reasons to the instructor and, if required, present excuses. The instructor should make clear to the student that excuses explain absences, but do not remove them. At the instructors' discretion, the student may be allowed to remove the "absence" by submitting assigned attendance work.

Absence Due to University Sponsored Event: Excuses for participation in University sponsored activities will be initiated by the sponsoring unit and approved by the college's Dean and the Office of Academic Affairs and Workforce Development.

Other Absence: Students who must be absent from classes during the reporting period, for reasons not covered by these regulations must promptly apply to their department for a leave of absence. All excuses or explanations must be submitted in writing to the student's department head within three school days after the student returns to classes.



CLASS ATTENDANCE AND NO SHOW POLICY
Policy on Policies

POLICY NUMBER
13-002

Responsible Unit: <i>Office of the Registrar</i>	Effective Date: <i>01/08/2021</i>
Responsible Official: <i>Vice Chancellor for Student Affairs and Enrollment Management</i>	Last Reviewed Date:
Policy Classification: <i>Student Affairs</i>	Origination Date: <i>10/1/2020</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide guidance to Southern University at Shreveport (SUSLA) faculty, staff, and students regarding attendance during an academic semester as it relates to “no show” and awarding of grades. The policy establishes guidelines for faculty in certifying attendance within the no show period. This policy offers a response to the challenges faced by students, while maintaining academic integrity and quality instruction. This policy establishes grading guidelines that will facilitate student academic progress, official enrollment status and financial obligations in instances where students do not report to class within the no show period. The Faculty, Academic Advisors, Department Chairs, Academic Deans, the Registrar, Financial Aid Staff, Student Accounts/Bursar Staff, and other support staff will provide guidance to students as they consider these options and assess their impact on their academic progression, enrollment and financial obligations to the University.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all students, faculty, and staff.

III. POLICY COMPLIANCE

This policy will impact how the final grades are recorded on a transcript of a student, the official enrollment status of a student, and any financial obligations a student may need to assume. The policy will impact students enrolled for the full-term of the fall, spring and summer semesters as well as any interim (e.g., Fall-Spring Interim, Spring-Summer Interim, Summer-Fall Interim) and all part of terms (e.g., 8-week, 5-week, 4-week, etc.) established by the University.

IV. POLICY DEFINITIONS

No Show: Southern University at Shreveport defines a “No Show” student as one who has completed all the necessary requirements for registration, but has not attended a face-to-face class at least one time or completed at least one academically-related activity in a hybrid or online class by the official 7th class day (3rd class day for summer or 8-week sessions).

No Show Period: First 7-days of class for full-term of the fall, spring semesters (3rd class day for summer or 8-week sessions)

No Show Withdrawal: An instructor-initiated withdrawal that cancels a student’s registration in the course. It will be up to the instructor’s discretion whether to initiate the withdrawal. By the end of the day on the seventh day, the instructor must notify departmental staff, academic leadership, and the Registrar of all No-Show Withdrawals. The university will administratively withdraw the student from the course on the eighth-class day.

V. POLICY IMPLEMENTATION PROCEDURES

The policy was created in accordance with and pursuant to Academic Guidelines issued by the Southern University System. The policy was developed by the Vice Chancellor for Academic Affairs and Workforce Development and Vice Chancellor of Student Affairs and Enrollment Management in consultation with the faculty, chairs, Divisional Deans, faculty senate, Registrar, Financial Aid Staff and Student Accounts/Bursar Staff. The Registrar will Vice Chancellor for Academic Affairs and Workforce Development, the Office of Registrar, and Director of Student Accounts will be charged with implementing and enforcing this policy.

Class Attendance and No Show Policy

Class Attendance

Students are expected to attend all class meetings of all courses for which they are registered. Regular attendance and regular class participation are significant factors that promote success in college. For online courses, attendance is determined by consistently logging in and accessing the course content and completing courses and course assignments in accordance with the syllabus.

Students are expected to know the professor’s specific attendance policy as stated in the syllabus for each professor’s course. In the event of absence from a classroom course or the inability to participate in an online or hybrid course, the student should contact the professor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of the professor.)

In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of an online course. In an online course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation.

Faculty must certify that students are actively attending an online course or hybrid course that does not meet face-to-face. Students will be required to complete at least one of the following for each online or hybrid course that does not meet face-to-face within the no-show period:

1. submit an assignment online
2. take an online assessment
3. participate in an online discussion about academic matters
4. complete an online interactive tutorial or computer-assisted instruction that is trackable
5. initiate contact with the faculty member to ask a question about the academic subject studied in the course

No Show (Failure to Withdraw)

It is imperative that students have a successful start of each semester by attending class during the first week and no later than the second week of the semester. A registered student who does not attend at least one class session (in person or by electronic equivalent) by the end of the no-show period is considered a “no show”.

A “no show” is a student who has completed the registration process, to include payment of tuition and fees, and whose name appears on the class roster but fails to have his or her attendance verified by the 7th class day. If the student does not plan to attend, he/she is responsible for dropping or withdrawing from each class by the established deadline using mySUSLA or visiting an academic advisor.

Faculty may also initiate a “No-Show Withdrawal” for any student who fails to have his or her attendance verified by the 7th class day. A No Show Withdrawal is an instructor-initiated withdrawal that cancels a student’s registration in the course. By the end of the seventh-class day, instructors will notify departmental staff, academic leadership, and the Registrar’s Office of any students requiring a No-Show Withdrawal. The University will administratively withdraw the student from the course by the end of the day on the eighth-class day.

Students are financially and academically responsible for all courses in which they enroll even if the student never attends classes. Unless the class is canceled by the institution, the student will be held responsible for any tuition that was paid (either by the student or an agency, to include federal financial aid) for classes from which he/she does not drop or withdraw by the official census date. Any refund of tuition or remission of indebtedness is based on the official date that the student dropped or withdrew from the class using mySUSLA, and will follow the criteria outlined in the institution’s Refund Policy.

If the student does not officially withdraw from the class or the instructor does not initiate a No-Show Withdrawal, the student will be financially responsible for the class and a final grade of “FN” will be recorded as the final grade.

VI. POLICY RELATED INFORMATION

SUSLA Catalog, <https://www.susla.edu/page/academic-catalog> or the Registrar’s Office.

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy and is subject to the Southern University System five-year policy review cycle

VIII. POLICY URL

This policy will be posted at <https://www.susla.edu/subhome/policy-and-procedures> upon approval of the Southern University Board of Supervisors.

IX. POLICY APPROVAL

This section identifies the appropriate approval official(s).

Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

Effective Date of Policy

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

Effective Date of Policy

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

Effective Date of Policy



Office of the Executive Vice President/
Executive Vice Chancellor

J. S. Clark Adm. Bldg.
P.O. Box 9819
Baton Rouge, LA 70813

December 18, 2020

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

Dear Dr. Belton:

I am requesting approval of the revised Policy on Endowed Faculty and Chairs during the January 2021 Board of Supervisors Meeting. This is an existing policy which originated on March 18, 2016. The last revision to the policy was finalized on September 1, 2017.

This new proposal will be effective beginning February 1, 2021, if approved by the Southern University System (SUS) Board of Supervisors and the Chancellor of Southern University and A&M College. The major changes are as follows:

1. A current donor requested an increased salary supplement. To accommodate possible requests from other donors and to fulfill this request we are proposing that:
 - a) Salary supplemental expenses change in the range of \$5,000 to \$15,000 annually for the endowed professorship.
 - b) Salary supplemental expenses change in the range of \$50,000 to \$60,000 annually for the endowed chair.
2. Support supplement expenses change in the range of \$2,500 to \$5,000.
3. The determined amounts will be allocated upon approval of chief academic officer on a respective campus, the campus Chancellor, the System Vice President for Administrative and Financial Affairs, and the System President.
4. The Holder of Endowed Professorships award was previously being distributed in accordance with a calendar year, and we are proposing that changes be made to adhere to either the academic or calendar year. The proposed changes reflect the timeline for the academic calendar year option.

Your support of this policy would be greatly appreciated.

With Kindest Regards,

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

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor/
Senior Associate Vice Chancellor for Academic Affairs



POLICY TITLE
Endowment Policy

POLICY NUMBER
1-015

Responsible Unit: <i>Office of Academic Affairs</i>	Effective Date: <i>02/01/2021</i>
Responsible Official: <i>Senior Associate Vice Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>12/21/2020</i>

I. POLICY STATEMENT AND RATIONALE

Southern University and A&M College at Baton Rouge (SUBR) is one of the five (5) colleges in the only Historically Black University system in the nation. The original policy and revisions to the Policy on Endowed Faculty and Chairs is a Southern University System policy. While the proposed Endowment Policy for SUBR is aligned with the original System’s Policy, adjustments are proposed to accommodate for the specific needs of the SUBR campus.

A faculty member's designation as endowed professor or endowed chair constitutes the highest honor. Therefore, it is essential that standardized policies and procedures govern such appointments. The purpose of endowments is to recruit expert faculty and retain high-quality faculty members by recognizing the individuals who excel in their disciplines.

Endowed Chairs/Professorships are typically awarded on a competitive basis to current full-time faculty members based on merit. However, to recruit or retain outstanding faculty, an endowment may be awarded on a non-competitive basis. The term for all Endowment Awards for Chairs/Professorships is three years. However, an endowed chair and/ or professor recruited in the second year of the endowment is two years, while the third year appointment is for one year. An incumbent may apply for the aforementioned terms

and may hold a professorship multiple times, provided a regular review is conducted every three years and the incumbent demonstrates a high level of performance according to the department's standards, the respective college, and the proposed Endowment Policy for SUBR.

II. POLICY SCOPE AND AUDIENCE

The recipient of an endowment must hold rank as a faculty member. Endowments are granted to tenured or tenure-track faculty members. Deans, Associate Deans, Department Heads, and program coordinators who are also tenure-track faculty members are eligible for endowments. Chairs/Professorships are designated specifically for outstanding teaching, and continuing faculty who hold academic rank from the instructor to the full professor. Endowed Chairs/Professorships awards primarily recognize achievement in research and creative endeavors, scholarship or creative works, teaching, accreditation and related planning and assessment endeavors, or professional service throughout the previous three calendar years.

Should a faculty member holding an Endowed Chair/Professorship assume a full-time administrative position within the University, they may finish the term of the award if they choose to do so. Faculty members remain eligible for renewal of the Endowed Chair/Professorship by continuing to achieve excellence in accordance with departmental and college guidelines.

Demonstration of excellence is documented through significant intellectual contributions and primarily through professional publications or creative works: conference proceedings of local, national or international scope; books or original works by influential publishers; articles in reliable peer-reviewed journals; exhibitions or performances at major venues; and other forms of substantial scholarly work are commonly recognized within the academic community. Signature initiatives such as the establishment of institutes and centers as well as externally funded research and creative endeavors grants, especially those awarded competitively by federal agencies or significant foundations, are evidence of the merit of scholarly activities.

Proof of excellence in teaching includes professional publications about learning and instruction scholarship in respected peer-reviewed journals and national scope conference proceedings. Further demonstration of teaching accomplishments may consist of other forms of scholarship that focus on teaching, such as engaging in service-learning, research and creative endeavors, pedagogical approaches, mentoring students, and integrating technology (including e-learning). Teaching practices, active engagement in planning and assessment endeavors at the department, college, and/or institutional levels, supporting student success in learning, research, creative endeavors, and requiring undergraduate and graduate students in research and creative endeavors are essential as well. Excellence in professional service consists of leadership-type projects at the community, state, regional, or national levels. These include substantial contributions that advance economic development initiatives and cultural and educational contributions, contributing to the growth of the University and State.

A donor may establish an endowment with specific selection criteria and expectations for its holder. Typically, a faculty member/chair holds a single endowment. The College's Department and Dean in conjunction with the Office of Academic Affairs will oversee the screening and selection process.

- Annually, in the **fall semester**, the Office of Academic Affairs shall distribute a list of vacant Endowed Chairs and Professorships whose terms expire at the end of that academic year's three-year period to the College Deans. Each College Dean will distribute the list of vacant endowments to all Department Chairs and Faculty Members in the college.

- During the **spring semester**, an interested Faculty Member will submit an application for an Endowed Chair and/or Professorship through their academic department based on the guidelines contained in this proposed endowment policy for the SUBR campus. The Department Chair forms a Departmental Screening Committee, whose recommendations are forwarded to the college Dean. The Dean forms a College Screening Committee, whose recommendations are forwarded to the Office of Academic Affairs, which then submits a consolidated listing of the colleges' recommendations for approvals by the Executive Vice Chancellor, President-Chancellor and the Southern University Board of Supervisors. The endowments are not officially granted until they have been Board-approved and only then can they be awarded by the Office of Academic Affairs.

III. POLICY COMPLIANCE

Responsibilities of the Holder:

1. Send 'Thank you' notes/letters to the donor(s) in writing by **October 1**.
2. Participate wholly in the academic activities of the academic unit in which the Endowed Chair/Professorship is assigned.
3. Expend the available support supplemental funds (if applicable) annually, including equipment, supplies, travel, and student labor upon the approval of the Office of Academic Affairs for the academic year, no later than **April 1**.
4. Provide the Office of Academic Affairs with an annual report of academic activities undertaken during the Endowed Chair/Professorship by **May 1** of each year. The Office of Academic Affairs will keep copies of the annual report on file for at least five years.

Responsibilities of the Office of Academic Affairs:

1. The Office of Academic Affairs shall provide the endowment faculty holders, department chairs and deans with the total amount of funds available for expenditure in the current year, including salary supplement and support supplemental funds (if eligible) in writing by **September 1**.
2. The Office of Academic Affairs shall notify the holder of the permissible uses for the expendable fund, including the support supplemental funds allocation (if there are enough funds available) by **April 1** of each year.
3. The Office of Academic Affairs shall be responsible for the awardee receiving the salary supplement by **July 1**.
4. The Office of Academic Affairs will review the established goals and related activities for the Endowed Chair or Professorship, including the annual faculty evaluation procedure. Failure to meet the appointment conditions of the annual evaluation can result in the termination of the Endowed Chair or Professorship.
5. Endowed awards can be revoked by the Chief Academic Officer, if the awardee/appointee has failed to fulfill the appointment's expectation based on the annual assessment that has been reviewed by a subject-matter committee.

Letter of Appointment:

After the Southern University Board of Supervisors approves Endowed Chairs and Professorships, the Office of Academic Affairs shall send a letter of appointment to the appointee, which details and emphasizes commitments, contributions, and expectations. The letter should stipulate:

1. Terms of appointment
2. Resources available to the appointee

3. Degree of control the appointee will have to accomplish the stated goals
4. The standards and criteria to be met by the appointee
5. The applicable annual and other potential evaluations, accountability, and review standards
6. The appointment letter shall be signed by the Senior Associate Vice Chancellor for Academic Affairs (or the designee).
7. The appointee shall indicate acceptance by affixing his/her signature where appropriate on the letter of appointment and returning it to the Office of Academic Affairs.
8. Copies of the signed letter of appointment shall be forwarded to the President-Chancellor, Executive Vice Chancellor for SUBR, the Executive Director of the Southern University Foundation, the Vice Chancellor for Finance and Business Affairs, and the Office of Human Resources.

Termination Procedure:

Resignation of an endowed position before the end of the appointee's stipulated term may occur for one or more of the following reasons:

1. Resignation or termination of employment from the faculty of SUBR
2. A change in status from full-time to part-time faculty
3. Denial or revocation of tenure by SUBR
4. Failure to fulfill obligations of the endowed position or maintain an overall level of service and activity comparable to that presented for selection
5. An extended absence due to illness or some other reason (beyond one year)

Financial Accountability:

The Executive Director of the Southern University Foundation shall report the actual and projected earnings for each Endowment account to the System's Vice President for Finance and Business Affairs, SUBR's Vice Chancellor of Finance and Administration, and the Office of Academic Affairs, before the start of SUBR's fiscal year. The Executive Director of the Foundation, working collaboratively with the SUBR Office of Academic Affairs, Executive Vice Chancellor, and the President-Chancellor, encourages the re-investment of a certain percentage of the interest-earning to aid the increase of the principal of the endowment funded over time, off-setting inflation. The Vice President for Finance and Business Affairs in conjunction with SUBR's Vice Chancellor for Finance and Administration shall receive the proceeds from the Endowment Funds from the Executive Director of the Foundation and transfer and allocate available funds, as applicable to the SUBR campus. SUBR is then authorized to expend the funds under Louisiana law, Foundation rules and regulations, and the applicable endowment agreement. The Office of Academic Affairs shall be responsible for submitting annual detailed budget requests and year-end budget reports on each Endowment account to the Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, and President-Chancellor, via the System's Vice President for Finance and Business Affairs. Funds are dispersed by fiscal year, and the awards and appointments will also occur during the academic fiscal year.

1. Endowment interest will be used as a salary supplement within the range of \$5,000 and \$15,000 per year, plus fringe benefits for recipients of endowed professorships.
2. Endowment interest will be used as a salary supplement within the range of \$50,000 and \$60,000 per year, plus fringe benefits for recipients of endowed chairs.

3. Any endowment interest above the salary supplement may be used to support supplement expenses, including equipment, supplies, travel, and student labor within a range of \$2,500 and \$5,000 per year, upon approval of the Office of Academic Affairs, Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, the System's Vice-President for Business and Finance, and the President-Chancellor.
4. At no time shall the above expenditures exceed 75% of the allowable spending accrued in a fund account.
5. The Office of Academic Affairs shall initiate the Personnel Action Forms (PAFs) for all Endowed Chairs and Professorships based on the amount of approved funding. As stated below:
 - a. Endowment interest will be used as a salary supplement plus fringe benefits.
 - b. Any endowment interest above the salary supplement may be used to support supplement expenses, including equipment, supplies, travel, and student labor (within the range of \$2,500 and \$5,000 per year), upon approval of the Office of Academic Affairs, Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, the System's Vice-President for Business and Finance, and the President-Chancellor. At no time shall the above expenditures exceed 75% of the allowable spending accrued in a fund account.
6. Additionally, monthly timesheets are not necessary. All Endowed Chairs and Professors are required to submit an annual report, according to the campus guidelines and the specifics detailed in their award letter, and, upon approval of their annual report, complete the necessary process for their annual payment in July.

IV. POLICY DEFINITIONS

- The **Endowed Professorship Program** was created by the Louisiana Endowment Trust Fund for Eminent Scholars during the 1983 Regular Session of the Louisiana Legislature. It was established in the State Treasury by Section 1 of Acts 1983, No. 668, utilizing monies appropriated annually by the State Legislature. The SUBR policy is written with adequate flexibility to provide a broad framework that each campus may use to formulate a campus-specific endowed faculty policy that complements SUBR's campus.
- **The Endowed Chair** appointment is up to three consecutive years. The Office of Academic Affairs determines the Endowed Chair's term, based on the recommendation of the Departmental chair's selection committee and the college Dean's selection committee's recommendation. The appointment is renewable based on the results of the annual performance review of the Endowed Chair's holder.
- **The Endowed Professor** appointment is up to three consecutive years. The Office of Academic Affairs determines the Endowed Professorship's term, based on the recommendation of the Departmental chair's selection committee and the college Dean's selection committee's recommendation. The appointment is renewable based on the results of the annual performance review of the Endowed Professorship's holder.

V. POLICY IMPLEMENTATION PROCEDURES

The awarding of the Endowment of Chairs and Professorships to the faculty include standardized procedures, which are as follows.

A. Applications

An applicant for an endowment submits the following materials to the Office of Academic Affairs by way of their respective college dean:

1. Cover letter of the applicant's qualifications for the award.
2. Their vitae focusing on the last three years (**July 1 – June 30**) including:
 - a. personal data
 - b. educational background
 - c. employment history
 - d. professional publications in complete bibliographic form (denoting peer-review journals and providing acceptance rates or other indications or evidence of journal competitiveness, where possible). When including works in progress, provide proof of acceptance of the final edited form.
 - e. honors
 - f. professional activities
 - g. funded research and creative endeavors and other grants
 - h. economic development successes
 - i. university, accreditation, and community service
3. Professional publications from the last three years
4. Professional service activities that the applicant wish to provide
5. Other materials as appropriate for the specific chair/professorship
6. Three letters of recommendation to analyze the quality of the individual's scholarly or artistic work, with specific reference to its impact on the field, and an explanation of each referee's personal or professional relationship to the nominee
 - a. One must be an external letter (from outside the University) of appraisal from a prominent scholar qualified to evaluate the nominee
 - b. College Screening Committee members cannot write letters of support for nominees

B. Department Screening Committee

1. The Screening Committee for an Endowed Chair/Professorship, membership shall include:
 - a. The chair of the department serving as chair of the committee.
 - b. Tenured faculty members appointed by the department chair.
2. The department chair shall ensure no conflicts of interest between Screening Committee members and the Endowed Chair/Professorship applicants.
3. If multiple Endowed Chairs/Professorships in a department are open for application each year, the department chair may elect to form one Screening Committee to consider all applicants for those Endowed Chairs and Professorships.

C. Department Screening Committee Procedures

1. The department chair will review the applications through an online application process

2. The department chair will then call a meeting of the Department Screening Committee to review the applications
3. The committee will vote by confidential ballot
4. The department chair will forward the recommendations of the committee via letter to the dean of the college. That communication will include:
 - a. Department Screening Committee members
 - b. All applicants with an indication that the Screening Committee has deemed qualified for the chair/professorship
 - c. Committee's ranking of the candidates deemed qualified
 - d. Ballots (including any proxy votes)

E. College Screening Committee Procedures

1. The College Screening Committee for an Endowed Chair/Professorship membership shall meet the following requirements:
 - a. The dean of the college will chair the committee
 - b. Tenured faculty members will be appointed by the dean
2. The dean shall ensure no conflicts of interest between College Screening Committee members and the Endowed Chair/Professorship applicants
3. If multiple Endowed Chairs/Professorships in a discipline or department are open for applications each year, the dean may elect to form one College Screening Committee to consider all applicants for those Endowed Chairs and Professorships

F. College Screening Committee Procedures

1. The dean will review the applications through an online application process
2. The dean will call a meeting of the College Screening Committee to review the applications
3. The committee will vote by confidential ballot
4. The dean will forward the recommendations of the committee **via letter** to the Office of Academic Affairs. That communication will include:
 - a. College Screening Committee members
 - b. All applicants with an indication that the Screening Committee has deemed qualified for the chair/professorship
 - c. Committee's ranking of the candidates deemed qualified
 - d. Ballots (including any proxy votes)

There are three situations in which a Screening Committee does not review applications:

1. When, with the approval of the Senior Associate Vice Chancellor for Academic Affairs, Executive Vice Chancellor, and President-Chancellor, the Endowed Chair/Professorship is used to recruit a new faculty member. In such a case, the departmental search committee will substitute for the Screening Committee
2. When a dean is an applicant
3. When the renewal of a non-competitively awarded endowment is considered

G. Office of Academic Affairs Procedures

The standard procedure involves the Office of Academic Affairs making its recommendation to Executive Vice Chancellor, the President-Chancellor, and the Southern University Board of Supervisors for approval. The regular procedure of the Office of Academic Affairs is as follows:

1. The Office of Academic Affairs shall forward the names and award amount of the prospective candidates to the Executive Vice Chancellor, the President-Chancellor, and the Southern University Board of Supervisors
2. Upon approval of the nomination from the President-Chancellor and the Board of Supervisors, the Office of Academic Affairs shall notify the relevant dean and faculty member to whom the Endowed Professorship/Chair was awarded

VI. POLICY RELATED INFORMATION

There is no additional policy-related information.

VII. POLICY HISTORY AND REVIEW CYCLE

The Endowed Professorship and Chair policy was originated on March 18, 2016 as a System’s policy. The last revision to the System’s policy was completed on September 1, 2017. This new SUBR campus proposed policy will be effective beginning February 1, 2021, upon the approval of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System.

The major changes from the original System policy are as follows:

1. A current SUBR campus donor requested an increase to the salary supplement. To accommodate possible requests from other donors and to fulfill this request, the following is being proposed:
 - a) Salary supplement expenses changed in range from \$5,000 to \$15,000 annually for an Endowed Professorship
 - b) Salary supplement expenses changed in the range from \$50,000 to \$60,000 annually for an Endowed Chair
2. Support supplement expenses changed in range from \$2,500 to \$5,000
3. While the Holder of an Endowed Professorship/Chair award was previously being distributed in accordance with a calendar year, and we are proposing that changes be made to adhere to the academic year

VIII. POLICY URL

Southern University Policies and Procedures: <https://www.sus.edu/page/su-board-policies>

IX. POLICY APPROVAL

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

Effective Date of Policy

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

Effective Date of Policy



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

December 29, 2020

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Distinguished Jurist of Law and Justice Professorship

Dear Dr. Belton:

The year 2021 represents the 35th Anniversary of the bold actions taken by the Honorable Janice Clark, who at that time was a practicing attorney in 1986. Clark took the courageous action of challenging the election system for district judges in the State of Louisiana by invoking the provisions of the Voting Rights Act of 1965.

In *Clark vs. Edwards* (subsequently *Clark vs. Roemer*), Clark, as the named plaintiff in that Civil Rights Lawsuit changed the Louisiana Judiciary with her landmark lawsuits. She opened the doors for African-American judges to be elected to the Louisiana State Judiciary in meaningful numbers. Louisiana, in 2021 will have the highest number of Africa-American State Judges per capita in the United States.

Clark, elected to a District Court Judgeship for the 19th Judicial Court in East Baton Rouge Parish, will retire from that judgeship on December 31, 2020. To honor her and her courageous action in 1986, the Southern University Law Center would like to create a Distinguished Jurist of Law and Justice Professorship and have the Honorable Janice Clark appointed to that professorship to honor her work as a Civil Rights Pioneer.

In that professorship, Judge Clark (Retired) will teach classes on trial advocacy, practice, and jurisprudence, lecture on social justice and civil rights, and work collaboratively with the Director of the Louis A. Berry Civil Rights and Justice Institute to train, produce, and mentor the next generation of social justice and civil rights advocates and attorneys. The proposed 12-month salary for this professorship is \$138,500.

I respectfully ask that you place my request on the Board's agenda for the Southern University System Board of Supervisors meeting on January 8, 2021.

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

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



Dr. Rodney A. Ellis
Chancellor

December 16, 2020

Dr. Ray L. Belton, President
Southern University System
4th Floor, J. S. Clark Administration Building
Baton Rouge, La 70813

RE: SUSLA MARKET SALARY ADJUSTMENTS

Dear Dr. Belton:

This communication comes to request market salary adjustments for faculty and staff whose salaries are over the \$60,000 threshold for staff and over \$75,000 for faculty. Attached are the details of the adjustments for the following faculty and staff members:

- Dr. Joseph Orban
- Mrs. Tiffany Varner
- Mrs. Veloria Nance
- Ms. Stephanie Graham
- Dr. Lonnie McCray
- Dr. Barry Hester
- Ms. JoAnn Brown

All market adjustments for SUSLA will go into effect February 1, 2021. I am requesting your endorsement and that of the Southern University Board Of Supervisors to approve these adjustments. Thank you in advance for your consideration of this request and that of the SU Board of Supervisors.

Respectfully Submitted,

Rodney A. Ellis, Ed.D.
Chancellor

Approved:

Dr. Ray L. Belton, President

Date:

Attachments

Disapproved:

Dr. Ray L. Belton, President

Date

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
WWW.SUSLA.EDU

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoney, College Success Ctr. (318) 670-9201. Section 504 Coordinator: Jerushka Ellis, Behavioral Science, (318) 670-9367

SUSLA Market Salary Adjustments
Faculty Over \$75,000 and Staff Over \$60,000

Last Name	First Name	Title/Department/Program	Salary	FINAL SALARY (FEB 2021)
Orban	Joseph	Professor of Biomedical Sciences/Dean of Liberal Arts & Sciences	74,558.00	76,049.16
Varner	Tiffany	Director of Nursing	81,600.00	83,232.00
Nanze	Veloria	Director of Accounting	60,000.00	61,200.00
Hester	Barry	Dean, BSTEM & Professor of Chemistry	66,570.00	67,906.00
Graham	Stephanie	Director of Grants & Sponsored Prog	66,300.00	71,300.00
McCray	Lonnie	Dean, Arts, Humanities, Social Sciences & Education	57,350.00	61,651.25
Brown	JoAnn	Dean & Associate Professor of Allied Health	71,400.00	72,830.00

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date 02/01/2021

Name Joann Brown(U01252653) SS# xxx-xx-6328 Sex F Race* B
(Last 4 digits only)

Position Title: Dean/ Assoc Professor Allied Health Department: Academic Affairs and CWD

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

--	--	--

 New Position Expiration Date: _____

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

Years Experience _____ Southern University Experience _____

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

Current Employer _____

Personnel Action

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

Recommended Salary \$72,830 Salary Budgeted \$72,830

Source of Funds _____

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

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Dean/Assoc Professor Allied Health</u>	<u>Dean/Assoc Professor Allied Health</u>
Status	<u>Full-Time</u>	<u>Full-Time</u>
Salary Adjustment	<u>\$71,400</u>	<u>\$72,830</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
511001521106100351000	72,830

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

Supervisor _____ 1-6-21 _____ Date
Vice Chancellor _____ 1-6-21 _____ Date
Director Personnel _____ Date
President _____ Date

Dean/Unit Head _____ Date
Chancellor _____ 1-6-21 _____ Date
Vice President/Finance 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 REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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)

Jo Ann Brown, MBA
Southern University At Shreveport
Dean
Allied Health Sciences and Nursing

EDUCATION

Master of Business Administration, Concentration Healthcare Administration, University of Phoenix, Phoenix, AZ 2007

Bachelor of General Studies, Louisiana State University Shreveport, 1995

Associate of Applied Science, Respiratory Therapy, Southern University Shreveport, 1986

Registered Respiratory Therapist, 1986

EXPERIENCE

Dean, Division of Allied Health Sciences and Nursing

2017-Present

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

Director of the Academy of Excellence, Southern University at Shreveport

2015-2017

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

Division Chair, Division of Allied Health Sciences, Southern University at Shreveport,

2005-2015

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

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

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

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

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

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

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

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

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

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

SERVICE TO THE UNIVERSITY

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

PROFESSIONAL DEVELOPMENT

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

- Online Certified Blackboard-August 2005

FUNDED PROJECTS

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



Dr. Rodney A. Ellis
Chancellor



December 16, 2020

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

RE: RECOMMENDATION OF MS. DEVONYE BROWN – EXPANSION OF DUTIES AND RESPONSIBILITIES

Dr. Belton:

This letter comes as a request to expand the job duties and responsibilities of Ms. Devonye Brown reflected in the restructuring plan of SUSLA approved by the SU Board of Supervisors November 20, 2020. Ms. Brown will continue her current responsibilities and title in addition to becoming the Southern Association of Colleges and Schools Commission on Colleges liaison and all responsibilities associated with this position. Currently, Dr. Regina Robinson, Vice Chancellor for RSPiE assumes these responsibilities. She is retiring in January 2021.

Ms. Brown currently holds a Master’s in Human Resource Management and Development (National Louis University) and seeking a Doctor of Education in Leadership Study (Louisiana State University in Shreveport). Accompanying this request is a salary increase of \$3,927 for a total salary of \$60,027 to begin January 1, 2020.

I am requesting your endorsement and that of the Southern University Board of Supervisors to expand the job duties and responsibilities for Ms. Devonye Brown. Thank you in advance for your consideration of this request and that of the SU Board of Supervisors.

With warm regards,

Rodney A. Ellis, Ed.D.
Chancellor

_____ Approved Salary and Hire Date
(\$60,027; 01/01/2021)

_____ Not Approved

Dr. Ray L. Belton, President/Chancellor

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
WWW.SUSLA.EDU

“Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities”. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoney, College Success Ctr. (318) 670-9201. Section 504 Coordinator: Jerushka Ellis, Behavioral Science, (318) 670-9367



Position: Director of Outcomes Assessment & Quality Management

Employee Name: <i>Devonye Brown</i>	Department Name: Office of the Chancellor
Reports To (Supervisor's Name and Title): Dr. Leslie McClellon, Chief of Staff and Special Assistant for Strategic Initiatives	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY: Under the direction of the Chief of Staff and Special Assistant for Strategic Initiatives, the Director of Outcomes Assessment and Quality Management will be instrumental in fostering a culture of planning, assessment, and research, which includes developing information resources in support of campus decision-making related to policy and practices and supporting a comprehensive outcomes assessment program, documenting institution-wide continuous improvement in support of the mission and strategic plan. The position is key in providing guidance in the areas of institutional effectiveness, strategic planning, accountability, accreditation, data reporting, and program evaluation.

PRIMARY RESPONSIBILITIES:

1. Supports institutional accreditation processes and other internal and external reviews as appropriate, develops and manages processes to maintain compliance with SACSCOC accreditation requirements
2. Serves as the primary planner and coordinator for the ongoing SACSCOC reaffirmation process; engages the college in the use of research data to encourage a culture of evidence-based decision making; coordinates the development, implementation, and maintenance of processes for the submission of reports to meet SACSCOC requirements.
3. Serves as the primary author and/or coordinator for SACSCOC reports including substantive change, Fifth-Year Interim Review, Reaffirmation, and QEP;
4. Provides strategic direction and management of institutional planning, assessment, and research;
5. Oversees the continuous development and implementation of the institutional effectiveness cycle by which the College measures improvement and holds itself accountable to its constituents;

6. Provides general support to the institution's assessment program through direct support of administrative units and indirect support of academic units. Together with the Coordinator of Institutional Effectiveness and Research and Assessment Coordinator, consults with academic units in developing, measuring, and analyzing learning outcomes, and with administrative units in developing, analyzing, and measuring operational outcomes;
7. Oversees the institution's plan for assessment, determines a common timetable for assessment stages and advises all assessment activities by aiding with the selection of assessable criteria and the selection or development of appropriate instruments;
8. Recommends policies and procedures to improve SUSLA's institutional effectiveness program
9. Oversees various research projects and assessment initiatives;
10. Monitors system-wide accountability measures;
11. Provides critical information, analysis, and insights in areas related to resource allocation, human resources, performance budgeting, and revenue enhancement; and
12. Serves on various university or external councils/committees that require analytic insight or research findings in support of campus-wide decision making or strategic planning.

REQUIRED EDUCATION AND EXPERIENCE:

1. Master's degree in a related field **and** five years of experience with planning, research and outcomes assessment in a higher education setting **OR**
2. Doctoral degree in a related field and three years of experience with planning, research and outcomes assessment in a higher education setting;
3. Demonstrated experience with use of qualitative and quantitative methods for assessment of student learning outcomes'
4. Experience with SACSCOC accreditation standards;
5. Experience with conducting surveys and report writing;
6. Displays excellent communication skills, including writing, speaking to groups, understanding English through personal conversation and written materials;
7. Demonstrated ability to provide professional-level interaction with faculty and staff at all levels of the institution;
8. Experience with assessment management systems;
9. Experience with survey management systems

PREFERRED QUALIFICATIONS:

1. Doctoral degree in related field.
2. Ten years of progressive experience in a higher education setting

UNIVERSAL PERFORMANCE STANDARDS:

1. **Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.

2. **Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.
3. **Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
4. **Exhibits** a willingness to perform other duties as requested or required efficiently and timely.
5. **Complies** with all policies and procedures as stipulated in the Employee Handbook.

11/2020

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

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

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer

Devonye Brown

Professional experience

1/2001- 4/2003 College of Southern Maryland La Plata, MD

Contract Adjunct (Part-time) Instructor

Instructed adult students in conversational Spanish courses for the construction trades. Designed and presented professional development courses for government clients. Planned classroom instruction, coursework, and other materials as necessary. Maintained appropriate classroom logistics and presentation design. Tutored and counseled students as needed.

11/ 2000-4/2003 University of Maryland University College Adelphi, MD

Academic Coordinator, Graduate School of Management & Technology

Adjudicated grade appeals, investigated cases of academic dishonesty, and handled other student affairs for the Dean. Provided administrative support to faculty and students in the Master of International Management program. Managed the Presidential Management Internship program.

Faculty Employment Coordinator / Diversity Specialist

Developed diversity initiatives, and monitored and evaluated diversity efforts. Planned advertisements and implemented recruitment strategies for critical and short supply faculty positions. Developed and maintained budget for diversity recruitment. Provided assistance to search committees and hiring managers in best-practices methods. Reviewed and made recommendations for revising existing employment processes and policies. Compiled statistical data as needed. Supported the design, administration, and evaluation of programs and services related to faculty employment and student recruitment. Attended professional conferences and career fairs as needed.

8/1998 – 10/00 National-Louis University

McLean, VA

Enrollment Specialist

Recruited students for various degree programs. Generated and responded to inquiries from prospective students. Conducted information seminars at corporations, educational fairs, and local campuses. Assisted applicants and students with admissions, registration and degree planning. Evaluated transcripts and military documents for transfer credit purposes. Trained incoming enrollment representatives as needed.

8/1997 - 7/1998 Aerotek Dept. of Human Resources

Baltimore, MD

College Relations Coordinator

Devised advertising campaigns. Scheduled college recruiting events nationwide. Negotiated contracts with trade show vendors. Developed training program for new corporate recruiters. Assisted regional offices with staffing issues. Maintained internal job descriptions and postings. Increased overall new hire ratio by 45%.

8/1996 - 8/1997 Aerotek/Maxim Group Irving, TX

Personnel Manager

Managed a staff of 30 people. Interviewed, hired, and trained internal recruiting staff. Developed orientation programs, training manuals and educational materials for technical and administrative staff. Conducted diversity training, records management, and other personnel development workshops. Completed staff performance evaluation reports. Created and presented career management seminars to the Texas Employment Commission. Translated employment documents, conducted interviews in Spanish as needed, and represented the company at trade fairs and expositions. Appointed to corporate human resources position within one year.

2/1996 - 8/1996 Aerotek/Maxim Group Irving, TX

National Recruiting Coordinator

Organized and coordinated the external recruiting efforts of over 50 nationwide offices of Aerotek's Information Systems Division. Worked directly with the Vice President of Information Systems and the Director of Recruiting to create standards for the division. Created nationwide orientation and technical education program for new sales personnel. Selected to become one of the company's first Managers of Branch Recruiting.

1/1995 - 2/1996 Aerotek/Maxim Group Dallas, TX

Technical Recruiter

Recruited and screened technical personnel. Assisted consultants with employment documents and career management. Provided customer service to Fortune 500 client managers. Responsible for creating and maintaining job descriptions and negotiating contract salary rates. Promoted to National Recruiting Manager within first two years of employment.

