

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

BATON ROUGE • NEW ORLEANS • SHREVEPORT

## **BOARD OF SUPERVISORS MEETING**

Friday, June 23, 2023

Southern University at New Orleans  
Millie Charles School of Social Work  
6801 Press Drive,  
New Orleans, LA

# **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS SPECIAL BOARD MEETING**

**Friday, June 23, 2023**

Southern University at New Orleans  
Millie Charles School of Social Work  
6801 Press Drive, New Orleans, LA

## **AGENDA**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Recognition of Special Guest and Presentation
4. Special Presentation(s)
  - A. Swearing in of the New Student Board Member /Mr. Jyron Young
  - B. Special Presentation (SUNO)
  - C. Special Presentations to Coach Pete Richardson (2023 Hall of Fame Recipient)
  - D. Above and Beyond Award
5. Informational Item(s)
  - A. Deidre D. Robert, Esq. State Director/ Louisiana Rural Development United States Department of Agriculture
  - B. Henry Clay Mckoy, Jr. Director/ United States Department of Energy
6. Adjournment

# ACADEMIC AFFAIRS COMMITTEE

(Following the Special Meeting)

Southern University at New Orleans  
Millie Charles School of Social Work  
6801 Press Drive, New Orleans, LA

## AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Action Item(s)
  - A. Request Approval for the Establishment of the Louisiana State and Local Government Training Institute (SULC)  
*The mission of the institute is to educate elected state and local officials of their responsibilities and roles and to become aware of policymaking processes and public administration issues that affect them so that they can become effective government policymakers, and managers.*
  - B. Request Approval to Change the Name of the Department of Nursing to School of Nursing. (SUNO)
  - C. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SUBR)

Name of Faculty	Department	Present Rank	Applied for and Approved
1. Deidra Atkins Ball	College of Sciences and Engineering/ Biology	Tenure-Track Assistant Professor in Biology	Tenure

- D. Request Approval of SACSCOC Standard 4.2a (Mission Review) – Campus Mission Statements are Submitted for the Board’s Annual Review. (SUS)
- E. Request Approval of SACSCOC Standard 4.2d (Conflict of Interest) – A blank 2023 Conflict of Interest Form is attached that needs to be completed by each Board Member. (SUS)

F. Request Approval of SACSCOC Standard 4.2g (Board Self-Evaluation) – A blank 2023 Board Self-Evaluation Form is attached that needs to be completed by each Board Member. (SUS)

7. Other Business

8. Adjournment

**MEMBERS**

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



## SOUTHERN UNIVERSITY 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

June 16, 2023

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

RE: Establishment of the Louisiana State and Local Government Training Institute

Dear President Shields:

Government employees and government officials at the level of state and local government are often overwhelmed by the responsibilities associated with their positions, and the complexities that they must deal with as government employees and officials. There is a need in the State of Louisiana to provide professional training associated with their jobs and offices which will help them promote effective government policy and management, civic engagement, economic prosperity and development, ethical behavior, and improved quality of life for citizen in the State of Louisiana.

The Southern University Law Center (SULC) and the Southern University and A&M College Nelson Mandela School of Government propose to establish the Louisiana State and Local Government Training Institute (LSLGTI). The mission of the institute is to educate elected as well as appointed state and local government employees, and state and local officials about their responsibilities and roles and to become aware of policymaking processes and public administration issues that affect them so that they can become effective government policymakers, and managers.

The institute plans to develop certificate programming that focuses on:

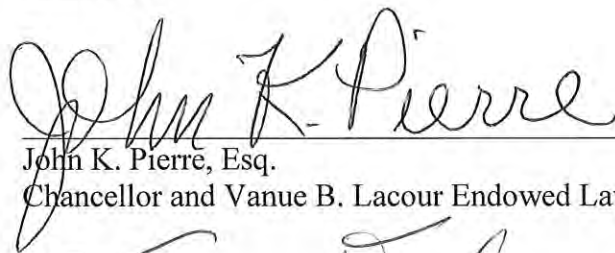
- Law and Ethics for Public Management;
- Public Budgeting and Financial Management;
- Public Disaster Recovery;
- Human Resource Management and Staff Effectiveness;
- Infrastructure, Road, and Bridges;
- Economic and Community Development;
- State and Local Taxation;

- Financial Administration;
- Public Bid Laws, Procurement, Contracting, Grantmaking, and Public Bond Financing;
- Developing the act of accountability;
- Provide communication and negotiation training skills to newly elected as well as appointed officials and managers on the art of compromise model; and
- Provide training on public policy and legislative process to enable newly elected/appointed public officials and managers to comprehend how policies are formulated to serve their constituents using case study methods.

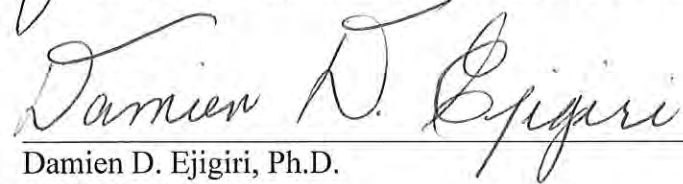
Fee-generating continuing professional courses will be established and offered to elected officials/appointed through boot camps, workshops, seminars, and symposiums. We respectfully request that this item be placed on the agenda of the Southern University Board of Supervisors at its June 23, 2023, meeting for consideration and approval.