Education

1999-2000 National-Louis University McLean, VA

Master of Science in Human Resource Management & Development

- Student Representative

1990 - 1994 Louisiana State University Baton Rouge, LA

Bachelor of Science in Business Administration / Pre-Law

- Concentration in Spanish

Technical Skills

PowerPoint, Corel Presentations, Microsoft Word / Office Suite, Access

Languages

Fluent in Spanish

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date 02/01/2021

Name Devonye Brown (U01627042) SS# xxx-xx-1834 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Outcomes Assessments and Quality Mgmt Department: RSPiE

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

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

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

Current Employer _____

Personnel Action

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

Recommended Salary \$60,027 Salary Budgeted \$60,027

Source of Funds _____

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

Change of:
Position Director of Outcomes Assessment & Quality Mgt From Director of Outcomes Assessment & Quality Mgt To
Status Full-Time Full-Time
Salary Adjustment \$56,100 \$60,027

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
521166 55211 61002 56000	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____
Vice Chancellor W. M. ... 12/17/20 Date _____
Director Personnel ... 1/6/21 Date _____
President ... 1/6/21 Date _____

Dean/Unit Head _____ Date _____
Chancellor ... 12/17/20 Date _____
Vice President Finance ... 12/17/20 Date _____
Business Affairs/Comptroller _____ Date _____
Chairman/S.U. Board _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER: _____

NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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)

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date 02/01/2021

Name Stephanie Graham(U01637104) SS# xxx-xx-5045 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Grants & Sponsored Programs Department: RSPIE

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

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 New Position Expiration Date: _____

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

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

Current Employer _____

Personnel Action

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

Recommended Salary \$71,300 Salary Budgeted \$71,300

Source of Funds _____

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

Change of:
Position Director of Grants & Sponsored Programs From Director of Grants and Sponsored Programs To
Status Full-Time Full-Time
Salary Adjustment \$66,300 \$71,300

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
521226 55211 61002 56000	

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____

Dean/Unit Head _____ Date _____

Vice Chancellor _____ Date _____

Chancellor _____ Date _____

Director, Personnel _____ Date _____

Vice President/Finance _____ Date _____

President _____ Date _____

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

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

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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:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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- _____ 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)

STEPHANIE A. GRAHAM

OBJECTIVE

To utilize work experience, skills and education to full potential within a secure organization that offers advancement and growth.

EXPERIENCE

April 1999--Present Southern University at Shreveport Shreveport, LA

Management Assistant (Division of Community & Workforce Development)

- Serve as special assistant to Vice Chancellor for Community & Workforce Development
- Serve as managing supervisor for Office of Grants & Sponsored Programs
 - University's Authorized Organizational Representative for Grants.gov
 - Review, critique and ensure external proposals meet sponsor and university guidelines prior to submission
 - Supervise post-award staff
 - Serve as university grant writer
- Provide oversight to programmatic and fiscal operations of Title III HBCU and Title III CCRAA federal grants

Perkins Programs Coordinator/Pre-Award Services Coordinator (Department of Grants & Sponsored Programs 2007-2009)

- Administration of Carl D. Perkins Career & Technical Education Grant to include preparation, submission and maintenance of Local Application Plan, financial reports (budgets, reimbursements, project completion), and other reports as required
- Coordinate on-campus requests for internal grant funding; solicit collaboration among budgetary sources on campus
- Serve as co-Principal Investigator for Project SUCCESS training grant
- Assist Director of Title III HBCU Grant in effectively administering grant program
- Provide pre- and post-award services to university community in support of securing external funding

Perkins Programs Coordinator/Management Assistant (Division of Community & Workforce Development 2004-2007)

- Administration of Carl D. Perkins Career & Technical Education Grant to include preparation, submission and maintenance of Local Application Plan, financial reports (budgets, reimbursements, project completion), and other reports as required
- Coordinated on-campus requests for internal grant funding; solicit collaboration between budgetary sources on campus

- Served as co-Principal Investigator for Project SUCCESS training grant
- Assisted Director of Title III HBCU Grant in effectively administering grant program
- Responsible for programmatic and fiscal compliance as well as compliance with other terms and conditions of grant awards (Perkins, Project SUCCESS, Title III)

Interim Perkins Programs Coordinator (Department of WVO 2002-2004)

- Administration of Carl D. Perkins Vocational & Technical Education Grant to include preparation, submission and maintenance of Local Application Plan, financial reports (budgets, reimbursements, project completion), and other reports as required.
- Coordinated Tech Prep activities to create linkages between secondary and postsecondary schools through articulation process. Tracked and maintained files for Tech Prep students.
- Active participant on Northwest LA Tech Prep Consortium advisory board.
- Supervised Technology Support Tech and Lab Techs to manage student computer labs.
- Collaborated with other departments and personnel to coordinate computer training workshops.
- Design and layout of "Administrative Affairs" newsletter

Lab Assistant/Vocational Facilitator (Department of WVO 2001-2002)

- Provided assistance to students, faculty and staff using the campuswide computer lab - Academic & Career Enhancement (ACE) Center.
- Coordinated and marketed schedules of computer training workshops as well as identified workshop instructors.
- Supervised Lab Tech and student workers.
- Provided clerical support for Perkins Vocational & Technical Education Grant program and computer lab.
- Maintained Perkins Grant program files, budget information and reports.
- Design, layout and edit of "The Ace" Newsletter

Chief Clerk I (Student Support Services 1999-2001)

- Performed clerical duties and office management for department.
- Assisted program director with maintenance of financial records and reports.
- Maintained database of program participants and events.
- Updated and/or revised departmental forms.
- Responsible for design and layout of "Express" newsletter
- Assisted in writing, submitting and securing grant dollars for two grant cycles totaling over \$500,000

Sept 1998-Apr 1999 Bossier Parish Community College Bossier City, LA

Clerk III (Community Education Division)

- Assisted in planning, coordinating and disseminating Continuing Education Non-credit class schedules for fall, spring and summer semesters.
- Assisted in on-going registration process by phone, fax, e-mail and in person (over 5,000 students annually).

- Operated office independently two nights per week

June 1998-Jan 1999 Casino Magic, Inc Bossier City, LA

Cage Cashier

- Handled large amounts of cash (\$50,000-\$250,000) daily.
- Provided customer service to patrons and casino personnel.

June 1995-June 1998 Printpack, Inc. Shreveport, LA

Platemaker

- Made rubber and photopolymer printing plates in pre-press department for printing machines.
- Assisted plate mounting department when necessary.
- Assisted press operators in setup and job runs when necessary.

Jan 1992-June 1995 Wal-Mart Stores, Inc. Shreveport, LA

Stocker/Cashier

- Stocked merchandise to shelves in various departments.
- Unloaded merchandise from trucks and pulled pallets to floor from stockroom.
- Handled customer checkout and register transactions.

EDUCATION/TRAINING

May 2000 Bossier Parish Community College Bossier City, LA

- A.S., Business Administration

Pursuing Louisiana State University-Shreveport Shreveport, LA

- B.S., Business Administration (Fall 2011)

December 2008 Management Concepts

- Grants Management Certificate Program-Recipient Track
 - Applying for Federal Grants and Cooperative Agreements
 - Managing Federal Grants and Cooperative Agreements
 - Uniform Administrative Requirements: OMB Circular A-102 and 2 CFR Part 215
 - Cost Principles: 2 CFR Part 220,225 and 230 and FAR 31.2
 - Business Management System for Recipients
 - Audit of Federal Grants and Cooperative Agreements
 - Accountability for Federal Grants: Planning, Measuring and Reporting Grant Performance

PROFESSIONAL DEVELOPMENT

- Completed MS Powerpoint training - 2002
- Completed MS Excel training – 2003
- Attended HBCU Title III Administrators Technical Assistance Workshop – annually from 2005 to present
- Attended The Grant Institute Grant Proposal Workshop – 2005
- Attended U.S. Department of Labor Employment & Training Administration (DOLETA) New Grantee Orientation – 2005
- Completed PLATO tutorial software training – 2006
- Attended Workforce Innovations Conference – 2006 & 2008
- Attended DOLETA Region IV Best Practice Forum – 2007
- Attended DOLETA “Earmark Training Institute” - 2008
- Attended Southern University at Shreveport Grant Writing Workshop – 2007
- Attended National Association of Career & Technical Education Institute (NACTEI) Conference – 2007
- Attended U.S. Department of Labor Employment & Training Administration “Reemployment Forum” - 2009

ACCOMPLISHMENTS

- Grants Written and Awarded
 - MedCamp – Perkins Leadership Grant to provide summer camp to expose middle and high school youth to healthcare careers. (2002-\$24,900.00)
 - Technology in the Classroom – Perkins Leadership Grant to provide software and professional development to career & technical education courses in support of e-learning. (2002-\$35,000)
 - Professional Development Institute (PDI) – Perkins Leadership Grant to provide professional development to SUSLA Allied Health faculty and host statewide radiology technology clinical instructors seminar. (2005-\$15,000.00)

- WIA Incentive Grant – Perkins Incentive Grant to support SUSLA Economic Development Forum, faculty professional development and equipment. (2005-\$49,294.00)
 - Computed Radiography – Perkins Leadership Grant to purchase digital x-ray equipment for radiology technology department. (2005 - \$75,000)
 - Project SUCCESS - DOLETA Community-Based Job Training Grant to provide workforce training in high-growth, high-wage healthcare areas: dental hygiene, medical lab technology, nursing, phlebotomy, radiology technology and respiratory therapy. (2005 - \$1,992,240.00)
 - Jags4Hire – DOLETA Earmark Grant to provide workforce training and career awareness in high-growth, high-wage healthcare areas: health information technology, nursing and surgical technology. (2009 - \$95,000.00)
 - Title III Strengthening HBCU Grant – Submission and management of five-year Comprehensive Development Plan for Office of Grants & Sponsored Program and Administration & Implementation activities and annual implementation plans since 2007. (various annual award amounts)
 - Perkins Career & Technical Education Grant – Annual submission and management of Local Application Plan for state-operated formula grant since 2001. Responsible for management of annual budget of \$289,153.00 in 2001-2002 to award of \$657,963.00 for 2007-2008.
 - HBCU College Cost Reduction & Access Act (CCRAA) – Submission and management of proposal/implementation plan for FY2009 (\$1,036,543.00) and FY2010 (\$987,791.00).
 - Project SUCCESS II – DOLETA American Recovery and Reinvestment Act (ARRA) to provide workforce training in high-growth, high-wage healthcare areas: dental hygiene, medical lab technology, nursing, phlebotomy, radiology technology and respiratory therapy with an Adult Basic Education component.
- University Accomplishments and Services
 - In Year 1 of two-year project, spearheaded efforts that lead to enhancement of 14 classrooms, library resource room and student lounge area across three university buildings.
 - Developed and implemented “New Employee Checklist” for Division of Community & Workforce Development (CWD).

- Zero audit findings in Perkins Careet & Technical Education Grant annual programmatic audits.
- Led efforts to create articulation agreement between SUSLA CISCO Network Technology program and Caddo Parish Schools Career & Technology Center.
- Serve as President of Electronics Technology Advisory Board.
- Currently serving on University's SACS Reaffirmation Quality Enhancement Plan (QEP) Team
- Served on several university personnel search committees: grant personnel, vice chancellor for academic affairs, clerical positions, adult literacy instructor
- Student Support Services' Staff Appreciation Award 2003

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 02/01/2021

Name Barry Hester (U01639901) SS# xxx-xx-3407 Sex M Race* B
 (Last 4 digits only)

Position Title: Dean/Professor of Chemistry Department: Academic Affairs and CWD

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

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

Years Experience _____ Southern University Experience _____

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

Current Employer _____

Personnel Action

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

Recommended Salary \$67,906 Salary Budgeted \$67,906

Source of Funds _____

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

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Dean/Professor of Chemistry</u>	<u>Dean/Professor of Chemistry</u>
Status	<u>Full-Time</u>	<u>Full-Time</u>
Salary Adjustment	<u>\$66,570</u>	<u>\$67,906</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
511001524106100351000	

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

Supervisor [Signature] 1-6-21 Date
 Vice-Chancellor [Signature] 1-6-21 Date
 Director/Personnel [Signature] Date
 President _____ Date

Dean/Unit Head [Signature] 1-6-21 Date
 Chancellor [Signature] 1-6-21 Date
 Vice President/Finance [Signature] 1-6-21 Date
 Business Affairs/Comptroller [Signature]
 Chairman/S.U. Board of Supervisors _____ Date

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ETHNIC ORGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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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:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

BARRY CHRISTOPHER HESTER

EDUCATION

NASA Fellow	Summers of 2014 and 2013
Post-Doctoral	Louisiana State University, Fluorescent Dyes, summer 2004, 1997, 1998, 1999. East Carolina University, Synthesis of C ₆₀ , 1993-1994.
Ph.D.	University of Nevada, Organic Chemistry, 1992.
M.S.	University of North Texas, Physical Chemistry, 1986.
B.S.	Grambling State University, Chemistry, 1983.

PROFESSIONAL EXPERIENCE

2017 - Current	<u>Dean of Business, Science, Technology, Engineering and Mathematics (BSTEM)</u>
Fall 2014- Fall 2016	Chairman, Division of Science, Technology, Engineering & Mathematics (STEM) and Professor of Chemistry Southern University at Shreveport, Shreveport, Louisiana Restructure of Division to STEM. Developed new programs in Computer Networking, Process Technology, Engineering, Digital Forensics and General Studies and shared in the development of new Information Systems programs. Provide administrative leadership for the functional academic areas of Science, Computer Science, Pre-Engineering, Mathematics and Aerospace Technology. Manage the division budget of state funds and federal funds for grant awards. Develop and enhance the curriculum with faculty representation.
Fall 2002 –Spring 2014	<u>Chairman, Division of Science & Technology and Professor of Chemistry</u> Southern University at Shreveport, Shreveport, Louisiana Managed the budget of both state and federal funds. Supervised four academic departments, inclusive of 20 full-time and 8-12 adjunct/part-time faculty. Handled all programmatic needs of the division inclusive of developing the curriculum, staffing the department, reviewing faculty performance and creating an atmosphere conducive to scholarly pursuits. Instrumental in

providing input for the institutional reaffirmation of accreditation for Southern Association of Colleges and Schools. Developed the research infrastructure at the institution. Participated in development of biomedical research infrastructure project. Implemented infusion of technology in curriculum via grant funding for equipment in STEM classrooms. Served as a reviewer for several scientific journals. Served on grants review panels.

Fall 1996- Spring 2002

Chairman, Department of Chemistry and Biology and Professor of Chemistry

Southern University at Shreveport/Bossier City, Shreveport, Louisiana

Handled all programmatic needs of the department inclusive of developing the curriculum, staffing the department, reviewing faculty performance. Developed weekend program for Biology and Chemistry.

Fall 1998 - present

University Committees

Southern University at Shreveport, Shreveport, Louisiana

Curriculum Committee: Responsible for receiving, reviewing and approving applications/proposals for new and existing programs, curriculum course offerings and changes.

Planning & Priorities Committee: Responsible for reviewing and prioritizing budgetary plans for revenue and expenditures.

Chancellor's Cabinet Committee: Responsible for providing a cross-sectional representation of ideas for the effective operation of the university's business.

University Catalog Committee: Responsible for reviewing and coordinating changes and revisions in the general university catalog.

Promotion and Tenure Committee: Responsible for reviewing applications for promotion and tenure and submitting recommendations to the Vice Chancellor for Academic Affairs.

Academic Council Committee: Responsible for coordinating program scheduling, reviewing request for new programs, approving candidates for degrees, coordinating and facilitating divisional efforts.

Financial Aid Appeals Committee (2005-2012): Responsible for reviewing applications for reinstatement of financial aid for

Hester

Students who have been denied because of academic reasons or excessive student credit hours.

Faculty Grievance Committee (2006-2011): Responsible for hearing all grievances by faculty members and reporting recommendations to the Vice Chancellor for Academic Affairs.

Sabbatical Leave Evaluation Committee (2000-2005): Responsible for evaluating applications for sabbatical leave such that it will enhance the faculty members' value to SUSLA and submit recommendations to the Vice Chancellor for Academic Affairs.

General Education Articulation Committee (2001): Responsible for keeping up with the changes at the state level and provide advisement as needed.

Continuing Education and Outreach Committee (1998): Responsible for providing assistance in making sure that quality courses are being offered.

TEACHING EXPERIENCE

Fall 1996 – present

Professor of Chemistry
Southern University at Shreveport, Shreveport, Louisiana

Responsible for teaching General Chemistry for majors and non-majors, Organic Chemistry, Inorganic Chemistry, all corresponding laboratories, Organic & Biochemistry for Allied Health majors.

Fall 1995 – present

Instructor for the Upward Bound Program
Southern University at Shreveport, Shreveport, Louisiana

Responsible for teaching Biology, Chemistry and Physical Science for 9th-12th graders.

Summer 2003

Adjunct Professor
Louisiana State University, Shreveport, Louisiana

Responsible for teaching Organic Chemistry Lecture.

Fall 1998 – Fall 2002

Adjunct Professor
Our Lady of the Lakes Hospital, Shreveport, Louisiana

Responsible for teaching General Chemistry.

Fall 1996 –Fall 2002	<u>Adjunct Professor</u> Centenary College, Shreveport, Louisiana
	Responsible for teaching General Chemistry Lecture and Laboratory.
Summer 2004, 1996	<u>Adjunct Professor</u> Grambling State University, Grambling, Louisiana
	Responsible for teaching General Chemistry Lecture
1987 - 1991	<u>Graduate Assistant</u> University of Nevada, Reno, Nevada
	Responsible for teaching Organic Chemistry Laboratory
1983 - 1986	<u>Graduate Assistant</u> University of North Texas, Denton, Texas
	Responsible for teaching Organic and General Chemistry Laboratories

RESEARCH

2006 – Present	Synthesis of Aromatic/Aliphatic Polyurea and Polyimides with CNT/Nanoparticles
2003	Synthesis of Phthalocyanines
1997-2002	Synthesis of Base Nucleotides
1994	Synthesis and Characterization of C60 Derivatives
1988 - 1993	Synthesis of Acetal Compounds and the Characterization of them by NMR, IR, GC/MS and UV
1983 - 1985	Photochemical and Thermal studies of Metal Carbonyls

GRANTS AND AWARDS

2020	PTECH Department of Energy, \$1.2 million
2020	BORSF-Aerospace, \$100,000
2019	LAMP- \$20,000
2019	MSEIP - \$680,000
2019	Rapid Response Grant-BOR - \$250,000
2017	Board of Regents – Allied Health and Science AKA Scholarships \$100,000
2015	Board of Regents - \$100,000 Equipment
2014	Most Outstanding Researcher Award, Southern University
2012	Most Outstanding Researcher Award, Southern University

2008-2013	HBCU-UP Grant from NSF for \$2.5 million (Program Manager)	
2006-2011	Educational Resources Grant-NSF for \$2 million	
2005-2010	Biomedical Research Grant from NIH for five-year period-\$2 million (Program Manager)	
		Hester
		5
2009	Thurgood Marshall Nominee	
2002-2008	Coordinator of The Bridge Program--\$64,000	
2005	Board of Regents Award - \$7,000	
2004	Bridge Program Award for 2004-2007 - \$70,000	
2002	American Chemical Society SEED Award--\$10,000	
2001	Outstanding Professor of Southern University	
2001	American Chemical Society Award--\$7,500	
1999	LEQSF Award -- \$64,000	
1999	Coordinator for Louisiana Alliance for Minority Participation -- \$100,000	
1997	American Chemical Society Award -- \$10,000	
1996	American Chemical Society Award -- \$10,000	
1996	Coordinator for Louisiana Alliance for Minority Participation (LAMP) – \$70,000	
1996	American Chemical Society for High School Students – 10,000	
1995 - 1996	LEQSF Grant -- \$55,000	
1995 - 1996	OPP Company Grant -- \$1,000	
2006, 2008	Grantmanship Award from Southern System	
1994 - 1995	Nominated for the Presidential Award for Faculty Excellence	
1991-1992	Outstanding Teaching Assistant at University of Nevada	
1991 - 1992	Outstanding Teaching Assistant, University of Nevada	
1984	Minority Scholarship Award, North Texas State	

PUBLICATIONS/PRESENTATIONS

Naidu V. Seetala¹, Cassandra R. Hendon¹, Naeem Tull-Walker¹, Johan Van Behr², Barry Hester², Marisabel Lebron-Colon³ and Michael A. Meador³ ¹Department of Mathematics and Physics, Grambling State University, LA 71245 ²Department of Chemistry, Southern University at Shreveport, Shreveport, LA 71107 ³NASA Glenn Research Center, 21000 Brookpark Road, Cleveland, Ohio 44135. World Journal of Engineering, 2012, SYNTHESIS AND CHARACTERIZATION OF POLYIMIDE-CARBON NANOTUBE COMPOSITES

Alak, JIB and B. Hester, 2007. Intestinal Parasites in the aged: Role of Nutrition. In "Handbook of Nutrition in the Aged-4th Edition, by Professor Ronald R. Watson, October, 2007.

Alak, JIB and B. Hester, 2007. Consumption of Probiotic Bacteria and Enhancement of Immunity in the Elderly. In "CAM Botanical Therapies to Promote in the Aged". Edited by Ronald R. Watson.

Barry Hester and Robert Hammer, Near-Infrared Modified Fluorescent Dyes for Base-Calling in DNA-Sequencing, LSU-NSF/NIH Presentation, Baton Rouge, La., 2005.

Barry Hester and Robert Hammer, Synthesis of Near-Infrared Modified Fluorescent Dyes for Base-Calling in DNA-Sequencing, LSU-NSF/NIH Presentation, Baton Rouge, La., 2004.

Barry Hester and Robert Hammer, Near-Infrared Modified Fluorescent Dyes for Base-Calling in DNA-Sequencing, LSU-NSF/NIH Presentation, Baton Rouge, La., 2003.

Barry Hester and Robert Hammer, Synthesis of Near-Infrared Modified Fluorescent Dyes for Base-Calling in DNA-Sequencing, LSU-NSF/NIH Presentation, Baton Rouge, La., 2002.

Photochemical and Thermal Studies of Ligand Substitution Reactions, Am. Chem. Soc. 1987, 109, 5386-5392.



Dr. Rodney A. Ellis
Chancellor



December 16, 2020

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

RE: RECOMMENDATION OF DR. LESLIE R. MCCLELLON – EXPANSION OF DUTIES AND RESPONSIBILITIES

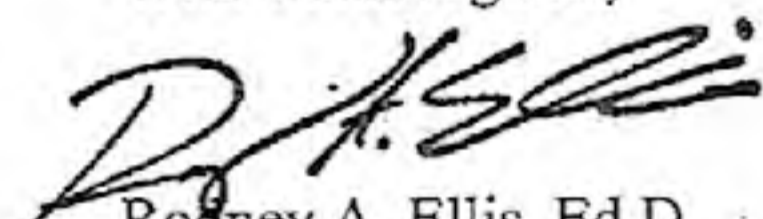
Dr. Belton:

This letter comes as a request to expand the job duties and responsibilities of Dr. Leslie R. McClellon as reflected in the restructuring plan of SUSLA approved by the SU Board of Supervisors November 20, 2020. Dr. McClellon will continue her current responsibilities and title in addition to providing oversight and supervision to the Director of Outcomes Assessment/Quality Management and staff and the Director of Sponsored Programs and staff. Her expansion of duties and responsibilities is due to the retirement of Dr. Regina Robinson, Vice Chancellor for RSPIE, who is retiring in January 2021.

Dr. McClellon holds a Doctor of Education in Adult Learning and Leadership from Kansas State University. Accompanying this request is a salary increase of \$4,164 for a total salary of \$88,248 to begin January 1, 2020.

I am requesting your endorsement and that of the Southern University Board of Supervisors to expand the job duties and responsibilities for Dr. Leslie R. McClellon. Thank you in advance for your consideration of this request and that of the SU Board of Supervisors.

With warm regards,


Rodney A. Ellis, Ed.D.
Chancellor

_____ Approved Salary and Hire Date
(**\$88,248; 01/01/2021**)

Dr. Ray L. Belton, President/Chancellor

_____ Not Approved

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-5374
TOLL FREE: 1-800-458-1472, EXT 6312
www.SUSLA.EDU

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoney, College Success Ctr. (318) 670-9201. Section 504 Coordinator: Jerushka Ellis, Behavioral Science, (318) 670-9367



Dr. Rodney A. Ellis



January 5, 2021

Dr. Ray L. Belton, President/Chancellor
S U System Office
4th Floor, J. S. Clark Administrative Building
Baton Rouge, La 70813

RE: Approval for Title Change - Dr. Leslie R. McClellon

Dear Dr. Belton:

Please accept this request for approval for a title change. I am changing the title for Dr. Leslie R. McClellon from *Chief of Staff and Special Assistant for Strategic Initiatives* to *Chief of Staff and Executive Director for Strategic Initiatives*. Dr. McClellon will assume these duties at the proposed salary of \$88,248 submitted in this packet.

It is my pleasure to recommend this title change for Dr. Leslie R. McClellon with your approval as well as that of the SU Board of Supervisors. After favorable endorsement by you, I request permission to make these modifications effective February 1, 2021. Your support of this request is appreciated.

Respectfully submitted,

Rodney A. Ellis, Ed.D.
Chancellor

Dr. Ray L. Belton, President-Chancellor Date **Approved**

Dr. Ray L. Belton, President-Chancellor Date **Disapproved**

3050 MARTIN LUTHER KING, JR. DRIVE, SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
www.SUSLA.EDU

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age or disability. Title IX Coordinator: Ms. Tishia T. Bryant, Administration Building, Room A-48, (318) 670-9210. Section 504 Coordinator: Ms. Jerushka Ellis, Fine Arts Building, Room CD4 D, (318) 670-9473

Résumé

Leslie R. McClellon, Ed.D.

[m](#)

EDUCATION:

- **8/2020, Doctor of Education**, Adult Leadership and Leadership, College of Education, Kansas State University, Manhattan, KS
 - Dissertation: A phenomenological study of change in an urban community college system
- **12/1997, Master of Education**, Urban Education, Langston University, Langston, OK
- **7/1989, Bachelor of Arts**, Psychology, Langston University, Langston, OK

11/2016 – Present: Chief of Staff and Special Assistant for Strategic Initiatives, Southern University at Shreveport, Shreveport, LA

Southern University at Shreveport, a unit of the Southern University System located at Baton Rouge, Louisiana, created by Act 42 of the ordinary session of the Louisiana Legislature on May 11, 1964, is designated a two-year commuter college to serve the Shreveport-Bossier City area. Its basic emphasis is to provide the first two years of typical college and university work.

7/2019 – Present: Chief of Staff and Special Assistant for Strategic Initiatives, Southern University at Shreveport, Shreveport, LA

Responsibilities:

Responsible for oversight for the chancellor's Office, development of policies and procedures, Southern University System Board of Supervisors liaison, ensures the effective implementation of strategic initiatives, strategic planning, institutional research and effectiveness, sponsored programs, and is a trusted advisor to the Chancellor. The position oversees special projects and serves as the Chancellor's primary liaison with all stakeholders. A member of the Chancellor's executive team and cabinet.

Specific Duties Include:

Chief of Staff

- Advising the Chancellor on day-to-day operations ensuring efficiency and effectiveness and optimizing use of all available resources and personnel. On behalf of the Chancellor, maintains relations with all administrators to ensure appropriate responsiveness and serve as a facilitator for matters and emerging initiatives of the Chancellor's Office.
- Serves as the Chancellor's primary liaison with management, staff, and the stakeholder community at-large.



Position: Chief of Staff and Executive Director for Strategic Initiatives

Employee Name: <i>Leslie R. McClellon</i>	Department Name: Chancellor's Office
Reports To (Supervisor's Name and Title): Dr. Rodney A. Ellis, Chancellor	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY:

The Chief of Staff and Executive Director for Strategic Initiatives (COS) is responsible for oversight of the Chancellor's Office, development of policies and procedures, SUS Board liaison, ensures the effective implementation of strategic initiatives, strategic planning and effectiveness, and is a trusted advisor to the Chancellor. The position also oversees special projects and serves as the Chancellor's primary liaison with all stakeholders. The COS sits on the Chancellor's executive team and cabinet.

PRIMARY RESPONSIBILITIES:

This position assists in the evaluating, planning and coordinating of participant plans.

1. Advise the Chancellor on day-to-day operations ensuring efficiency and effectiveness and optimizing use of all available resources and personnel. On behalf of the Chancellor, the Chief of Staff will maintain relations with all administrative to ensure appropriate responsiveness and serve as a facilitator for matters and emerging initiatives of the Chancellor's office.
2. Serve as the Chancellor's primary liaison with management, staff, and the stakeholder community at large.
3. Ensures effective implementation of strategic planning, effectiveness, decision-making and execution of decisions in advancing the leadership agenda of the Chancellor and institution.
4. Monitors the development of policies and procedures for the institution. Develops policies and procedures and works with SUS and SU Board to gain approval.
5. Develops and implements special projects related to the institution.
6. Represents the Chancellor in selected internal and external interactions with administration, staff and the community at large.

7. Perform other duties as assigned

REQUIRED EDUCATION AND EXPERIENCE:

1. Must have a Master's degree in education, business, governmental affairs or related field from an accredited university
2. Progressive supervisory experience
3. Demonstrated leadership and managerial skills with analytical ability and experience with strategic planning process.
4. Must be able to maintain confidentiality and demonstrate knowledge and understanding of ethics in data collection and analysis
5. Strong attention to detail is essential
6. Demonstrated ability to plan, organize, coordinate and direct multiple projects and activities with varied deadlines; utilize sound judgement, be a strategic thinker and effective in moving strategic agendas; be politically savvy, and ensure the utmost discretion and confidentiality in all matters;
7. Ability to set priorities and work well with all levels of personnel;
8. Strong written and research skills with the proven ability to problem-solve;
9. Excellent interpersonal skills with ability to interact with diverse internal and external constituents.

PREFERRED QUALIFICATIONS:

1. Work experience in executive leadership position in postsecondary education.

UNIVERSAL PERFORMANCE STANDARDS:

1. **Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
2. **Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.
3. **Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
4. **Exhibits** a willingness to perform other duties as requested or required efficiently and timely.
5. **Complies** with all policies and procedures as stipulated in the Employee Handbook.

03/2017

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as

a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer

- Develops policies and procedures and works with SUS and SU Board to gain approval. Monitors the development of policies and procedures for the institution.
- Represents the Chancellor in selected internal and external interactions with administration, staff and the community at-large.

Special Assistant for Strategic Initiatives

- Ensures effective implementation of strategic planning, institutional effectiveness, decision-making and execution of divisions in advancing the leadership agenda of the Chancellor and institution.
- Develops and implements special projects related to the institution.
- Assist in the development of the college budget.
- Provides leadership for institutional research and effectiveness, sponsored programs, and the liaison for accreditation.

Major Accomplishments (under my leadership):

Administration and Programmatic

- Coordinated Coronavirus 19 initiative for campus and served as liaison for Southern University System Coronavirus 19 Taskforce.
- Facilitated development of return to campus work plan.
- Led college initiative with Thurgood Marshall Scholarship Fund and McKinsey Group for Coronavirus 19 campus crisis management for Historically Black Colleges and Universities.
- Coordinator of campus-wide testing in partnership with Testing for America.
- Developed employee and student Coronavirus 19 reporting forms for campus.
- Co-editor of Chancellor's Report for monthly submission to Board of Supervisors.
- Coordinate approval of college policy and procedures with Southern University System Board of Supervisors Governance Committee liaison and submission for placement on Board agenda.

Policies, Procedures and Systems

- Developed and implemented campus-wide policy and procedures development process.
- Developed and implemented Activity and Tracking publication for campus operations.
- Developed and implemented Strategic Planning Implementation Schedule to ensure completion of college strategic plan goals and strategies.
- Development and implementation of Strategic Action Team initiative for institutional strategic plan goal completion.

Accreditation

- Completed Standard 4 – Governance for the Compliance Report with compliance for the Southern Association of Colleges and Schools Commission on Colleges.

8/2018 – 7/2019: Special Assistant to the Chancellor for Economic Development, Southern University at Shreveport, LA

Responsibilities:

Assist the Chancellor and the Division of Community and Workforce Development in coordinating efforts for workforce development, continuing education, and incumbent worker initiatives.

Specific Duties Included:

- Redesign of continuing education program and web presence.
- Hired continuing education coordinator.
- Created and maintained partnerships with business, industry, and other workforce agencies.

Major Accomplishments (under my leadership):

Administration and Programmatic

- Facilitated the creation and publishing of continuing education spring 2019 and summer 2019 course brochure.
- Partnered with vendor for neighborhood statistical information for distribution.
- Hired Coordinator for Continuing Education.
- Hired part-time staff to assist with program implementation and summer programs.
- Developed and maintained community partnerships with industry and workforce agencies.

11/2016 – 8/2018: Chief Administrative and Operations Officer, Southern University at Shreveport, Shreveport, LA

Responsibilities:

Provided leadership and administrative oversight to all aspects of information technology, facilities management, and the university police. Supervised a wide range of matters of institutional importance. Responsible for developing and implementing key college initiatives and working with leadership and various teams to execute the plans.

Specific Duties Included:

- Served as the Liaison between the Chancellor and senior leadership team, faculty, staff, and community/business leaders.
- Served as the Liaison with the college's Institutional Advisory Board of Directors and supports general governance of the organization.
- Collaborated with leadership to track the progress of implementing initiatives to improve organizational efficiency, effectiveness, visibility, and leadership capabilities.
- Acted as project manager for special, non-recurring, and ongoing projects, at the request of the Chancellor, which may include, working with senior leadership team members to draft certain official documents for special events and functions, planning and developing strategies for projects.
- Under the direction of the Chancellor, drafted speeches and/or talking points for speaking engagements, major reports such as annual reports, individual and donor correspondence, program overviews and narratives.
- Tracked vital public policy issues and recommends strategies for policy development to the Chancellor.
- In coordination with the Chancellor and the Executive Team, led the development of College rules, regulations, procedures, and policies.

- Led and directs college-wide Information Technology (IT) operations.
- Provided leadership to Information Technology staff to insure effective delivery of services.
- Led and directs college-wide Facilities Management operations.
- Provided leadership, strategic direction and management for the effective administration of the Facilities Department.
- Led and directs the operations of the University's Police and Parking Services.
- Provided administrative direction and oversight for comprehensive police services and security and law enforcement programs.

Major Accomplishments (under my leadership):

Administration

- Developed, implemented, monitors college-wide policy and procedure process for policy development.
- Develop and edit policy and procedures for college.
- Implemented college-wide Quality Team structure to aid in establishing SUSLA's strategic plan across the institution.
- Developed and implemented college-wide plan to complete SUSLA strategic plan – Strategic Plan Implementation Schedule (SPIS)
- Developed and implemented college-wide planning document for annual planning to monitor annual progress.
- Point of contact for college-wide crisis projects i.e. Hurricane Harvey and Coronavirus 2019 (COVI-19).
- Completed Standard 4: Governing Board of the Southern Association of Colleges and Schools Commission on Colleges. Provided documentation and review for additional Standards.
- Led efforts for college to operate under FirstNet communications system for emergency responders.
- Coordinated 1st Annual Dentistry from the Heart event that yielded 200+ participants.

Operations

Facilities:

- Executed the use of \$598,000 in deferred maintenance funds.
- Assisted in the receipt of additional deferred maintenance funds of more than \$400,000.
- Facilitated Energy Savings Contract and RFP process.
- College received \$500,000 grant from Louisiana Public Service Commission for Energy Efficiency.
- Negotiated vendor contracts with major corporation for overall savings to department and college budget.
- Assisted in converting campus to digital HVAC system.
- Worked with architect private contractors, construction company, and State of Louisiana Facility, Property & Control to execute building completion or renovation of three buildings on campus.
- Completed Louisiana State Capital Outlay process for SUSLA to include project revision and prioritization.

- Coordinated grand opening of Alphonse Jackson Building for campus, SUS System, and Shreveport community.
University Police Department:
- Restructured University Police Department and hired a police chief.

1/2016 – 6/2016: Senior System Director, Minnesota State Colleges and Universities System, St. Paul, MN

The Minnesota State Colleges and Universities (MnSCU) system is one of two systems of public higher education in the state of Minnesota (the other is the University of Minnesota). The MnSCU system has 31 institutions with 54 campuses conveniently located in 47 Minnesota communities that serve more than 430,000 students. The law creating the system was passed by the Minnesota Legislature in 1991 and went into effect July 1, 1995. The law merged the state's community colleges, technical colleges and state universities into one system.

Responsibilities:

Responsible for the development and expansion of academic and student support programming to increase student retention, program completion, and reduce the achievement gap. Researches best practices across the system and nation, and works collaboratively with campus faculty and staff to develop effective, scalable programming based on these best practices with particular attention to students from communities traditionally underrepresented in higher education.

Specific duties include:

- Inventory existing campus-based academic and student support programming aimed at increasing retention and completion, and reducing the achievement gap.
- Document the efficacy of existing campus-based programming.
- Research national best practices in academic and student support programming aimed at increasing retention and completion, and reducing the achievement gap.
- Collaborate with campuses to develop and/or expand effective, scalable programming.

7/2014 – 1/2016: President, Rochester Community and Technical College, Minnesota State Colleges and Universities System, Rochester, MN

Rochester Community and Technical College was founded in 1915 on a motion by Dr. Charles Mayo to the Rochester School Board. Celebrating its Centennial this year, RCTC is Minnesota's oldest - and one of the nation's oldest - original community colleges. It is part of the Minnesota State Colleges and Universities (MnSCU) System which is the fifth largest community college system in the country. Sitting on 518 acres, RCTC enrolls more than 12,000 students annually and is accredited by the Higher Learning Commission. More than 70 technical and transfer programs, 120+ degree options, and 300+ online classes are offered. RCTC is known throughout the region for its championship teams in ten athletic programs. Amongst its unique or largest academic programs are administrative clinical assistant, clinical neurophysiology technology, dental hygiene, surgical technology, law enforcement, nursing, health information technology and liberal arts. RCTC's annual budget was \$68 million.

Responsibilities:

Provided strong, visionary leadership and management to Rochester Community and Technical College as president.

Specific Duties Included:

- Served as the chief executive officer of the college and report directly to MnSCU's chancellor.
- This position served on the Minnesota State Colleges and Universities (MnSCU) System Leadership Council, which consist of the System Chancellor, the presidents of the other 31 MnSCU colleges and universities, and members of the Systems cabinet.
- Contributed to the governance of the system; worked to promote, enhance and protect the reputation of MnSCU.
- Collaborated to achieve system-wide strategies, goals and objectives.
- Exercised broad responsibilities for all aspects of the academic, student, financial, development, and administrative dimensions of the college within the multi-institution system.
- Ensured that the institutions faculty, staff and students achieved the mission and vision of the college.

Major Accomplishments (under my leadership):

System and College Development

- Established "Charting the Future" Campus Team to move this System-wide initiative forward on the campus to support campus activities and communicate strategies for this initiative to the campus and community.
- Identified College-Wide Goals by establishing a College-wide process for goal identification and completion through teams consisting of faculty, staff and students to address the goals on an annual basis.
- Hosted PathPro Chinese Delegation to establish curriculum and programs in subject areas to provide Chinese and U.S. students multiple pathways for access to international education and career opportunities.
- Completed submission of Higher Learning Commission Systems Portfolio Review (AQIP) addressing various criteria for reaffirmation by the Commission.