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

Sincerely,



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



Damien D. Ejigiri, Ph.D.  
Professor & Dean  
Nelson Mandela School of Government and Social Sciences

# SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

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



## Office of the Chancellor

June 7, 2023

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

Dear President-Chancellor Shields:

Southern University at New Orleans (SUNO) is requesting approval to change the name of the Department of Nursing to the School of Nursing. The University received approval in June 2022, to offer the Bachelor of Science in Nursing (BSN) to address the critical shortage of nurses and to better serve the New Orleans community. The program is organized currently as a department in the College of Arts and Sciences. The College is comprised of four departments, three other academic units, and offers 14 degrees.

By elevating the Department to the School of Nursing, the unit will have more visibility and receive proper placement within SUNO's administrative reporting structure. The designation of School of Nursing will also bring SUNO's nursing program in alignment with all other baccalaureate programs at public institutions in Louisiana.

As a freestanding academic unit, the School of Nursing will have more autonomy and flexibility in developing its curriculum, faculty, and resources to meet the standards of its accrediting agency, the Commission on Collegiate Nursing Education, and the needs of the nursing profession. A School of Nursing will be positioned to be recognized as a leader and innovator in nursing education and research, both statewide and nationally.

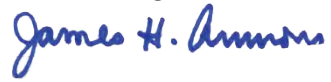
With the recognition as a professional school within the healthcare community, SUNO's School of Nursing will have more opportunities for collaboration and partnership with other nursing schools, healthcare organizations, and community agencies to enhance the quality and diversity of its programs, research and services. In partnering with other entities, a School of Nursing will have more influence and advocacy in shaping health policy and promoting the role and value of nursing in society.

With this name change, the title of Department Chair will become Dean of the School of Nursing. This will be the only staffing change. Further, no additional costs will be incurred with the implementation of this recommendation.

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

Thank you for considering this recommendation and submitting it for approval at the June 23, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,



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

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





**SOUTHERN  
UNIVERSITY**  
AND AGRICULTURAL & MECHANICAL COLLEGE

***Office of the Executive Vice Chancellor and Provost***

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

May 3, 2023

Dear President-Chancellor Shields:

Upon further review, and based on the new information provided, I am recommending tenure for Dr. Deidre Atkins Ball, Assistant Professor in Biology in the College of Sciences and Engineering.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bijoy K. Sahoo', written over a horizontal line.

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

Approved:

A handwritten signature in blue ink, appearing to read 'Dennis J. Shields', written over a horizontal line.

Dennis J. Shields, President & Chancellor

cc: Dr. Dennis J. Shields, President/Chancellor  
Dr. Allen Vital, Chief of Staff  
Dr. Patrick Carriere, Dean, College of Sciences and Engineering  
Dr. Oswald D'Auvergne, Department Chair, Biology & Chemistry



# SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Vice President, Strategic Planning, Policy & Institutional Effectiveness (SUS)  
AND

Office of the Vice Chancellor, Academic Compliance (SUBR)

J. S. Clark Administration Building, Fourth Floor, Baton Rouge, LA 70813

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**TO:** Dennis J. Shields  
President - Chancellor

**FROM:** Vladimir A. Appeaning, Ph.D.  
Vice President-Vice Chancellor, Office of Strategic Planning, Policy and Institutional Effectiveness (SUS), SACSCOC Accreditation and Academic Compliance (SUBR)

**DATE:** June 7, 2023

**RE:** Board Compliance with SACSCOC Standards - 4.2a, 4.2d, and 4.2g

The following items are submitted for Board review and approval during the June 2023 Board of Supervisors meeting to ensure continued Board compliance with SACSCOC Standards 4.2a, 4.2d, & 4.2g.

- SACSCOC Standard 4.2a (Mission Review) – Campus Mission Statements are submitted for the Board’s Annual Review.
- SACSCOC Standard 4.2d (Conflict of Interest) – A blank 2023 Conflict of Interest Form is attached that needs to be completed by each Board Member.
- SACSCOC Standard 4.2g (Board Self-Evaluation) – A blank 2023 Board Self-Evaluation Form is attached that needs to be completed by each Board Member.

Your favorable consideration and approval is appreciated.

Approved:

\_\_\_\_\_  
**Dennis J. Shields**  
**President – Chancellor, Southern University System**

\_\_\_\_\_  
**Myron K. Lawson**  
**Chairman, Southern University System Board of Supervisors**

# BOARD REVIEW OF CAMPUS MISSION STATEMENTS

## IN COMPLIANCE WITH SACSCOC STANDARD 4.2A

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### SOUTHERN UNIVERSITY AND A&M COLLEGE (SUBR)

The mission of Southern University and A&M College, an historically black, 1890 land grant institution, in Baton Rouge, Louisiana is to provide a student-focused teaching and learning environment that creates global leadership opportunities for a diverse student population where teaching, research, service, scholarly and creative expectations for students and faculty are achieved through the bachelor's, master's, and doctoral programs offered at the institution via different instructional modalities and via public service.

### SOUTHERN UNIVERSITY AT NEW ORLEANS (SUNO)

Southern University at New Orleans, a public, historically black university, empowers and promotes 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 SHREVEPORT (SUSLA)

Southern University at Shreveport, a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

### SOUTHERN UNIVERSITY LAW CENTER (SULC)

The mission and tradition of the Law Center is to provide access and opportunity to a diverse group of students from underrepresented racial, ethnic, and socio-economic groups to obtain a high quality legal education with training in both civil and common law. Additionally, our mission is to train a cadre of lawyers equipped with the skills necessary for the practice of law and for positions of leadership in society.

### SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER (SUAREC)

The Agricultural Research and Extension Center of the Southern University System is committed to carrying out its tripartite mission of teaching, research, and extension. The implementation of this mission involves the College of Agricultural, Family and Consumer Sciences preparing students for professional careers and to make major contributions in a competitive and global society. Research initiatives will produce new knowledge, improve the quality of life and offer opportunities for collaborations both within and external to the campus, and provide experiential learning for students. The extension programs will continue serving limited resource families, farmers and communities across the state and beyond.



Year: 2022-2023  
SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS  
CONFLICT OF INTEREST DISCLOSURE STATEMENT

I, \_\_\_\_\_ a member of the Board  
of Supervisors of Southern University System affirm that:

- (a) I am familiar with the Bylaws of the Board.
- (b) I do not engage in conduct that is prohibited or unlawful.
- (c) I do not have a personal interest in a transaction with the University.
- (d) I do not engage in prohibited conduct relating to contracts with the University.
- (e) I do not have any business interest or family relations that could be deemed a conflict of interest under any law or board policy.
- (f) I have no conflict of interest as it relates to the institution.

If any situation arises that makes the above statements incomplete or incorrect, I will notify the Board immediately of any conflicts and actions I am taking to resolve such conflict(s). Notification shall be submitted in writing to the Board Chair.

\_\_\_\_\_  
Signature of Board Member

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Board Self-Evaluation Instrument Evaluation Period: 2022-2023

Southern University System

Office of Strategic Planning, Policy,  
and Institutional Effectiveness



Board Member

Instructions: Please indicate your level of agreement with each statement listed below by clicking on the appropriate box.

## Section I

### Board Management Function

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
1. The ultimate responsibility for management of the System and its institutions rests with the Management Board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Through its policy-making process, the Board works collaboratively with the President-Chancellor and faculty to achieve the strategic priorities of the System and its institutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Board periodically reviews its policies to ensure that both the Bylaws and Policy Manual are up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Board members uphold the final majority decision of the Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The Board regularly reviews the role, scope and mission of its institutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Board Organization and Operation

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
6. Board officer responsibilities are clearly defined in the Board's Bylaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Board committees have clearly defined responsibilities designed to assist the Board in its deliberations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The outcome of Board member preparation is productive Board meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Board meeting agendas are relevant to the items presented to the Board for consideration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Board minutes effectively capture and summarize Board actions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Board Self-Evaluation Instrument Evaluation Period: 2022-2023

## Section II

**Instructions:** Indicate your overall rating of Board performance and provide responses to the open ended questions.

My overall rating of Board Performance is

Outstanding

Above Average

Average

Below Average

Poor

What are the Board's greatest strengths? (List at least one example)

What are the areas in which the Board could improve? (List at least one example)

What are the major accomplishments of the Board in the past year? (List at least one example)

As a Board member, I am most pleased about:

As a Board member, I am most concerned about:

I recommend that the Board adopt the following three (3) Goals/Priorities for the coming year (2023-2024):

# **FACILITIES AND PROPERTY COMMITTEE**

**(Following Academic Affairs Committee)**

Southern University at New Orleans  
Millie Charles School of Social Work  
6801 Press Drive, New Orleans, LA

## **AGENDA**

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

## **MEMBERS**

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



# Southern University System

## Active Capital Improvement Project Tracking

**Key**

Planning and Design
CMAR Selection

Bidding and Contracting
Construction

**Capital Outlay Funded Projects**

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

# Southern University System

## Active Capital Improvement Project Tracking

**Key**

Planning and Design
CMAR Selection

Bidding and Contracting
Construction

**Self-Funded Projects**

Project Title		FY2022-23			FY2023-24				FY2024-25				FY2025-26				FY2026-27										
		2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q							
SUBR	New Student Union																										
	Honors Dorm																										
	Global Innovation and Welcome Center																										
	Public Safety Building																										
	TH Harris Learning Lobby																										
	Outdoor Classroom/Amphitheatre																										

## Southern University System Active Capital Improvement Project Tracking New FY24 Projects in the Capital Outlay Bill

**Key**

Planning and Design	Bidding and Contracting	Multiple SubProjects - Design & Construction
CMAR Selection	Construction	

**New FY24 Capital Outlay Projects**

Project Title		FY2023-24				FY2024-25				FY2025-26				FY2026-27				FY2027-2028			
		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
SUBR	New Southern University Laboratory School Complex																				
	Replace Chilled Water Lines																				
SUNO	General Classroom Building																				
SULC	Career Learning Center																				

**Self-Funded Projects**

Project Title		FY2023-24				FY2024-25				FY2025-26				FY2026-27				FY2027-2028			
		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
SUBR	Global Innovation and Welcome Center, Phase II																				
	Center for Innovation, Entrepreneurship and Community Engagement																				
SUNO	Nursing and Allied Health Building																				
SUSLA	HVAC Renovations																				
SUAG	High Tech Meat Processing Facility Expansion																				

**FINANCE COMMITTEE**  
**(Following Facilities and Property Committee)**  
Southern University at New Orleans  
Millie Charles School of Social Work  
6801 Press Drive, New Orleans, LA

**AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval for Increase of Housing Fees (SUNO)
  - B. Request Approval in Increase Admissions Fees (SUNO)
6. Informational Item(s)
  - A. Interim Financial Reports (SUS)
7. Other Business
8. Adjournment

**MEMBERS**

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

# SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive  
New Orleans, LA 70126

Phone: (504) 286-5311 Fax: (504) 286-5000  
www.suno.edu



## Office of the Chancellor

June 7, 2023

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

Dear President-Chancellor Shields:

In an effort to improve residential life at Southern University at New Orleans (SUNO), we have taken measures to assess the cost of living and housing affordability at SUNO. Regrettably our assessment revealed housing fees have not increased in over 8 years resulting in the inability to keep up with the cost of living and inflation. Upon doing an exhaustive cost analysis of the residence hall, it was determined that expenses for energy, internet, cable, and maintenance have risen by an average of 19% in the last three years since the pandemic. To offset a portion of the cost of living and inflation demands, we are asking to impose a \$50 cable and internet fee per semester for housing residents.

A comparative analysis of neighboring universities housing fees was also evaluated, and SUNO ranked the lowest in housing fees. In order to remain competitive and to address some of the deferred maintenance in housing, I am requesting your support and that of the Southern University and A&M College Board of Supervisors to approve the proposed fee schedule for housing. This proposed housing fee increase will become effective Fall 2023. This suggested increase will produce an 11% yield for SUNO. The chart below identifies the suggested price increase per apartment unit.

Apartments	SUNO Current Rates	SUNO Proposed Rates	Percent Increase	Dillard	SUBR	LSU Health Sciences Center	UNO
1 bedroom	\$4310	\$4750	10.21%	\$4,920	\$3,487	\$706 month pp	\$3,487
2 bedroom	\$3,240	\$3,550	9.57%	\$3,304	\$2,805	\$484 month pp	\$2,805
2 bedroom (Bldg. 5)*	\$3,240	\$3,700	14.20%				
4 bedroom	\$2,265	\$2,500	10.38%	\$2,911	\$2,368		\$5,960

\*Newly renovated building

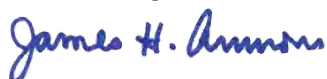
***"An Equal Educational Opportunity Institution"***

Additionally, we would like to establish a new damage deposit fee of \$250 per student for housing. This imposed damage deposit fee will be collected at the beginning of each term and will be used to cover any repairs due to damages caused by the student. Should there be no damages caused by the student when the student vacates the unit, the fee will be returned to the student at the end of the housing term once the unit is inspected by housing.

Finally, SUNO has a large number of students with housing insecurities who reside in residential life. These students do not have a safe place to go at the conclusion of the semester and are requesting to remain in housing during the intersession. We would like to implement a housing intersession fee of \$350 per week to ensure the safety and security of SUNO students who may identify with this grouping and wish to stay between semesters.

Thank you for considering this request and submitting it for approval at the June 23, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,



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

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



# SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

www.suno.edu

## Office of the Chancellor

June 7, 2023

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

Dear President-Chancellor Shields:

Southern University at New Orleans (SUNO) performed a comparative analysis, of both undergraduate and graduate admissions, to assess the application fees of several Universities in the regional market. We have determined that SUNO's application fees are marginally lower than that of other academic institutions included in the analysis. Therefore, we would like to increase the admissions fees to support University expenditures around enrollment, retention, persistence and graduation.

I have included a chart to support this desired fee increase request.

Application Fee	SUNO	SUBR	Dillard	LSU Health Sciences Center	UNO
	\$25 UG/ \$30 GRAD	\$25	\$25	\$50/\$80 RN Nursing	\$20
<b>Nursing</b>	\$40			\$50	

Thank you for considering this request and submitting it for approval at the June23, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