College and Community Engagement

- Established RTCT President's Advisory Council.
- Established a College-wide Diversity and Inclusion Task Force to advance the goals of the College.
- Enhanced visibility of College and administrators in the community for key economic initiatives, Destination Medical Center and Journey to Growth.
- Established new partnerships with business/industry in key areas to include Hospitality, Construction, and Automotive to begin or enhance academic programs.
- Established new public relations and marketing strategies to include social media, print, and television.
- Hosted Centennial celebration activities throughout the year, including a Centennial Founder's Day, Centennial Art Exhibit to memorialize the year.
- Hosted ground breaking and grand opening for Career and Technical Education Center at Heintz (CTECH) building.

- Hosted grand opening of the Rochester Regional Stadium.
- Hosted PathPro Chinese Delegation to enhance opportunity for exchange collaboration.
- Produced RCTC Centennial documentary in collaborated with PBS to include \$5,000 fundraising effort for the project.

Academic and Workforce Program Development

- Established new partnerships with business/industry in key areas to include Hospitality, Construction/Trade, and Automotive to begin or enhance academic programs.
- Collaborated and partnered with the State of Minnesota to renovate the Heintz Center to house the Workforce Development, Incorporated with a mission to develop and advance the workforce of Southeast Minnesota.
- Developed partnership and hosted first construction trade meeting with local unionized organizations to create and expand academic programs.
- Revised the Advisory Council guide for technical program advisory councils.
- Implemented annual Advisory Council meeting for president to address advisory council members.
- Received \$438,768 continuation grant from Minnesota Job Skills Partnership (MJSP) Grant to provide job skills training to Schmidt Printing incumbent employees.
- Received \$545,369 multi-year Department of Labor Bridges to Healthcare, Minnesota Job Skills Partnership (MJSP) to partner with Adult Basic Education and Workforce Development, Inc. for Rural Healthcare Competencies to develop career pathways.
- Awarded \$303,537 Minnesota Job Skills Partnership Grant to train 289 health care employees of three health care facilities in region.

Finance, Budgetary, and Facility Management

- Developed a long-range budget plan to balance the College's budget to reduce or eliminate the use of reserves in excess of \$300,000 per year.
- Received \$1 million state capital planning funds to renovate student learning and faculty office space.
- Partnered with Minnesota State University-Mankato for Institutional Research assistance to streamline cost to the College.

Academic Program Development and Enhancement

- Development of Post-Baccalaureate – only program in the state at a two-year institution – for students seeking admission to health and other professional schools, including medical, physical therapy, veterinary medicine, physician assistant, occupational therapy, pharmacy, dentistry, chiropractic, osteopathic medicine and other professional programs.
- Secured approval from the US Department of Education to offer financial aid for Associate of Applied Science, Administrative Clinic Assistant program.
- Established an agreement with Metropolitan State University for new academic program offerings and transfer options for students.
- Received accreditation for the Business Department by the Accreditation Council for Business Schools and Programs (ACBSP).
- Collaborated with Mayo Clinic to develop a new online Cancer Registry Management program-one of only nine in the country and first in Minnesota.
- Collaborated with Rochester Public School System to construct Career and Technical Education

Center at Heintz (CTECH) located on college campus, developed curriculum, and housed common learning spaces on campus.

Program Development

- Secured a \$59,500 DASH Emergency Grant from Great Lakes Higher Education Guaranty Corporation. The grant was used to help students with financial needs facing unexpected expenses (i.e. car repairs or medical bills).
- Received a \$10,000 MnSCU System inclusiveness grant for Moving Forward to create greater awareness across the college for low-income student needs and provide direct services to these students.

Policies, Procedures and Systems

- Established a Strategic Planning Task Force and completed the new strategic plan for the College.
- Established a Strategic Enrollment Management Council with workgroups to address data collection/analysis, enrollment, retention, completion, and long-term budgeting for growth and community needs.
- Produced an Annual Planning Guide to ensure better communication, planning, implementation, and tracking of activities and outcomes.
- Developed “A Vision in Progress” vision document to provide internal and external constituents the opportunity to view in executive summary the College’s accomplishments, initiatives, priorities, and purpose.
- Updated and implemented processes, policies and procedures for travel abroad programs to reduce or eliminate risk management issues.
- Collaborated with System Safety Administrators to implement new online safety training system that allows courses/training to be completed on a monthly basis, based on a rotating three-year schedule.
- Implemented a Mass Email Policy, thus insuring email follows state statutes and MnSCU Policies.
- Launched the new RCTC Emergency Alert system and classroom E911 phone system as part of campus safety communication initiatives.
- Developed cooperative agreement with Riverland Community College to enhance safety compliance and engaged Occupational Safety and Health Administration (OSHA) consultant as part of safety enhancement.
- Developed and deployed Violence Against Women Act (VAWA) training for all employees and students to support compliance and programming.
- Developed academic sustainability process to assess health of academic programs for continuation.
- Introduced the Council for the Advancement of Standards in Higher Education (CAS) to assess student affairs programs.

Human Resource Development

- Conducted searches and hired key management personnel (two Academic Deans, Director of Marketing/Public Relations, Director of Admissions, Athletic Director, RCTC Foundation Director, Vice President for Academic Affairs, and Chief Institutional Effectiveness/Advancement Officer).

- Provided professional development for Leadership Council and mid-level managers.
- Re-established and re-organized the division of Institutional Effectiveness and Advancement Officer and PR/Marketing department.
- Created Athletic Director position and new supervision model for department.

8/10 – 7/2014: Vice President of Student Affairs, Community College of Denver, Denver, CO

The Community College of Denver, a Hispanic-serving institution, enrolled 12,000 students each semester. Situated on the unique Auraria Campus that is managed by the Auraria Higher Education Center, the college shares spaces and the campus with two universities. It is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Responsibilities:

Provided strong, visionary leadership and management in the division of student affairs by performing leadership duties personally or through subordinate supervisors in the following areas: Enrollment Services, Student Development and Retention, Student Life, and Creative Services and sub-departments. This position had full authority for overseeing more than 250 Student Affairs employees and represented the college in various meetings, councils and activities on the Auraria campus. Ensured service to the unique and diverse needs of students, participated in collective bargaining procedures and hearings.

Specific duties include:

- Supervised Dean of Enrollment Management, Dean of Student Services and Retention, Dean of Student Life, and Director of Marketing and Creative Services.
- Managed fiscal and material resources of the division (\$8,798,863 or 16.8 percent of the College budget).
- Evaluated operations, staff, programs support services and activities to ensure areas were efficient and effective in achieving divisional, college and Colorado Community College System goals and strategies.
- Utilized data to develop goals and objectives for departments.
- Served as a leading member of the Auraria Higher Educational Center's Emergency Planning Committee to ensure the safety of students, employees and visitors to Auraria campus.
- Served as a leading member of the Policy Development and Shared Operations Committee to ensure equity of space and policy development for all institutions at Auraria.
- Collaborated with external organizations and constituencies who provided support for the institution and System to advance a culture of inclusiveness and innovation.

Major Accomplishments (under my leadership):

Student, Academic Affairs, & Workforce Program Development

- Established interdepartmental alliances to develop special services programming to close achievement gap for underserved and critical populations to the college.
- Planned and executed faculty professional development for classroom management, conduct and crisis management.

- Led the creation and implementation the transfer center and programming, including transfer week activities, transfer admission guarantee program and fiscal support from universities. Increased institutional transfer rates from **10-11% to 13-16%** in a three-year period; transfer week 4-year university participation increased from **13 to 50+** in a three-year period.
- Retention rates increased from **3-5%** over a three-year period and graduation rates increased **2-5%** over a three-year period. The percentages represent the rates for two institutions.
- Created Center for Special Programs and Resource Center to enhance student success services: Urban Male Initiative, 50 Plus, Hispanic Initiative, Homelessness Initiative, Women Intentional about Success and Excellence (WISE). Included Displaced Homemakers program.
- Led the successful development and execution of the urban male program, a program designed to enhance retention, graduation and completion rates of male students. The program grew by **18%** within 1 1/2 years with a cumulative grade point average increase of **8%** for all participants.
- Led and supervised implementation of the successful development of the 50 Plus program designed to provide targeted success services and job identification to students in this population.
- Strengthened international services and programs with Chinese funded Confucius Institute.
- Traveled to China to enhance international recruitment and efforts toward a student-staff exchange program.
- Created 34 new positions to address the needs in the division.

Fiscal/Budgetary Management and Facilities

- Secured System grant funds of \$250,000 to create and intensify special services programming beginning with the Minority Male Initiative.
- Secured general fund budget of \$230,000 to create and intensify international recruitment strategies.
- Secured \$70,000 annually of general fund budget to provide mandatory divisional professional development.
- Assisted in the planning and programming of Confluence for one-stop and developmental education functions and Cherry Creek renovations.
- Worked with Student Government to provide \$800,000.00 funding for Cherry Creek courtyard renovation.

Policies, Procedures and Systems

- Restructured division of student affairs that improved customer service and enhanced student development.
- Implemented the Council for the Advancement of Standards in Higher Education (CAS) to assess student affairs programs.
- Created college call center to include click to chat function. Upon implementation, dropped calls decreased by **9% (17.6% to 8.4%)**.
- Led the development of the CARE Team – behavioral intervention for college.
- Trained in Title IX and led the development of Title IX programming for college. Participated in Title IX development training for Colorado Community College System.

- Developed and implemented divisional planning document for annual planning and a divisional vision document to monitor annual progress.
- Facilitated development of Student Affairs divisional goals.
- Established and implemented mandatory professional development program for Student Affairs.
- Improved accountability and institutional effectiveness by streamlining processes and procedures for the division and college.
- Improved the internal and external communication systems by developing and implementing processes and procedures for faculty, staff and student email system of the college.
- Provided leadership in the development and review of tri-institutional policies and agreements for the Auraria campus.
- Developed criteria for students to be serviced by Auraria Health Center.
- Co-Founder of Auraria Diversity and Inclusion Committee.
- Assisted in the development of the CCD Diversity and Inclusion Council.

09/06-8/10: Dean, Student Retention and Support Services, Arizona Western College, Yuma, AZ

Arizona Western College is a comprehensive, Hispanic-serving community college serving 13,000 students annually. The College offers more than 85 certificates, degree and transfer programs and is accredited by the Higher Learning Commission.

Responsibilities:

Provided strong, visionary leadership and management for student retention and support services in the Division of Student Services by performing leadership duties personally or through subordinate supervisors in the areas of Advising, Athletic Advising Coordination, Accessibility Resource Services, Single Parent Services, Transfer Services, Violence Prevention Program, TRiO Programs – Upward Bound, Educational Talent Search, Student Support Services and Orientation.

Specific duties include:

- Supervised Director of Advising, Athletic Advisor, faculty advisors, Directors of TRiO programs, Director of Transfer Services, and Director of Violence Prevention program.
- Developed and implemented retention planning.
- Enhanced college readiness and expanded curriculum for entering freshman by facilitating the college-wide summer bridge program with faculty.
- Execution and accountability of grant funds.
- Assisted in curriculum design for transfer and summer bridge programs.
- Coordination of activities, programs and services that supported student access, success and life-long learning by collaborating with faculty.
- Developing and implementing the college orientation program.
- Collaborated with internal and external stakeholders for grant writing opportunities.
- Initiated and maintained communication with constituencies through presentations, serving on community boards and participating in community activities.

Major Accomplishments (under my leadership):

Administrative

- Provided intrusive advising with improved customer service to students with the implementation of eAdvising.
- Participated in restructuring the college-wide strategic enrollment management committee to forecast enrollment growth and budget development.
- Facilitated the development of the transfer center and programming, including transfer week activities, course curriculum, a transfer admission guarantee program and fiscal support from universities. Increased transfer **44.8% to 100%** from baseline over a five-year period.
- Executed the redesign of an early alert process for **100%** outreach to all developmental and lower - 100-level courses.
- Provided transportation for Summer Bridge program for entering freshman; decreased remediation for participants in a range of **74% - 95%** in the areas of Reading, English and math.
- Three hundred-percent increase in attendance of students and parents at redesigned Freshman Orientation Program.
- Led the development of Student Services Learning Outcome program.
- Led the development of academic advisement for year-round services to students.
- Implemented the Council for the Advancement of Standards in Higher Education (CAS) to assess student affairs programs.

Fiscal, Budgetary Management and Facilities

- Assisted in securing continued grant funding for Violence Prevention Program for \$899,974 from the U.S. Department of Justice.
- Secured operational funding for newly created Transfer Center and programming.
- Participated in \$73 million, 200,000 gross square feet project that included a new student success and conference center building.

Policies, Procedures and Systems

- Established College student email policy/procedure.
- Established College hazing policy/procedure.
- Established and implemented mid-term grade monitoring process.
- Facilitated the establishment and execution of the College-wide faculty/staff advisement model.
- Established advising and tracking process for probation and suspension students.

12/00-8/06: Assistant to the Vice President for Student Services, Langston University, Langston, OK

Langston University is a public land-grant institution and the only Historically Black College & University in Oklahoma. Founded in 1897, the university has grown to one branch campus in Tulsa, OK and an extension in Oklahoma City, OK. The university enrolls 2,061 undergraduates and 378 graduate students and offers associate, bachelor, master and doctoral degrees and is accredited by the Higher Learning Commission.

Responsibilities:

Provided strong, visionary leadership, supervision and management for student services area of the division of Student Affairs. Acted as Dean of Women. Initiated grant writing to expand grant footprint and monitored grant compliance for TRiO programs.

Specific Duties Included:

- Responsibility for developing and executing the university's retention programming.
- Developed and implemented faculty, staff, and freshmen student mentoring program.
- Support services or referrals to the university community.
- Oversight of TRiO – Upward Bound, Educational Talent Search and Student Support Services, GEAR UP.
- Executed programming related to a national Red Cross agreement.
- Led training for Division of Student Affairs in budget preparation and management, program planning/development and assessment/evaluation.
- Adjunct instructor - Academic Achievement and Critical Thinking courses for incoming freshman.
- Collaborated with Academic Affairs to implement Campus Compact initiative (Service Learning/State of Oklahoma).
- Established university-wide leadership development and systems utilization.
- Assisted with development and implementation of policies and procedures that governed support services and enrollment services specific to academic progress and probation and suspension.
- Participated in recruitment, admissions, marketing and transfer orientation for the Enrollment Management department.
- Participated in the development of the university campus safety program and county-wide mock exercise (disaster/terrorism preparedness) and designated as building emergency coordinator.

Major Accomplishments (under my leadership):

Community Outreach

- Established comprehensive TRiO newsletter for all grant program participants, campus leadership and public officials.
- Coordinated and executed winning Oklahoma state-wide higher education voter registration drive for Langston University.
- Established partnership with Logan County Red Cross to become a county disaster relief site.
- Established the university as a national leader in blood and bone marrow donations with the development and implementation of the Red Cross/NAFEO (National Association for Equal Opportunity in Education) Blood and bone Marrow initiative.
- Established blood and bone marrow drives on all Langston University campuses which included Langston-Tulsa-Oklahoma City, OK.
- Recognized in the American Red Cross online newsletter.

- Panelists for National Convention of American Red Cross on Blood and Bone Marrow donation participation programming.
- Participated in the HBCU Blood and bone Marrow Summit (Raleigh/Durham, NC).

Program Development

- Developed and implemented university retention program.
- Established the university's blood and marrow donation program with quarterly donations.
- Participated in \$40 million building project for a new student success and engagement building.

03/98-12/00: Executive Assistant to the Vice President for Student Affairs, Langston University, Langston, OK

Langston University is a public land-grant institution and the only Historically Black College & University in Oklahoma. Founded in 1897, the university has grown to one branch campus in Tulsa, OK and an extension in Oklahoma City, OK. The university enrolls 2,061 undergraduates and 378 graduate students and offers associate, bachelor, master and doctoral degrees and is accredited by the Higher Learning Commission.

Responsibilities:

Provided office management leadership to the Division of Student Affairs while assisting the Vice President for Student Affairs/Affirmative Action Officer.

Specific Duties Included:

- Assisted the vice president with oversight, policy and procedure, fiscal management and communications for Student Life, Greek Life, Housing, Enrollment Services, Support Services, Counseling Services, Health Services, Athletics, Police Department and Student Conduct processing and tracking.
- Coordinated proceedings and guiding principles for Affirmative Action Officer during related proceedings.
- Created housing tables during the university's transition to SIS software.
- Maintained housing data base.
- Designed and provided training to housing staff.
- Established and successfully implemented university's Red Cross/NAFEO (National Association for Equal Opportunity in Education) Blood and Bone Marrow Initiative for university and community wide increase in blood and bone marrow donations to African Americans.

Major Accomplishment (under my leadership):

Community Outreach

- Gained national recognition from the American Red Cross Association by creating an alliance with Lincoln University (MO) to enhance blood and bone marrow donations of African Americans in Oklahoma and Missouri.

Systems Development

- Created and maintained housing module tables during university's transition to SIS software.
- Developed and facilitated training on housing module for the division during college-wide software update.

10/96-03/98: *Dean of Students, Wright Business School, Oklahoma City, OK*

Wright Business School, now renamed Wright Career College, is a not-for-profit corporation that offers 25 diplomas & certificates, associate degrees and bachelor degrees in Oklahoma, Kansas and Nebraska.

Responsibilities:

Developed academic progress and success plans for medical students, who were more than, 50% of the student body, for matriculation and graduation during their 10-month program. Applied retention and completion strategies for students.

Specific Duties Included:

- Applied retention strategies to assist students in persistence and completion goals.
- Monitored student matriculation by collaborating with faculty and participated in staff and student development.
- Prepared daily reports of attendance and progress to administration.
- Worked with career placement to reach student employment goals.
- Resources were solicited internally and externally to assist students in various academic and personal needs.
- Instructed preparatory and professional development classes for all students.
- Hired and supervised the assistant to the dean of students.

Major Accomplishment (under my leadership):

Academic Development and Staff Development

- Achieved an average of **75% to 80%** completion rate of students in 10-week programs.
- Hired, trained and supervised Assistant to the Dean of Students.

08/95-03/96: *Financial Aid Counselor, University of Central Oklahoma, Edmond, OK*

University of Central Oklahoma is one of the top public universities and offers innovative learning to its more than 18,000 students as Oklahoma's metropolitan university. With more than 450 full-time and 650 adjunct faculty and staff, it is accredited by the Higher Learning Commission.

Responsibilities:

Assisted students in securing federal and state aid to the institution.

Specific Duties Included:

- Counseled prospective and returning students and parents on financial aid processes, procedures and updates.
- Conducted workshops and assisted with completing forms and securing documentation from students and parents for awarding.
- Awarded students financial aid according to Federal and State regulations.

Major Accomplishment (under my leadership):

Community Outreach

- Developed and conducted community informational sessions and formed FAFSA completion sessions for prospective students.

01/94-08/95: Financial Aid Counselor, Langston University, Langston, OK

Langston University is a public land-grant institution and the only Historically Black College & University in Oklahoma. Founded in 1897, the university has grown to one branch campus in Tulsa, OK and an extension in Oklahoma City, OK. The university enrolls 2,061 undergraduates and 378 graduate students and offers associate, bachelor, master and doctoral degrees and is accredited by the Higher Learning Commission.

Responsibilities:

Assisted students in securing federal and state aid on the main campus and two satellite campuses of the institution.

Specific Duties Included:

- Counseled prospective and returning students and parents on financial aid processes, procedures and updates.
- Conducted workshops and assisted with completing forms and securing documentation from students and parents for awarding. Worked with veterans and vocational rehabilitation coordinators.
- Awarded students financial aid according to Federal and State regulations.

Major Accomplishment (under my leadership):

Community Outreach

- Developed and conducted community informational sessions and formed FAFSA completion sessions for prospective students.

01/93-01-94: Case Manager (After Care), Community Counseling Center, Oklahoma City, OK

Community Counseling Center offers comprehensive outpatient treatment for its mentally ill patients. Treatment includes case management, treatment plans, monitoring by staff doctors and nurses and community resource assistance.

Responsibilities:

Managed a caseload of more than 60 chronically mentally ill clients developing needs assessments aiming to promote patient growth.

Specific Duties Included:

- Assisted clients in adapting to society after release from mental institutions.
- Secured housing and monitored clients to review their acclimation and stability.
- Collaborated with doctors and nurses to develop treatment teams in order to execute and review treatment plans for each client.
- Acted as coordinator and liaison as clients utilized community resources and services.
- Assisted in revising policies, procedures, goals and objectives for the Center and program.

Major Accomplishment (under my leadership):

Systems & Client Support

- Successfully managed a heightened caseload of 85 clients.
- Prevented three suicide attempts by clients.
- Collaborated with Center doctors and nurses to re-establish treatment plans for clients released from hospitals.

09/90-03-92: Special Recruiter/Case Worker, Big Brothers/Big Sisters of Greater Oklahoma, Oklahoma City, OK

Big Brothers/Big Sisters of Greater Oklahoma is the nation's largest donor and volunteer supported mentoring network. Through meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") in communities across the country, they develop positive relationships that have a direct and lasting effect on the lives of young people.

Responsibilities:

Established and managed the special recruitment program to increase the involvement of African American big brothers. Case manager for client case load of program. Screened volunteers, children and parents through intensive interviews, home visits, reference and background checks. Assisted in agency fundraisers.

Specific Duties Included:

- Developed marketing and fundraising campaigns.
- Partnered with local media outlets for program public relations and recruitment.
- Participated in public relations initiatives with United Way on behalf of the agency and other marketing strategies to garner interest in the program.
- Solicited financial support from business and professional communities.
- Initiated case management protocol.
- Matched volunteers and children.
- Provided support and monitoring to all agency participants.
- Conducted volunteer and parent informational meetings.

Major Accomplishment (under my leadership):

Community Outreach

- Increased minority participation by **477%**.
- Raised funds and gained donations for special program in excess of \$50,000.

SELECTED COLLEGE COMMITTEES

Southern University at Shreveport, 11/2016-Present

- Chair, Quality Teams
- Member, Risk Management Umbrella Committee
- Member, Southern Association of Colleges and Schools Commission on Colleges Accreditation Committee
- Member, Dentistry from the Heart

Rochester Community and Technical College, 07/14-01/16

- Chair, President's Advisory Council
- Chair, President's Cabinet/Council
- Chair, Strategic Enrollment Management Council
- Chair, President's Diversity/Inclusion Council
- Member, MSCF Faculty Shared Governance Committee
- Member, AFSCME Labor/Management Committee
- Member, MAPE Union Committee
- Member, Student Senate/Cabinet Committee
- Member, HLC Steering Council

Community College of Denver, 08/10 – 07/14

- Member, Executive Staff
- Member, President's Collaboration Council
- Member, AQIP Committee
- Chair/Facilitator, Commencement Committee
- Chair, Student Affairs Council

- Member, C-3 Team
- Member, Community Response Team
- Member, Auraria Response Team
- Member, Policy Development & Shared Operations
- Member, Auraria Phoenix Center Advisory Board
- Member, Colorado Commission of Higher Education, Academic and Student Affairs Council
- Member, Community College Colorado System Vice President's Council

Arizona Western College, 08/06-08/10

- Member, President's Council
- Member, Academic Standards Committee
- Member, Strategic Enrollment Management Council
- Member, Enrollment, Processing and Procedures Committee
- Member, Student Services Council
- Co-Chair, Transfer Admission Guarantee
- Member, Wellness Committee
- College-Wide Objective Committees
 - Chair, College Student Email Committee
 - Chair, Faculty/Staff Advisement Model
 - Member, Student Survey
 - Member, College-Wide Communication Committee
- Member, Commencement Committee
- Member, AQIP Committee
- Member, Learning Excellence Assessment Process (LEAP) Committee
- Member, Learning Services Council
- Member, Learning Services Reorganization Committee
- Member, Campus Climate Committee
- Member, Behavior Intervention Committee
- Member, Title V Grant Committee
- Member, CAMP Grant Committee
- Member, AVID Grant Writing Committee

Langston University, 03/98-08-06

- Member, Student Affairs Council
- Chair, Retention Program
- Chair, Red Cross Committee
- Member, Campus Compact Committee (Service Learning)
- Chair, Voter Registration Committee
- Member, Marketing Committee
- Member, Admissions/Recruitment Committee
- Member, Campus Safety/Security Committee
- Member, Miss Langston Pageant Committee in coordination with Miss Oklahoma & Miss America

- Member, Presidential Search Visitation Committee
- Member, Student Welfare Committee
- Member, Give Five – Hurricane Katrina Relief Committee
- Member, Homecoming Committee
- Member, Student Success Center Committee
- Member, University Senate
- Member, Violence in the work Place Committee
- Member, Probation/suspension (Academic) Committee
- Advisor, Alpha Zeta Chapter of Alpha Kappa Alpha Sorority, Inc.

CURRENT PROFESSIONAL MEMBERSHIPS

- American Association of Community Colleges
- American Association of Women in Community Colleges

NATIONAL BOARD MEMBERSHIP

- Higher Educational Research Development Institute – HERDI *Innovate* Advisory Board (Richmond, VA), 2020 (*term began*)
- Community College Transfer Advisory Board for St. Augustine’s University (Raleigh, NC), 2020 (*term began*)

SELECTED COMMUNITY SERVICE ACTIVITIES

Louisiana, 11/2016-Present

- Greater Shreveport Chamber of Commerce Leadership Program Senior Coordinator, 2020-2021
- Greater Shreveport Chamber of Commerce Leadership Program Junior Coordinator, 2019

Minnesota, 07/14-01/16

- Member, Greater Rochester Advocates for Universities and Colleges
- Member, Minnesota College Athletic Conference
- Member, Ethical Practices Board
- Board Member, Rochester Areas Chamber of Commerce
- Board Member, Rochester Area March of Dimes
- Board Member, Greater Rochester Arts and Cultural Trusts
- Member, Olmsted Medical Center Institutional Review Board
- Member, American Association of Community Colleges Diversity and Inclusion Commission
- Board Member, Rochester Area Boys and Girls Club

Denver, 08/10-07/14

- Member, Denver Scholarship Foundation Retention Scholarship Committee
- Member, Denver Metropolitan Urban League Board
- Member, Western Regional Council on Black American Affairs Board
- Founding Member, Rocky Mountain Council on Black American Affairs

Arizona, 09/06-08/10

- Member, Teacher’s Task Force (K-12 System and College)

- Board Member, Yuma County Family Advocacy Coalition, Inc. – Amberly’s Place

Oklahoma, 01/91-09/06

- Board Member, Right Start Behavioral Health Center
- Board Member, Lend A Hand Parent Child Center
- Board Member, Young Ambassadors
- Board Member, Logan County Disaster Relief (Red Cross)
- Board Member, Southwest Region Blood Service (Red Cross)

LEADERSHIP INSTITUTE PARTICIPATION

- American Association of Community Colleges, John E. Roueche Workforce Leadership Program Participant (2019)
- Greater Shreveport Chamber of Commerce Leadership Program Participant (2018)
- Participant, Colorado Community College System Aspiring Presidents Academy (2011)
- Participant, American Association of Community Colleges Future Presidents Institute (2012)
- Participant, Thomas Lakin Institute for Mentored Leadership (2012)

LEADERSHIP INSTITUTE FACILITATION

- Emerging Leaders Institute, Southern University at Shreveport – Co-Facilitator (2020-2021)
- Academic Leaders Institute, Southern University at Shreveport – Co-Facilitator (2020-2021)

INVITED AND SCHOLARLY PRESENTATIONS

- League for Innovations in the Community College Innovations 2018 Conference, “Purpose and Grit” (March 18-21, 2018, National Harbor, MD)
- National Women’s Studies Association 38th Annual Conference, “The Chocolate Truth: The Experiences of Black Women in Community Colleges” (November 16-19, 2017, Baltimore, MD)
- Rochester Area Chamber of Commerce, Women in Leadership Series, “Mentoring” (December 3, 2015, Rochester, MN)
- Career and Technical Education Conference, Ted Talk (November 5, 2015, Minneapolis, MN)
- Thomas Lakin Institute for Mentored Leadership, First Year as a President Panel (October 2015, Atlanta, GA)
- Rochester Area Chamber of Commerce, Education Leadership Panel (October 9, 2015, Rochester, MN)
- Federal Medical Center, “Diversity in the Community” (August 5, 2015, Rochester, MN)
- DEED: Governor’s Workforce Development Council, “Regional Planning, Managing Change, and Innovation/Opportunities” (June 10, 2015, Rochester, MN)
- HealthForce Minnesota, Girls ConnectZ Day (May 19, 2015, Rochester, MN)
- Martin L. King, Jr. Day, National Association for the Advancement of Colored People, “Told is Not Taught” (January 19, 2015, Rochester, MN)
- Women on Wednesdays: Women and Leadership, Rochester Civic Theatre/Diversity Council (October 2, 2014, Rochester, MN)
- MnSCU Leaders Conference “So You Wanna Be a College or University President?” Stores from the field Panel (September 18, 2014, St. Paul, MN)
- 93rd American Association of Community Colleges Annual Convention, “Fire and Shooting in

- the Rockies: Community Colleges Respond” (April 19-23, 2013, San Francisco, CA)
- Rocky Mountain Council on Black American Affairs, “African American Leadership in the 21st - Century” (March, 2013, Aurora, CO)
- Society for College and University Planning 2013 Pacific Regional Conference, “Place Transforms the Learning Environment at Community College of Denver” (March 24-27, 2013, Denver, CO)
- Kappa Alpha Psi, Fraternity, Inc., Denver Alumni Chapter, “State of Black Colorado, Community & Education” Panel (November 8, 2011, Denver, CO)
- Auraria Higher Education Diversity Summit, “Inclusive Excellence in Higher Education” Panel (April 4, 2011, Denver, CO.)
- ACT 24th Annual Enrollment Planners Conference, “Walking the Strategic Tightrope: Do You Have a Net?” (July 2009, Chicago, IL.)
- 6th Annual Symposium on Pursuing Excellence in Student Preparation, Access and Success, “Sharing Ideas and Best Practices” (February-March 2007, New Orleans, LA.)
- Rocky Mountain Educational Research Association, “The Study of the Higher Educational System in Belize” (October 2005, Stillwater, OK)
- National Convention for the American Red Cross, Discussion on involving African-American students in the Blood and Bone Marrow donation process (June 2002, Phoenix, AZ)

SELECTED AWARDS

- Colorado Black Women on Political Action, Education Honor (2013)
- Good Neighbor Award – Southwest Region Blood Services, American Red Cross (2001)
- New Frontier Award from Southwest Region Blood Services, American Red Cross (2000)
- Keepers of the Dream Award, Ebony Tribune Newspaper (1991)

PUBLICATIONS (Featured)

McClellon, L.R. (2002, May-August). Retention on university campuses. *Educational Path*

JOB CLASS
JOB CODE
CAL ID



SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form POSITION NUMBER

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

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date 02/01/2021

Name Leslie McClellon (U01648880) SS# xxx-xx-4441 Sex F Race* B
(Last 4 digits only)

Position Title: Chief of Staff & Special Assistant for Strategic Initiatives Department: Office of the Chancellor

Check One Existing Position *Visa Type (See Reverse Side): _____
 New Position Expiration Date: _____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

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

Current Employer _____

Personnel Action

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

Recommended Salary \$88,248 Salary Budgeted \$88,248

Source of Funds _____

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

Change of: _____
Position Chief of Staff & Special Assistant for Strategic Initiatives From Chief of Staff & Executive Director for Strategic Initiatives To
Status Full-Time Full-Time
Salary Adjustment \$84,048 \$88,248

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
511001 55110 61002 56000	
525223 52021 61002 54100	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____
Vice Chancellor _____ Date _____
Director/Personnel _____ Date _____
President _____ Date _____

Dean/Unit Head _____ Date _____
Chancellor _____ Date _____
Vice President/Finance _____ Date _____
Business Affairs/Comptroller _____ Date _____
Chairman/S.U. Board _____ Date _____

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

ETHNIC ORGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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)

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date 02/01/2021

Name Lonnie McCray (U01648953) SS# xxx-xx-9916 Sex M Race* B
(Last 4 digits only)

Position Title: Dean of Arts Humanities Social Services & Education Department: Academic Affairs and Workforce Management

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

--	--	--

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

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

Current Employer _____

Personnel Action

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

Recommended Salary \$61,551.25 Salary Budgeted \$61,651.25

Source of Funds _____

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

Change of:
Position Dean AHSE From Dean AHSE To
Status Full-Time Full-Time
Salary Adjustment \$57,350 \$61,651.25

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

Source of Funds	Amount
511001 52310 61003 51000	

Comments: (Use back of form)

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

Supervisor _____ Date _____
Vice Chancellor [Signature] 12/17/20 Date _____
Director/Personnel _____ Date _____
President [Signature] 1/6/21 Date _____

Dean/Unit Head [Signature] 12/17/20 Date _____
Chancellor [Signature] 12/17/20 Date _____
Vice President/Finance 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.

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COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER: _____

NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

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

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H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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- _____ 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)

Dr. Lonnie McCray

Assistant Professor of English
Southern University Shreveport
3050 Martin Luther King Drive
Shreveport, La. 71107
(318) 670-9363

Education

- PhD Higher Education Administration minor in American Literature University of North Texas August 2011
Dissertation: *An essential academic program: A case study of the general studies program at Louisiana State University in Shreveport*
Committee: Dr. V. Barbara Bush, chair; Dr. Kathleen Whitson and Dr. Jacqueline Foertsch
- MA American Literature, Louisiana Tech University, 1999
- BGS Humanities, Louisiana State University in Shreveport, 1996

Additional Studies

- 2002-2004 M.Ed. Courses at Louisiana State University in Shreveport:
Theories of Learning
Educational Administration; Educational Research; Philosophy of Education
School Law
Principles of Guidance and Counseling

Employment

- 1/12 - present Southern University Shreveport
Assistant Professor of English, Chair of English and Foreign Languages (113)
Responsibilities: teach freshman and sophomore English courses; participate in departmental and university committees; advise students pursuing a general studies degree; submit yearly employee performance evaluations; assess program outcomes; develop course schedules; serve in absence of the Division Chair; participate and provide community services.
- 10/10 - 12/13 University of Phoenix
Associate Faculty, College of Humanities
Responsibilities: taught First Year Sequence courses in English and Humanities; participated in Content Area Meetings; participated in workshops and workshop training.
- 8/00 - 1/12 Louisiana State University in Shreveport
Instructor of English, Director of General Studies (801-1/12)
Responsibilities: taught two courses per semester and one summer course; participated on at least one departmental committee; provided community service; advised new, continuing, and graduating students in the General Studies program; served as chair of the General Studies Advisory Committee; created all-graduation documents for students in the program; supervised student worker.

- 1/99 - 8/00 Louisiana State University in Shreveport
Financial Aid Counselor
 Responsibilities: administered all scholarship and tuition/fee exemption programs; processed and disbursed Title IV Federal Financial Aid funds; counseled students and parents on financial aid concerns; presented workshops on scholarships and financial aid.
- 9/97 - 5/98 Louisiana Tech University
Teaching Assistant and Graduate Assistant
 Responsibilities: taught Developmental English class ranging from 20 to 25 students; provided tutorial services for English students; computer lab assistant.
- 7/95 - 9/97 Isle of Capri Casino
 7/98 - 12/98 *Senior Cashier*
 Responsibilities: operated main banks ranging from \$400,000 to \$2,000,000; supervised cashiers; operated main vault in excess of \$20,000,000; made daily deposits and daily exchanges; familiarity with Title 31 requirements.
- 8/91 - 8/92 Kroger Co.
 5/93 - 4/96 *Customer Service/Office Clerk*
 Responsibilities: operated office; completed employee payroll; supervised cashiers and courtesy clerks; completed opening and closing procedures of the store; documented daily and weekly sales activity of the store.
- 1/93 - 5/95 Louisiana State University in Shreveport
Ambassador
 Responsibilities: student recruitment; knowledge of admissions and records policies; filing and microfilming procedures.

Primary Courses Taught (face to face and online)

Developmental Composition	Advanced Composition (online)
Freshman Composition I (online)	Writing in the Humanities (online)
Freshman Composition II (online)	General Studies Senior Seminar
Introduction to Fiction	American Literature (online)

Administrative Experience

- 1/13 – present Chair of English and Foreign Languages, Southern University Shreveport.
- 8/01 – 1/12 Director, General Studies Program, Louisiana State University in Shreveport.

Presentations

- "Writing Personal Statements" STEM Program Participants, April 2014
- "Whose Line is it Anyway" Extemporaneous Speaking Activity for annual 4H end of year educational program, May 2014
- "4H: 100 Years of Growing Louisiana Leaders" Presentation at the 4H Area Leader Training program, July 2014
- Career Day guest speaker for Northside Elementary School, May 2009

"Leadership Today." Presentation to Local Junior Leadership Organization, Sept. 1, 2002.

"Think." Member of panel discussion on surviving college; presented to university scholarship recipients for Student Success Series Workshops, Sept. 13, 2001; Oct. 3, 2001; Sept. 10, 2002; Oct. 16, 2002

"Don't Blow your TDPS." Student Success Series presentation to students who were recipients of the Louisiana tuition assistance scholarship, Oct. 4, 2001

"Diversity Awareness." Diversity Awareness Workshop Presenter/Coordinator for LASFAA. April and May 2000

Service

University:

Southern University Shreveport
Faculty Senate Parliamentarian (elected for 2014-2016)
Phi Theta Kappa Advisor (2013 – present)
Chair Academic Appeals Committee (2012 – present)
Strategic Planning Committee (2014- present)
Financial Aid Appeals Committee (2014 – present)
First Year Experience Committee (2015 – present)
University Outcomes Assessment Team (2014)
Commencement Committee (2012 – 2014)

Louisiana State University Shreveport
Faculty Senator for College of Arts and Sciences ~ (elected for 2010-2012)
Faculty Senate Executive Committee Member-at-Large (2011-2012)
TeachLSUS Alternative Certification Program Selection Committee (2009- 2012)
Retention Committee (2011- 2012)
Chair, Search Committee Financial Aid Assistant Director (2008) LSUS
Leadership Academy (2004-2005)
Noel Levitz Connections Trainer (2004-05)
Freshman Mentor (Early Alert Referral System) (2003-2004)
Student Financial Aid and Scholarship Committee Advisor (2000- 2012)
Black Students' Association Advisor (2002-2005)
Student Recruitment Committee (2002-2003)
Enrollment Planning Team (2002-2003)
Soar Leader Selection Committee -- (2002)

College:

Louisiana State University Shreveport
General Studies Advisory Committee – Chair, (2001 – 2012)
Liberal Arts Planning Committee – (2003-2004)
Liberal Arts Leadership Council (2001 – 2009)
Member Grade Appeals Committee (2004)

Department:

Southern University Shreveport
Chair English Department Committee (2012- present)
Live Text Implementation Committee (2013 – present)

Louisiana State University Shreveport

Teaching / Writing Committee member (2001 – 2012)

Teaching Committee – Chair, (2003 – 2005)

Information Technology Committee (2003 – 2012)

Search Committee member for English Faculty (2005)

Community:

Greater Shreveport Human Relations Commission (2015 - present)

Chair Auction Committee Philadelphia Center (2013 - present)

Program Advisory Committee Virginia College (2013 – 2014)

President Board of Directors Philadelphia Center (2012)

Vice-President Board of Directors Philadelphia Center (2010 – 2012)

Board Member Philadelphia Center (2007- 2009; 2014 - present)

Caddo Parish 4-H Advisory Committee, Facilitator (2004 -- present)

Science Fair Judge Riverside Elementary (2011)

Program Advisory Committee Remington College Shreveport (2008 – 2010)

Scholarship Selection Committee Caddo Parish 4-H program (2009,2010,2011)

Scholarship Selection Committee Harrison County 4-H program (August 2009)

Caddo 4-H Judge Talent Competition (2006 – present)

Debate Tournament Judge (2006)

Social Studies Fair Judge (2005)

Grants

BORSF Grant Multimedia Lab 2015, funded for \$45,500 Principal Investigator

BORSF Grant Classroom Enhancement with Technology 2012, funded for \$57,000 Co-principal Investigator

BORSF Grant for Film Studies Classroom 2003, funded for \$55,000

Co-principal Investigator

Student Life and Learning Technology Fee Grant 2008, funded for \$1,300

Principal Investigator

Student Life and Learning Technology Fee Proposal 2007, funded for \$2500

Co-principal Investigator

Training

Quality Matters: Using Instructional Materials and Technology to Promote Learner Engagement and Connecting Learning Objectives and Assessments (November 2014)

Quality Matters: Applying the QM Rubric (January 2013)

Siras Online Instructional Training (July 2012)

LSU Shreveport Center for Online Learning and Faculty Development - Online

Instructional Training (Spring 2011)

University of Phoenix New Faculty Training (July 2010)

Socrates Online Teacher Training (March 2010)

Alternative Certification Selection Training (October 2009)

Louisiana Endowment for the Humanities – Prime Time Reading Program (Summer 2008)

Human Resources – Recruiting Training (2008)

College Student Inventory (CSI) Advisor Training (2008)

Moodle Training (3 sessions) (2006-2007)

Wiki Workshop (2007)

Leading and Managing Academic Departmental Audio Conference (2005)

Advisor Training -- Teleconference (2) (2005)

NACADA Academic Advising Administrators' Workshop (2003)

Diversity Awareness/Professional Awareness Workshop (2000)

Boot Camp for New Financial Aid Counselors (1999)
"WOW" Customer Service Training (2 days) (1996)

Honors and Activities

2015	Southern University System Awards: Rising Star for Research (April 2015)
2010	Shreveport Chamber of Commerce Young Professional Initiative 40 under 40 Honoree
2010	The Honor Society of Phi Kappa Phi UNT (inducted Fall 2010)
2002-2003	Excellence in Teaching Award
2000-2004	NACADA and LACADA Member NCTE Member LACC Member
1999	LASFAA Member - LASFAA Diversity Awareness Committee Member
1997	Louisiana Association of College Composition (LACC) Member
1996	LSU-S Academic Award - General Studies
1996	Phi Sigma Iota - Foreign Language Honor Society
1993 - 1995	Toastmasters International

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA x

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date 02/01/2021

Name Veloria Nanze (U01651227) SS# xxx-xx-5897 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Accounting Department: Finance and Administration

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

--	--	--

 New Position Expiration Date: _____

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

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

Current Employer _____

Personnel Action

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

Recommended Salary \$61,200 Salary Budgeted \$61,200

Source of Funds _____

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

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Director of Accounting</u>	<u>Director of Accounting</u>
Status	<u>Full-Time</u>	<u>Full-Time</u>
Salary Adjustment	<u>\$60,000</u>	<u>\$61,200</u>

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
511001 56100 61002 56000	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____
Vice Chancellor _____ Date 12/17/20
Director Personnel _____ Date _____
President Kayla D. Bolton 1/6/21 Date _____

Dean/Unit Head _____ Date _____
Chancellor _____ Date 12/17/20
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:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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CLASS OF EMPLOYMENT (VISA STATUS):

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

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VELORIA NANZE

EMPLOYMENT EXPERIENCE

Director of Accounting: 09-2017 – Current

Southern University at Shreveport

- Manages a comprehensive accounting program which integrates Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards, statutory accounting requirements and departmental fiscal policies and procedures for a multi-location institution.
- Supervise a staff of 4 consisting of Payroll, Travel, Grants Accounting, Accounts Payable
- Supervise subordinate employees in work involving financial and accounting operations (i.e., processing cash receipts, accounts payable/receivable, bank reconciliations, etc.)
- Accounting analyzes financial statistics and other accounting data to identify trends impacting the fiscal position of the college (e.g., cash flow analysis, budget analysis, forecasts and projections), and advises management on findings and recommendations.
- Assists in supporting and promoting innovation; improving the quality of financial services; building strategic budgets; exploring resource development alternatives; utilizing technology; allocating adequate fiscal resources; establishing fiscal soundness; and maintaining compliance with all financial regulations
- Represent the Chancellor and/or Chief Finance Officer relative to the financial interests of the college in accounting-related interactions/negotiations with other parties, such as banks, vendors, external auditors and management staff of other governmental entities.
- Applies generally accepted accounting principles and government accounting principle in the recording of financial activity in the Banner accounting system.
- Prepares or directs the preparation of financial reports in both standard and specialized formats
- Review expenditure requests, purchase requisition for compliance with funding requirements
- Ensure fiscal control and oversight of college finances;
- Reviews or delegates the review of report contents; corrects discrepancies in information and submits final reports
- Assist in Banner software integration for fiscal and student reporting
- Provide university wide training for budgeting and fiscal reporting
- Provide university wide training per state travel guidelines
- Assist with preparation of Annual Financial Report
- Act as liaison with internal, external and state auditors providing documentation as requested

Accounting Instructor: 2017 – 2019

Bossier Parish Community College

- Teach Hybrid online and classroom lecture for both Intro and Managerial Accounting Courses
- Instruct using Canvas System
- Responsible for Syllabus, grading homework, office hours, classroom lecture materials, online assignments through the Canvas system
- Prepare submit reports as required

Basic Math Instructor: 2016

Bossier Parish Community College

- Instruct Basic Math in a hybrid online and classroom environment
- Prepare homework and classroom assignments
- Grade homework and prepare and lecture in the classroom
- Assist students using the online system

Grant Accountant: 01/2016-11/2017

Bossier Parish Community College

- Pre-Award Grant Processing
- Monthly reconciliation of expenditures, revenues and budgets.
- Prepare monthly and quarterly fiscal reports
- Review and approve expenditure requests
- Review salary projections and expenses
- Prepare and maintain inventory of equipment
- Prepare and enter requisitions into the Banner System for purchases
- Receive equipment and materials and process for payment of invoices
- Act as liaison with the awarding agency and the College
- Make recommendations and advise leadership team on fiscal matters related to grant
- Prepare end of grant close out reports

Tax Preparer-H&R Block-Arkansas, Louisiana, Texas 2008, 2009, 2014, 2016

- Prepare tax returns for individuals, clergy, truck drivers, Sheriffs'
- Maintain asset depreciation records
- Bookkeeping services

Director of Budgets & Planning: 09/2013 – 12/2014

Director of Budgets & Grants: 11/2011 – 08/2013

Interim Director of Human Resources: 01/2013 – 3/2013

Grants Specialist/Budget Accountant: 07/2010 – 10/2011

Accountant I: 4/2010 – 7/2010

Texas A&M University – Texarkana, TX

- Annual operating budget preparation and maintenance per state and funding guidelines
- Prepare Biennium Legislative Appropriate Requests and report in the ABEST system per state of Texas guidelines
- Prepare updated university budgets due to enrollment projections

- Participate in revenue projections; rate increases and analysis
- Review and verify payroll transactions and budgeted positions for compliance with funding, state and university policies
- Assist in preparation of annual financial reports and prepare and enter various statistical data into USAS and FAMIS
- Prepare reports for State Comptroller's office; Texas Higher Education Coordinating Board; System Office of Budgets and Accounting; System Internal Auditors and State Comptroller's Office
- Prepare fiscal reports in accordance with GAAP and GASB
- **Interim Director of Human Resource management functions with supervision of staff of three (3) in the following:**
 - Positive resolution of ongoing personnel audit working with System Auditors
 - TRS Reporting
 - IPEDS Reporting
 - Policy review and research
 - BPP maintenance
 - New employee set ups
 - Personnel terminations
 - Personnel complaints and grievances
 - Benefits
 - Pay zones maintenance; Grading of new positions
 - Employee evaluations
 - Various required reports, including reporting to System Office of General Council
- **Supervise budget and grant accounting staff in the preparation of the following:**
 - Expenditure review and monthly reconciliation of grant expenditures
 - New account set up; journal entries and budget transfers in FAMIS
 - Preparation of quarterly and annual fiscal grant reports, review of contracts
 - Grant proposal preparation and submissions and contract closeouts
 - Maestro maintenance and update; Financial Conflict of Interest Officer
 - Preparation of billing submissions; aging of accounts
- Maintain various Excel data bases: budget master, annual operating budget, budget load data and grant worksheets

Controller 05/2008 – 08/2009

Wiley College – Marshall, TX

- Manage fiscal operations and supervise staff of seven (7) in the preparation of financial statement reporting, accounts receivable, accounts payable, bursar activities, federal, state and private grant reporting, daily cash flow analysis, G-5 draw downs and reconciliations
- Supervise staff in the preparation of the annual operating budget and analyze monthly budget status reports
- Coordinate activities with Human Resources consisting of personnel, budgeting and payroll processing for accurate and compliant reporting processes
- Monitor purchasing and accounts payable transactions for compliant spending with budgets and regulations
- Assist Student Affairs Division in budget planning and administration of Founder's Day events; Homecoming events and other Auxiliary activities
- Fiscal management of cafeteria, bookstore and other auxiliary activities
- Review quarterly and annual payroll tax reports
- Supervise staff in the preparation of all bank reconciliations

- Coordinate processing transactions with Financial Aid Office, Business Office and Institutional Planning regarding private gifts and grants; federal and state funding
- Assist Information Technology staff in meeting objectives of financial processing and reporting using Jenzabar software: payroll interface, funds set up, available budget balances, gift reporting, purchasing and general ledger processing
- Prepare strategic assessment and outcomes reports
- Work as a liaison with all campus departments to ensure the compliance, expediency and accuracy of processing and reporting for the entire college
- Work with external auditors to prepare financial statements and required government reports to maintain state, federal and local funding
- Prepare policies and procedures for various accounting operations
- Prepare various quarterly and annual government reports including sales tax and franchise tax reports

Hospice Controller 02/07 – 01/08

Mays Home Health - Paris, TX

- Prepare contract applications for state and federal funding of programs
- Prepare government cost reports and monitor funding of government programs
- Prepare accounting and operational policies and procedures
- Train and supervise staff of five (5) regarding the most effective manner of processing operational and billing information through MIS
- Trained and supervised staff in the monitoring and troubleshooting of billing rejections to decrease days outstanding on aging of accounts
- Maintain knowledge of government and insurance regulations for Hospice, Medicare, Medicaid and Insurance programs and keep management informed
- Researched and assisted in the implementation of billing software

Administrator/CFO 1988-2006

TNF HOMEHEALTH SERVICES, INC. - Atlanta, TX

Highlights:

- Complete oversight of management of fiscal and administrative operations
- Direct supervision of staff of eight (8), indirect supervision of two hundred forty (240) personnel to include construction contractors, Physical Plant staff, Physical Therapists, Occupational Therapists, nurses, aides and in-home providers
- Set up and customized computerized software for general ledgers, financials, payroll, personnel, client records and billing systems in the Novell Network, train and supervise staff to perform duties
- Train and supervise staff in the preparation of payroll, income tax, franchise tax and unemployment tax returns, accounting, billing, financial statements
- Prepared and maintained state licensure manuals in compliance with federal and state regulations
- Monitored and supervised all in-home nursing, provider care, minor home modifications construction, medical equipment and medical supply purchase, billing and administration
- Prepared internal audit policies and procedures for fiscal and governmental compliance.
- Supervise client records audits for compliance
- Aging reports; monitored billing with 60 day turn around on accounts receivable and 99 % collection rate
- Supervise purchasing department and inventory functions

- Prepare annual operating budgets and periodic budget status reports
- Prepared and supervise staff in the preparation of Medicare, Medicaid, and state cost reports
- Assist state and federal financial and compliance auditors
- Supervised resolution of client and employee complaints and grievances
- Prepared successful grant and government contract applications
- Prepare bank loan financial packets for lines of credits
- Organized and supervised accounting department functions and prepared procedures manuals
- Solicited and implemented employee benefits programs; trained and supervised staff to maintain programs

Medicare/Medicaid Government Auditor

Blue Cross Blue Shield – Houston, TX

Responsible for audit of hospital financials to ensure compliance with Medicare and Medicaid reimbursement federal government guidelines.

Prepare audit programs

Supervise audit staff of 2

EDUCATION

M.S. Accounting-Texas A&M University-Texarkana, TX

M.S. Inter-Disciplinary Studies-Texas A&M University-Texarkana, TX

B.A. Accounting-Texas Lutheran University, Seguin, TX

M.S. Ed AD -Texas A&M University-Texarkana, TX

DBA (ABD) Accounting -Northcentral University, California

REFERENCES

Available upon request

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment _____ Effective Date 02/01/2021 To _____

Name Joseph Orban (U01652037) SS# xxx-xx-2096 Sex M Race* B
(Last 4 digits only)

Position Title: Professor of Biomedical Sciences/Dean of Department: BSTEM
Liberal Arts & Sciences

Check One Existing Position

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

*Visa Type (See Reverse Side):

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 Expiration Date: _____

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

Current Employer _____

Personnel Action

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

Recommended Salary 76,049.16 Salary Budgeted 76,049.16

Source of Funds _____

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

Change of: _____

Position	<u>From</u>	<u>To</u>
Status	<u>Professor Biomedical Sciences/Dean LAS</u>	<u>Professor of Biomedical/Dean Liberal Arts & Sc</u>
Salary Adjustment	<u>Full-Time</u>	<u>Full-Time</u>
	<u>\$74,558.00</u>	<u>\$76,049.16</u>

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
511001 52540 61002 56000	

*See Reverse Side

Graduate School signature (if, applicable): _____

Supervisor _____ Date _____
 Vice Chancellor [Signature] 12/17/20 Date _____
 Director/Personnel _____ Date _____
 President [Signature] 1/6/21 Date _____

Dean/Unit Head _____ Date _____
 Chancellor [Signature] 12/17/20 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 REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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)

Curriculum Vitae

Joseph I. Orban, Ph.D., MSVS

**Dean of Science and Liberal Arts and
Director of Biomedical Research Development**

Applicant for

**Vice Chancellor for Academic Affairs
Southern University at Shreveport Louisiana**

Professional Training and Experience

Formal Educational Training

- 1992. Ph.D., Nutrition, Auburn University, Auburn, AL.
- *Major:* Mineral and Vitamin Metabolism
- *Minor:* Human and Animal Nutrition and Health: Metabolism of proteins, carbohydrates, lipids, minerals and vitamins and assessment of human nutritional status, monogastric and ruminant nutrition.
- 1989. MS, Poultry Science, Auburn University, Auburn, AL
- Poultry nutrition, production, processing, diseases and management.
- 1984. MS, Veterinary Science, Tuskegee University, Tuskegee, AL
- *Major:* Pharmacology (Drug metabolism and pharmacokinetics)
- *Minor:* Physiology
- 1982. BS, Animal and Poultry Sciences, Tuskegee University
- *Minor:* Biological Sciences

Postdoctoral Training and Research Activities as Research Scientist

Department of Animal Sciences, Purdue University, Indiana (1992-2000)

- Nutritional research
- Microbiology/Immunology research
- Space biology research (NASA)
- Pharmaceutical clinical research (Eli Lilly)

Biomedical Research Training

- *Recombinant DNA Methodology and Special Topics in Biotechnology* National Institute of Health (NIH), Bethesda, MD. May to June 2003.
- *Extramural Research Training:* National Institute of Health (NIH), Rockville, MD. June 3 to August 9, 2002.
- *Human Sciences:* Human nutrition and health, Auburn University, AL (1990-1992).
- *Microbiology and Immunology:* Intestinal microflora (Bifidobacteria and Lactobacilli), stress factors Purdue University, Indiana (1992-1994).

Other Professional Training and Skills

Research Skills

- Experimental design and analysis, interpretation of research data, scientific writing and presentation of research findings at scientific or commercial oriented meetings.
Communication of research information for public education.

Technical Skills - Instrumentation

Experienced in working knowledge of the following laboratory instruments for analytical work:

- Spectrophotometer (Beckman)
- Atomic Absorption Spectrophotometer (Perkin Elmer)
- NOVA 4 and NOVA 7 Electrolyte Analyzers (Nova Biomedicals)

- Instron (Instron Corp.)
- Norland Bone Densitometer (Norland Corp.)
- FA-100 Fat Analyzer (LECO Corp.)
- Nitrogen Combustion Analyzer (LECO Corp.)
- Adiabatic Bomb Calorimeter (Parr Instrument Co.)

Computer Literacy

- Windows 95/97/00/03
- Statistical Analysis Systems (SAS)
- Word processing
- Power Point - 2000, 2003
- Excel spreadsheet.

Analytical Quality Control

- Animal feed formulation and visual analysis (feed/grain texture, foreign materials).
- Qualitative analysis (moisture, bushel weight, aflatoxin, urease test).
- Quantitative analysis - proximate analysis (dry matter, crude protein, crude fiber, fat, energy, ash - minerals).

Veterinary Skills

- Necropsy and identification of pathological lesions.
- Sample collection and analysis (tissues, blood, urine and fecal samples).
- Disease diagnosis (bacterial, viral and nutritional deficiency).
- Therapeutics (oral and parenteral drug administration).
- Pharmacology (drug metabolism and pharmacokinetics, tissue residue analysis).
- Minor surgery and general clinical care.

Microbiology and Immunology

- Culturing, isolation and identification of microorganisms (bifidobacteria, salmonella, aerobic, anaerobic and enteric bacteria).
- Analysis and evaluation of blood chemistry and constituents for changes due to stress.

Teaching Experience at Southern University at Shreveport

Teaching: Have been involved in classroom teaching using latest technology in computer software including Power-point to teach biology, anatomy and physiology courses to undergraduate students at Southern University at Shreveport. Courses have been web enhanced sometimes to make them accessible to students at anytime.

- Taught General Biology (104 and 105), Anatomy and Physiology in 2002-2003
- Taught General Biology 104 and 105 from 2004-2006.
- Taught Grant Writing Class and awarded certificates of completion to 23 students through SUSLA's Continuing Education Program (2004).
- Have taught about 526 students between 2001 and 2006.

Student Outreach and Advisement

Student Outreach:

- Sponsored and provided guest speaker for Biology Club's Annual Awards Luncheon, April 2005 and April 2006
- Guest speaker of the Biology Club's Annual Awards Luncheon, April 2004
- Provided advice and letters of recommendation for students for the following programs: Pharmacy at Xavier University and Nursing at Dillard University, New Orleans; Radiology Technology and Dental Hygiene – Southern University at Shreveport (2003-2004) and students transferring to Grambling State University (2005-2006)
- Assisted with student schedule advisement during registration (2003-2006)
- Presented grant writing seminar to class of nursing students (2006)
- Presented class lectures to SUSLA Summer Science Program for High School students in the Division of Science and Technology, July 2001.
- Presented educational and research-oriented seminars to Allied Health/Science and Technology students, December 2000.

Student Mentorship:

- Mentored three SUSLA students in research who were in the National Institute of Health Bridge Program administered from Grambling State University (2003).
- Recently mentored two SUSLA students in research who are in the National Institute of Health Bridge Program administered from Grambling State University (2005-6).

Community Services

Shreveport/Bossier Community Renewal (2005-6)

- Member, Partnership Committee

Rotary Club of South Shreveport (2005)

- Guest Speaker on HIV/AIDS Education and Prevention in Africa

Multicultural Tourism Commission, Shreveport (2003-2005)

- President – Board of Directors of the Multicultural Tourism Commission, Shreveport
- Member, Scholarship Committee
- Member, Hospitality Committee
- Member, Finance Committee
- Member, Awards, Committee

Antioch Baptist Church Shreveport (2004)

- Assisted with Power-point Presentation of the Church history during the Church's 137th Anniversary Celebration.

Christ United Methodist Church Shreveport (2001-2006)

- Member, Church Council and Chancel Choir
- Member and Speaker, Lay Leadership
- Member, Evangelism Committee and Sunday School Teacher

Administrative Experience and Creativity

Leadership Skills and Administration

- Visionary and strategic planning, goal setting, organization and prioritization, designing and execution of plans, communication, motivation, inspiration, supervision and conflict resolution.

Leadership Experience

- **2005-2006:** *Dean of Science and Liberal Arts and Director of Biomedical Research* Southern University at Shreveport, Louisiana.
- **2003-2005:** *President, Board of Directors, Multicultural Tourism Commission,* Shreveport, Louisiana, a community based non-profit organization.
- **2000-2002:** *Director, Office of Research, Planning, Grants and Sponsored Programs,* Southern University at Shreveport, Louisiana.
- **1996-1998:** *President, MUTA Inc.,* a domestic non-profit corporation. Provided leadership to a membership of 100.
- **1988-1989:** *President, International Student's Organization,* Auburn University, Auburn, AL. Provided leadership to 700 international students studying at Auburn University.
- **1983-1984:** *President, Graduate Students Organization,* School of Veterinary Medicine, Tuskegee University, Alabama. Provided leadership to 25 graduate students

Administrative Creativity, University Infrastructure Development and University Services at Southern University Shreveport

- Installed giant screen in the Science Lecture Hall (Stone Hall) for Power-point and educational presentations (2002).
- Converted three storage rooms in the Natural Science Building (Collier Hall) into a laboratory, office and conference rooms with new furniture and equipment (2003-2004)
- Provided equipment (computers and other equipment) to Dual Enrollment program, University Budget Office and University Graphic Services to enhance Southern University operations
- Provided leadership in the renovation of facility at the Aerospace Technology Program at the Downtown Shreveport Airport
- Renovated and provided new chairs for four lab/classrooms (Biology, Microbiology and Chemistry) in Collier Hall.
- Currently renovating another four rooms in Collier Hall for Biomedical Research Activities to include an animal research facility, two research laboratories and a conference room for the Department of Biomedical Sciences

2001 –2006: Associate Professor and Director of Biomedical Research Development Southern University at Shreveport, LA

Research: Serve as Director of Biomedical Research Development with responsibilities to develop infrastructure and capacity building for biomedical research including development of

research laboratory and training of faculty and students in biomedical research.

Accomplishments: Research, Faculty and Student Development

- Established and completed the development of a functional Office of Biomedical Research Development at Southern University, Shreveport
- Completed development of policies and procedures for research integrity at Southern University, Shreveport
- Completed development of a biomedical research laboratory
- Conducted research and published 4 peer review journal articles and 8 research abstracts
- Sponsored three faculty, one staff and fifteen students to professional training and conferences.

**University Services Provided at Southern University
Shreveport**

Administrative Officer In-charge in the Absence of Chancellor

- Served as administrative officer in-charge in the absence of the Chancellor and Vice Chancellors (2002)

University Representative

- Represented the Chancellor and the University at board meetings with the Louisiana Board of Regents and Louisiana Legislature during appropriation meetings (2000-3).
- Currently serving as the SUSLA representative on the Grant Committee of the Consortium for Education, Research and Technology (CERT) covering the eleven universities and colleges in North Louisiana

University Housing Committee

- Served on University Housing Committee (2002)
- Developed and conducted student surveys and analysis to determine student interest in University housing if such units were constructed at SUSLA. Over sixty percent of students surveyed were interested in having accommodation in the University housing if developed.
- Reviewed contracts and provided recommendations for construction of University housing at SUSLA.

Search Committee for University Staff Employment (2000-2005)

Served on various search committees to interview and recommend candidates for employment at SUSLA including:

- Vice Chancellor for Student Affairs
- Staff of Information Technology
- Staff of Continuing Education and Workforce Development
- Staff of the Office of Institutional Research, Planning, Grants and Sponsored Program

Sponsorship of Programs on Southern University Campus

- Mary L Brown Annual Scholarship Banquet organized by Multicultural Tourism Commission Shreveport. Science Lecture Hall, September 30, 2003. The guest speaker of the occasion was Caddo Parish School Board Superintendent, Ollie Tyler. One of the scholarships was awarded to SUSLA.
- Mary L Brown Annual Scholarship Banquet organized by Multicultural Tourism Commission Shreveport. Science Lecture Hall, September 28, 2004. The guest speaker of the occasion was Mayor of Greenwood, Dr. Ernest Lampkins. One of the scholarships was awarded to SUSLA.
- Proposal Development and Grant Writing for SUSLA Faculty and Staff presented by Invited Guest, Dr. Brenda Hayes from Morehouse School of Medicine, Atlanta. Science Lecture Hall, July 30, 2004.
- Sponsored and presented Grant Writing Workshop for faculty during the 2006 Faculty and Staff Institute at Southern University Shreveport.
- Participated, sought and provided funding for the SUSLA 2006 Economic Development Forum.

Evidence of Prior Success and Knowledge in the Professional Accreditation of Academic Programs

2000 to 2002: Director of Research, Strategic Planning and Development. Southern University at Shreveport

Served as Director of the following Institutional Units:

- Institutional Research
- Strategic Planning
- Assessment and Institutional Effectiveness
- Grants and Sponsored Programs
- Biomedical/Scientific Research

Accomplishments

Office Reorganization:

- Reorganized and combined the offices of Institutional Research, Grants and Sponsored Programs into one operating office, namely the Office of Research, Planning, Grants and Sponsored Programs.
- Converted a classroom into five separate office spaces and a conference area fully furnished with new office furniture, latest computers, scanning machine, copying machine color printer and other offices supplies.
- Developed office bulletin providing information on various unit activities, personnel and job descriptions. Increased the number of personnel for the office (Coordinator of Research and Institutional Development, and Coordinator of Strategic Planning,

Assessment and Institutional Effectiveness) to enhance office operation and productivity.

Institutional Research:

- Conducted student satisfaction with instruction surveys for Fall 2000, Spring 2001, and Fall 2001 semesters. Results showed student satisfaction level of 4.53, 4.58 and 4.61, respectively on a 5-point scale.
- Compiled and submitted Performance Indicator Reports to Louisiana Performance Accountability System for the period, July 1, 2000 to June 30, 2002.
- Compiled and submitted University data to Integrated Post-Secondary Education Data Surveys (IPEDS) for Fall 2000, Spring and Fall 2001 and Spring 2002.
- Compiled and provided University profile data to survey requests from various national institutions and colleges of higher learning.
- Conducted and submitted Student Opinion Surveys as required by the Louisiana Board of Regents for 2000, 2001 and 2002.

Strategic Planning:

- Attended Strategic Planning Training Workshops (Baton Rouge, September/December, 2000) to learn and develop skills to train faculty and staff.
- Conducted strategic planning workshops for faculty and staff.
- Compiled Five-Year Strategic Plan (2002-2007) for Southern University at Shreveport and submitted to Louisiana Board of Regents, June 29, 2001.

Institutional Effectiveness:

- Collected, reviewed and documented Institutional Effectiveness Plans from reporting University Institutional Units.
- Development of assessment and effective institutional models for the various University Programs.
- Attended SACS conferences to learn requirements necessary for professional accreditation of academic programs.

Grants and Sponsored programs:

- Conducted grant writing workshops for faculty and staff (2000-2002).
- Published a monthly newsletter, "Grant Alert" to inform faculty and staff of grant opportunities (2000-2002).
- Assisted faculty and staff with proposal development and submission worth over \$3 million (2000-2002).
- Established research collaboration between Purdue University, Indiana and Southern University at Shreveport. The two universities were awarded a \$200,000 grant to conduct research on "Avian Osteoporosis" by the United States Department of Agriculture

Evidence of Successful Grantsmanship

Grants Applied for and Awarded

A. J. Scheffler, S. A. Conrad, T. M. McConathy, J. I. Orban, and P. Sisson 2003. Northern Louisiana Partnership for Innovation: Creating infrastructure for Technology Growth (\$600,000 grant funded by the National Science Foundation).

J. I. Orban, 2002. Grant for “Development of Biomedical and Scientific Research Development” at Southern University at Shreveport Louisiana (\$156,600 grant funded by National Institute of Health, NIH).

J. I. Alak and J. I. Orban, 2002. Development of Biomedical Research Laboratory at Southern University at Shreveport Louisiana (\$49,105 grant funded by Louisiana Board of Regents).

P. Y. Hester and J. I. Orban, 2001. Animal health and well-being research (Avian osteoporosis) grant funded by USDA for \$200,000. This is a corroborative project between SUSLA and Purdue University, Indiana.

P. Y. Hester, J. I. Orban, and M. C. Ledur, 2000. Avian osteoporosis research grant funded by 21st Century and Technology Fund for \$184,463.

P. Y. Hester and J. I. Orban, 1997. Tylan clinical research grant funded by Eli Lilly for \$35,000.

P. Y. Hester and J. I. Orban, 1997. Apralan clinical research grant funded by Eli Lilly for \$55,000.

P. Y. Hester and J. I. Orban, 1995. Beta-adrenergic clinical research grant funded by Eli Lilly for \$92,000.

Professional Development Activities

Professional Affiliations

Member of:

- American Society of Animal Science
- Poultry Science Association
- World Poultry Science Association
- American Society for Gravitational and Space Biology
- Sigma Xi Scientific Research Society
- Southern Association of Institutional Research
- Alabama Academy of Science
- American Red Cross
- National Sheriff's Association

Service on the Editorial Staff of Professional Journals (2003-2005)

Editorial Board Member and Manuscript Reviewer for:

- Animal Science Journal (National)
- Poultry Science (National)
- Journal of Kentucky Academy of Science (State)
- Bio-resource Technology Journal (National)

Service on Committee/Board of Professional Organization (2003-2005)

- Election Teller, Poultry Science Association (2003)
- Graduate Poster Evaluator, Poultry Association (2003)

- Annual Meeting Abstract Reviewer, Poultry Science Association (2004-5)
- Member, Maurice Stein Fellowship Award, Poultry Science Association (2004-5)
- Manuscript Reviewer – Journal of Animal Science, American Society of Animal Scientists

Professional Development and Conferences Attended

Professional Conferences and Workshops Attended – 2006

- National Science Foundation Conference for Sponsored Programs Administrators at Historically Black Colleges and Universities, Atlanta Georgia, March 20-21, 2006.
- Louisiana Board of Regents 2006 Post Katrina/Rita Research and Educational Forum, New Orleans, April 2-4, 2006
- North Louisiana Regional Research Day, Louisiana Technology Transfer Center, Shreveport, LA. May 1, 2006

Professional Conferences and Workshops Attended – 2005

- Presented HIV/AIDS Education and Prevention Seminar/Workshop in Benue State, Nigeria, January 3-14, 2005.
- Academic/Community Research Partnership Workshop. National Institute of Child Health and Human Development, National Institute of Health, Bethesda, MD. February 17-18, 2005.
- North Louisiana Regional Research Day. Presented paper on “Application of Dual Energy X-ray Absorptiometry Technology in Chickens to Monitor Osteoporosis”. Louisiana Technology Transfer Center, Shreveport, LA. April 14, 2005
- 4th Annual Statewide Professional Development and Grantsmanship Workshop for Louisiana Elementary, Secondary and Higher Education Institutions “Education Resources and Partnerships – Teaching, Research and Outreach”. Southern University at New Orleans, New Orleans, LA. April 19, 2005.
- 3rd Bioinformatics Research Symposium. Louisiana State University Health Sciences Center, Shreveport, LA. May 6-7, 2005.
- Annual Biomedical Research Conference, Hyatt Regency Atlanta Georgia, November 2-5, 2005.
- Scientists Center for Animal Welfare Winter Conference, San Antonio, Texas December 5-6, 2005.

Professional Conferences and Workshops Attended – 2004

- International Poultry Scientific Forum and Exposition Atlanta GA, January 26-30, 2004.
- The Extramural Associates Biennial Conference at the National Institute of Health, February 23-24, 2004. Presented Poster on Biomedical Research Development at Southern University Shreveport.
- The 66th Conference on Louisiana Colleges and Universities at the University of New Orleans, LA, March 18-19, 2004.

- White House Initiative on HBCU Technical Assistance Federal Funding Opportunities Workshop on Increasing HBCU Opportunities for Global Participation. Dillard University, New Orleans, April 1-2, 2004.
- Site Visits for collaborative research opportunities to Pennington Biomedical Research Center, Baton Rouge (4/9/04), Spelman College and Morehouse School of Medicine (5/11-12/04)
- The Merck Company Foundation HBCU Faculty Training Program at Spelman College, Atlanta GA, June 13 to July 10, 2004.
- Annual Poultry Science Conference (Served as Evaluator for Graduate Students Research Posters) St. Louis, MO, July 24-30, 2004.
- National HBCU Research Network Conference on Health Disparities Research and Intervention Perspectives, Morehouse School of Medicine, Atlanta GA, September 9, 2004.

Professional Conferences and Workshops Attended - 2003

- Grant proposal development, University of Louisiana at Monroe January 16, 2003
- International Poultry Exposition (Co-author of paper presented at the exposition scientific session), Atlanta GA, January 20-24, 2003.
- Health Services Research Conference: Improving Minority Health Disparities, Tennessee State University, January 31, 2003.
- Recombinant DNA Training and Special Topics in Biotechnology, National Institute of Health, Bethesda, MD, May 26 to June 1, 2003.
- Annual Poultry Science Conference (Co-author of paper presented at the conference) Madison, WI, July 6-9, 2003.
- Grant Proposal Development Workshop, Lawson Community College, Birmingham, AL, July 18-19, 2003.

Professional Conferences and Workshops Attended - 2002

- International poultry project to Africa with Winrock International, April 1-29, 2002. Provided consultancy services on poultry nutrition, conducted ground study and presented papers on poultry production and practical methods to alleviate heat stress in poultry.
- Extramural Research Associates Program at the National Institute of Health (NIH), Rockville, Maryland, June-August, 2002.

Professional Conferences and Workshops Attended - 2001

- National HBCU Health Sciences Research Network Semi-Annual Conference, April 2001, Alabama State University, Montgomery, AL.
- National Institute of Health Extramural Associate Program: Technical Assistance Workshop, May 2001, Nashville, TN.
- NAFEO One Stop Technical Assistance Workshop, June 2001, Howard University, Washington DC.
- Health Research Services Administration Technical Assistance Workshop, June 2001, Silver Springs, MD.
- International Conference on Food Animal Agriculture, July 2001, Indianapolis, IN.
- Workshop on Revising and Updating Department and Agency Strategic Plans, September 2000, Baton Rouge, LA.

Professional Conferences and Workshops Attended - 2000

- Basis of Strategic Planning in Louisiana State Government: A Course in the Comprehensive Public Training Program, December 2000, Baton Rouge, LA.
- Health Care Financing Administration and Health Services Research Conference, September 2000, New Orleans, LA.
- Institutional Research Conference, October 2000, Myrtle Beach, SC.
- Sponsored Programs National Training Conference, October 2000, Elizabeth City State University, Elizabeth City, NC.
- Grant Writing Workshop for HBCU, October 2000, Tennessee State University, Nashville, TN.

Recognition, Appreciation, Merit and Excellence

- **2006:** Certificate of Appreciation for Outstanding Service to Southern University at Shreveport.
- **2006:** A trophy for Team Work in the Organization of the SUSLA 2006 Economic Development Forum.
- **2006:** A plaque of Recognition for Accomplishment in Research in the Division of Science and Technology, Southern University at Shreveport.
- **2004:** Medallion and Certificate of Appreciation for being the Guest Speaker at the SUSLA's Biology Club Annual Awards Luncheon.
- **2003:** Certificate of Appreciation for Outstanding Contributions (Speaker/Presenter) to Professional Development and Enrichment of Higher Education. African-Americans in Louisiana Higher Education.
- **2003:** Certificate of Satisfactory Completion of Training Program in Recombinant DNA and Special Topics in Biotechnology. The Foundation for Advanced Education in the Sciences, Inc. at the National Institute of Health.
- **2003:** Certificate of Appreciation (Planning and inviting guest speaker to) Southern University 2003 Faculty and Staff Spring Training.
- **2000:** Certificate of Appreciation for participation and presentation at The Sponsored Programs National Training Conference. Elizabeth City State University, Elizabeth City, NC.
- **1999-1995:** Certificate of Recognition (Silver Leader) for support of America's Disabled Veterans. Commanders Club, Disabled American Veterans, Cincinnati, Ohio.
- **1990:** Outstanding Male Graduate Student Award for Excelling in Leadership, Scholarship and Service to others, Auburn University, Auburn, AL.
- **1990:** International Scholar Medallion of Honor, Phi Beta Delta, Auburn, AL.
- **1990:** Certificate of Achievement in Academic Excellence, Auburn University, AL.
- **1989:** Sigma Xi Meritorious Research Award, in recognition of outstanding research. Auburn University, AL.
- **1989:** Who's Who Among American Universities and Colleges, Auburn University, AL.
- **1981:** Certificate of Academic Achievement. Tuskegee University Honor Roll, Tuskegee, AL.
- **1980:** Award of Merit, The National Dean's List. Tuskegee University, Tuskegee, AL.

Scholarly Activities: Research, Presentations and Publications

Overall Publication Record

- Journal articles – 30
- Published abstracts – 50
- Research Highlights and Popular articles – 10
- Theses and Dissertation – 3

List of Scientific Presentations and Publications Since Arrival at Southern University Shreveport 2000 - 2005

1. Orban, J. I., 2000. Quail embryos from space. Presented at The Sponsored Programs National Training Conference. Elizabeth City State University, Elizabeth City, NC.

2. Orban, J. I., and P. Y. Hester, 2001. Profile of plasma hydroxyproline in laying hens during an ovulatory cycle. *Poultry Sci.* 80(Suppl. 1):173. Presented at the International Animal Agriculture and Food Science Conference, Indianapolis, IN, July 24-28.

3. Orban, J. I., and B. G. Harmon, 2001. Desiccated hog bile in swine diets: Effect on fat digestibility and live performance in early-weaned pigs. Presented at the International Animal Agriculture and Food Science Conference, Indianapolis, IN, July 24-28.

4. Schreiweis, M. A., J. I. Orban, M. C. Ledur and P. Y. Hester, 2001. Assessment of densitometry to measure bone mineral content and density in live birds as a tool for monitoring osteoporosis in laying hens. *Poultry Sci.* 80(Suppl. 1):94. Presented at the International Animal Agriculture and Food Science Conference, Indianapolis, IN, July 24-28.

5. Orban, J. I., and P. Y. Hester, 2001. Breakfast in Space: Chicken or Quail Eggs? Egg Industry, October Issue, Pages 1, 8-10. Watt Publishing Company, Mount Morris, IL.