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

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

***“An Equal Educational Opportunity Institution”***

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

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 56,075,430	\$ 44,090,653	\$ 11,984,777	\$ 56,075,430	\$ -	78.6%
Statutory Dedicated	4,530,158	2,459,338	2,070,820	4,530,158	-	54.3%
Federal	3,654,209	2,590,281	1,063,928	3,654,209	-	70.9%
<b>Self Generated</b>						
Tuition - Fall 2022	35,186,556	34,983,273	-	34,983,273	(203,283)	99.4%
Tuition - Spring 2023	29,896,725	31,400,860	(380,772)	31,020,088	1,123,363	105.0%
Tuition - Summer	3,637,130	7,195,995	(872,041)	6,323,953	2,686,823	197.8%
Out-of-State Fees	16,245,922	18,821,603	(521,128)	18,300,474	2,054,552	115.9%
Other	27,021,274	17,491,536	7,647,024	25,138,561	(1,882,713)	64.7%
Interagency Transfer	3,869,822	3,527,460	935,963	4,463,423	593,601	91.2%
<b>Total Revenues</b>	<b>\$ 180,117,226</b>	<b>\$ 162,560,998</b>	<b>\$ 21,928,570</b>	<b>\$ 184,489,569</b>	<b>\$ 4,372,343</b>	<b>90.3%</b>
<b>Expenditures</b>						
Salaries	\$ 85,131,438	\$ 80,363,445	\$ 6,471,956	\$ 86,835,401	\$ 1,703,963	94.4%
Other Compensation	268,382	156,091	112,291	268,382	-	58.2%
Related Benefits	36,202,269	33,173,752	2,791,043	35,964,796	(237,473)	91.6%
<b>Total Personal Services</b>	<b>\$ 121,602,089</b>	<b>\$ 113,693,288</b>	<b>\$ 9,375,290</b>	<b>\$ 123,068,579</b>	<b>\$ 1,466,490</b>	<b>93.5%</b>
Travel	1,369,111	1,076,824	383,217	1,460,042	90,931	78.7%
Operating Services	16,819,759	17,979,641	762,274	18,741,915	1,922,156	106.9%
Supplies	2,001,408	1,961,149	586,454	2,547,604	546,196	98.0%
<b>Total Operating Expenses</b>	<b>\$ 20,190,278</b>	<b>\$ 21,017,614</b>	<b>\$ 1,731,946</b>	<b>\$ 22,749,560</b>	<b>\$ 2,559,282</b>	<b>104.1%</b>
Professional Services	2,847,544	1,997,538	190,682	2,188,221	(659,323)	70.1%
Other Charges	12,717,931	6,853,357	4,446,354	11,299,711	(1,418,220)	53.9%
Debt Services						
Interagency Transfers	7,697,724	5,454,100	1,899,330	7,353,430	(344,294)	70.9%
<b>Total Other Charges</b>	<b>\$ 23,263,199</b>	<b>\$ 14,304,995</b>	<b>\$ 6,536,366</b>	<b>\$ 20,841,361</b>	<b>\$ (2,421,838)</b>	<b>61.5%</b>
General Acquisitions	562,991	125,482	293,129	418,611	(144,380)	22.3%
Library Acquisitions	587,000	710,447	161,637	872,084	285,084	121.0%
Major Repairs	689,994	324,712	379,382	704,094	14,100	
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 1,839,985</b>	<b>\$ 1,160,641</b>	<b>\$ 834,148</b>	<b>\$ 1,994,789</b>	<b>\$ 154,804</b>	<b>63.1%</b>
Scholarships	13,221,675	15,805,280	30,000	15,835,280	2,613,605	119.5%
<b>Total Expenditures</b>	<b>\$ 180,117,226</b>	<b>\$ 165,981,818</b>	<b>\$ 18,507,751</b>	<b>\$ 184,489,569</b>	<b>\$ 4,372,343</b>	<b>92.2%</b>



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

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 3,636,063	\$ 2,727,050	\$ 909,013	\$ 3,636,063	\$ -	75.0%
Statutory Dedicated		-	-			
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2022		-	-			
Tuition - Spring 2023		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 3,636,063</b>	<b>\$ 2,727,050</b>	<b>\$ 909,013</b>	<b>\$ 3,636,063</b>	<b>\$ -</b>	<b>75.0%</b>
<b>Expenditures</b>						
Salaries	\$ 1,867,770	\$ 1,628,529	\$ 239,241	\$ 1,867,770	\$ -	87.2%
Other Compensation	64,500	53,663	10,837	64,500	-	83.2%
Related Benefits	822,396	497,832	324,564	822,396	-	60.5%
<b>Total Personal Services</b>	<b>\$ 2,754,666</b>	<b>\$ 2,180,024</b>	<b>\$ 574,642</b>	<b>\$ 2,754,666</b>	<b>\$ -</b>	<b>79.1%</b>
Travel	226,000	97,811	128,189	226,000	-	43.3%
Operating Services	196,100	182,795	13,305	196,100	-	93.2%
Supplies	105,887	29,199	76,688	105,887	-	27.6%
<b>Total Operating Expenses</b>	<b>\$ 527,987</b>	<b>\$ 309,805</b>	<b>\$ 218,182</b>	<b>\$ 527,987</b>	<b>\$ -</b>	<b>58.7%</b>
Professional Services	98,000	5,000	93,000	98,000	-	5.1%
Other Charges	190,410	-	190,410	190,410	-	0.0%
Debt Services		-				
Interagency Transfers	-	-	-			
<b>Total Other Charges</b>	<b>\$ 288,410</b>	<b>\$ 5,000</b>	<b>\$ 283,410</b>	<b>\$ 288,410</b>	<b>\$ -</b>	<b>1.7%</b>
General Acquisitions	65,000	63,144	1,856	65,000	-	97.1%
Library Acquisitions		-	-			
Major Repairs		-	-			
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 65,000</b>	<b>\$ 63,144</b>	<b>\$ 1,856</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>97.1%</b>
Scholarships		-	-			
<b>Total Expenditures</b>	<b>\$ 3,636,063</b>	<b>\$ 2,557,973</b>	<b>\$ 1,078,090</b>	<b>\$ 3,636,063</b>	<b>\$ -</b>	<b>70.4%</b>