6. Schreiweis, M. A., J. I. Orban, M. C. Ledur, and P. Y. Hester, 2002. Assessment of densitometry in the measurement of bone mineral density and content of live White Leghorns fed varying levels of dietary calcium. *Poultry Sci.* 81 (Suppl. 1):29. Presented at the Annual Poultry Science Association Meeting, University of Delaware, August 11-14.

7. Schreiweis, M. A., J. I. Orban, M. C. Ledur, and P. Y. Hester, 2002. The effect of the ovulatory cycle on bone mineral density and content in live White Leghorns as assessed by densitometry. *Poultry Sci.* 81 (Suppl. 1):80. Presented at the Annual Poultry Science Association Meeting, University of Delaware, August 11-14.

8. Neuman, S. L., J. I. Orban, T. L. Lin, M. A. Latour, and P. Y. Hester, 2002. The effect of dietary ascorbic acid on semen traits and testis histology of male turkey breeders. *Poultry Sci.* 81:265-268.

9. Schreiweis, M. A., J. I. Orban, M. C. Ledur, and P. Y. Hester, 2003. The use of densitometry

to detect differences in bone mineral density and content of live White Leghorns fed varying levels of dietary calcium. *Poultry Sci.* 82:1292-1301.

10. Schreiweis, M. A., J. I. Orban, M. C. Ledur, and P. Y. Hester, 2003. A comparison of bone densitometry in live birds with other bone tests using White Leghorns fed varying levels of dietary calcium. *Poultry Sci.* 82 (Suppl. 1):29. Presented at the Poultry Science Association 92nd Annual Meeting, Madison, WI, July 6-9, 2003.

11. Hester, P. Y., M. A. Schreiweis, H. Mazzuco, M. N. Kopta, J. I. Orban, M. C. Ledur, and D. E. Moody, 2003. Assessing bone mineral density in vivo: Dual emission X-ray absorptiometry. *Poultry Sci.* 82 (Suppl. 1):55. Presented at the Poultry Science Association 92nd Annual Meeting, Madison, WI, July 6-9, 2003.

12. Schreiweis, M. A., J. I. Orban, M. C. Ledur, D. E. Moody, and P. Y. Hester, 2003. A comparison of bone mineral density in live broilers and White Leghorns. *Poultry Sci.* 82 (Suppl. 1):99. Presented at the International Poultry Exposition, Atlanta, GA, January 2003.

13. M. A. Schreiweis, J. I. Orban, M. C. Ledur, D. E. Moody, and P. Y. Hester, 2004. Validation of Dual-Energy X-ray absorptiometry in live White Leghorns. Submitted for publication in *Poultry Science Journal*.

14. M. A. Schreiweis, J. I. Orban, M. C. Ledur, D. E. Moody, and P. Y. Hester, 2004. Effects of ovulatory and egg laying cycle on bone mineral density content of live White Leghorns as assessed by dual-energy x-ray absorptiometry. *Poultry Sci.* 83:1011-1019.

15. Hester, P. Y., M. A. Schreiweis, J. I. Orban, H. Mazzuco, M. N. Kopta, M. C. Ledur, and D. E. Moody, 2004. Assessing bone mineral density in vivo: Dual energy X-ray absorptiometry *Poultry Sci.* 83:215-221.

16. M. A. Schreiweis, J. I. Orban, M. C. Ledur, D. E. Moody, and P. Y. Hester, 2005. Validation of Dual-Energy absorptiometry in live White Leghorns. *Poultry Sci.* 84:91-99.

List of Scientific Presentations and Publications Prior to Employment at Southern University Shreveport

1. Orban, J. I., and J. A. Patterson, 2000. Modification of the phosphoketolase assay for rapid identification of bifidobacteria. *Journal of Microbiological Methods.* 40:221-224.

2. AL-Rawashdeh, O. F., A. Y. Gumaa, M. Saeed, J. I. Orban, J. A. Patterson, and A. Y. M. Nour, 2000. Effects of sucrose oligosaccharide caramel and feed restriction on the performance, hematological values and cecal bacteriological counts of broiler chickens. *Acta Veterinaria* 50:225-240.

3. Orban, J. I., S. J. Piert, T. Guryeva, and P. Y. Hester, 1999. Calcium utilization by quail embryos during activities preceding space flight and during embryogenesis in microgravity aboard the orbital space station, Mir. *Journal of Gravitational Physiology.* 6:33-42.

4. Orban, J. I., O. Adeola, and R. Strohshine, 1999. Microbial phytase in duck finisher diet: Effect on growth performance, plasma phosphorus concentration, and leg-bone characteristics. *Poultry Sci.* 78:366-377.

5. Orban, J. I., J. C. Forrest, W. M. Muir, and P. Y. Hester, 1999. The use of total body electrical conductivity to assess lean mass in live and processed turkey carcasses. *Poultry Sci.* 78(Suppl. 1):81. The Annual Meeting of the Poultry Science Association, Springdale, AR.
6. Neuman, S. I., J. I. Orban, T. L. Lin, M. A. Latour, and P. Y. Hester, 1999. The effect of Vitamin C on the reproductive performance of male turkey breeders. *Poultry Sci.* 78(Suppl. 1):20. The Annual Meeting of the Poultry Science Association, Springdale, AR.
7. Hester, P. Y., J. I. Orban, V. Sabo, and K. Boda, 1998. Egg rotation during avian embryogenesis. *Folia Veterinaria* 42, Supplementum, S67-S72.
- Adeola, O., J. I. Orban, D. Ragland, T. R. Cline, and A. L. Sutton, 1998. Phytase and cholecalciferol supplementation of low-calcium and low-phosphorus diets for pigs. *Canadian J. Ani. Sci.* 78:307-313.
8. Orban, J. I., and P. Y. Hester, 1998. Calcium uptake by quail embryos incubated in space. *Gravitational and Space Biology Bulletin* 12(1): 48. The Annual Meeting of the American Society of Gravitational and Space Biology, Houston, TX.
9. Hester, P. Y., J. I. Orban, S. J. Piert, T. Gurieva, A. L. Wentworth, and B. C. Wentworth, 1998. Effect of preflight activities and launch dynamics on avian embryogenesis. *Gravitational and Space Biology Bulletin* 12(1): 64. The Annual Meeting of the American Society of Gravitational and Space Biology, Houston, TX.
10. Ragland, D., J. I. Orban, T. R., Cline, A., L., Sutton, and O. Adeola, 1998. Performance of pigs fed varying levels of calcium in low-phosphorus Phytase-and cholecalciferol- supplemented diets. Abstract #113. The Annual Meeting of the Midwestern Section of American Society of Animal Science and American Dairy Science Association, Des Moines IA.
11. Orban, J. I., J. A. Patterson, O. Adeola, A. L. Sutton, and G. N. Richards, 1997. Growth performance and intestinal microbial populations of growing pigs fed diets containing sucrose thermal oligosaccharide caramel. *J. Anim. Sci.* 75:170-175.
12. Orban, J. I., J. A. Patterson, A. L. Sutton, and G. N. Richards, 1997. Effect of sucrose thermal oligosaccharide caramel and dietary vitamin-mineral level on growth and intestinal microbial populations of broiler chickens. *Poultry Sci.* 76:482-490.
13. Patterson, J. A., J. I. Orban, A. L. Sutton, and G. N. Richards, 1997. Selective enrichment of bifidobacteria in the intestinal tract of broilers by thermally produced kestoses and effect on broiler performance. *Poultry Sci.* 76:497-500.
14. Sutton, A. L., O. Adeola, J. A. Patterson, P. Y. Hester, J. I. Orban, and D. M. Huber, 1996. Poultry manure management research: Diet manipulation. Purdue University Poultry Research Conference, West Lafayette, IN.
15. Orban, J. I., J. A. Patterson, O. Adeola, A. L. Sutton, and G. N. Richards, 1996. Growth performance and intestinal microbial populations of White Pekin ducks fed diets containing sucrose thermal oligosaccharide caramel and different levels of vitamins and trace minerals. *Poultry Sci.* 75(Suppl. 1.):85. The Annual Meeting of the Poultry Science Association, Louisville, KY.

16. Al-Rawashdeh, O. F., J. I. Orban, J. A. Patterson, S. J. Kenyon, M. Saeed, P. Y. Hester, E. K. Asem, and A. Y. M. Nour, 1996. Effect of dietary sucrose thermal oligosaccharide caramel on blood parameters, biochemical constituents, and cecal bacteria of White Pekin ducks. *Poultry Sci.* 75(Suppl. 1):18. The Annual Meeting of the Poultry Science Association, Louisville, KY.
17. Orban, J. I., and O. Adeola, 1996. Growth performance and plasma phosphorus level of White Pekin ducks fed diets containing microbial phytase. *Poultry Sci.* 75(Suppl. 1):136. The Annual Meeting of the Southern Poultry Science Society, Atlanta, GA.
18. Orban, J. I., O. Adeola, and R. Strohshine, 1996. Influence of microbial phytase on leg-bone quality in White Pekin ducks. *Poultry Sci.* 75(Suppl. 1):136. The Annual Meeting of the Southern Poultry Science Society, Atlanta, GA.
19. Adeola, O., and J. I. Orban, 1995. Chemical composition and nutrient digestibility of pearl millet (*Pennisetum glaucum*) fed to growing pigs. *Journal of Cereal Science* 22:177-184.
20. Rao, K. Shivaram, David A. Roland, Sr., Joseph I. Orban, Henry W. Rabon, Jr., and Mary M. Bryant, 1995. Age at sexual maturity influences the response of Single Comb White Leghorn pullets to marginal and low levels of dietary phosphorus. *J. Nutr.* 125:1342-1350.
21. Orban, J. I., J. A. Patterson, A. L. Sutton, and G. N. Richards, 1994. Effect of sucrose thermal oligosaccharide caramel on growth performance and intestinal microbial populations in growing pigs. *Proc. VIth International Symposium on Digestive Physiology in Pigs.* Bad Doberan, Germany. Vol. II:280-282.
22. Orban, J. I., D. A. Roland, Sr., K. Cummins, and R. T. Lovell, 1993. Influence of large doses of ascorbic acid on performance, plasma calcium, bone characteristics and eggshell quality in broilers and Leghorn hens. *Poultry Sci.* 72:691-700.
23. Orban, J. I., D. A. Roland, Sr., M. M. Bryant, and J. C. Williams, 1993. Factors influencing bone mineral content, density, breaking strength and ash as response criteria for assessing bone quality in chickens. *Poultry Sci.* 72:437-446.
24. Rao, K. S., M. S. West, T. J. Frost, J. I. Orban, M. M. Bryant, and D. A. Roland, Sr., 1993. Sample size required for various methods of assessing bone status in commercial Leghorn hens. *Poultry Sci.* 72:229-235.
25. Orban, J. I., K. S. Rao, and D. A. Roland, Sr., 1992. Influence of phosphorus level on *in vivo* limestone solubilization, plasma calcium and pH of the digestive tract of Leghorn hens during egg cycle. *J. Appl. Poultry Res.* 1:339-349.
26. Orban, J. I., and D. A. Roland, Sr., 1992. The effect of varying bone meal sources on phosphorus utilization by 3-week-old broilers. *J. Appl. Poultry Res.* 1:75-83.
27. Orban, J. I. and D. A. Roland, Sr., 1992. Influence of temperature, phosphorus source and level on growth and bone development in chickens. *Journal of the Alabama Academy of Science* 63:19-31.
28. Rao, K. S., D. A. Roland, Sr. and J. I. Orban, 1991. Influence of dietary vitamin D₃, calcium and phosphorus on urinary calcium in commercial Leghorn hens. *Poultry Sci.* 70:1921-1927.

29. Orban, J. I. and D. A. Roland, Sr., 1990. Correlation of eggshell quality with tibia status and other production parameters in commercial Leghorns at oviposition and 10 hours postoviposition. *Poultry Sci.* 69:2068-2073.

30. Orban, J. I. and D. A. Roland, Sr., 1990. Response of four broiler strains to phosphorus above and below the requirement when brooded at two temperatures. *Poultry Sci.* 69:440-445.

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1. Orban, J. I., 1992. Factors influencing calcium mobilization for bone and eggshell mineralization, the relationship between bone and eggshell quality and evaluation of techniques used in assessing bone quality in chickens. Ph.D. Dissertation. Auburn University, Auburn, AL.

2. Orban, J. I., 1989. The effect of particle size, source and type of bone meal, broiler strain, dietary phosphorus level and brooding temperature on phosphorus availability and utilization in broilers. MS Thesis in Poultry Science. Auburn University, Auburn, AL.

3. Orban, J. I., 1984. Sulfamethazine pharmacokinetics and tissue residues in 8 to 12-week-old turkey poult. MS Thesis in Veterinary Science. Tuskegee University, Tuskegee, AL.

Published Abstracts of Original Research Presentations at Scientific Meetings

1. Orban, J. I., J. C. Forrest, W. M. Muir, and P. Y. Hester, 1999. The use of total body electrical conductivity to assess lean mass in live and processed turkey carcasses. *Poultry Sci.* 78(Suppl. 1):81. The Annual Meeting of the Poultry Science Association, Springdale, AR.

2. Neuman, S. I., J. I. Orban, T. L. Lin, M. A. Latour, and P. Y. Hester, 1999. The effect of Vitamin C on the reproductive performance of male turkey breeders. *Poultry Sci.* 78(Suppl. 1):20. The Annual Meeting of the Poultry Science Association, Springdale, AR.

3. Orban, J. I., and P. Y. Hester, 1998. Calcium uptake by quail embryos incubated in space. *Gravitational and Space Biology Bulletin* 12(1): 48. The Annual Meeting of the American Society of Gravitational and Space Biology, Houston, TX.

4. Hester, P. Y., J. I. Orban, S. J. Piert, T. Gurieva, A. L. Wentworth, and B. C. Wentworth, 1998. Effect of preflight activities and launch dynamics on avian embryogenesis. *Gravitational and Space Biology Bulletin* 12(1): 64. The Annual Meeting of the American Society of Gravitational and Space Biology, Houston, TX.

5. Ragland, D., J. I. Orban, T. R., Cline, A., L., Sutton, and O. Adeola, 1998. Performance of pigs fed varying levels of calcium in low-phosphorus Phytase-and cholecalciferol- supplemented diets. Abstract #113. The Annual Meeting of the Midwestern Section of American Society of Animal Science and American Dairy Science Association, Des Moines IA.

6. Orban, J. I. and P. Y. Hester, 1996. Breakfast in space: Quail or chicken eggs? Purdue University Poultry Research Conference, West Lafayette, IN. Featured in: *Indiana Agri-News*, October 18, 1996.

7. Sutton, A. L., O. Adeola, J. A. Patterson, P. Y. Hester, J. I. Orban, and D. M. Huber, 1996. Poultry manure management research: Diet manipulation. Purdue University Poultry Research Conference, West Lafayette, IN.

8. Orban, J. I., J. A. Patterson, O. Adeola, A. L. Sutton, and G. N. Richards, 1996. Growth performance and intestinal microbial populations of White Pekin ducks fed diets containing sucrose thermal oligosaccharide caramel and different levels of vitamins and trace minerals. *Poultry Sci.* 75(Suppl. 1):85. The Annual Meeting of the Poultry Science Association, Louisville, KY.
9. Al-Rawashdeh, O. F., J. I. Orban, J. A. Patterson, S. J. Kenyon, M. Saeed, P. Y. Hester, E. K. Asem, and A. Y. M. Nour, 1996. Effect of dietary sucrose thermal oligosaccharide caramel on blood parameters, biochemical constituents, and cecal bacteria of White Pekin ducks. *Poultry Sci.* 75(Suppl. 1):18. The Annual Meeting of the Poultry Science Association, Louisville, KY.
10. Orban, J. I., and O. Adeola, 1996. Growth performance and plasma phosphorus level of White Pekin ducks fed diets containing microbial phytase. *Poultry Sci.* 75(Suppl. 1):136. The Annual Meeting of the Southern Poultry Science Society, Atlanta, GA.
11. Orban, J. I., O. Adeola, and R. Stroschine, 1996. Influence of microbial phytase on leg-bone quality in White Pekin ducks. *Poultry Sci.* 75(Suppl. 1):136. The Annual Meeting of the Southern Poultry Science Society, Atlanta, GA.
12. Orban, J. I., 1995. The chicken we eat: The science and technology behind the scene. Towson State University Multidisciplinary Conference, Towson, MD.
13. Orban, J. I. and O. Adeola, 1995. Digestibility of nutrients in pearl millet for growing pigs. *J. Anim. Sci.* 73(Suppl. 1). The Annual Meeting of the Midwestern Section of American Society of Animal Science and American Dairy Science Association, Des Moines, IA.
14. Orban, J. I., J. A. Patterson, A. L. Sutton, O. Adeola, and G. N. Richards, 1995. Growth performance and intestinal microbial populations in White Pekin ducks fed diets containing sucrose thermal oligosaccharide caramel. *Poultry Sci.* 74(Suppl. 1):209. The Annual Meeting of the Southern Poultry Science Society, Atlanta, GA.
15. Orban, J. I., J. A. Patterson, A. L. Sutton, and G. N. Richards, 1995. Influence of sucrose thermal oligosaccharide caramel and vitamin-mineral level on growth and changes in intestinal microbial populations in broilers from day-old to four weeks of age. *Poultry Sci.* 74(Suppl. 1):209. The Annual Meeting of the Southern Poultry Science Society, Atlanta, GA.
16. Orban, J. I., O. Adeola, and N. L. Bajjalieh, 1994. Metabolizable energy in high oil corn and subsequent growth response when fed to growing pigs. *J. Anim. Sci.* 72 (Suppl. 1):98. The joint meeting of the American Dairy Science Association and American Society of Animal Science, Minneapolis, MN.
17. Orban, J. I., and J. A. Patterson, 1993. Modification of the phosphoketolase assay for identification of bifidobacteria. Abstracts. Conference on Rumen Function. 22:29. The 22nd Biennial Conference on Rumen Function, Chicago, IL.
18. Orban, J. I., J. A. Patterson, A. L. Sutton, and G. N. Richards, 1993. Effect of sucrose thermal oligosaccharide caramel on growth and intestinal microflora of broiler chickens. *Poultry Sci.* 72 (suppl. 1):132. The 82nd Annual Meeting of the Poultry Science Association, East Lansing, MI.
19. Patterson, J. A., A. L. Sutton, J. I. Orban, and G. N. Richards, 1993. Effect of kestoses from

thermolysis of sucrose on growth of intestinal bacteria, performance and intestinal microflora of broiler chickens. *Poultry Sci.* 72 (suppl. 1):132. The 82nd Annual Meeting of the Poultry Science Association, East Lansing, MI.

20. Orban, J. I., D. A. Roland, Sr., and H. W. Rabon, Jr., 1993. Effect of reducing or excluding supplemental phosphorus from broiler finisher diets on performance, tibial strength, mineral content and density from 6 to 8 weeks of age. *Poultry Sci.* 72 (suppl. 1):185. The 14th Annual Meeting of the Southern Poultry Science Society, World Congress center, Atlanta, GA.

21. Rao, S. K., J. I. Orban, M. M. Bryant, H. W. Rabon, and D. A. Roland, Sr., 1992. Sample size required to compare bone status of broiler chickens using *in vivo* and *in vitro* photon absorptiometry method. *Poultry Sci.* 71 (suppl. 1):170. The 13th Annual Meeting of the Southern Poultry Science Society, World Congress Center, Atlanta, GA.

22. Orban, J. I., and D. A. Roland, Sr., 1992. Influence of high levels of dietary ascorbic acid on performance, plasma calcium, bone characteristics and eggshell quality in chickens. *Poultry Sci.* 71 (suppl. 1):168. The 13th Annual Meeting of the Southern Poultry Science Society, World Congress Center, Atlanta, GA. Featured in: *Feed Management. The Journal of Feed Technology and Marketing* 43(3):41.

23. Rao, K. S., T. J. Frost, M. M. Bryant, J. I. Orban and D. A. Roland, Sr., 1991. Sample size required to determine various bone quality criteria response in commercial Leghorn hens. *Poultry Sci.* 70(suppl. 1):97. The 80th Annual Meeting of the Poultry Science Association, College Station, TX.

24. Orban, J. I., D. A. Roland, Sr., and M. M. Bryant, 1991. Influence of the method of processing and physical state of bone (wet Vs dry) on various bone quality criteria in chickens. *Poultry Sci.* 70(suppl. 1):90. The 80th Annual Meeting of the Poultry Science Association, College Station, TX.

25. Orban, J. I., K. S. Rao, and D. A. Roland, Sr., 1990. Influence of phosphorus level on limestone solubilization in the digestive tract of Leghorn hens. *Poultry Sci.* 69(suppl. 1):101. The 79th Annual Meeting of the Poultry Science Association, Blacksburg, VA.

26. Roland, D. A., Sr., J. I. Orban, and D. E. Barnes, 1989. Influence of various levels of dietary phosphorus and sodium chloride on the hen's response to sodium aluminosilicate. *Poultry Sci.* 68(suppl. 1):124. The 78th Annual Meeting of the Poultry Science Association, Madison, WI.

27. Orban, J. I. and D. A. Roland, Sr., 1989. Phosphorus utilization from meat and bone meal by 3-week-old broilers raised at two brooding temperatures. *Poultry Sci.* 68 (suppl. 1):196. The 10th Annual Meeting of the Southern Poultry Science Society, Atlanta, GA.

28. Orban, J. I. and D. A. Roland, Sr., 1988. The relationship between bone strength and egg shell quality in Leghorn hens. *Poultry Sci.* 67(suppl. 1):132. The 77th Annual Meeting of the Poultry Science Association, Baton Rouge, LA.

28. Orban, J. I. and D. A. Roland, Sr., 1988. Performance of broilers fed different sources of bone meal and the response of various broiler strains to dietary phosphorus and environmental temperatures. *Poultry Sci.* 67(suppl. 1):27. The 9th Annual Meeting of the Southern Poultry Science Society, Atlanta, GA.

30. Orban, J. I. and D. A. Roland, Sr., 1987. The effect of particle size on phosphorus availability

from chicken bone meal. Poultry Sci. 66(suppl. 1):32. The 8th Annual Meeting of the Southern Poultry Science Society, Atlanta, GA.

31. Orban, J. I., A. Saad, and G. E. Heath, 1985. The absorption, distribution, excretion and tissue residues of sulfamethazine in broiler chickens. Proc. 66th Annual Conf. of Res. Workers in Animal Diseases. Chicago, IL. Abst. No. 87.

32. Orban, J. I. and G. E. Heath, 1984. Further studies on sulfamethazine pharmacokinetics and tissue residues in young turkeys. Proc. 65th Annual Conf. of Res. Workers in Animal Diseases. Chicago, IL. Abst. No. 244.

33. Orban, J. I. and G. E. Heath, 1983. Sulfamethazine pharmacokinetics and tissue residues in young turkeys. Proc. 64th Annual Conf. of Res. Workers in Animal Diseases. Chicago, IL. Abst. No. 84.

34. Burns, J. C., J. I. Orban, and G. E. Heath, 1983. The effect of Salmonella enteritidis lipopolysaccharide B on the absorption, distribution and excretion of sulfamethazine in 9-week-old turkeys. Minority Biomedical Research Support Annual Student Symposium. Tuskegee, AL. Abst. No. 2.

Highlights of Agricultural Research and Popular Articles

1. Orban, J. I. and B. G. Harmon, 2000. Effect of bile supplementation on fat digestion in early-weaned pig diets. Swine Day 2000, Pages 11-18. Purdue University Cooperative Extension

2. Adeola, O., T. R. Cline, J. I. Orban, D. Ragland, and A. L. Sutton, 1998. Supplementation of low-calcium and low-phosphorus diets with phytase and cholecalciferol. Swine Day 1998, Pages 105-112. Purdue University Cooperative Extension Service, Agricultural Research Programs, West Lafayette, IN.

3. Orban, J. I., D. A. Roland, Sr., K. Cummins, and R. T. Lovell, 1993. High supplemental doses of ascorbic acid increase plasma calcium and improve eggshell quality. Pages 6-7 in: Animal Nutrition Research Highlights. American Soybean Association, St. Louis, MO

4. Orban, J. I. and D. A. Roland, Sr., 1992. Vitamin C improved egg shell quality in old layers. Research Update: Poultry. Alabama Agric. Exp. Station, Auburn University, Auburn, AL.

5. Orban, J. I. and D. A. Roland, Sr., 1990. Poultry leg problems may be traced to phosphorus source. Mineral Matters 1:1-2.

6. Roland, D. A., Sr. and J. I. Orban, 1990. Salt and phosphorus levels influence hen's response to Ethacal. Egg Industry 96:48.

7. Orban, J. I. and D. A. Roland, Sr., 1990. Influence of strain and environmental temperature on broiler phosphorus requirement. Pages 6-7 in: Animal Nutrition Research Highlights. American Soybean Association, St. Louis, MO.

8. Roland, D. A., Sr. and J. I. Orban, 1990. Phosphorus 4. Some mysterious poultry leg problems may be caused by phosphorus source. Calcium and Eggshell Quality Update 6(1):1-2. Thomasville Stone and Lime Company, Thomasville, PA.

9. Orban, J. I. and D. A. Roland, Sr., 1990. Leg problems related to phosphorus. International Mineral Corporation Research Publications. Pages 1-3.

10. Orban, J. I. and D. A. Roland, Sr., 1989. Phosphorus source may be the cause of mysterious poultry leg problems. Highlights of Agricultural Res. 3(2):5. Alabama Agric. Exp. Station, Auburn University, Auburn, AL.

The article was featured in:

1. September issue of Feedstuffs 61(39):9, 1989.
2. Poultry Digest 48(573):536, 1989.
3. Biofos Technical Manual, 1994. Published by Pitman-More, Inc., Feed Ingredients. Mundelin, IL 60060.

JOB CLASS			
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SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER						
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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| <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 |

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Name Tiffany Varner (U01662673) SS# xxx-xx-2020 Sex F Race* B
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Check One Existing Position New Position
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Years Experience _____ Southern University Experience _____
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Recommended Salary \$83,232 Salary Budgeted \$83,232

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Salary Adjustment \$81,600 \$83,232

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:
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Source of Funds	Amount
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Supervisor _____ Date _____
Vice Chancellor [Signature] 12/17/20 Date _____
Director/Personnel [Signature] _____ Date _____
President [Signature] 1/6/21 Date _____

Dean/Unit Head _____ Date _____
Chancellor [Signature] 12/17/20 Date _____
Vice President/Finance [Signature] _____ Date _____
Business Affairs/Comptroller _____
Chairman/S.U. Board of Supervisors _____ Date _____

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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)

Tiffany Williams Varner

tewilliams@susia.edu

PROFESSIONAL QUALIFICATIONS

- 10 years experience as nursing faculty in an associate degree program
- 21 years experience as a Registered Nurse caring for adults with various disease processes
- Outstanding management and supervisory skills – able to coordinate multiple activities, analyze problems, delegate activities, and develop methods to increase productivity
- Strong organizational skills
- Proven capacity to approach problems creatively and effectively
- Eager to learn and apply new information and skills

EDUCATION EXPERIENCE

SOUTHERN UNIVERSITY AT SHREVEPORT – Shreveport, Louisiana

Director – School of Nursing

Current position

Responsible for providing leadership and oversight to the instructional, clinical and administrative components of the generic and accelerated tracks of the Associate of Science Degree nursing programs, practical nursing program and certified nursing assistant program.

Assistant Professor of Nursing

2005 – 2014

Classroom and clinical instruction of nursing care to students in the Associate of Science Degree in Nursing program. Coordinated classes in fundamentals of nursing, medical-surgical nursing, pediatric nursing, and nursing issues & trends courses which involved the coordination of lecture content, distribution of lecture material between faculty, designing lecture exams, student advising, clinical instruction/supervision of students, etc.

Served as chairperson of one of four nursing committees and member of two of the remaining committees. Also responsible for coordination and administration of standardized testing for students.

Administrative responsibilities were added to include the oversight of the daily operations of the ASN program that included, but was not limited to, issuing faculty course assignments, course scheduling, faculty mentoring, maintaining relationships with University, clinical, and accrediting affiliates, assisting with the interview and recommendation process for new hires, and coordinating the admission of new clinical students (2009 - 2014).

Assisted with the implementation of the Practical Nursing program by composing course syllabi, assisting with student selection, assisting with the hiring process of instructors, mentoring faculty, and implementing standardized testing for students (2012 – 2014).

CLINICAL EXPERIENCE

MAGNOLIA MANOR NURSING AND REHABILITATION CENTER – Shreveport, Louisiana

RN Supervisor (Weekend)

2010 – present

Responsible for the oversight of care provided on weekends. Manage the environment in the facility to maintain resident safety and supervise the care activities performed by LPNs and Nursing Assistants. Act on behalf of the Director of Nursing in his/her absence. Follow and enforce the policies and procedures of the parent company.

Tiffany Williams Varner

ALPHA NURSING SERVICES, INC. – Shreveport, Louisiana
Staff Nurse

2004 – 2010

Contracted for employment throughout the Willis Knighton Health System in the Shreveport/Bossier City area. Main focus of care involved caring for adults on the ICU Step-down Unit; however, duties also included rotating through general telemetry and med-surge floors.

CROSS COUNTRY/TRAV CORPS – Boca Raton, Florida
Traveling Staff Nurse

1999 – 2004

Travel to various hospitals throughout the United States. Positions require adaptability to each hospital's staff and routines, strong communication and organizational skills, and complete knowledge of caring for clients with cardiac, as well as other general disease processes. Hospitals included Baton Rouge General Hospital (Baton Rouge, LA), Baylor Heart & Vascular Hospital (Dallas, TX), Presbyterian Hospital – Dallas (Dallas, TX), St. John's Hospital and Medical Center (Detroit, MI), and University of North Carolina Hospital (Chapel Hill, NC) to name a few.

OUR LADY OF THE LAKE REGIONAL MEDICAL CENTER – Baton Rouge, Louisiana
Staff Nurse, Charge Nurse

1993 – 1998

Responsibilities included caring for adult clients on the general telemetry, cardiovascular ambulatory admission, and cardiovascular observation units. Supervised staff, coordinated patient care, and served as resource person on each of these units. Also, served on a unit-based management council, which involved supervising and training employees, completing performance appraisals, and assisting in the establishment of unit policies to recruit and retain employees.

EDUCATION/ CERTIFICATIONS

Southern University and A & M College, Baton Rouge, Louisiana

Master of Science in Nursing, **Education Role**, May 1999

Thesis: The Effects of Guided Imagery on Anxiety Levels of Junior Level Nursing Students

Alcorn State University, Lorman, Mississippi

Bachelor of Science in Nursing, May 1993

Cum Laude

Advanced Cardiac Life Support Provider

American Heart Association Healthcare Provider

PROFESSIONAL/COMMUNITY AFFILIATIONS

National League for Nursing

Delta Sigma Theta Sorority, Incorporated

Tiffany Williams Varner

SOUTHERN FOUNDATION

POST OFFICE BOX 9562
BATON ROUGE, LOUISIANA 70813

MEMORANDUM

To: Ray L. Belton, PhD.
President-Chancellor, Southern University System

From: Alfred E. Harrell, III
Chief Executive Officer, Southern University System Foundation

Date: February 27, 2020

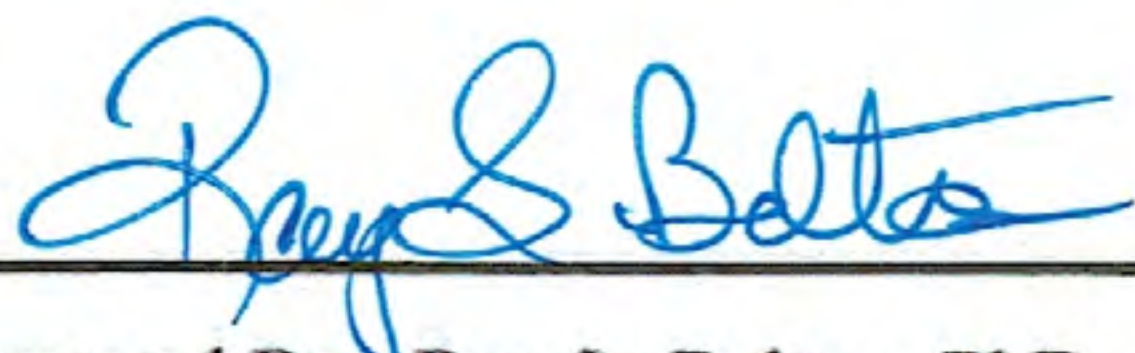
Re: Salary Increases **ABOVE-\$60,000.00**

Below you will find a listing of three Southern University System employees currently assigned to the Southern University System Foundation (SUSF). Since 2014 SUSF has directed **\$58,871,272.00** to System campuses and currently manages **\$50,523,298.00** in System and Foundation assets. Moreover, the 2019 audited return on investment (ROI) for the System investment in Foundation staff of **\$424,800.00** was **\$11,598,056.00** in direct support registering a **2,814% ROI**. I am respectfully requesting your consideration and subsequent approval for the following salary increases listed below. All recommendations provided below are in alignment with current market compensation rates for the position(s) and active management responsibilities for each position.

Shirley McLendon (Comptroller)	U01411803	Change from: 51,500 to 72,000
Toni Booker (Chief Financial Officer)	U01625823	Change from: 51,500 to 82,500

Variance: \$103,000 to \$219,000 = \$116,000.00

AEH



Approved By: Ray L. Belton, PhD., President-Chancellor, Southern University System

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment March 2007 To Current
Effective Date January 1, 2021

Name Toni P. Booker SS# 5616 Sex Female Race* Black
(Last 4 digits only)

Position Title: Chief Financial Officer Department: Foundation

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

--	--	--

Expiration Date: _____

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

Years Experience 28 Southern University Experience 14 Years
Degree(s):
Type/Discipline (BA-Education): BA-Accounting Institution/Location (SU-Baton Rouge): Dillard University - New Orleans, LA Year: 1994
MBA-University of Phoenix New Orleans, LA 2000
Certification-Small Business Dev SUAG - Baton Rouge 2020

Current Employer SUS

Personnel Action

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

Recommended Salary \$82,500 Salary Budgeted \$82,500

Source of Funds State - Inter-Institutional Cost Budget

Identify Budget: 11307 Location _____
Form Code: _____ Page _____ Item # _____

Change of:
Position Comptroller From Chief Financial Officer To
Status _____
Salary Adjustment _____


Financial Aid signature (if, applicable):

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

Source of Funds	Amount
<u>111005-11307-61003-16000</u>	<u>\$82,500</u>

Comments: (Use back of form)

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


Supervisor _____ Date 11/8/21

Vice Chancellor TJ Woods/hsc Date 11/21
Director/Personnel _____ Date _____

Ray S. Belton Date 1/6/21
President _____ Date _____

Dean/Unit Head _____ Date _____

Chancellor Blondine McClinton Date _____
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:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

FUNDS AVAILABLE
OFFICE OF THE VICE PRESIDENT
FOR FINANCE & BUSINESS AFFAIRS
SOUTHERN UNIVERSITY SYSTEM


SIGNED

1/6/2021
DATE

111005-11307-61002-16000
\$ 82,500

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 LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

December 29, 2020

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Distinguished Jurist of Law and Justice Professorship

Dear Dr. Belton:

The year 2021 represents the 35th Anniversary of the bold actions taken by the Honorable Janice Clark, who at that time was a practicing attorney in 1986. Clark took the courageous action of challenging the election system for district judges in the State of Louisiana by invoking the provisions of the Voting Rights Act of 1965.

In *Clark vs. Edwards* (subsequently *Clark vs. Roemer*), Clark, as the named plaintiff in that Civil Rights Lawsuit changed the Louisiana Judiciary with her landmark lawsuits. She opened the doors for African-American judges to be elected to the Louisiana State Judiciary in meaningful numbers. Louisiana, in 2021 will have the highest number of Africa-American State Judges per capita in the United States.

Clark, elected to a District Court Judgeship for the 19th Judicial Court in East Baton Rouge Parish, will retire from that judgeship on December 31, 2020. To honor her and her courageous action in 1986, the Southern University Law Center would like to create a Distinguished Jurist of Law and Justice Professorship and have the Honorable Janice Clark appointed to that professorship to honor her work as a Civil Rights Pioneer.

In that professorship, Judge Clark (Retired) will teach classes on trial advocacy, practice, and jurisprudence, lecture on social justice and civil rights, and work collaboratively with the Director of the Louis A. Berry Civil Rights and Justice Institute to train, produce, and mentor the next generation of social justice and civil rights advocates and attorneys. The proposed 12-month salary for this professorship is \$138,500.

I respectfully ask that you place my request on the Board's agenda for the Southern University System Board of Supervisors meeting on January 8, 2021.

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

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE DISTINGUISHED JURIST OF LAW & JUSTICE PROFESSORSHIP AS DESCRIBED BELOW BE AUTHORIZED AS A VACANCY FOR THE SOUTHERN UNIVERSITY LAW CENTER (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources). THE DISTINGUISHED JURIST OF LAW & JUSTICE PROFESSORSHIP POSITION IS A TWELVE MONTH PROFESSORSHIP WHERE A DISTINGUISHED JURIST (RETIRED) WILL TEACH CLASSES ON TRIAL ADVOCACY, PRACTICE, & JURISPRUDENCE AND WORK COLLABORATIVELY WITH THE DIRECTOR OF THE LOUIS A. BERRY CIVIL RIGHTS & JUSTICE INSTITUTE TO TRAIN, PRODUCE, & MENTOR THE NEXT GENERATION OF SOCIAL JUSTICE AND CIVIL RIGHTS ADVOCATES & ATTORNEYS.

Salary/Range: \$138,500 Previous Incumbent (if replacement): NA

Approved Disapproved John K. Pierre 1/6/2021
Department Head Date

Approved Disapproved John K. Pierre for Jerry Hall 1/6/2021
Dean/Director/Supervisor of Budget/Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

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

Approved Disapproved Donald W. Both 1/6/2021
Vice Chancellor Date

Approved Disapproved John K. Pierre 1/6/2021
Chancellor/Vice President Date

Approved Disapproved _____
President Date

An Equal Opportunity Employer

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH X OTHER _____ (Specify) 8 months

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

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

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date January 1, 2021

Name Janice Clark SS# _____ Sex F Race* B
(Last 4 digits only)

Position Title: Distinguished Jurist of Law and Justice Professorship Department: _____

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

--	--	--

 Expiration Date: _____

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

Years Experience _____	Southern University Experience _____	
Degree(s):	Type/Discipline :	Institution/Location
	<u>JD</u>	
		Year: _____

Current Employer _____

Personnel Action

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

Recommended Salary \$ 138,500 Salary Budgeted \$ 138,500

Source of Funds _____

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

Change of: _____
 Position _____ From _____ To _____
 Status _____ Director _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

<p><u>John K. Pierre</u> 1/6/2021 <small>Supervisor Date</small></p> <p><u>Doree W. North</u> 1/6/2021 <small>Vice Chancellor Date</small></p> <p>_____ <small>Director/Personnel Date</small></p> <p>_____ <small>President Date</small></p>	<p><u>John K. Pierre</u> 1/6/2021 <small>Dean/Unit Head Date</small></p> <p><u>John K. Pierre</u> 1/6/2021 <small>Chancellor Date</small></p> <p><u>John K. Pierre for Terry Hall</u> 1/6/2021 <small>Vice President/Finance Date</small> <small>Business Affairs/Comptroller</small></p> <p>_____ <small>Chairman/S.U. Board of Supervisors Date</small></p>
---	--

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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:

EMPLOYEE REGULAR WORK SCHEDULE:

M – F / 8:00 a.m. – 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR:

Chancellor John K. Pierre

SUPERVISOR/DEPARTMENT CONTACT NUMBER

225-771-2552

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.

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



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM |  /SOUTHERNUJAGUARS |  @SOUTHERNUSPORTS

December 4, 2020

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

RE: Position Approval for Interim Head Baseball Coach-Christopher Crenshaw

Please accept this request for approval of the position of Interim Head Baseball Coach. This position is a full-time 12-month appointment with full-time responsibilities within the Baseball Program. For this position, a focused search was conducted due to recent resignation within the baseball program. With spring practice approaching, this position should be filled as soon as possible.

We have identified a candidate to fill this position immediately. It is my pleasure to recommend Christopher Crenshaw for this position, with a recommended salary of \$65,000.00. Crenshaw has over 10 years of collegiate baseball experience. I am therefore requesting your endorsement and the approval of the Southern University Board of Supervisors of Christopher Crenshaw as the new Interim Head Baseball Coach.

Sincerely,

Roman Banks
Director of Athletics

APPROVED: 

Dr. Ray L. Belton, President/Chancellor

CHRISTOPHER CRENSHAW

Southern University – Recruiting Coordinator/Pitching Coach

Baton Rouge, LA

January 2019-Present

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

Southern Accomplishments

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

Jackson State University-Recruiting Coordinator/Assistant Coach

Jackson, MS

Fall 2013-January 2019

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

Jackson State University Accomplishments

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

Southwest Tennessee Community College – Recruiting Coordinator

Memphis, TN

Fall 2011-Spring 2013

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

Dullins Baseball Academy – Pitching Coordinator/Coach

Memphis, TN

Fall 2010 – Spring 2013

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

Notable Players Coached:

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

EDUCATION:

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

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



CONTACT

 Cgcrenshaw86@yahoo.com



Southern University And A&M College

Department of Athletics

Job Description

Position:

Southern University Men's Baseball Head Coach Position

Scope:

Reporting to the Director of Athletics, a Head Coach is responsible for practice and game preparation, as well as recruiting, retention and program administration within that program. In addition, they are responsible for the proper utilization of facilities and equipment, scheduling of practices, athletic contests and designated special functions. Other duties can and will be assigned.

Specific Responsibilities:

- Plan, organize and conduct all practices and contests.
- Hire, supervise and evaluate all assistant coaches.
- Recruit and enroll a diverse group of qualified student athletes for successful participation at the
NCAA Division 1 level
- Prepare a schedule in conjunction with the Athletic Director that complies with departmental policies, goals, and objectives.
- Submit all sport budget and equipment requests for approval prior to purchase adhering to department and college budget policies and procedures and schedule.
- Administer the sport budget in a fiscally responsible manner.

POS CLASS				
EMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	6	9	1
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

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

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

Position Title: Interim Head Baseball Coach Department: Athletics

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

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

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

Current Employer Southern University

Personnel Action

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

Annual Salary \$65,000.00 Salary Budgeted \$65,000.00 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly Monthly _____ Faculty

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

Change of:
 Position: Assistant Baseball Coach From Interim Head Baseball Coach To
 Status: _____
 Salary Adjustment: \$48,000.00 \$65,000.00

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21803-61002-29000	\$65,000.00

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

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

Rowan P Banks 11/8/20 Supervisor Date
Rowan P Banks 11/8/20 Dean/Unit Head Date
[Signature] 12/8/20 Vice Chancellor Date
[Signature] 12/19/20 Chancellor Date
[Signature] Director/Personnel Date
[Signature] Vice President/Finance Date

President



Date

Business Affairs/Comptroller

Chairman/S.U. Board of Supervisors

Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS:

Christopher Crenshaw is the replacement Interim Head Baseball coach receiving the salary of \$65,000 effective January 1, 2020.

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: Roman Bahls

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any): None

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

Allowability/Compliance Verified: [Signature] Date: 12/10/20

Decumbered/Funds Available By: [Signature]

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	FUNDS AVAILABLE
United States Citizen/Certificate of Naturalization	US	OFFICE OF THE COMPTROLLER SOUTHERN UNIVERSITY SYSTEM
Resident Alien	RA	DEC 10 2020
H-1 Visa (Distinguished Merit & Ability)	H1	[Signature]
J-1 Visa (Exchange Visitor Program)	J1	COMPTROLLER OFFICE
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)	F0	

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

- PAF APPROVAL PROCESS CHECKLIST** (Must have the information outlined below, the forms are located at Downloadable Forms on the HR website at www.subr.edu/humanresources).
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
 - Application for Employment Form-Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
 - Reference Check Form (reference check performed by hiring supervisor)
 - Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
 - Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
 - Exemptions Survey Form (signed by employee and budget head)
 - Proposed Employee Appointment Form (completed by hiring supervisor)
 - Proposed Employee Clearance Form (completed by hiring supervisor)
 - Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
 - Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable



Dr. Rodney A. Ellis
Chancellor



December 16, 2020

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

**RE: RECOMMENDATION OF DR. VERONICA MCEACHIN ASSOCIATE VICE
CHANCELLOR OF ACADEMIC INNOVATION**

Dr. Belton:

This letter comes as a request to waive the search process and appoint Dr. Veronica McEachin to the position of Associate Vice Chancellor of Academic Innovation effective upon your approval and the SU Board of Supervisors. Dr. McEachin currently serves as the Interim Vice Chancellor of Academic Innovation. This position is part of the restructuring approved by the SU Board of Supervisor's during the November 20, 2020 board meeting. Dr. McEachin will supervise the library, curriculum development, and SUSLA Connect as well as online and distant learning.

Dr. McEachin currently holds a Doctor of Philosophy from Kansas State University. Accompanying this request is a salary increase of \$12,300 for a total salary of \$73,500.

I am requesting your endorsement and that of the Southern University Board of Supervisors to appoint Dr. Veronica McEachin to the above reference position and salary increase. Thank you in advance for your consideration of this request and that of the SU Board of Supervisors.

With warm regards,

Rodney A. Ellis, Ed.D.

Chancellor

Approved Salary and Hire Date
(**\$73,500; 01/01/2021**)
 Not Approved

Dr. Ray L. Belton, President/Chancellor

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
WWW.SUSLA.EDU

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: **Title IX Coordinator: Dr. Tuesday Mahoney**, College Success Ctr. (318) 670-9201. **Section 504 Coordinator: Jerushka Ellis**, Behavioral Science, (318) 670-9367

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Associate Vice Chancellor of Academic Innovation AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Academic Affairs and Workforce Development
 (Department or Unit)

- | | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Replacement | <input checked="" type="checkbox"/> New Position | <input type="checkbox"/> Unclassified | <input type="checkbox"/> State |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input 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).

This position will provide leadership and oversight of planning, management, evaluation and allocation of resources for the University's Curriculum Office, E-learning, Academic Technology, SUSLA Online College, University Library, Academic Engagement & Connect, Global Education initiatives, and the Institute for Instructional Transformation and Innovation. The AVC provides support for the training and instructional support for curriculum development, online learning, educational academic technology, innovation, library resources, and academic engagement within the University and broader higher education community. He or she provides visionary leadership for innovation and instructional support services and initiatives for the university. The Associate Vice Chancellor will play a pivotal role in growing online courses and programs, strengthening teaching and learning across disciplines, and providing students with exceptional learning opportunities that fosters higher order thinking through technology and instructional pedagogical strategies. The Associate Vice Chancellor will be instrumental in working with executive leadership to implement innovation, creativity, and entrepreneurship across the curriculum and into the learning experiences of our students.

Salary/Range: \$73,500.00 Previous Incumbent (if replacement): _____

Approved _____ Disapproved _____ [Signature] Department Head 12/16/20 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>[Signature]</u> Signature	<u>12/17/20</u> Date
Budget Number	511001-52020-61002-56000

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class:	Job Class:
<u>[Signature]</u> Verified By:	<u>12/17/20</u> Date:

Approved _____ Disapproved _____ [Signature] Vice Chancellor 12/16/20 Date

Approved _____ Disapproved _____ [Signature] Chancellor/Vice President 12/16/20 Date

Approved _____ Disapproved _____ [Signature] President 1/6/21 Date

An Equal Opportunity Employer

Aerona McEachin, Ph.D.



EDUCATION

1991 Doctor of Philosophy, Southern University

Thesis: *Development of a Self-Directed Learning Model for the Adult Learner*

Advisor: Dr. [Redacted]

1986 Bachelor of Science, Southern University

Thesis: *Development of a Self-Directed Learning Model for the Adult Learner*

EXPERIENCE

Director of E-Learning, Southern University at this report
date report 1/7

2011 Present

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Adjunct Professor, Southern University at this report
date report 1/7

2011 Present

- [Redacted]
- [Redacted]

Director of E-Learning, Dale College
Tusculum, TN

2011-2011

- [Redacted]
- [Redacted]

reflected current learning theories

- Served as a troubleshooter for the Learning Management System (e-Racer) to include students and faculty
- Assisted the college through participation on various planning and advisory committees
- Represents the university at local, regional, state, and national distance education forums
- Assists the university through participation on various planning and advisory committees
- Assisted the Director of Distance Learning with the day-to-day operations of the department

Adjunct Professor, Wiley College

Marshall, TX

2000- 2014

- Taught Introduction to Computer Science
- Taught Business Application
- Taught Educational Instructional Technology

Director of Academic Information Technology, Wiley College

Marshall, TX

2000- 2012

- Developed and implemented a technology plan for the campus
- Provided technological training for faculty members in a myriad of areas to equip them with successfully integrating technology into their curriculum
- Promoted the increased use of computer technology in instruction with faculty, staff, and students
- Provided support and training for end users in PC usage for both academic and administrative users
- Developed and maintained a strategic plan for Academic Information Technology
- Developed and maintained policies and procedures for Academic Information Technology

Interim Director of Sponsored Programs and Title III Coordinator, Wiley College Marshall, TX

1999-2000

- Provided oversight of the following externally funded projects: Upward Bound, Upward Bound/Math Science, Student Support Services, HUD, Telecommunications Infrastructure – TIF Grant Library, Saturday Science Academy, Teacher Education Grant, and Texas Consortium Water Quality Research (TCWQR), and Title III Coordinators
- Ensured timely submission of all required federal performance reports
- Monitored and assessed the programmatic and fiscal activities of all grants to ensure compliance with audit requirements

Division Chair, Natural and Computational Sciences, Wiley College

Marshall, TX

1998 – 2000

- Planned, directed and coordinated the affairs of the division by establishing goals and objectives and promoted the effectiveness of academic programs
- Created and implemented a strategic plan in collaboration with department heads
- Taught technological workshops for staff and administrators

Assistant Professor of Computer Science and Computer Science Coordinator

Wiley College

Marshall, TX

1996 – 1998

- Taught computer science courses
- Taught Freshman Orientation
- Served on campus committees

**Housing Coordinator, City of Shreveport
Shreveport, LA
1994 - 1996**

- Planned and taught "First-time Homebuyer Training Courses"
- Planned and coordinated a Fair Housing Workshop for the City of Shreveport
- Created and monitored the process to pay contractors in a two week period

**Pre-College Programs Advisor, Marshall Styles Research and Information Service, Inc.
Shreveport, LA
1994 - 1994**

- Assisted with the development of career goals for underprivileged math and science high school students
- Advised youth on career opportunities and on establishing goals for improving skills
- Maintained oversight of student applications for enrollment in summer programs
- Assisted students with securing internships

Training Manager, Diversified Educational Training and Manufacturing Co., Inc.,

**Wichita, KS
1992-1992**

- Coordinated activities for parents on welfare in back-to-work programs
- Supervised and developed a life skills curriculum for the participants in the back-to-work program
- Served as a liaison to assist participants in locating resources for personal hardships including but not limited to childcare, transportation, housing, utility bills, etc.

**Graduate Research Assistant, Kansas State University
Manhattan, KS
1989-1990**

- Supervised student teachers
- Analyzed teaching strategies
- Taught classroom management through role-playing
- Evaluated student teachers
- Assisted students with hardware and software problems
- Planned, designed, coordinated computer workshop for graduate students and faculty members

**Computer Programmer Analyst, Southern University at Shreveport
Shreveport, LA
1984-1988**

- Designed, developed, coordinated and conducted computer workshops for faculty to produce tutorial academic software
- Managed the Computer Resource Center for faculty

- Coordinated and conducted workshops for students
- Worked with consultants to develop the Computer Assistant Program
- Selected tutorial software and purchased hardware for the academic programs

Instructor, Houston Community College
Houston TX
 1982-1984

- Taught Introduction to Data Processing and Basic Programming to all levels
- Raised funds for the computer lab

Data Processing Analyst, Shell Oil Company
Houston TX
 1981-1984

- Documented and wrote computer programs

PROFESSIONAL & COMMUNITY ACCOMPLISHMENTS

Southern University at Shreveport
Shreveport, LA

- Created and revised a course template that aligns with quality matters
- Increased online courses from 44 to approximately 113 courses from 2014 to 2019
- Increased certified full time and adjunct online faculty from 25 to approximately 80 from 2014 to 2019
- Increased the number of 100% online programs from two to six with fourteen concentrations
- Increased the number of students enrolled in at least one online course from 4.87% to approximately 33.00%
- Developed a self-paced online orientation course for students
- Developed an Online Faculty Resource Center
- Developed a Moodle manual for faculty
- Developed a Moodle manual for students

Wiley College
Marshall, TX

- Lumen Learning Open Educational Fellow
- Led the implementation of online advisement
- Coordinated the upgrading of computers in the computer lab.
- Increased the number of students placed in summer internships by 200 percent.
- Enhanced Catalog 5 cable was installed in every residence hall on campus with one drop per person
- Enhanced Catalog 5 cable was installed in every office and classroom
- Computers were replaced in the Wiley Complex computer lab and Baker Science Building
- Coordinated the acquisition for employees and students to receive a new or recycled computer
- Supervised the installation of fiber optics to each classroom building,
- Supervised the wiring of the science building

Housing Coordinator, City of Shreveport
Shreveport, LA

- Developed and coordinated a computerized system for the Department of Urban Development that significantly increased the efficiency of the department

- Improved the contractor's payment process

**Coordinator, Drugs & Gangs Seminars, David Raines Center
Shreveport, LA**

- Planned and coordinated seminar for youth to avoid gangs and drugs

WORKSHOPS/CONFERENCES/NON-CREDITS COURSES - ATTENDED

~~Microsoft Word Level 1, 2, and 3, New Horizons, Shreveport, LA~~
 Microsoft Excel Level 1, 2, and 3, New Horizons, Shreveport, LA
 PowerPoint Level 1, 2, and 3, New Horizons, Shreveport, LA
 Access Level 1 and 2, New Horizons, Shreveport, LA
 Windows XP Level 1 and 2, New Horizons, Shreveport, LA
 How to Supervise People, Fred Pryor Seminars, Shreveport, LA
 How to use Picture-Tel and Media Cottage, Tyler Texas
 Integrating Technology into the curriculum, Dallas TX
 Title III –National Conference, Atlanta GA
 How to write a grant, UNCF, Jackson Mississippi
 Technology Transfer Project Technology Conference “Building on the HBCU Legacy through
 Technology”, Bethune-Cookman College, Daytona Beach, FL
 Faculty Regional Workshop (Council of Independent Colleges)
 Technical Grant Assistance Workshop for Lilly Endowment application
 Prairie View A&M University/ NASA Network Resources and Training Site (NRTS) / Distance Learning
 Technology and Web-based Course Development
 AMP Workshop, UNCF, New Orleans
 Lotus for Windows -Advanced Part I, City of Shreveport, Shreveport, LA
 Lotus for Windows - Advanced Part II, City of Shreveport, Shreveport, LA
 Lotus for Windows -Intermediate Training, City of Shreveport, Shreveport, LA
 Lotus for Windows -Basic, City of Shreveport, Shreveport, LA
 Word Perfect for DOS - Basic Training, City of Shreveport, Shreveport, LA
 Word Perfect Windows Advanced Part I, City of Shreveport, Shreveport, LA
 Word Perfect Windows Advanced Part II, City of Shreveport, Shreveport, LA
 Human Environmental Awareness Training “Cultural Awareness”
 Entrepreneurial Workshop, Shreveport, LA
 Grantee Training of Sub recipients in Administrative Systems
 Value Cultural Diversity Conferences, Kansas Power, and Light, Wichita Kansas
 Value Cultural Diversity Conferences, Boeing, Wichita Kansas
 Computer Repair at IBM in Chicago, IL
 How to Supervise People, Fred Pryor Seminars, Shreveport, LA
 How to Get Things Done, Fred Pryor Seminars, Shreveport, LA
 Interactive Video, Lincoln, NB
 Dealing with Difficult People, Shreveport, LA
 Defining Effective and Innovative Uses of Microcomputers in Two Year
 Colleges, A Working Conference, Houston, Texas
 Dale Carnegie, Shreveport, LA

ASSOCIATE VICE CHANCELLOR ACADEMIC INNOVATION

JOB DESCRIPTION			
<u>Department</u>	Academic Affairs and Workforce Development	<u>Job Code</u>	
<u>Division</u>	Academic Affairs and Workforce Development	<u>Job Grade</u>	
<u>Reports To</u>	Vice Chancellor, Academic Affairs and Workforce Development	<u>Date Approved</u>	
<u>FLSA Status</u>	Exempt	<u>Date Revised</u>	
Job Summary			
<p style="text-align: center;">Innovation</p> <p>The Associate Vice Chancellor (AVC), Academic Innovation works collaboratively with all academic units to ensure the support and success of all instructional programs. The individual provides leadership and oversight of planning, management, evaluation and allocation of resources for academic credit and non-credit programs. The AVC provides district-wide leadership and administration for areas in Academic Affairs including the Master Schedule, leadership of Academic leadership team meetings, the Weekend and Honors Program, Service Learning, and a variety of instructional grants. The individual provides support for strategic planning, budgeting, training and instructional support, promotion, implementation and quality assurance of all programs.</p> <p>He or she is responsible for the design, execution and effectiveness of a system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable and compliant with applicable laws, regulations, policies and procedures.</p> <p>The AVC manages Talent Engagement activities for direct reports in regard to: recruiting and selection of faculty and staff, hiring and termination, training, development, mentoring, counseling, and performance evaluations.</p>			

ESSENTIAL FUNCTIONS
<p>Serve as a member of the Vice Chancellor's Executive Team. Ensure that the mission of the Department is implemented in an efficient and effective manner.</p> <p>Provide leadership for all Academic Leadership meetings including supervision of program issues and submission of program reviews and assessment/progress reports in conformance with SUSLA policies, procedures, and schedules.</p> <p>Ensure the appropriate standards, principles, and rules of SACS-COC and the BOR are addressed.</p> <p>Provide leadership for the assurance of instructional quality related to faculty credentialing in conformance with the Louisiana Board of Regents and the Southern Association of Colleges and Schools Commission on Colleges (SASCOC) standards and faculty workloads in compliance with SUSLA policies and procedures.</p> <p>Stay abreast of state and national developments in instructional innovations to ensure SUSLA maintains a leadership position nationwide.</p> <p>Manage the development and maintenance of all appropriate and/or related contractual relationships.</p> <p>Promote college efforts to develop relationships with external organizations in support of the Division of Academic Affairs and Workforce Development, academic and workforce programs, pathways, faculty development, developmental education issues, and academic student services.</p> <p>Together with the Vice Chancellor of Academic Affairs and Workforce Development, leads the university in the strategic planning and institutional effectiveness processes for academic instruction. Develops strategic partnerships on behalf of the university to enhance the university's abilities to meet student, faculty, and administration needs in the areas of technology, training, and learning methodologies.</p> <p>Provide administrative leadership to the following departments: University-wide academic and workforce instructional grants; Weekend College; Honors College; Master Schedule and Service Learning Initiative.</p> <p>Provide leadership in the development of a sustainable plan for the Honors College and the Weekend College.</p> <p>Provide leadership in the development and execution of a centralized feedback program through graduate and employer surveys to identify educational workforce curriculum development for program improvement.</p> <p>Plan overall budget development of assigned units and perform annual performance reviews of all appropriate personnel.</p> <p>Promote growth and participation in university programs and evaluates the appropriate marketing strategies for these programs.</p> <p>Demonstrate commitment to collaborative decision-making, results-based management, continuous improvement, and student/customer services in an environment conducive to teamwork and mutual support.</p> <p>Provide assistance as part of a team developing and maintaining international community college initiatives.</p> <p>Work with the University Executive and Instructional Leaders to develop a comprehensive course master schedule for the College. Perform other duties, tasks and assignments as required.</p>

ASSOCIATE VICE CHANCELLOR ACADEMIC INNOVATION

QUALIFICATIONS	
Education & Experience <ul style="list-style-type: none"> • Master's degree in Community College Leadership, Library Science, or a related academic field of supervision required (photocopy of transcripts showing degree(s) conferred must accompany application) • Doctorate preferred • 8 years combined experience in the following areas: Administration and management of an academic affairs-related department, division, or college in higher education required; management experience working with community college/university faculty; administration and management of a Course Master Schedule in an institution of higher education; developing, implementing and managing a department-wide budget; strategic and business planning experience; demonstrated leadership and inter-personal communication skills; experience in a community college/multi-college setting, including 5 years of supervisory experience required. Faculty experience is required 	Licensing & Certification <ul style="list-style-type: none"> • Valid Louisiana Driver License
Special Skills <ul style="list-style-type: none"> • MS Office Programs • Information Management Systems • Budget Management 	Competencies <ul style="list-style-type: none"> • Acting as a Champion for Change • Thinking Like an Entrepreneur • Driving for Results • Leveraging Opportunities • Setting a Strategic Vision • Attracting & Developing Talent • Inspiring & Motivating Others • Acting Strategically • Demonstrating Beliefs & Principals • Managing Resources
Working Conditions <p>General office. May frequently be required to walk; stand; sit; use hands to handle or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision and distance vision. Use of personal computing equipment, telephone, multi-functioning printer, photocopier, file cabinets, and calculator. Manual dexterity, ability to lift up to 25 pounds, ability to reach and bend, and use 2-step stool while safely lifting and lowering boxes. Ability to travel to and from meetings, training sessions or other business-related events. May be required to work after hours to include weekends and holidays.</p>	

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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 New Position Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment January 1, 2021 To December 31, 2021

Effective Date January 1, 2021

Name Veronica McEachin SS# 7640 Sex F Race* BL
(Last 4 digits only)

Position Title: Associate Vice Chancellor of Academic Department: Academic Affairs and Workforce Innovation Development

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 7 years Southern University Experience 7 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Doctor of Philosophy</u>	<u>Kansas State University</u>	<u>1991</u>
	<u>Bachelor of Science</u>	<u>SU-Baton Rouge</u>	<u>1980</u>

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$73,500.00 Salary Budgeted \$73,500.00

Source of Funds State Operating Funds

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

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Interim Associate Vice Chancellor of Academic Innovation</u>	<u>Associate Vice Chancellor of Academic Innovation</u>
Status	_____	_____
Salary Adjustment	<u>\$61,200.00</u>	<u>73,500.00</u>

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
511001-52020-61002-56000	73,500.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 12/15/2020
 Supervisor Date
[Signature] 12/12/2020
 Vice Chancellor Date
[Signature] 12/17/20
 Director/Personnel Date
[Signature] 1/6/21
 President Date

[Signature] 12/15/2020
 Dean/Unit Head Date
[Signature] 12/15/2020
 Chancellor Date
[Signature]
 Vice President/Finance Date
 Business Affairs/Comptroller

 Chairman/S.U. Board Date
 of Supervisors

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Mon – Thurs: 8a – 6p; Fri: 8a – 12p

EMPLOYEE DIRECT SUPERVISOR: Dr. Terry Kidd

SUPERVISOR/DEPARTMENT CONTACT NUMBER (318) 670-9418

NUMBER OF EMPLOYEES SUPERVISED, (if any) 12

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

SOUTHERN FOUNDATION

POST OFFICE BOX 9562
BATON ROUGE, LOUISIANA 70813

MEMORANDUM

To: Ray L. Belton, PhD.
President-Chancellor, Southern University System

From: Alfred E. Harrell, III
Chief Executive Officer, Southern University System Foundation

Date: February 27, 2020

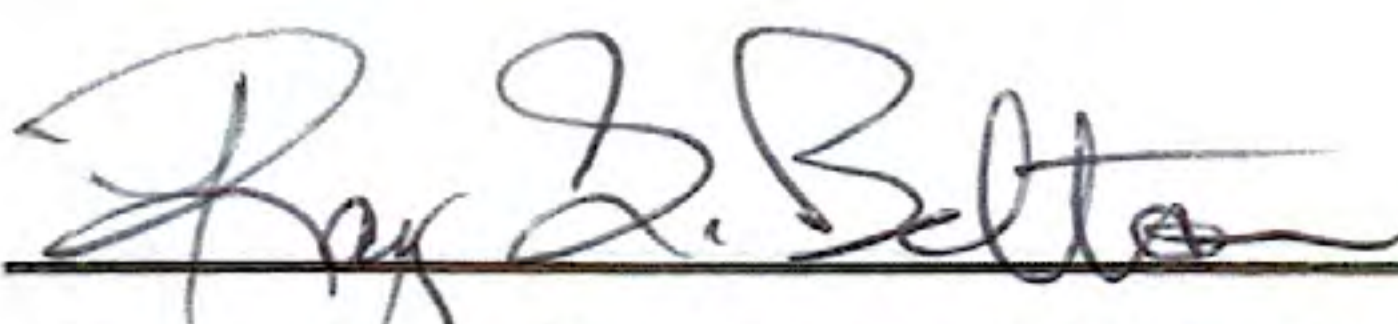
Re: Salary Increases **ABOVE-\$60,000.00**

Below you will find a listing of three Southern University System employees currently assigned to the Southern University System Foundation (SUSF). Since 2014 SUSF has directed **\$58,871,272.00** to System campuses and currently manages **\$50,523,298.00** in System and Foundation assets. Moreover, the 2019 audited return on investment (ROI) for the System investment in Foundation staff of **\$424,800.00** was **\$11,598,056.00** in direct support registering a **2,814% ROI**. I am respectfully requesting your consideration and subsequent approval for the following salary increases listed below. All recommendations provided below are in alignment with current market compensation rates for the position(s) and active management responsibilities for each position.

Shirley McLendon (Comptroller)	U01411803	Change from: 51,500 to 72,000
Toni Booker (Chief Financial Officer)	U01625823	Change from: 51,500 to 82,500

Variance: \$103,000 to \$219,000 = \$116,000.00

AEH



Approved By: Ray L. Belton, PhD., President-Chancellor, Southern University System

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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 _____ Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment Sept 2016 To Current
Effective Date Jan 1, 2021

Name Shirley Stewart McLendon SS# 4146 Sex F Race* B
(Last 4 digits only)

Position Title: Controller Department: System Foundation

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 40 Southern University Experience 14

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
BS	<u>Accounting</u>	<u>Southern University Baton Rouge</u>	<u>1971</u>
Certificati on	<u>Computer Programming</u>	<u>California State University</u>	<u>1985</u>
Course/wor k	<u>Government Accounting</u>	<u>University of California Los Angeles/ Southern</u>	<u>1988/ 1997</u>
	<u>Contracting /Master Program</u>	<u>University</u>	

Current Employer SUS

Personnel Action

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

Recommended Salary \$72,500 Salary Budgeted \$72,500

Source of Funds State *Inter-Institutional Cost*

Identify Budget: 11307 Location _____
Form Code: _____ Page _____ Item # _____

Change of:
Position Program Manager From Comptroller To
Status _____
Salary Adjustment _____

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
<u>111005-11307-61008-16000</u>	<u>\$72,500.00</u>

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 1/8/21
Vice Chancellor T. Woods/wsc Date 1/6/21
Director/Personnel [Signature] Date 1/6/21
President [Signature] Date 1/6/21

Dean/Unit Head _____ Date _____
Chancellor [Signature] Date _____
Vice President/Finance [Signature] Date _____
Business Affairs/Comptroller _____
Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

US
RA
HI
J1
F1
F0

FUNDS AVAILABLE
OFFICE OF THE VICE PRESIDENT
FOR FINANCE & BUSINESS AFFAIRS
SOUTHERN UNIVERSITY SYSTEM

EXPIRES

1/6/2021
SIGNED DATE

111005-11307-61008-16000

\$ 72,500

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)



"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

December 14, 2020

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

Dear President Belton:

RE: SUAREC/CAFCS – January 2021 Board Package Submissions

Enclosed herewith are the following items from the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences for inclusion in the **January 2021 Board Package**.

- Request for Approval – the new salary for Dr. Dawn Patin, Specialist, Small Farms

Please let me know if you need further information or have any questions. Thank you for your consideration to this request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Orlando F. McMeans'.

Orlando F. McMeans, PhD
Chancellor-Dean



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

December 14, 2020

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

Dear President Belton:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the Southern University Agricultural, Family and Consumer Sciences, I am requesting the approval of the new salary for Dr. Dawn Patin, in the amount of \$100,000, effective February 1, 2021. Her new title is Specialist, Small Farms. The position funding is federal.

Please let me know if you need further information or have any questions. Thank you for your consideration to this request.

Sincerely,

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

Orlando F. McMeans, PhD
Chancellor-Dean

Approval by:

Ray L. Belton, Ph.D.
President-Chancellor

Date

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment February 1, 2021 To September 30, 2021
Effective Date February 1, 2021

Name Dawn Mellon Patin SS# _____ Sex F Race* AA
(Last 4 digits only)

Position Title: Specialist, Small Farms Department: Cooperative Extension/ANR

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

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

Years Experience 25 Southern University Experience 25

Degree(s)	Type/Discipline (BA-Education)	Institution/Location (SU-Baton Rouge)	Year:
PhD		Iowa State University	
M.S.		Southern University	
B.S.		Southern University	

Current Employer _____

Personnel Action

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

Recommended Salary \$100,000.00 Salary Budgeted \$100,000.00

Source of Funds Federal

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

Change of:
Position From Vice Chancellor, Extension and Outreach To Specialist, Small Farms
Status _____
Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
622301-62050-63000	\$100,000

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

[Signature] 12/11/2020 Date
Supervisor
[Signature] 12/11/2020 Date
Vice Chancellor
[Signature] 12/16/2020 Date
Director/Personnel
[Signature] 1/6/21 Date
President

[Signature] 12/11/2020 Date
Dean/Unit Head
[Signature] 12/11/2020 Date
Chancellor
[Signature] 1/6/21 Date
Vice President/Finance
Business Affairs/Comptroller

Chairman/S.U. Board of Supervisors Date

FUNDS AVAILABLE
OFFICE OF THE AGRICULTURAL
RESEARCH AND EXTENSION
SOUTHERN UNIVERSITY

[Handwritten Signature]

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

Black, Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8am-5pm Monday through Friday
EMPLOYEE DIRECT SUPERVISOR: Dr. De'ShoIn A. York
NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



SOUTHERN UNIVERSITY 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

December 17, 2020

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

RE: Request for Approval of Position Vacancy Authorization, Waiver of Search Request, and Appointment of Terry Steward as Director of Purchasing for the Southern University Law Center (SULC)

Dear Dr. Belton:

The operations of the Southern University Law Center has grown to the extent that there is a need to hire a Director of Purchasing that will be a new position. Attached is a Position Vacancy Authorization (PVA) form, with the job description. The Director of Purchasing will report to Mr. Terry Hall, Vice Chancellor of Finance and Administration.

After much discussion with Mr. Hall, I am requesting that the Law Center receives authorization from the Southern University Board of Supervisors to have this position within the Law Center, and that the Board approves the attached PVA. I am also requesting that the Board approve the appointment of Mrs. Terry Steward to the requested position, in addition to waiving the search for a Director of Purchasing at the Law Center.

Mrs. Steward has the requisite skills, experience, and education to be the Director of Purchasing at the Law Center. Mr. Hall recommended her for the position, and I concur with his recommendation. The salary for the recommended position is \$84,000 per year, effective January 1, 2020. Mrs. Steward's resume is attached.

I hereby request that this item be presented to the Board of Supervisors for review and approval at its January 8, 2021 meeting. If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

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 N/A

Profile of Person Recommended

Length of Employment 02/01/2021 To 06/30/2021
 Effective Date 02/01/2021

Name Terry Steward SS# XXX-XX-2137 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Purchasing Department: Law Center - Finance

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

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

Years Experience 27 Southern University Experience 25

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

Current Employer Southern University Law Center

Personnel Action

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

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

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001-36110-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of:

From Procurement Service Manager To Director of Purchasing
 Position _____ Status _____
 Salary Adjustment \$72,000.00 \$84,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-36110-61002-36000	\$72,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Gary R. Hall 12/17/2020 Supervisor Date
[Signature] 12/16/2020 Vice Chancellor Date
[Signature] 12/17/2020 Director/Personnel Date
[Signature] 1/6/21 President Date
Gary R. Hall 12/17/2020 Dean/Unit Head Date
[Signature] 12/16/2020 V/C for Finance & Adm'n. Date
[Signature] 12/16/2020 Chancellor Date
[Signature] Vice President/Finance Date
[Signature] Business Affairs/Comptroller Date
 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary and title change/promotion to Director of Purchasing. Effective date February 01, 2021

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: V/C Terry Hall
NUMBER OF EMPLOYEES SUPERVISED, (if any) 16

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
 CODE _____ EXPIRES _____
 DOC. I.D. # _____
 DATE US 02-17-2021
 BY RA Terry R. Hall
 J1 _____
 F1 _____
 F0 _____

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for classified employees



Dr. Rodney A. Ellis
Chancellor



December 16, 2020

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

RE: RECOMMENDATION OF MR. JORGE SOUSA – DIRECTOR, RECRUITMENT AND ENROLLMENT SERVICES

Dr. Belton:

This letter comes as a request to waive the search process and appoint Mr. Jorge Sousa to the position of Director, Recruitment and Enrollment Services effective upon your approval and the SU Board of Supervisors. Mr. Sousa currently serves as the Director Recruitment and Admissions where he has direct supervision of recruitment and admissions. The new position will encompass recruitment, admissions, financial aid, and service engagement (Welcome Center). Mr. Sousa has proven himself to be a valuable member of the SUSLA team due to his skill, knowledge, and work ethic.

Mr. Sousa currently holds a Master’s degree in Public Administration and International Development from Kentucky State University. He is seeking Doctor of Education in Educational Leadership from Grambling State University. Accompanying this request is a salary increase of \$12,000 for a total salary of \$67,000.

I am requesting your endorsement and that of the Southern University Board of Supervisors to appoint Mr. Jorge Sousa to the above reference position. Thank you in advance for your consideration of this request and that of the SU Board of Supervisors.

With warm regards,

Rodney A. Ellis, Ed.D.

Chancellor

Approved Salary and Hire Date
(**\$67,000; 01/01/2021**)
 Not Approved

Dr. Ray L. Belton, President/Chancellor

3050 MARTIN LUTHER KING, JR. DRIVE, SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
www.SUSLA.EDU

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoney, College Success Ctr. (318) 670-9201. Section 504 Coordinator: Jerushka Ellis, Behavioral Science, (318) 670-9367

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date 02/01/2021

Name Jorge Sousa, III (U01659316) SS# xxx-xx-1935 Sex M Race* B
(Last 4 digits only)

Position Title: Director of Enrollment and Recruitment Department: Student Affairs and Enrollment Management

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

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

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

Current Employer _____

Personnel Action

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

Recommended Salary \$67,000 Salary Budgeted \$67,000

Source of Funds _____

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

Change of: _____
From _____ To _____
Position Director of Admissions and Recruitment Director of Enrollment and Recruitment
Status Full-Time Full-Time
Salary Adjustment \$55,000 \$67,000

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
511001 58130 61002 55000	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____
Vice Chancellor [Signature] 12/17/20 Date
Director/Personnel [Signature] 1/6/21 Date
President _____ Date _____

Dean/Unit Head [Signature] 12/17/20 Date
Chancellor [Signature] 12/17/20 Date
Vice President/Finance [Signature] 12/17/20 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 REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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)

Highly experienced and passionate managerial professional delegated with coordinating enrollment activities and executing educational administration activities. Establish team working protocols and supervise team recruitment functions. Strategically plan business development initiatives and execute risk assessments. Direct financial evolutions and generate dynamic business reports. Leverage bilingual fluency in English and Spanish to improve strategic collaboration and develop multicultural business environment. *Areas of Expertise include:*

- Strategic Academic Planning
- Quality Risk Assessment
- Report Generation
- New Process Development
- Strategic Relationship Building
- Project Management
- Financial Assessment
- Team Training & Leadership
- Problem Resolution

Professional Experience

School District of Osceola County - Kissimmee, FL - 2016 to 2018

LIBERTY HIGH TEACHER

Spearheaded comprehensive student instruction involving diverse curriculum to bolster college and career preparation. Engaged with multicultural students and collaborated closely with school administrators to foster critical reading skills and improve academic instructional content. Supported underrepresented student populations and targeted complex subject matters to foster problem solving skills.

Key Accomplishments:

- Delivered world-class support regarding Advanced International Certificate of Education Diploma and Advancement Via Individual Determination (involving both domestic and international curriculum).
- Achieved 95% pass rate on end-of-year exam and engaged with 93% of students to complete college requirements.

Saint Augustine's University - Raleigh, NC - 2007 to 2015

DEAN OF ENROLLMENT MANAGEMENT/DIRECTOR OF ADMISSIONS/DIRECTOR OF ANNUAL CAMPAIGN & EMPLOYEE GIVING

Directed extensive university divisions including financial aid, admissions, and registrar's office. Built out strategic performance assessment procedures and allocated high volume department budgets to bolster operational development. Coordinated recruitment efforts and integrated Web-based strategies to disseminate branding materials and recruit new students. Streamlined complex enrollment plans and engaged with institutional research office to produce more effective data research methodologies. Analyzed periodic reports and coordinated outreach strategies. Acted as academic program liaison and personally planned summer orientation advising responsibilities.

Key Accomplishments:

- Deployed innovative recruitment and outreach plans that boosted enrollment by over 15% and improve volume of diverse academic population by 9%.
- Engaged with stakeholders to establish university objectives and managed annual campaign employee giving program to produce annual gifts up to \$25K.
- Effectively maintained annual operating budget in excess of \$450K and increased aggregate college minority population by 13%.
- Successfully managed enrollment reporting for freshman scholarship awards and drove honors enrollment by 15%.