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

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 22,772,669	\$ 17,079,502	\$ 5,693,167	\$ 22,772,669	\$ -	75.0%
Statutory Dedicated	1,792,041	1,118,896	673,145	1,792,041	-	62.4%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2022	21,989,957	22,770,024	-	22,770,024	780,067	103.5%
Tuition - Spring 2023	17,504,416	20,512,405	(393,680)	20,118,725	2,614,309	117.2%
Tuition - Summer	1,825,882	5,069,339	(1,134,095)	3,935,244	2,109,362	277.6%
Out-of-State Fees	11,119,549	13,468,901	(524,878)	12,944,023	1,824,474	121.1%
Other	15,541,562	8,770,235	4,960,817	13,731,052	(1,810,510)	56.4%
Interagency Transfer	3,869,822	3,527,460	935,963	4,463,423	593,601	91.2%
<b>Total Revenues</b>	<b>\$ 96,415,898</b>	<b>\$ 92,316,762</b>	<b>\$ 10,210,438</b>	<b>\$ 102,527,200</b>	<b>\$ 6,111,302</b>	<b>95.7%</b>
<b>Expenditures</b>						
Salaries	\$ 43,652,429	\$ 42,916,913	\$ 2,416,678	\$ 45,333,591	\$ 1,681,162	98.3%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	19,151,764	19,353,252	645,936	19,999,188	847,424	101.1%
<b>Total Personal Services</b>	<b>\$ 62,804,193</b>	<b>\$ 62,270,165</b>	<b>\$ 3,062,614</b>	<b>\$ 65,332,779</b>	<b>\$ 2,528,586</b>	<b>99.1%</b>
Travel	325,870	184,563	75,816	260,379	(65,491)	56.6%
Operating Services	9,917,138	8,710,712	1,359,290	10,070,001	152,863	87.8%
Supplies	937,411	972,096	158,210	1,130,306	192,895	103.7%
<b>Total Operating Expenses</b>	<b>\$ 11,180,419</b>	<b>\$ 9,867,370</b>	<b>\$ 1,593,316</b>	<b>\$ 11,460,687</b>	<b>\$ 280,268</b>	<b>88.3%</b>
Professional Services	1,101,480	990,037	53,241	1,043,277	(58,203)	89.9%
Other Charges	4,051,514	4,042,304	1,212,402	5,254,706	1,203,192	99.8%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,797,836	3,194,311	1,259,231	4,453,542	(344,294)	66.6%
<b>Total Other Charges</b>	<b>\$ 9,950,830</b>	<b>\$ 8,226,651</b>	<b>\$ 2,524,874</b>	<b>\$ 10,751,525</b>	<b>\$ 800,695</b>	<b>82.7%</b>
General Acquisitions	199,681	46,798	8,503	55,301	(144,380)	23.4%
Library Acquisitions	62,000	156,821	11,468	168,290	106,290	252.9%
Major Repairs	-	14,100	-	14,100	14,100	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 261,681</b>	<b>\$ 217,719</b>	<b>\$ 19,971</b>	<b>\$ 237,690</b>	<b>\$ (23,991)</b>	<b>83.2%</b>
Scholarships	12,218,775	14,744,520	-	14,744,520	2,525,745	120.7%
<b>Total Expenditures</b>	<b>\$ 96,415,898</b>	<b>\$ 95,326,425</b>	<b>\$ 7,200,775</b>	<b>\$ 102,527,200</b>	<b>\$ 6,111,302</b>	<b>98.9%</b>

The Southern University Baton Rouge Campus has included \$2.85 million in HEERF funds to balance the fiscal year 2022-2023 general operating budget.

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

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 5,762,928	\$ 4,322,197	\$ 1,440,731	\$ 5,762,928	\$ -	75.0%
Statutory Dedicated	194,234	119,110	75,124	194,234	-	61.3%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2022	5,016,672	5,181,073	-	5,181,073	164,401	103.3%
Tuition - Spring 2023	4,719,970	4,773,950	-	4,773,950	53,980	101.1%
Tuition - Summer	882,945	929,783	-	929,783	46,838	105.3%
Out-of-State Fees	4,615,144	4,783,275	-	4,783,275	168,131	103.6%
Other	3,815,126	4,670,054	-	4,670,054	854,928	122.4%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 25,007,019</b>	<b>\$ 24,779,441</b>	<b>\$ 1,515,855</b>	<b>\$ 26,295,297</b>	<b>\$ 1,288,278</b>	<b>99.1%</b>
<b>Expenditures</b>						
Salaries	\$ 13,987,916	\$ 13,580,248	\$ 407,668	\$ 13,987,916	\$ -	97.1%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,155,826	4,320,664	400,000	4,720,664	(435,162)	83.8%
<b>Total Personal Services</b>	<b>\$ 19,143,742</b>	<b>\$ 17,900,912</b>	<b>\$ 807,668</b>	<b>\$ 18,708,580</b>	<b>\$ (435,162)</b>	<b>93.5%</b>
Travel	515,000	621,422	50,000	671,422	156,422	120.7%
Operating Services	1,383,237	2,935,310	217,219	3,152,529	1,769,292	212.2%
Supplies	325,000	578,301	100,000	678,301	353,301	177.9%
<b>Total Operating Expenses</b>	<b>\$ 2,223,237</b>	<b>\$ 4,135,033</b>	<b>\$ 367,219</b>	<b>\$ 4,502,252</b>	<b>\$ 2,279,015</b>	<b>186.0%</b>
Professional Services	1,506,543	699,653	50,001	749,654	(756,889)	46.4%
Other Charges	539,570	352,759	186,811	539,570	-	65.4%
Debt Services		-		-	-	-
Interagency Transfers	593,927	445,445	148,482	593,927	-	75.0%
<b>Total Other Charges</b>	<b>\$ 2,640,040</b>	<b>\$ 1,497,858</b>	<b>\$ 385,294</b>	<b>\$ 1,883,151</b>	<b>\$ (756,889)</b>	<b>56.7%</b>
General Acquisitions		-	-	-	-	-
Library Acquisitions	350,000	528,795	-	528,795	178,795	151.1%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 350,000</b>	<b>\$ 528,795</b>	<b>\$ -</b>	<b>\$ 528,795</b>	<b>\$ 178,795</b>	<b>151.1%</b>
Scholarships	650,000	672,519	-	672,519	22,519	103.5%
<b>Total Expenditures</b>	<b>\$ 25,007,019</b>	<b>\$ 24,735,116</b>	<b>\$ 1,560,180</b>	<b>\$ 26,295,297</b>	<b>\$ 1,288,278</b>	<b>98.9%</b>