Education & Training

Master of Arts in Public Administration, International Development & Administration | Kentucky State University
Bachelor of Arts in Business Administration, Marketing | Kentucky State University

Oxford Certification: TESOL, TESL, TEFL | State of Florida Temp. Education Certification Grades 6-12
Member of Omega Psi Phi Fraternity, Scholarship Chair of Bridge Builders Foundation, Meritor with EMBOB

Proficient In: MS Access, MS Excel, CAMS, Jenzabar, SIS, Adolla in Design, Adobe Illustrator

Highly experienced and passionate managerial professional delegated with coordinating enrollment activities and executing educational administration activities. Establish team training protocols and supervise team recruitment functions. Strategically plan business development initiatives and execute risk assessments. Direct financial evolutions and generate dynamic business reports. Leverage bilingual fluency in English and Spanish to improve strategic collaboration and develop multicultural business environment. Areas of Expertise Include:

- Strategic Academic Planning
- Quality Risk Assessment
- Report Generation
- New Process Development
- Strategic Relationship Building
- Project Management
- Financial Assessment
- Team Training & Leadership
- Problem Resolution

Professional Experience

Southern University at Shreveport • Shreveport, LA • 2018 to present

DIRECTOR OF ADMISSIONS & RECRUITMENT

Responsible for planning, developing, and directing admissions processes and recruitment initiatives to provide prospective, current, and transfer students with clear, current, and accurate information regarding all undergraduate education programs from recruitment through enrollment.

School District of Osceola County • Kissimmee, FL • 2016 to 2018

LIBERTY HIGH TEACHER

Spearheaded comprehensive student instruction involving diverse curriculum to bolster college and career preparation. Engaged with multicultural students and collaborated closely with school administrators to foster critical reading skills and improve academic instructional content. Supported underrepresented student populations and targeted complex subject matters to foster problem solving skills.

Saint Augustine's University • Raleigh, NC • 2007 to 2015

DEAN OF ENROLLMENT MANAGEMENT AND DIRECTOR OF ADMISSION

Directed extensive university divisions including financial aid, admissions, and registrar's office. Built out strategic performance assessment procedures and allocated high-volume department budgets to bolster operational development. Coordinated recruitment efforts and integrated web-based strategies to disseminate branding materials and recruit new students. Streamlined complex enrollment plans and engaged with Institutional research office to produce more effective data research methodologies. Analyzed periodic reports and coordinated outreach strategies. Acted as academic program liaison and personally planned summer orientation advising responsibilities.

Key Accomplishments:

- Deployed innovative recruitment and outreach plans that boosted enrollment by over 15% and improve volume of diverse academic population by 9%.
- Engaged with stakeholders to establish university objectives and managed annual campaign an employee giving program to produce annual gifts up to \$25K.
- Effectively maintained annual operating budget in excess of \$450K and increased aggregate college minority population by 18%.
- Successfully managed enrollment reporting for freshman scholarship awards and drove honors enrollment by 15%.

Education & Training

Master of Arts In Public Administration, International Development & Administration | Kentucky State University
Bachelor of Arts In Business Administration, Marketing | Kentucky State University
Oxford Certification: TESOL, TESL, TEFL | State of Florida Temp. Education Certification Grades 6-12
Member of Omega Psi Phi Fraternity, Scholarship Chair of Bridge Builders Foundation, Mentor with EMBODI



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

December 17, 2020

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

Re: Extension of Latonya Wright as Interim Director of Records and Registration

Dear Dr. Belton:

In a previous letter to you dated October 13, 2020, I informed you that Ms. D'Andrea Lee, Director of Records and Registration submitted a request for medical leave, effective August 11, 2020 - September 7, 2020, and that she later requested an extension of medical leave to October 8, 2020, and another extension to December 31, 2020. Therefore, to ensure that the Department of Records and Registration continues to operate efficiently, in that letter, I requested that Mrs. Latonya Wright, Associate Director of Records and Registration assume the position of Interim Director, effective October 8, 2020 - December 31, 2020. I also requested that Mrs. Wright be paid 90% of Ms. Lee's salary calculated to be \$79,273.00 for the months of October, November, and December on a pro-rated basis, and the Southern University Board of Supervisors approved my request at its October 2020 Board meeting.

In the event that Ms. Lee does not return from medical leave in January 2021, I am requesting an extension of appointment for Mrs. Wright as the Interim Director to March 31, 2021. If that becomes necessary, I am also requesting that Mrs. Wright be paid 90% of Ms. Lee's new salary of \$93,000 which would be \$84,675 on a pro-rated basis for the months of January, February, and March 2021.

I am submitting the required documentation to accompany this request and ask that it be presented to the Board for approval at its January 8, 2021 Board meeting if needed.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	8	5
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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 D'Andrea Lee Reason Left Medical Leave
 Date Left 10/08/2020 Salary Paid \$87,000.00

Profile of Person Recommended

Length of Employment 01/01/2021 To 03/31/2021
 Effective Date 01/01/2021

Name Latonya Wright XXX-XX-9560 Sex F Race* B
 (Last 4 digits only)

Position Title: Interim Director of Records and Registration 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 14 Years Southern University Experience 10 Years

Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University, Baton Rouge Year: 2000

Current Employer Southern University - Law Center

Personnel Action

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

Recommended Salary \$79,275.00 Salary Budgeted \$ 79,275.00

Source of Funds General Appropriation

Identify Budget: State BOR10 Location 311001-33010-61002-35000
 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
311001-33010-61002-35000	\$79,275.00

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 12/7/2020
 Supervisor Date

[Signature] 12/7/2020
 Vice Chancellor Date

[Signature] 12/17/2020
 Director/Personnel Date

[Signature] 1/6/21
 President Date

[Signature] 12/7/2020
 Dean/Unit Head Date

[Signature] 12/7/2020
 V/C for Finance & Bus Admin. Date

[Signature] 12/7/2020
 Chancellor Date

[Signature]
 Vice President/Finance 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:

Interim Director of Records and Registration extended to March 31, 2021.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any) 100

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

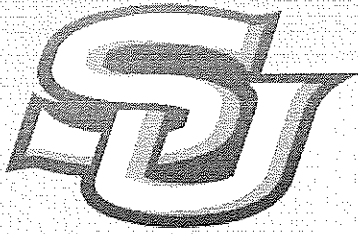
TYPE
United States Citizen/Certificate of Naturalization
Resident Alien
H-1 Visa (Distinguished Merit & Ability)
J-1 Visa (Exchange Visitor Program)
F-1 Visa (Student Emp. FT Student at S.U.)
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
CODE _____ EXPIRES _____
DOC. I.D. # _____
DATE US 12/07/2020
BY [Signature]
KA
JI
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)



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | 7/SOUTHERNUJAGUARS | SOUTHERNUSPORTS

Dr. Ray L. Belton
President/Chancellor
Southern University, Baton Rouge
J.S. Clark Administration Building—4th Floor
Baton Rouge, La. 70813

CAMPUS

Dear Dr. Belton—

This year has been challenging for our athletic department amid the difficulties of the Covid-19 pandemic. I realize that every department, faculty, staff and student was forced to make adjustments to govern ourselves in the new normal.

I'm extremely pleased with the athletic department's overall leadership navigating our student-athletes during this pandemic to another successful year academically, while also dealing with mental and physical stresses from Covid-19.

The NCAA through its Board of Governors, has issued a blanket waiver which allows every student-athlete an extra year of eligibility in a large part, because of the uncertainty that this pandemic has caused. In keeping with the decision, I would also like to recommend the same practice for all Head Coaches currently under contract. I believe this is fair and meets the unexpected changes they face now and in the future.

Dr. Belton it is my privilege to request one-year extensions for Head Football Coach, Dawson Odums, Head Men's Basketball Coach, Sean Woods, and Head Women's Coach, Carlos Funchess. All other terms of contract remain the same.

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

Best,

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

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

AND BLUE

**FIRST AMENDMENT TO THE
EMPLOYMENT CONTRACT OF HEAD BASKETBALL COACH
SEAN WOODS**

This First Amendment is made and entered into on the ___ day of January 2021 between the Board of Supervisors of Southern University and Agricultural and Mechanical College (herein referred to as "Board") and Sean Woods ("Head Basketball Coach"). This Amendment and the original employment contract entered into on the 27th day of April 2018 constitutes the Employment Contract of the Head Basketball Coach at Southern University in Baton Rouge, Louisiana (herein referred to as "University"). This First Amendment shall be effective on May 1, 2021 and shall remain in effect through June 30, 2022. The parties wish to amend the original contract in the following respects. All other provisions contained in the original contract will remain in effect.

II. Term

- a. The term of this agreement is for one (1) year commencing on May 1, 2021, and terminating on June 30, 2022. The Board has the option to extend this agreement for one (1) additional year. The option to extend this contract must be extended by the Board and Head Basketball Coach has the option to accept such extension.
- b. All options to extend and/or renewals of this agreement must be offered by the Board and Head Basketball Coach has the option to accept such extension. Such extension and renewals shall be in writing and signed by both parties.

III. Compensation and Employee Benefits

- a. For services and satisfactory performance of this agreement, SUBR shall pay Head Basketball Coach a base salary for the term of this agreement, on a monthly basis the following amounts:
 - ii. May 1, 2021 through June 30, 2022: \$125,000.00.

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

<hr/> <p>Sean Woods Head Coach</p>	<p>Date</p>	<p><i>Roman P. Banks</i> Roman Banks Director of Athletics</p>	<p>1/4/2021 Date</p>
<p><i>Ray L. Belton</i> Dr. Ray L. Belton President-Chancellor</p>	<p>1-6-21 Date</p>	<p>Domoine Rutledge Chairman, Board of Supervisors</p>	<p>Date</p>

**SECOND AMENDMENT TO THE
EMPLOYMENT CONTRACT OF HEAD WOMEN’S BASKETBALL COACH
CARLOS CAMILL FUNCHESS**

This Second Amendment is made and entered into on the ___ day of January 2021 between the Board of Supervisors of Southern University and Agricultural and Mechanical College (herein referred to as “Board”) and Carlos Funchess (“Head Women’s Basketball Coach”). This Amendment along with the original employment contract entered into on the 2nd day of July 2018 and the First Amendment dated July 1, 2019 constitutes the Employment Contract of the Head Women’s Basketball Coach at Southern University in Baton Rouge, Louisiana (herein referred to as “University”). This Second Amendment shall be effective on January 1, 2021 and shall remain in effect through June 30, 2024. The parties wish to amend the original contract in the following respects. All other provisions contained in the original contract will remain in effect.

II. Term

- a. The term of this agreement is for one (1) year commencing on July 1, 2023, and terminating on June 30, 2024.

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

<hr/> <p>Carlos Funchess Date Head Coach</p>	<p style="text-align: right;"><i>Roman P. Banks</i> 1/4/2021</p> <hr/> <p>Roman Banks Date Director of Athletics</p>
<p style="text-align: right;"><i>Ray L. Belton</i> 1/6/21</p> <hr/> <p>Dr. Ray L. Belton Date President-Chancellor</p>	<hr/> <p>Domoine Rutledge Date Chairman, Board of Supervisors</p>



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

December 16, 2019

D. Ray L. Belton, President/Chancellor
Southern University System & Baton Rouge Campus
4th Floor-JS Clark Administration Building
Baton Rouge, Louisiana 70813

**Re: One-year salary stipend adjustments for additional work under grants for
Marla Dickerson, Cynthia Reed and Charletta Fortson.**

Dr. Belton:

I am requesting that the Southern University System Board of Supervisors approve a one-year salary adjustment to Marla Dickerson in the amount of \$12,000, and to Cynthia Reed and Charletta Fortson in the amount of \$9,000 each for the January 1, 2021 to December 31, 2021 calendar year. Ms. Dickerson secured a grant for \$20,000 for the Law Center's Cannabis Compliance Law and Policy Institute, from the Socially Disadvantaged Farmers and Ranchers Policy Research Center at Alcorn State University, and Ms. Fortson and Reed secured grant funding from AccessLex in the amount of \$25,000. The additional work that Ms. Dickerson will be engaged in relates to the development of comprehensive research surrounding Mississippi minority farmers and their participation in medical marijuana growth and distribution and hemp growth and distribution.

The AccessLex Institute grant to the Law Center relates to research focusing on barriers to first-time bar passage. More specifically, the research addresses issues associated with the attorney licensing process that is in flux and how institutions like the Law Center respond to massive overnight change caused by moving teaching and learning online and multiple crises regarding the economy, racial injustice, corona virus pandemic related health and welfare concerns and disruptions to learning from the unprecedented hurricane season.

The resumes for Marla Dickerson, Cynthia Reed and Charletta Fortson are provided for review. Please place this request for review and approval on the January 2021 board agenda. If you have any questions, please feel free to contact me

Yours Sincerely,

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

EDUCATION

Louisiana State University, Department of Education, Baton Rouge, LA
Ph.D. Student in Higher Education Administration, Expected December 2021

Southern University Law Center, Baton Rouge, LA
Juris Doctor, Cum Laude, May 2007
GPA 3.35 ♦ Rank 34/145

Texas A&M University, College Station, TX
M.S., Cum Laude, Agricultural Economics, December 2003
Thesis: Analysis of Farm-to-Retail Price Spread for Whole and Two Percent Milk in Seven Selected Cities

North Carolina A&T State Univ., Greensboro, NC
B.S., Summa Cum Laude, Agricultural Economics, December 2001

TEACHING EXPERIENCE

Southern University Law Center Baton Rouge, LA
Director of CLE, Instructor of Law, and Managing Fellow of Cannabis Compliance Law and Policy Institute 09/19 – Present

- Develop and implement continuing legal education programming
- Develop and implement programming pertaining to education and research of cannabis regulations
- Coordinate and implement personal wellness events
- Instructor for Lawyering Process I and Lawyering Process II
- Instructor of Law and Medicine (Medical Marijuana)
- Developed and Implemented Cannabis and Hemp Symposium
- Developed and Implemented Sports and Entertainment Symposium
- Coordinated implementation of virtual platforms for continuing education, distance education, and virtual innovation.
- Coordinate logistics for on-site and virtual SACSCOC accreditation visit

Southern University Law Center Baton Rouge, LA
Director of Pre-Law Academic Counselor, Instructor of Law, and ADA Coordinator 12/12 – 12/19

- Instructor for Lawyering Process I and Lawyering Process II
- Instructor for Law and Medicine (Medical Marijuana)
- Developed and implemented 2016 - 2019 Summer Pre-Law Program
- Help students identify learning styles
- Instruct students on academic skills
- Develop and implement academic action plans
- Provide feedback regarding writing samples
- Conduct individual and group workshops and tutorial sessions
- Coordinate ADA Services
- Create ADA Policy
- Assess ADA Accommodations application
- Proctor students with testing accommodations
- Provide course planning guidance
- Pre-Law Instructor – Academic Skills
- Coordinate and implement personal wellness events

Southern University Law Center Baton Rouge, LA
Teaching Assistant 07/05-04/06

- Assisted professors and conducted review sessions with students

TAMU Agricultural Econ. Dept.

Teaching Assistant

College Station, TX

01/02-05/03

- Assisted students through one-on-one sessions and organized group study sessions
- Taught classes in basic microeconomic principles pertaining to agriculture

WORK EXPERIENCE

The Law Offices Dickerson, Leblanc, and Woods

Managing Partner

Addis, LA

02/11 – 01/19

- Perform day-to-day management of all aspects of law practice
- Interview clients and perform in depth analysis of claims
- Research issues of family law, personal injury, contract disputes, and disputed ownership
- Prepare pleadings for family and civil cases
- Engage in negotiations in both family and civil cases with opposing counsel
- Attend status conferences and hearings on both family and civil cases

The Law Office of Victor J. Woods, Jr.

Associate

Baton Rouge, LA

10/07 – 02/11

- Represented clients and perform in depth analysis of claims
- Researched issues and prepare pleadings for family and civil cases including petitions, answers, reconventional demands, interrogatories, answers to interrogatories, judgments

Louisiana Department of Justice

Law Clerk (Criminal Division)

Baton Rouge, LA

05/06-05/07

- Assisted attorneys with research pertaining to criminal and Medicaid fraud
- Prepared pleadings, memoranda, and summary judgment motions

Louisiana Dept. of Agriculture & Forestry

Agricultural Specialist

Baton Rouge, LA

12/03-07/04

- Performed routine inspections of scales used for trade to ensure calibration
- Conducted price verification and retail meter inspections

BAR ADMISSIONS

Louisiana, 2007

PRESENTATIONS

- “Increasing the Effectiveness of Law School Pedagogy by Incorporating Mandatory Sustained Professional Development Seminars.” (May 2016). Presented at the annual conference of the Association of Academic Support Educators, New York, New York.
- “Bridging the Gap: Determining the Effect of a Summer Law School Bridge Program for Underperforming Students.” (October 2017). Presented at the inaugural Association of Academic Support Educators Diversity Conference, Baltimore, Maryland.
- “Social Justice Panel and Cannabis Education Panel.” (October 2018). Presented at Diasporic Alliance for Cannabis Opportunities Conference, Philadelphia, Pennsylvania.
- “The Legal and Business Case for Diversity in the Industry: The Prospects for Women, Minorities, Veterans and Social Justice in Cannabis.” (September 2019). Presented at ABA/TIPS From Regs to Riches: Navigating the Rapidly Emerging Fields of Cannabis and Hemp Law, Chicago, IL.
- “A Discussion on Marginalized Individuals through the Lens of ASPers at HBCU and PWI Law Schools.” (September 2019). Presented at AASE Bi-Annual Diversity Conference, Chicago, IL.
- “Cannabis and Hemp.” (November 2019). Presented at Annual Bayou Classic CLE, New Orleans, LA.
- “Legal Issues in Cannabis.” (December 2020). Presented at 2020 SULC End of Year CLE, Virtual.

PROFESSIONAL AFFILIATIONS, ACADEMIC SERVICE, AND COMMUNITY SERVICE

- Delta Sigma Theta Sorority, Incorporated
- Association of Academic Support Educators (AASE)

- AASE Diversity Committee Co-Chair (2016 – 2017) for Inaugural Diversity Conference
- AASE Diversity Committee Chair (2017 – Present)
- AASE Vice President of Diversity (2018 –Present)
- Southern University System Grievance Committee Member
- Southern University System Grievance Committee Chair (January 2019 – Present)
- Southern University System Sexual Awareness Response Team (SART) Member
- ABA/TIPS Diversity Vice Chair for Cannabis Law and Policy General Committee (2019-2020)
- ABA Council for Diversity in the Educational Pipeline Member (2019-2020)

AWARDS, FELLOWSHIPS, HONORS, GRANTS

- The Socially Disadvantaged Farmers and Ranchers Policy Research Center at Alcorn State University, “Research Grant” \$20,000 Fall 2020
- Council on Legal Education (CLEO), “2018 Pre-Law Summer Institute Grant” \$100,000 Summer 2018
- Council on Legal Education (CLEO), “2019 Pre-Law Summer Institute Grant” \$105,000 Summer 2019
- Southern University Law School Scholarship 2004 -2007
- 2005-2006 SULC SBA Elections Committee Member
- 2006-2007 SULC Moot Court Board (Treasurer)
- Heap Fellowship 2002 -2003
- Association of Former Students Fellowship 2002 -2003
- North Carolina A&T State University Dean’s List (7 semesters) 1998 -2001
- Gamma Sigma Delta Agricultural Honor Society 1998 -2001
- Golden Key National Honor Society 1998 - 2001
- Alpha Lambda Delta Honor Society 1998 - 2001
- USDA/1890s Scholarship 1998 – 2001

REFERENCES

Available Upon Request



PROFESSIONAL EXPERIENCE

Fall 2019 – Present **Southern University Law Center** Baton Rouge, LA
Associate Vice Chancellor of Academic Support, Counseling, Bar Preparation

- Administers the academic support, academic counseling, and bar preparation activities of the Law Center.
- Works closely with the law faculty to develop, enhance, and implement academic support, academic counseling, and bar preparatory courses and/or programs to assist students in the transition to law school, improve students' academic performance within the law school's program of legal education, and aid students in the development of successful strategies for passing the bar exam.
- Responsible for proposing programs that establish an integrated approach to assisting students in their academic efforts in law school while simultaneously preparing students to gain admission to the practice of law.

Fall 2019 – Present **Southern University Law Center** Baton Rouge, LA
Associate Professor of Law

- Provide instruction to law students in the areas of Family Law, Succession and Donations and La. Bar Preparation.
- Provide lectures and issue writing assignments in the areas of Family law, Successions and Donations.
- Coordinate and provide advice and counseling to students with respect to their preparation for the Louisiana Bar Examination, to include study methods, a critique of the questions previously tested, the development of sound analytical arguments, and a discussion regarding substantive laws and legal concepts tested.

Spring 2013 **Southern University Law Center** Baton Rouge, LA
Adjunct Professor of Law, Matrimonial Regimes

- A study of the principles and rules governing the ownership and management of the property of married persons as between themselves and toward third persons. Particular emphasis is placed on the acquisition and classification of marital property, matrimonial agreements and interspousal contracts, debts of the spouses; dissolution of the various regimes, and the partitioning of marital property.

Fall 2011 **Southern University Law Center** Baton Rouge, LA
Adjunct Professor of Law, La. Civil Procedure 1

- Examines the principles of justiciability, jurisdiction, venue, service of process, parties, pleading, cumulation, default, defense mechanisms, discovery, trial, judgments, and modification of judgements in the trial courts. The emphasis is on litigation as it occurs in ordinary practice.

Summer 2011 - Present **Southern University Law Center** Baton Rouge, LA
Adjunct Professor of Law, Succession, Donations & Trust

- An intensive treatment of the Louisiana Civil Code: Titles I and II of Book III, Succession and Donations Inter Vivos and Mortis Causa; Title III of Book I, Absentees; and Chapter 3 of Title VII, Book I, Article 214, Adoption. The Louisiana Trust Code is treated in connection with Chapter 4, Title II, Book III, and Dispositions Reprobated by Law in Donations Inter Vivos and Mortis Causa. Also treatment of pertinent areas of Community Property.

Spring 2008 - Present **Southern University Law Center** Baton Rouge, LA
Adjunct Professor of Law, Statutory Analysis I & II

- An overview of the topics tested on the Louisiana Bar Examination – specifically: Torts; Code I; LA Code of Civil Procedure; Constitutional Law; and Criminal Law, Procedure and Evidence. Course focuses on developing techniques that will assist with preparing for the bar examination.
- An overview of the topics tested on the Louisiana Bar Examination – specifically: Torts; Code II; Business Entities and Negotiable Instruments, Code III, and Federal Jurisdiction and Procedure. Course focuses on developing techniques that will assist with preparing for the bar examination.

Fall 2005 **Southern University and A&M College** Baton Rouge, LA
Adjunct Professor, Legal Writing Seminar

- An upper-level elective writing course, presented an introduction to the fundamentals of legal writing, including legal reasoning and analysis. The students engaged in written exercises including memoranda and position papers. Students also presented oral arguments judged by practicing attorneys.

Spring 2005 - Present **Southern University Law Center** Baton Rouge, LA
Adjunct Professor, Louisiana Family Law

- A study of the civil law of marriage; annulment; divorce; spousal and child support; filiation, including adoption; minors, their custody and the administration of their estates; tutorship; emancipation; interdiction and the curatorship of interdicts; and community property.

Summer 2004 - Present **Southern University Law Center** Baton Rouge, LA
Writing Fellow and Presenter of SULC Bar Prep Program

- Conduct substantive review sessions as well as provide guidance on testing methodology for graduates preparing for the Louisiana State Bar Examination, which includes coverage of study methods, critiques of the written responses to questions previously tested, toward the goal of helping the graduates understand the need to respond to the call of the question in a well-developed answer applying sound legal principles and analytical arguments.

Serve as a presenter of SULC Bar Prep Program in the areas of Family Law, Succession and Donations, Louisiana Civil Procedure and Criminal Law and Procedure

Fall 2003 - 2005 **Southern University Law Center** Baton Rouge, LA
Adjunct Professor, Advanced Legal Writing

- In this upper-level required writing course, I emphasize two elements of good written communication: style-effective editing for clarity and conciseness; and reasoning-critical reading and persuasion. While teaching clear and effective legal writing style remains as a basic goal, more intensive consideration is given to persuasive writing and oral advocacy.

July 1999 – June 2019 **Southern University Law Center** Baton Rouge, LA
Director, Continuing Legal Education & Alumni Affairs

- Responsibilities include: managing the day-to-day operations of the office; supervising student workers and other clerical assistants; conducting research to keep abreast of market trends to determine best topics for CLE seminars; identifying sources of revenue; planning, implementing and preparing CLE seminars; scheduling planning and coordinating alumni events such as receptions, breakfasts and other similar events, both on campus, statewide and at national conferences; planning and organizing special events including, but not limited to, the “Alumni Round Up”; maintaining an alumni database; reviewing newspapers and other periodicals for alumni achievements and updates; serving as liaison to the SU Alumni Federation & SULC Alumni Association; serving as an intermediary between students and alumni to assist students with their career development and networking objectives; working closely with faculty, career services, development and other Law Center staff on joint projects and endeavors; overseeing new initiatives designed to increase alumni participation and philanthropy; assisting editor of the *SULC E-News* by submitting alumni news; performing all duties in a professional manner which includes relating to others in a courteous, cooperative, sensitive and congenial manner; maintaining the confidentiality of all department and University information; performing other related duties as assigned.

June 1999 - present **Cynthia N. Reed & Associates** Baton Rouge, LA
Solo Practitioner

- Practice areas: personal injury litigation, family law, and successions.

January 1994 - June 1999 **Nunnery, Reed & Associates** Baton Rouge, LA
Joint Private Practice

- Practice areas: domestic litigation, criminal defense and plaintiff's personal injury.

June 1996 - June 1999 **Department of Justice** Baton Rouge, LA
Assistant Attorney General

- Practice areas: Workers Compensation & General Liability. Responsibilities included: conducting legal research, drafting pleadings, motion and appellate briefs; and trial practice.

July 1990 - January 1994 **Luke A. LaVergne & Associates** Baton Rouge, LA
Associate Attorney

- Practice areas: domestic litigation, criminal defense and plaintiff's personal injury.

EDUCATION

Southern University Law Center
Juris Doctorate

Baton Rouge, LA
1990

Mercer University
Master Liberal Studies

Macon, GA
1986

- Completed 9 hours in Master's program

Bachelor of Arts

1985

- Major: Political Science

AWARDS & RECOGNITIONS

- 2020 Louisiana State Bar Association Pro Bono Publico Award
- 2018 Southern University Law Center Alumni Hall of Fame
- 2018 Mercer University Distinguished Alumni In Law
- 2018 Southeast Legal Services Pro Bono Award
- 2018 National Bar Association Women of Achievement Nominee

MEMBERSHIPS

- Alpha Kappa Alpha Sorority, Inc
- American Bar Association
- National Bar Association; Region V Treasurer
- National Bar Association; Region V Secretary
- Louisiana State Bar Association
- Baton Rouge Bar Association
- Louis A. Martinet Legal Society
- Greater Mount Olive Missionary Baptist Church

REFERENCES

- Available Upon Request

CHARLETTA A. FORTSON, ESQ.

I have nearly 20 years of learning and development experience in the areas of curriculum design and development, instructional design, project management, and consulting, with the most recent year in higher education as Director of Common Law Bar Prep, Adjunct Professor for Contracts, Louisiana Obligations, Common Law Bar Prep, and Legal Writing, and Academic Counselor. I've been a practicing attorney in civil litigation and entrepreneurship for 3 years working with minority small business owners to form their entities, draft and negotiate contracts, and educate them on legally sound business practices.

EDUCATION

Cornell University

Certificate in Women Entrepreneurship, May 2020

Southern University Law Center, Baton Rouge, LA

J.D., December 2016, Magna Cum Laude

Law Review Editor, 2015 – 2017

Trial Advocacy Board, 2015 – 2017

Moot Court Board, 2015 – 2017 (Best Oralist & Best Team -2015)

Study Abroad London, Summer 2014

Clayton State University, Morrow, GA.

MBA, Business Management, 2009

Georgia State University, Atlanta, GA

MS, Instructional Technology, 2004

BBA, Computer Information Systems, 1998

PROFESSIONAL EXPERIENCE

Southern University Law Center

Director of Common Law Bar Prep & Instructor, Adjunct Professor, October 2020 – present
Baton Rouge, LA

- Develop a more structured and sustainable common law bar prep program.
- Design and implement programming that leads to an increase in the percentage of first-time bar passage rates for students.
- Provide supplemental bar preparation materials to aid in the success of first-time bar passage.
- Assist in the collection and compiling of academic support, counseling, and bar exam-related data, to include academic assessment information regarding students' enrollment in courses designed to assist the students who have exhibited academic difficulties.

- Assist with the collection of faculty feedback, comments, and/or critiques of bar exams and provide that information to the relevant state committee on bar admissions.
- Provide support to the Associate Vice Chancellor of Academic Support, Academic Counseling, and Bar Preparation.
- Doctrinal courses: Contracts and Obligations
- Non-Doctrinal courses: Common Law Bar Prep, Cybersecurity, Internet of Things

Southern University Law Center

Academic Counselor & Adjunct Professor, January 2020 – September 2020

Baton Rouge, LA

- Provide support to the Associate Vice Chancellor of Academic Support, Academic Counseling, and Bar Preparation.
- Provide academic counseling and advice to students.
- Teach courses or conduct workshops to instruct students on the academic skills necessary for successful matriculation through law school and entrance into the practice of law.
- Assist in the collection and compiling of academic support, counseling, and bar exam-related data, to include academic assessment information regarding students' enrollment in courses designed to assist the students who have exhibited academic difficulties.
- Assist with management of student employees who work to provide academic support and/or counseling services.
- Assist with the collection of faculty feedback, comments, and/or critiques of bar exams and provide that information to the relevant state committee on bar admissions.
- Assist with the collection of faculty and student feedback about SULC's program of legal education.
- Doctrinal courses: Contracts and Obligations
- Non-doctrinal course: Common Law Bar Prep, Cybersecurity, Legal Writing

United Christian Faith Ministries

Human Resources Business Consultant, December 2019 – present

Baton Rouge, LA

- Advise leadership on the formulation and administration of plans and policies for human resource activities.
- Act as an internal consultant by analyzing and recommending solutions to human resource issues relating to the assigned program or section area.
- Develop, revise, and implement HR policies and procedures.
- Ensure program or section area is in compliance with established policies and procedures and with any relevant federal, state or local legislation.
- Prepare and maintain special internal and external reports as requested by the senior leadership team.
- Assist with developing, coordinating and recommending changes for the improvement of workflow in the program or area.
- Develop methods and procedures for compiling and analyzing data for reports and special projects.

- Conduct periodic audits of human resource activities to ensure compliance with laws, policies and procedures.
- Participate in professional development sessions or seminars.
- Presents training sessions related to HR programs and policies.

A Fortson Law Firm, LLC

Business, Personal Injury, and Civil Litigation Attorney – December 2018 – present
Atlanta, GA

- Consult with entrepreneurs to:
 - Form their business entities – LLC, Partnerships, Non-profits, and Corporations.
 - Draft and negotiate commercial leases.
 - Draft and negotiate professional services contracts, brand ambassador agreements, employment agreements, and licensing agreements.
 - Draft employee handbooks, website policies, and data privacy and protection policies.
 - Educate entrepreneurs on legally sound business practices.
- Help write business policies including employee handbooks and data privacy and protection policies.
- Write blog articles for BIZtechLAWYER.com:
 - *Managing Your Business in the Valley*
 - *Cannabiz 101*
 - *2 Ways to Protect Your Brand As You Expand Your Business*
 - *4 Ways to Protect Your Business Website*
 - *8 Points of Negotiation in Website Development Agreements*
 - *The Misclassification of the Employee (3 Part Series)*
 - *Small Business Startup Mini-Series (6 Episodes - Vlog)*
- Litigation cases include:
 - Breach of Contract
 - Property damage
 - Personal Injury
 - Traffic violations
 - Landlord and tenant (wrongful eviction, failure to return security deposits, commercial lease agreements)

ThinkHR

Labor and Employment Law, Attorney – September 2016 – January 2019
Atlanta, GA

- Research, revise, and draft policies on changes to federal and state employment law on various matters including federal and state privacy requirements, electronic and internet communications, affirmative action plans, discrimination, and wage and hour.
- Provide advice and guidance regarding HR compliance with existing labor and employment laws and new legislation.

- Provide advice and guidance on issues related to the ADAFMLA, USERRA, state and federal wage and hour laws, state and federal employment discrimination statutes, FLSA, NLRA claims, employee discipline and termination.
- Wrote HR blog articles on the following subjects:
 - First Amendment Rights & Employer's Right to Terminate in Light of the Charlottesville Riots
 - Social Media in the Workplace
 - Medicinal Marijuana and ADA Accommodations

Southern University System

Public Service Intern – Summer 2016

Baton Rouge, LA

- Led cross-functional team to determine how regulatory and policy changes to Title IX need to be communicated to university system.
- Reviewed related statutes to develop campus security training for revised policies, procedures, and programs.

Middle District Court of Louisiana, The Honorable Chief Judge Brian Jackson

Judicial Clerk Intern – Summer 2016

Baton Rouge, LA

- Reviewed case briefs, court records, and case documents to write memoranda on various OFCCP topics such as FMLA, ADA, and employment discrimination, as well as insurance liability and federal civil procedure.
- Attended various court and pre-trial proceedings including: Motion to Suppress Evidence, Sentencing, and Plea Hearings, and Pre-Trial and Pre-Sentencing Conferences.

Southern University Law Center, Clinical Education

Louisiana Supreme Court, Title XX Student Attorney – June 2015 – December 2015

Baton Rouge, LA

- Selected to work on appellate case for pro se client
- Co-wrote appellate brief
- Argued before the LA Supreme Court on the following issues:
 - Client was entitled by law to 12-person jury
 - 6-person jury was not a harmless error
 - Application of Habitual Offender Law was erroneous

Wells Fargo & Co.

Learning Consultant – June 2013 – July 2017

- Designed and developed learning strategy for online course development for Wealth Brokerage and Wholesale Solutions lines of business.
- Led project review meetings and identified training impacts for subsequent training plans.

- Worked within compliance to design and develop systems training for learning intervention solution.
- Designed and developed online courses for blended learning solutions – Learning 2.0 sites for national compliance with federal regulations and 2-year development program for leadership development.

SunTrust Banks, Inc.

Vice President, Instructional Design Program Manager – August 2010 – July 2013
Atlanta, GA

- Performed quality control reviews and oversight of service level agreements and vendor management.
- Worked with management to define talent management needs to design and implement individual development plans, needs assessments, retention, engagement programs and support company goals.
- Led cross-functional matrix teams comprised of Business Learning Strategists, internal business partners, and external vendors to design, develop, and integrate learning solutions for multiple lines of business within constraints of project.
- Created project schedules, aligned resources, tracked progress and budget, managed change control, risk, and issue management processes.
- Ensured projects were delivered on time, on budget, in scope, and with the quality needed by multiple lines of business.
- Led team to design and develop a collaborative blended-learning platform for the instructional design team.

Creative Learning Solutions, LLC

Managing Partner, Learning and Development Consultant – January 2007 – 2010; 2013 – 2017
Atlanta, GA

Fortune 500 Clients include:

Georgia Pacific • The Southern Company • McKesson • AT&T • The Home Depot • IBM • Pitney Bowes • Equifax

- Designed and developed management training curriculum, Leadership Institute training, and performance-based training for leadership development.
- Managed eLearning curriculum and course development for General Ledger work stream – Oracle and PowerPlant financial system applications.
- Managed budget for assigned training work streams.
- Conducted needs assessment for management training curriculum – blended learning solution (ILT and eLearning); customer service courses; and high potential leadership program.
- Conducted post-pilot analysis and recommended revisions and updates for training.

The Home Depot

Learning Strategy Program Leader – September 2005 – September 2006

Atlanta, GA

- Managed cross-functional team to develop evaluation strategy for Human Resource Learning Organization.
- Created process maps for Levels 1-4 of Kirkpatrick's Evaluation model.
- Designed and implemented online model of Level 1 and deployed to 12,000 store associates as part of a pilot program.
- Developed reporting structure including line item analysis for instructional designers.
- Worked with team to develop and implement learning strategy for new-hire associates.
- Conducted training needs assessment through one-on-one interviews and focus groups to identify product knowledge learning solution.
- Developed and maintained project plans for each training initiative.
- Worked within learning organization to host large-scale learning forums for line of business.
- Developed and implemented ID team's professional development series.
- Created instructor-led and self-paced courses for retail store associates.
- Created and led train-the-trainer events.

IBM

Human Resource Capital Management Consultant – August 2004 – August 2005

Atlanta, GA

- Supported client's organizational readiness activities for new system implementation project.
- Provided subject matter advisory around workforce planning and human capital strategies.
- Assisted in organizational design and position realignment.
- Organized and facilitated meetings and workshops to drive decisions.
- Documented the decisions for implementation.

Southwest Dekalb High School

Algebra Teacher – August 2001 – July 2003

Decatur, GA

- Designed and delivered relevant lessons using the ADDIE model.
- Taught SAT Math preparation courses.

Federated Systems Group

Programmer Analyst – June 2000 – February 2001

Atlanta, GA

- Analyzed, reviewed, and altered programs to increase operating efficiency and adapt to new requirements.
- Wrote, de-bugged, diagrammed, and created flow-charts, codes, documents, and programs.
- Analyzed requirements, developed plans, and conducted UAT tests.
- Created end-user training documentation for application updates.

- Created and maintained online database and reports.

NCR Corporation

IT Consultant – January 1999 – June 2000

- Project manager for wireless installation for hotel chain
- Conducted management training for back office installation

PUBLICATIONS

Now is Not the Time for Another Law School Lecture: An Andragogical Approach to Legal Education, St. Louis U. L.J. (Spring 2021).

Cybersecurity and the Need for International Governance. 6 NLR 137 (2016).