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

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 9,481,986	\$ 7,704,119	\$ 1,777,867	\$ 9,481,986	\$ -	81.3%
Statutory Dedicated	558,554	409,097	149,457	558,554	-	73.2%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2022	4,851,700	\$ 3,317,646	-	3,317,646	(1,534,054)	68.4%
Tuition - Spring 2023	4,577,842	3,008,529	-	3,008,529	(1,569,314)	65.7%
Tuition - Summer	429,999	698,073	-	698,073	268,074	162.3%
Out-of-State Fees	352,829	368,276	-	368,276	15,447	104.4%
Other	4,735,176	3,716,579	2,012,196	5,728,775	993,599	78.5%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 24,988,086</b>	<b>\$ 19,222,319</b>	<b>\$ 3,939,520</b>	<b>\$ 23,161,839</b>	<b>\$ (1,826,247)</b>	<b>76.9%</b>
<b>Expenditures</b>						
Salaries	\$ 11,440,229	\$ 11,435,394	\$ 800,000	\$ 12,235,394	\$ 795,165	100.0%
Other Compensation	75,000	56,595	18,405	75,000	-	-
Related Benefits	4,555,019	4,317,258	237,761	4,555,019	-	94.8%
<b>Total Personal Services</b>	<b>\$ 16,070,248</b>	<b>\$ 15,809,248</b>	<b>\$ 1,056,166</b>	<b>\$ 16,865,413</b>	<b>\$ 795,165</b>	<b>98.4%</b>
Travel	21,000	21,000	-	21,000	-	100.0%
Operating Services	2,025,500	3,097,707	(1,072,207)	2,025,500	-	152.9%
Supplies	180,500	109,322	71,178	180,500	-	60.6%
<b>Total Operating Expenses</b>	<b>\$ 2,227,000</b>	<b>\$ 3,228,029</b>	<b>\$ (1,001,029)</b>	<b>\$ 2,227,000</b>	<b>\$ -</b>	<b>144.9%</b>
Professional Services	-	-	-	-	-	-
Other Charges	4,909,862	677,391	1,611,059	2,288,450	(2,621,412)	13.8%
Debt Services		-				
Interagency Transfers	1,353,076	1,060,398	292,678	1,353,076	-	78.4%
<b>Total Other Charges</b>	<b>\$ 6,262,938</b>	<b>\$ 1,737,790</b>	<b>\$ 1,903,736</b>	<b>\$ 3,641,526</b>	<b>\$ (2,621,412)</b>	<b>27.7%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	24,831	150,169	175,000	-	14.2%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 175,000</b>	<b>\$ 24,831</b>	<b>\$ 150,169</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>14.2%</b>
Scholarships	252,900	252,900	-	252,900	-	100.0%
<b>Total Expenditures</b>	<b>\$ 24,988,086</b>	<b>\$ 21,052,797</b>	<b>\$ 2,109,042</b>	<b>\$ 23,161,839</b>	<b>\$ (1,826,247)</b>	<b>84.3%</b>

The Southern University New Orleans Campus has included \$3.4 million in HEERF funds to balance the fiscal year 2022-2023 general operating budget.

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

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 6,734,035	\$ 5,050,525	\$ 1,683,510	\$ 6,734,035	\$ -	75.0%
Statutory Dedicated	182,015	119,110	62,905	182,015	-	65.4%
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2022	3,328,227	3,714,530	-	3,714,530	386,303	111.6%
Tuition - Spring 2023	3,094,497	3,105,976	12,908	3,118,884	24,387	100.4%
Tuition - Summer	498,304	498,800	262,054	760,854	262,550	100.1%
Out-of-State Fees	158,400	201,150	3,750	204,900	46,500	127.0%
Other	2,929,410	334,669	674,011	1,008,680	(1,920,730)	11.4%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 16,924,888</b>	<b>\$ 13,024,760</b>	<b>\$ 2,699,138</b>	<b>\$ 15,723,898</b>	<b>\$ (1,200,990)</b>	<b>77.0%</b>
<b>Expenditures</b>						
Salaries	\$ 8,280,556	\$ 6,872,459	\$ 635,733	\$ 7,508,192	\$ (772,364)	83.0%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,678,340	2,722,363	306,242	3,028,605	(649,735)	74.0%
<b>Total Personal Services</b>	<b>\$ 11,958,896</b>	<b>\$ 9,594,822</b>	<b>\$ 941,975</b>	<b>\$ 10,536,797</b>	<b>\$ (1,422,099)</b>	<b>80.2%</b>
Travel	34,800	15,932	18,868	34,800	-	45.8%
Operating Services	2,714,231	2,495,550	218,681	2,714,231	-	91.9%
Supplies	133,200	127,180	6,020	133,200	-	95.5%
<b>Total Operating Expenses</b>	<b>\$ 2,882,231</b>	<b>\$ 2,638,662</b>	<b>\$ 243,569</b>	<b>\$ 2,882,231</b>	<b>\$ -</b>	<b>91.5%</b>
Professional Services	86,521	192,289	50,000	242,289	155,768	222.2%
Other Charges	1,162,282	122,155	1,040,127	1,162,282	-	10.5%
Debt Services		-				
Interagency Transfers	734,958	567,180	167,778	734,958	-	77.2%
<b>Total Other Charges</b>	<b>\$ 1,983,761</b>	<b>\$ 881,624</b>	<b>\$ 1,257,905</b>	<b>\$ 2,139,529</b>	<b>\$ 155,768</b>	<b>44.4%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Scholarships	100,000	135,341	30,000	165,341	65,341	135.3%
<b>Total Expenditures</b>	<b>\$ 16,924,888</b>	<b>\$ 13,250,449</b>	<b>\$ 2,473,449</b>	<b>\$ 15,723,898</b>	<b>\$ (1,200,990)</b>	<b>78.3%</b>