<https://www.natlawreview.com/article/cyber-security-and-need-international-governance>

PRESENTATIONS & WORKSHOPS

- Creating Generational Wealth for Small Business Owners, Workshop for Paradise CDC (June 2019)
- How to Become an Entrepreneur: Establishing Your Business Entity, Operation HOPE Entrepreneurship Training Program (April 2019 – June 2019)
- Establishing Your Business Entity and Forming Partnerships, Allen Entrepreneurship Institute (2016 – 2017)

LICENSES & CERTIFICATIONS

- Certified Information Privacy Professional (CIPP), March 2018 – present
- Admitted to practice in Louisiana, October 2017
- Admitted to practice in Georgia, December 2018
- Kirkpatrick Evaluation Certification, December 2010
- National Professional Certification in Customer Service, June 2006
- Microsoft Certified Professional, 2001

AFFILIATIONS & MEMBERSHIPS

- American Association for Justice – 2020 - present
- International Association of Privacy Professionals – 2020 - present
- Society for Human Resource Management, Member, 2019 - present
- Georgia Association for Black Women Attorneys (GABWA), Member, 2018 – present
- Georgia Bar Association, Member – 2018 - present
- American Bar Association, Member – 2017 – present

- Louisiana Bar Association, Member – 2017 – present
- Delta Sigma Theta Sorority, Inc. – 1998 – present

AWARDS & SCHOLARSHIPS

- **National Law Review Journal – 2016**
Won student writing competition for *Cybersecurity and the Need for International Governance*, published May 2016
- **National Black MBA Conference – 2016**
Won FIAT Chrysler's *Best Presenter* award for preparation on the autonomous vehicle, specifically:
 - Federal legislation in support of the autonomous vehicle
 - Legislative implications for the insurance industry
 - Barriers to entry for automotive manufacturers
- United States District Court, Middle District of Louisiana Judges Memorial Scholarship, Spring 2015
- Coauthored winning application for Training Top 125 Award, Fall 2012
- National Honor Society, August 2008
- National Department of Transportation – MBA Scholarship, August 2007

COMMUNITY SERVICE & VOLUNTEER

- Lawyers for Equal Justice, January 2019 - present
 - Represent clients pro-bono in various civil matters
- Atlanta Volunteer Lawyers Foundation, January 2019 – December 2019
 - Represent clients pro-bono in landlord/tenant issues
- Leadership Training Coordinator – Paradise Ministries, 2013 – 2017
 - Develop annual leadership development program
- Chairman of the Board – The CAMI Scholarship Foundation, February 2009 – present
- Youth Program Coordinator – Paradise Church, 2004 – 2010



Dr. Rodney A. Ellis
Chancellor



December 16, 2020

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

RE: DR. JOHN ALAK - REQUEST FOR FAMILY MEDICAL LEAVE

Dr. Belton:

This letter comes as a request to approve Dr. John Alak for Family Medical Leave. Dr. Alak has requested leave from January 12, 2021 to May 15, 2021. Attached are supporting documents from Dr. Alak requesting leave. We have made adequate provisions to cover Dr. Alak's classes during his absence.

I am requesting your endorsement and that of the Southern University Board of Supervisors for Dr. John Alak to take Family Medical Leave for the requested time. Thank you in advance for your consideration of this request and that of the SU Board of Supervisors.

With warm regards,

Rodney A. Ellis, Ed.D.

Chancellor

RAE/lrm

Attachments

_____ Approved

Dr. Ray L. Belton, President/Chancellor

_____ Not Approved

3050 MARTIN LUTHER KING, JR. DRIVE,* SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
WWW.SUSLA.EDU

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoney, College Success Ctr. (318) 670-9201. Section 504 Coordinator: Jerushka Ellis, Behavioral Science, (318) 670-9367

**REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM**

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

Name of Employee: Dr. John Afak SSN: _____

Address: _____ Phone: _____

Title: Professor and Head of Biology Department Highest Degree: Ph.D.

Birth Date: _____

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 19

EFFECTIVE DATE OF LEAVE: Jan 12, 2021 ANTICIPATED RETURN DATE: May 15, 2021

Purpose of leave Requested (click one):

- a. Professional or Cultural Improvement (Must have prior approval from Chancellor) _____
- b. Rest and Recuperation (Statement from two (2) physicians* must be attached) _____
- c. Independent Study or Research Statement _____
- d. Military _____
- e. Sick Leave _____

*must be attending physician

TYPE OF LEAVE REQUESTED (check one):

- a. with pay _____
- b. without pay _____

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 14 weeks

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:

Medical treatment/Physical Therapy

DO YOU WISH TO RETAIN FRINGE BENEFITS? (if yes, total contribution of premium must be paid to Human Resources/Comptroller's Office in Advance)

Teacher Retirement	Yes	_____	No	<input checked="" type="checkbox"/>
State Retirement	Yes	_____	No	<input checked="" type="checkbox"/>
Group Insurance	Yes	<input checked="" type="checkbox"/>	No	_____
Elected Supplemental Benefits	Yes	<input checked="" type="checkbox"/>	No	_____

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

10/27/2020
DATE

[Signature]
SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: N/A
Purpose of Last Leave: N/A

TYPE OF LAST LEAVE:

With pay N/A Amount: N/A
Without Pay N/A N/A
Length of last leave: N/A N/A

[Signature]
Signature of Chairperson

[Signature]
Signature of College Dean

[Signature]
Signature of Chief Academic Officer

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of November 30, 2020

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 43,442,284	\$ 24,321,147	\$ 19,121,137	\$ 43,442,284	\$ -	56.0%
Statutory Dedicated	4,228,516	844,109	3,384,407	4,228,516	-	20.0%
Federal	3,654,209	1,245,350	2,408,859	3,654,209	-	34.1%
Self Generated						
Tuition - Fall 2020	34,262,460	32,357,912	769,500	33,127,412	(1,135,048)	94.4%
Tuition - Spring 2021	31,256,081	13,629,376	15,478,608	29,107,983	(2,148,098)	43.6%
Tuition - Summer	6,993,497	1,882,755	5,174,686	7,057,441	63,944	26.9%
Out-of-State Fees	11,910,932	9,955,994	2,303,906	12,259,899	348,967	83.6%
Other	16,682,523	6,224,856	8,869,648	15,094,504	(1,588,019)	37.3%
Interagency Transfer	3,028,515	935,960	2,599,327	3,535,287	506,772	30.9%
Total Revenues	\$ 155,459,017	\$ 91,397,458	\$ 60,110,078	\$ 151,507,535	\$ (3,951,481)	58.8%
Expenditures						
Salaries	\$ 74,712,941	\$ 31,640,768	\$ 42,232,039	\$ 73,872,808	\$ (840,133)	42.3%
Other Compensation	319,377	72,500	246,877	319,377	-	22.7%
Related Benefits	34,139,650	13,458,365	19,806,946	33,265,311	(874,339)	39.4%
Total Personal Services	\$ 109,171,968	\$ 45,171,634	\$ 62,285,862	\$ 107,457,496	\$ (1,714,472)	41.4%
Travel	1,059,510	19,580	823,431	843,011	(216,499)	1.8%
Operating Services	14,339,492	6,944,434	6,519,843	13,464,277	(875,215)	48.4%
Supplies	1,900,900	453,655	951,459	1,405,114	(495,786)	23.9%
Total Operating Expenses	\$ 17,299,902	\$ 7,417,669	\$ 8,294,733	\$ 15,712,402	\$ (1,587,500)	42.9%
Professional Services	2,544,772	703,312	1,468,023	2,171,335	(373,437)	27.6%
Other Charges	10,714,822	77,807	7,868,614	7,946,421	(2,768,401)	0.7%
Debt Services						
Interagency Transfers	6,238,234	376,271	5,861,963	6,238,234	-	6.0%
Total Other Charges	\$ 19,497,828	\$ 1,157,390	\$ 15,198,600	\$ 16,355,990	\$ (3,141,838)	5.9%
General Acquisitions	785,382	24,116	778,267	802,382	17,000	3.1%
Library Acquisitions	562,649	183,082	379,567	562,649	-	32.5%
Major Repairs	-	-	-	-	-	
Total Acquisitions/Major Repairs	\$ 1,348,031	\$ 207,198	\$ 1,157,833	\$ 1,365,031	\$ 17,000	15.4%
Scholarships	8,141,288	7,859,217	2,757,400	10,616,617	2,475,329	96.5%
Total Expenditures	\$ 155,459,017	\$ 61,813,108	\$ 89,694,428	\$ 151,507,536	\$ (3,951,481)	39.8%

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of November 30, 2020

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,199,565	\$ 2,463,095	\$ 736,470	\$ 3,199,565	\$ -	77.0%
Statutory Dedicated						
Federal						
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 3,199,565	\$ 2,463,095	\$ 736,470	\$ 3,199,565	\$ -	77.0%
Expenditures						
Salaries	\$ 1,649,530	\$ 669,194	\$ 980,336	\$ 1,649,530	\$ -	40.6%
Other Compensation	88,000	51,667	36,333	88,000	-	58.7%
Related Benefits	769,942	225,271	544,671	769,942	-	29.3%
Total Personal Services	\$ 2,507,472	\$ 946,132	\$ 1,561,340	\$ 2,507,472	\$ -	37.7%
Travel	185,000	1,426	183,574	185,000	-	0.8%
Operating Services	171,100	42,114	128,986	171,100	-	24.6%
Supplies	80,000	10,359	69,641	80,000	-	12.9%
Total Operating Expenses	\$ 436,100	\$ 53,899	\$ 382,201	\$ 436,100	\$ -	12.4%
Professional Services	94,000	-	94,000	94,000	-	0.0%
Other Charges	136,993	-	136,993	136,993	-	0.0%
Debt Services						
Interagency Transfers						
Total Other Charges	\$ 230,993	\$ -	\$ 230,993	\$ 230,993	\$ -	0.0%
General Acquisitions	25,000	2,565	22,435	25,000	-	10.3%
Library Acquisitions						
Major Repairs						
Total Acquisitions/Major Repairs	\$ 25,000	\$ 2,565	\$ 22,435	\$ 25,000	\$ -	10.3%
Scholarships						
Total Expenditures	\$ 3,199,565	\$ 1,002,596	\$ 2,196,969	\$ 3,199,565	\$ -	31.3%

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of November 30, 2020**

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 18,275,725	\$ 9,671,808	\$ 8,603,917	\$ 18,275,725	\$ -	52.9%
Statutory Dedicated	1,593,248	369,779	1,223,469	1,593,248	-	23.2%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	21,709,761	20,483,728	-	20,483,728	(1,226,033)	94.4%
Tuition - Spring 2021	19,487,148	12,884,804	5,467,781	18,352,585	(1,134,563)	66.1%
Tuition - Summer	4,963,498	1,312,176	3,858,353	5,170,529	207,031	26.4%
Out-of-State Fees	8,349,603	7,481,560	1,486,383	8,967,943	618,340	89.6%
Other	7,671,356	2,896,547	5,643,612	8,540,159	868,803	37.8%
Interagency Transfer	3,028,515	935,960	2,599,327	3,535,287	506,772	30.9%
Total Revenues	\$ 85,078,854	\$ 56,036,363	\$ 28,882,842	\$ 84,919,204	\$ (159,650)	65.9%
Expenditures						
Salaries	\$ 40,572,820	\$ 17,512,456	\$ 21,449,656	\$ 38,962,112	\$ (1,610,708)	43.2%
Other Compensation	181,377	-	181,377	181,377	-	0.0%
Related Benefits	18,747,613	8,007,523	9,656,390	17,663,913	(1,083,700)	42.7%
Total Personal Services	\$ 59,501,810	\$ 25,519,980	\$ 31,287,422	\$ 56,807,402	\$ (2,694,408)	42.9%
Travel	288,210	8,264	91,834	100,098	(188,112)	2.9%
Operating Services	7,662,277	3,954,222	3,816,513	7,770,735	108,458	51.6%
Supplies	915,911	274,438	217,810	492,247	(423,664)	30.0%
Total Operating Expenses	\$ 8,866,398	\$ 4,236,923	\$ 4,126,157	\$ 8,363,080	\$ (503,318)	47.8%
Professional Services	1,126,480	150,338	597,290	747,628	(378,852)	13.3%
Other Charges	3,805,700	68,360	4,526,311	4,594,671	788,971	1.8%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,017,497	-	4,017,497	4,017,497	-	0.0%
Total Other Charges	\$ 8,949,677	\$ 218,698	\$ 9,141,098	\$ 9,359,796	\$ 410,119	2.4%
General Acquisitions	582,032	-	612,032	612,032	30,000	0.0%
Library Acquisitions	137,649	60,312	77,337	137,649	-	43.8%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 719,681	\$ 60,312	\$ 689,369	\$ 749,681	\$ 30,000	8.4%
Scholarships	7,041,288	7,339,555	2,299,690	9,639,245	2,597,957	104.2%
Total Expenditures	\$ 85,078,854	\$ 37,375,468	\$ 47,543,736	\$ 84,919,204	\$ (159,650)	43.9%

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

Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of November 30, 2020

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,735,319	\$ 2,091,217	\$ 1,644,102	\$ 3,735,319	\$ -	56.0%
Statutory Dedicated	172,939	39,589	133,350	172,939	-	22.9%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	3,823,146	4,583,457		4,583,457	760,311	119.9%
Tuition - Spring 2021	3,499,336	-	3,499,336	3,499,336	-	0.0%
Tuition - Summer	700,000	277,704	422,296	700,000	-	39.7%
Out-of-State Fees	2,658,500	2,112,611	545,890	2,658,500	-	79.5%
Other	3,286,762	1,936,918	1,349,844	3,286,762	-	58.9%
Interagency Transfer						
Total Revenues	\$ 17,876,002	\$ 11,041,496	\$ 7,594,817	\$ 18,636,313	\$ 760,311	61.8%
Expenditures						
Salaries	\$ 9,471,530	\$ 4,152,954	\$ 5,869,526	\$ 10,022,480	\$ 550,950	43.8%
Other Compensation	-	-	-	-	-	-
Related Benefits	3,609,686	1,312,438	2,506,610	3,819,047	209,361	36.4%
Total Personal Services	\$ 13,081,216	\$ 5,465,391	\$ 8,376,136	\$ 13,841,527	\$ 760,311	41.8%
Travel	385,000	8,125	376,875	385,000	-	2.1%
Operating Services	1,690,629	387,304	1,303,325	1,690,629	-	22.9%
Supplies	250,000	57,445	192,555	250,000	-	23.0%
Total Operating Expenses	\$ 2,325,629	\$ 452,873	\$ 1,872,756	\$ 2,325,629	\$ -	19.5%
Professional Services	1,220,590	508,192	712,399	1,220,590	-	41.6%
Other Charges	432,027	-	432,027	432,027	-	0.0%
Debt Services		-	-	-	-	-
Interagency Transfers	366,540	-	366,540	366,540	-	0.0%
Total Other Charges	\$ 2,019,157	\$ 508,192	\$ 1,510,966	\$ 2,019,157	\$ -	25.2%
General Acquisitions	-	-	-	-	-	-
Library Acquisitions	250,000	113,012	136,988	250,000	-	45.2%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 250,000	\$ 113,012	\$ 136,988	\$ 250,000	\$ -	45.2%
Scholarships	200,000	183,757	16,243	200,000	-	91.9%
Total Expenditures	\$ 17,876,002	\$ 6,723,225	\$ 11,913,088	\$ 18,636,313	\$ 760,311	37.6%

**Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of November 30, 2020**

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 8,158,721	\$ 4,567,655	\$ 3,591,066	\$ 8,158,721	\$ -	56.0%
Statutory Dedicated	502,799	113,110	389,689	502,799	-	22.5%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	4,851,700	3,839,287	769,500	4,608,788	(242,913)	79.1%
Tuition - Spring 2021	4,577,842	(38,186)	4,127,493	4,089,307	(488,535)	-0.8%
Tuition - Summer	429,999	(14,038)	444,037	429,999	-	-3.3%
Out-of-State Fees	352,829	156,196	196,633	352,829	0	44.3%
Other	4,735,175	1,323,287	1,430,567	2,753,854	(1,981,321)	27.9%
Interagency Transfer						
Total Revenues	\$ 23,609,065	\$ 9,947,313	\$ 10,948,984	\$ 20,896,297	\$ (2,712,767)	42.1%
Expenditures						
Salaries	\$ 10,111,886	\$ 4,158,676	\$ 6,172,835	\$ 10,331,511	\$ 219,625	41.1%
Other Compensation	-	-	-	-	-	-
Related Benefits	4,740,079	1,817,827	2,922,252	4,740,079	-	38.4%
Total Personal Services	\$ 14,851,965	\$ 5,976,504	\$ 9,095,087	\$ 15,071,590	\$ 219,625	40.2%
Travel	37,000	-	37,000	37,000	-	0.0%
Operating Services	2,285,294	1,315,568	969,726	2,285,294	-	57.6%
Supplies	285,500	37,082	248,418	285,500	-	13.0%
Total Operating Expenses	\$ 2,607,794	\$ 1,352,650	\$ 1,255,144	\$ 2,607,794	\$ -	51.9%
Professional Services	-	13,380	(13,380)	-	-	-
Other Charges	4,268,732	9,969	1,326,371	1,336,340	(2,932,392)	0.2%
Debt Services		-				
Interagency Transfers	1,105,574	376,271	729,303	1,105,574	-	34.0%
Total Other Charges	\$ 5,374,306	\$ 399,620	\$ 2,042,294	\$ 2,441,914	\$ (2,932,392)	7.4%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	9,758	165,242	175,000	-	5.6%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 175,000	\$ 9,758	\$ 165,242	\$ 175,000	\$ -	5.6%
Scholarships	600,000	246,142	353,858	600,000	-	41.0%
Total Expenditures	\$ 23,609,065	\$ 7,984,674	\$ 12,911,624	\$ 20,896,298	\$ (2,712,767)	33.8%

**Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of November 30, 2020**

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,158,497	\$ 2,776,014	\$ 2,382,483	\$ 5,158,497	\$ -	53.8%
Statutory Dedicated	162,060	39,589	122,471	162,060	-	24.4%
Federal						
Self Generated						
Tuition - Fall 2020	3,877,853	3,451,439	-	3,451,439	(426,414)	89.0%
Tuition - Spring 2021	3,691,755	782,757	2,383,998	3,166,755	(525,000)	21.2%
Tuition - Summer	900,000	306,913	450,000	756,913	(143,087)	34.1%
Out-of-State Fees	550,000	205,627	75,000	280,627	(269,373)	37.4%
Other	989,230	68,103	445,626	513,729	(475,501)	6.9%
Interagency Transfer						
Total Revenues	\$ 15,329,395	\$ 7,630,442	\$ 5,859,578	\$ 13,490,020	\$ (1,839,375)	49.8%
Expenditures						
Salaries	\$ 7,477,302	\$ 3,232,276	\$ 4,245,026	\$ 7,477,302	\$ -	43.2%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,693,095	1,382,628	2,310,467	3,693,095	-	37.4%
Total Personal Services	\$ 11,170,397	\$ 4,614,904	\$ 6,555,493	\$ 11,170,397	\$ -	41.3%
Travel	43,300	675	14,238	14,913	(28,387)	1.6%
Operating Services	2,186,888	1,026,631	176,584	1,203,215	(983,673)	46.9%
Supplies	145,200	48,135	24,943	73,078	(72,122)	33.2%
Total Operating Expenses	\$ 2,375,388	\$ 1,075,441	\$ 215,765	\$ 1,291,206	\$ (1,084,182)	45.3%
Professional Services	59,500	27,402	37,513	64,915	5,415	46.1%
Other Charges	647,487	(1,239)	23,746	22,507	(624,980)	-0.2%
Debt Services						
Interagency Transfers	748,623	-	748,623	748,623	-	0.0%
Total Other Charges	\$ 1,455,610	\$ 26,163	\$ 809,882	\$ 836,045	\$ (619,565)	1.8%
General Acquisitions	28,000	-	15,000	15,000	(13,000)	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ 28,000	\$ -	\$ 15,000	\$ 15,000	\$ (13,000)	0.0%
Scholarships	300,000	89,763	87,609	177,372	(122,628)	29.9%
Total Expenditures	\$ 15,329,395	\$ 5,806,271	\$ 7,683,749	\$ 13,490,020	\$ (1,839,375)	37.9%

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

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of November 30, 2020

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 4,914,457	\$ 2,751,358	\$ 2,163,099	\$ 4,914,457	\$ -	56.0%
Statutory Dedicated	1,797,470	282,042	1,515,428	1,797,470	-	15.7%
Federal	3,654,209	1,245,350	2,408,859	3,654,209	-	34.1%
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 10,366,136	\$ 4,278,750	\$ 6,087,386	\$ 10,366,136	\$ -	41.3%
Expenditures						
Salaries	\$ 5,429,873	\$ 1,915,212	\$ 3,514,661	\$ 5,429,873	\$ -	35.3%
Other Compensation	50,000	20,833	29,167	50,000	-	41.7%
Related Benefits	2,579,235	712,678	1,866,557	2,579,235	-	27.6%
Total Personal Services	\$ 8,059,108	\$ 2,648,723	\$ 5,410,385	\$ 8,059,108	\$ -	32.9%
Travel	121,000	1,091	119,909	121,000	-	0.9%
Operating Services	343,304	218,595	124,709	343,304	-	63.7%
Supplies	224,289	26,197	198,092	224,289	-	11.7%
Total Operating Expenses	\$ 688,593	\$ 245,883	\$ 442,710	\$ 688,593	\$ -	35.7%
Professional Services	44,202	4,000	40,202	44,202	-	9.0%
Other Charges	1,423,883	717	1,423,166	1,423,883	-	0.1%
Debt Services						
Interagency Transfers	-	-	-	-	-	0.0%
Total Other Charges	\$ 1,468,085	\$ 4,717	\$ 1,463,368	\$ 1,468,085	\$ -	0.3%
General Acquisitions	150,350	21,551	128,800	150,350	-	14.3%
Library Acquisitions						
Major Repairs						
Total Acquisitions/Major Repairs	\$ 150,350	\$ 21,551	\$ 128,800	\$ 150,350	\$ -	14.3%
Scholarships						
Total Expenditures	\$ 10,366,136	\$ 2,920,874	\$ 7,445,262	\$ 10,366,136	\$ -	28.2%



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING
3TH FLOOR
166 G. LEON NETTERVILLE DR.
BATON ROUGE, LOUISIANA 70813

**OFFICE OF
FACILITIES PLANNING**

(225)771-2786 OFFICE
(225) 771-2922 FAX
Eli_Guillory@sus.edu

December 16, 2020

Hon. Dr. Ray L. Belton
President of Southern University System
4th Floor, J. S. Clark Adm. Building
Baton Rouge, Louisiana 70813

RE: Southern University System Office of Facilities Planning Project Updates

Dear Dr. Belton,

We are transmitting the attached updated facilities planning document report for the SU System campuses, which indicates continuous progress of site & building construction, renovations and building upgrades for your files.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Eli G. Guillory III", with a long, sweeping flourish extending to the right.

Eli G. Guillory III
Director of Facilities Planning

Attachments enclosed: Progress report and construction pictures

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

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Southern University and A&M College System

Facilities and Property Report SU System Campuses Projects

Eli G. Guillory III December 16, 2020

agency	Project Name	Project Budget	Funding Source	Approval Date	Completion Date	Comments
SUAG	SUAG Arena - building exterior painting and wall system/roof canopy repairs	\$ 350,000.00	State	2018		pending funding by FP&C to proceed
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 2, Part 1 Westside Attic & interior moisture control and Mechanical System upgrades	\$ 1,660,400.00	State	2019		FP&C contract award to designer (<i>Quebedeaux Eng.</i>) Sept 2020 to proceed with planning (250 days) in Oct 26, 2020 to July 3, 2021. the AFC \$1,184,702 - planning in progress
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 2, Part 2 Eastside, ext. wall flashing, de-brick masonry and Mechanical System upgrades	\$ 4,000,000.00	State	2018		FP&C selection of Designer in Nov 18, 2020 - Crump Wilson Arch. to proceed w/ planning
SUAG	SUAG New Mega Disaster Relief Shelter (2,500 beds)	\$ 24,375,000.00	State / Federal	Jan. 2019		pending Fp&c approval of designer- p1_\$1,000,000 p5_\$8,375,000 and GOHSEP / FEMA \$15,000,000 - FP&C selection of Designer in Jan. 20, 2021
SUAG	SUAG Urban Forestry & Natural Resources Headhouse Renovations	\$ 350,000.00	Fed. Gov.	Jan. 2020		SUBR / Modus Arch & Planners - Pre-Bid Jan 12, 2021
SUBR	New Science "STEM" Complex Building	\$ 48,000,000.00	State	7/1/2017		FP&C selection of Designer in 2021 is pending
SUBR	Dehumidifying System Repair-Tourgee A. Debose Music Hall	\$ 225,000.00	State	10/19/2017		Active - GIS Engineers. Construction in progress at 99% complete by Blanchard Mech. Contractors, Inc. \$207,850 - completion is pending Nov/Dec 2020.
SUBR	Ruffin Paul Central Plant - Loop Pumps, Valves, VFDs and Chiller Economizer upgrades	\$ 322,000.00	State	7/27/2018		Active - pre bid meeting by Fp&c Nov 2019, Henry Eyre Engineers - low bidder Gallo Mech. @ \$142,000 - pending completion Dec. 2020
SUBR	ADA Safety Compliance & Drainage Project at the Law Center	\$ 95,400.00	State	7/27/2018		The Luster Group G.C. in progress - 90% completed
SUBR	Repairs of 100ft tower and parking lot lighting upgrades to LED's - West and East of F G Clark Activity Center / Upgrade lighting system for classrooms, exits and stairwells in various buildings (<i>Disaster Relief Shelter</i>) WBS:F.19002290	\$ 291,000.00	State	2018		Planning phase in progress by ADG eng's - bidding by fp&c in Jan 2021
SUBR	J. S. Clark Adm. Building - Upgrade chill water and hot water pumps and install new automated digital controls WBS-F.19002254	\$ 160,000.00	State	2018		Active - designer: Salas O'Brien, LLC in planning phase Nov 2019 - bidding is pending by fp&c in Jan 2021
SUBR	W. W. Stewart Hall Auditorium Mech. HVAC repairs/upgrades WBS-F.19002254	\$ 255,414.00	State	2018		Active - designer: Salas O'Brien, LLC in planning phase Nov 2019 - bidding is pending by fp&c in Jan 2021

SUBR	DOTD - Ravine Erosion Control & Road Improvements	\$ 10,000,000.00	DOTD	5/25/2017	Active - construction / low bid \$5,000,000 by Merrick LLC - pre-const. meeting 3July2019 - installation of Box Culverts in Nov. 2019 - back in progress Aug 1, 2020 and Completion set for April 2021
SUBR	DOTD / FP&C Ravine Utility Line Erosion Control and Relocation	\$ 1,221,407.00	State	2016	Active - in progress - Designer AST Engineers pre-con 24June2019 - G. C. Gallo Mech. bid \$400,000
SUBR	J. W. Fisher Renovations Phase 1 - classroom Labs hoods, lab casework, Mech., Elect, Window sys. Interior finishes upgrades pj# 01-107-18-02 WBS-F.01003868	\$ 8,500,000.00	State / Private	2018 April / approved 2019 June	Active - planning phase - Coleman Partners Architects 6/2019 to 6/2020 planning of Phase 2 (2nd floor). Phase 2 funding approved and proceeding with the 1st floor planning - CDs pending completion for bidding April 2021.
SUBR	Demolition of Jones Hall Dormitory	\$ 1,736,784.00	State	7/24/2019	Mougeot Architecture - fee \$135,133 planning 9/7/2019 - bidding date-Jan 2020 - Feb. 18, 2020 low bid by Henderson Construction Sevice at \$1,299,879 Demo in progress w/ completion set for Oct. 31, 2020
SUBR	Demolition of Architecture West & Lottie Anthony Hall	\$975,205.00	State	7/24/2019	BCB Architects (\$96,390 fee) - planning 9/7/2019 contract 10Oct2019 - bidding date 24Mar2020 - bid open Apr. 28, 2020 - General Contractor Gill Industries (\$648,820) to proceed w/ Pre-Constr. Conf. / Demo in progress w/ completion set for Dec. 19, 2020.
SUBR	Demolition of Jesse Owens Hall	\$252,664.00	State	7/1/2019	Active - Dec 2019 fp&c executed contract w/ designer - The Map Design Group, LLC - planning June2020 & pending bidding in 2021
SUBR/ SUAG	Demolition of Dairy Barn/Silo(s)/Farm Slab	\$132,548.00	State	7/1/2019	Active - Dec 2019 fp&c executed contract w/ designer - The Map Design Group, LLC - planning June2020 & pending bidding in 2021
SUBR	Demolition of Washington Hall and Collections & Receivables Building	\$368,816.00	State	7/1/2019	Active - Fp&c designer selection - Williams and Williams Architecture, LLC \$23,831 Nov. 4, 2019 - planning date Nov 2019-Feb 2020 & bidding pending for Jan 2021 by fp&c
SUBR	SU Laboratory School Elementary Build-1 Exterior Window & Build-2 Interior, Gym Roof and North Parking Lot upgrades.	\$ 740,000.00	State	11/15/2019	Design planning phase in progress until Dec 2020, Fp&c to authorization for bidding 2Jan21, bid opening 1Feb21, Contract Award 3Mar21, Construction timeline 150 days substantial completion 31Jul21, Lien period for GC to complete punchlist 45 days closeout 14Sept21, 1 year warranty inspection 15Aug22.

SUBR	Navy ROTC (Army ROTC-review 20 year warranty) Roof Replacement	\$ 110,000.00	State	11/15/2019		planning phase in progress by Idoro Udoh of Dedier Arch. Nov. 19, 2020
SUBR	J. B. Moore Hall Roof Replacement	\$ 300,000.00	State	11/15/2019		planning phase in progress by Idoro Udoh of Dedier Arch. Nov. 19, 2020
SUBR	DOTD - Information Center @ SUBR Campus	\$ 5,625,876.00	State / DOTD	Aug. 1998 / Aug. 2014 / Nov. 2019		Hewitt & Washington Architects in re-planning phase for bidding by DOTD. Bidding set for October 2020 - open bids Nov. 18, 2020 - executed contract agreement by DOTD is pending w/ lowest bona fide bidder.
SUBR	Music Building Annex - Music & Recording Studio	\$ 325,000.00	Title 3	2018		Active - planning CD's Construction Bid Documents, out for bidding May 2020 - pre-bid conf. July 24, 2020 - rebid in Oct/Nov 2020 - low bid at \$600,000 and pending to award.
SUBR	W. W. Stewart Hall First Floor Renovations - South	\$ 150,000.00	Title 3	Nov-19	Oct-20	Completed - June's Ceiling & Flooring Inc. & Bell's Flooring and SUN Ind.
SUBR	W. W. Stewart Hall Renovations to 3rd floor restrooms	\$ 159,000.00	Title 3	May-20	Jul-20	Completed: project is under construction, 30% complete, scheduled completion date 7/15/2020 Architect – Domain Architects Contractor – Integrity Builders Budget - \$159,000
SUBR	W. W. Stewart Hall Renovations to 3rd floor	\$ 208,000.00	Title 3	Mar-20	Nov-20	Completed - bid documents complete Architect – Williams and Williams Architecture \$25,000 Contractor – Luster Group \$183,000 Budget - \$150,000
SUBR	W. W. Stewart Hall Renovations to 2nd floor Restrooms Renovations	\$ 175,000.00	Title 3	Mar-20		bid documents complete Architect – Modus, Inc. \$25,000 bidding in Dec 2020
SUBR	W. W. Stewart Hall Renovations to 2nd floor - Classrooms, offices and Corridors	\$ 250,000.00	Title 3	Mar-20		50% complete: bid documents complete Architect – Hewitt Washington & Associates \$25,000 AFC Budget - \$150,000 - low bid by Integrity Builders \$213,671
SUBR	W. W. Stewart Hall Auditorium new VCT flooring replacement	\$ 54,000.00	Title 3	May-20	Aug-20	100% completed - scheduled completion date 6/30/2020 Contractor – Bell's Flooring Budget - \$54,000
SUBR	W. W. Stewart Hall Light fixture replacement first floor south wing	\$ 90,433.00	Title 3	Apr-20		92% complete, scheduled completion date 6/30/2020 Contractor – Sun Electric Budget -\$90,433
SUBR	W. W. Stewart Hall 1st floor room signage installation north side	\$ 5,059.46	Title 3	Oct-19	Jun-20	project complete ASI Signage Innovations Budget - \$5,059.46

SUBR	W. W. Stewart Hall Removal/replacement of existing ceiling grid and tiles first floor south wing	\$ 79,998.00	Title 3	Feb-20	Jun-20	Contractor – June’s Ceiling and Flooring, project 70% complete, scheduled completion date 6/30/2020 Budget - \$79,998
SUBR	W. W. Stewart Hall Electrical light fixture removal and replacement 2nd and 3rd floors	\$ 145,000.00	Title 3	Jun-20		70% complete, scheduled completion date 7/15/2020 Contractor – Sun Electric Budget - \$145,000
SUBR	W. W. Stewart Hall Ceiling grid and tile removal 3rd floor	\$ 37,000.00	Title 3	May-20	Jul-20	complete, scheduled completion date 6/18/2020 Contractor - June’s Ceiling and Flooring Budget - \$37,000
SUBR	W. W. Stewart Hall Classroom and conference room furniture and technology installation 1st floor	\$ 74,000.00	Title 3	Apr-20	Jun-20	complete, scheduled completion date 6/18/2020 Contractor – GoMedia Budget - \$74,000
SUBR	J.B. Cade Library 4th floor Renovations (South/Westside)	\$ 92,000.00	Title 3	Feb-20	Jul-20	construction completed by Chenevert Construction
SUBR	J.B. Cade Library Renovations 4th floor elevator lobby (counter demo/vct removal and replacement)	\$ 12,000.00	Title 3	May-20	May-20	Project is complete Contractor – Bell’s Flooring
SUBR	SUBR Campus signage	\$ 104,000.00	Title 3	Jul. 2020		bidding in Oct/Nov. 2020 - low bid by Keel Enterprises of LA
SULC	Law Center Mechanical HVAC upgrades Phase 1	\$ 350,000.00	Law Center Budget	Oct. 2020		in planning phase for bidding Nov/Dec 2020
SULC	Law Center Mechanical HVAC upgrades Phase 2	\$ 390,000.00	state	Jul. 2020		pending designer to proceed by fp&c
SUNO	Washington Library - Reroofing	\$ 525,000.00	state	Jul. 2020		Manning Architects to proceed with planning Nov 2020
SUNO	Natural Science 1st & 2nd Floors interior build-out spaces Phase 2	\$ 2,700,000.00	FEMA	2015		Active - planning phase by Sizeler Thompson Brown Architects w/ CD's 100% complete - bidding Jan 2020 - lowest bona fide bidder CM Combs Construction, LLC \$1,633,000 - pending completion Dec. 2020
SUNO	ADA Compliant Restrooms and Public accommodations in the Cafeteria, University Center, Health & Physical Education, Library and Administration Building, Planning and Costruction	\$ 1,650,000.00	state	Nov. 2019		pending designer to proceed by fp&c after P-2 funding is approved (\$250,000) Nov. 2020
SUNO	Campus Wide Electrical & Lighting Repairs - Phase II - WBS:F.19002262	\$ 475,399.00	State	8/31/2018		Active - GVA Engineering, LLC Designer and bidding (SUN Industries, LLC bid @ \$239,900) pre-const. meeting - const. in progress 85% complete
SUNO	Site Parking Lot Restoration Phase 1 & 2 - Demo of temporary fema trailers on the lake campus (classrooms) and park campus (conf. center).	\$ 2,154,846.00	FEMA	2015		Active - Phase 2 - 75% complete-pending additional planning meeting w/ Fp&c. All South Eng. designer -planning 10june20 w/ afc \$1,709,918

SUNO	Arts & Humanities and Social Sciences: Auditorium Buildout flooring upgrades (17,533 sf renovated flooring) Project No. 01-107-05B-13, Part No. F.01003889	\$ 400,000.00	FEMA		2019	Active - planning phase (chasm + fusion Architecture) for bidding in Oct. 2019 - LLI Environmental Construction, LLC \$307,300. notice to proceed 6Nov2019 to Feb/Mar/Oct 2020 completion - pending punch list.
SUNO	Arts & Humanities and Social Sciences - Museum Renovation 2nd floor	\$ 522,000.00	FEMA		2019	Active - (chasm + fusion Architecture) planning phase for bidding - (additional displays funding of \$1,200,000 is pending) bidding Jan 2020 - G.C. Industrial Mech. Contractors \$450,000 - pending completion Nov. 2020
SUNO	Campus sidewalk and parking lot upgrades / repairs for various locations on the Park Campus and Lake Campus WBS-F.19002262	\$ 145,000.00	State		2018	Active - planning by Studio Kiro Nov2019, CD planning and bidding Oct 2020
SUNO	Campus wide Mechanical HVAC System Upgrades for various buildings (Bashful Adm. Bldg) on the Park and Lake Campus WBS: F.19002259	\$ 334,307.00	State		2018	Active - planning by David Vivien Eng. and bidding Nov. 2019 - pre bid Jan 6, 2020 - Industrial Mech. Contractors \$213,900 - in progress
SUNO	Demolition of existing Buildings - New Science and Old Science Buildings	\$ 1,393,000.00	FEMA		2015	Active - planning by Manning Architects w/ pre-design meeting Oct. 2019 - bidding date is set for Sept/Oct 2020/Jan 19, 2021
SUNO	Administration Building - Roof upgrades	\$ 350,000.00	State	Nov. 2019		Verges Rome Architects in planning phase
SUSLA	Lewis Collier Hall Science Building Renovaion, Planning and Construction	\$ 4,200,000.00	State	Nov. 2019		pending designer to proceed by fp&c and after P-2 funding is approved (\$420,000) Nov. 2020
SUSLA	<i>Gymnasium roof replacement</i>	\$ 400,000.00	State	Nov. 2019		in planning phase by fp&c
SUSLA	<i>Library Building Roof Replacement Building</i>	\$ 160,000.00	State	Nov. 2019		pending proj# to proceed by fp&c
SUSLA	Mechanical/HVAC System Repairs - Controls - WBS:F.19002199	\$ 476,000.00	State	7/27/2018		Active - pending planning & bidding - Purtle & Assoc. Eng. - planning Des. Dev. phase - bid date pending
SUSLA	ADA Restrooms upgrades Downtown Metro 3rd & 4th floors - WBS:F.19002255	\$ 117,873.00	State	2/8/2019		Active - pending planning by Fp&c - Designer McNew Architects (Brian McNew 318-219-7388) - pending completion
SUSLA	Install keyless Entry Locks on MLK, Incubator and Metro Campus'	\$ 50,000.00	Title III	2018		Active - construction in progress
SUSLA	Campus Building Direction Signage	\$ 15,000.00	Title III	2018		Active - planning phase
SUSLA	Adm. Building Admissions Office Renovations	\$ 20,000.00	Title III	2018		Active - Planning Phase
SUSLA	MLK Restrooms Renovations / ADA upgrades	\$ 50,000.00	Title III	2018		Active - construction in progress
SUSLA	Adm. Building Welcome Center Renovations	\$ 125,000.00	Title III	2019		Active - construction pending completion
SUSLA	Louis Collier Hall (Site campus drainage upgrade throughout the main campus) WBS:F.19002260	\$ 47,828.00	State	2018		Active - planning by The 3-KLW Company Inc. - pending additional funds

SUSLA	Mechanical System - Replace Air Handler Units and Duct system, Fan Coils, Exhaust Fans (Science Building (S07505), (Fine Arts, S07509 & Jesse Stone, S07511) Server Unit Repair (IT, Main Campus, S07503), Replace Fan Coil Unit Motors and (Administration S07503), Replace Pumps (Administration S07503) - WBS:F.19002261	\$ 515,000.00	State	2018		Active - planning by Purtle & Associates Sept 2019 - Pre Bid meeting Sept 11, 2020 and Bid open Sept 24, 2020 low bid by The Payne Company at \$399,000
Total amount		\$ 129,574,257.46				

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