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

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 7,687,749	\$ 7,207,260	\$ 480,489	\$ 7,687,749	\$ -	93.7%
Statutory Dedicated	1,803,314	693,125	1,110,189	1,803,314	-	38.4%
Federal	3,654,209	2,590,281	1,063,928	3,654,209	-	70.9%
<b>Self Generated</b>						
Tuition - Fall 2022		-	-			
Tuition - Spring 2023		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 13,145,272</b>	<b>\$ 10,490,666</b>	<b>\$ 2,654,606</b>	<b>\$ 13,145,272</b>	<b>\$ -</b>	<b>79.8%</b>
<b>Expenditures</b>						
Salaries	\$ 5,902,538	\$ 3,929,902	\$ 1,972,636	\$ 5,902,538	\$ -	66.6%
Other Compensation	128,882	45,833	83,049	128,882	-	35.6%
Related Benefits	2,838,924	1,962,383	876,541	2,838,924	-	69.1%
<b>Total Personal Services</b>	<b>\$ 8,870,344</b>	<b>\$ 5,938,118</b>	<b>\$ 2,932,226</b>	<b>\$ 8,870,344</b>	<b>\$ -</b>	<b>66.9%</b>
Travel	246,441	136,097	110,344	246,441	-	55.2%
Operating Services	583,553	557,566	25,987	583,553	-	95.5%
Supplies	319,410	145,052	174,358	319,410	-	45.4%
<b>Total Operating Expenses</b>	<b>\$ 1,149,404</b>	<b>\$ 838,715</b>	<b>\$ 310,689</b>	<b>\$ 1,149,404</b>	<b>\$ -</b>	<b>73.0%</b>
Professional Services	55,000	110,559	(55,559)	55,000	-	201.0%
Other Charges	1,864,293	1,658,747	205,546	1,864,293	-	89.0%
Debt Services		-		-		
Interagency Transfers	217,927	186,766	31,161	217,927	-	0.0%
<b>Total Other Charges</b>	<b>\$ 2,137,220</b>	<b>\$ 1,956,072</b>	<b>\$ 181,148</b>	<b>\$ 2,137,220</b>	<b>\$ -</b>	<b>91.5%</b>
General Acquisitions	298,310	15,540	282,770	298,310	-	5.2%
Library Acquisitions		-	-	-		
Major Repairs	689,994	310,612	379,382	689,994	-	45.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 988,304</b>	<b>\$ 326,152</b>	<b>\$ 662,152</b>	<b>\$ 988,304</b>	<b>\$ -</b>	<b>33.0%</b>
Scholarships	-	-	-	-	-	
<b>Total Expenditures</b>	<b>\$ 13,145,272</b>	<b>\$ 9,059,057</b>	<b>\$ 4,086,215</b>	<b>\$ 13,145,272</b>	<b>\$ -</b>	<b>68.9%</b>

# **GOVERNANCE COMMITTEE**

**(Following Finance Committee)**

Southern University at New Orleans  
Millie Charles School of Social Work  
6801 Press Drive, New Orleans, LA

## **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval of the Recruiting and Search Procedures Policy (SUS)
6. Other Business
7. Adjournment

## **MEMBERS**

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



**POLICY TITLE**  
**RECRUITING AND SEARCH POLICY AND PROCEDURES**

**POLICY NUMBER**  
**7-001**

<b>Responsible Unit:</b> <i>Southern University System Human Resources Office</i>	<b>Effective Date:</b> <i>07/01/2023</i>
<b>Responsible Official:</b> <i>Associate Vice President for Human Resources</i>	<b>Last Reviewed Date:</b>
<b>Policy Classification:</b> <i>Human Resources</i>	<b>Origination Date:</b> <i>07/01/2023</i>

**I. POLICY STATEMENT AND RATIONALE**

Southern University System (System) seeks to attract the best-qualified candidates who support the mission of the System and its campuses. The System respects and promotes excellence through diversity; and is committed to equal opportunity and follows recruitment and selection practices that comply with all applicable employment laws. To this end, the System recruits, hires, trains and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age.

**II. POLICY SCOPE AND AUDIENCE**

This Policy and procedures are intended to provide managers with a responsible guide to fill vacant senior level management positions. Hiring managers may use the search committee process or conduct the search without the committee. If the hiring manager wants to conduct a search without a search committee, the hiring manager will be required to get the Chancellors' permission. If the Chancellor approves a search without a search committee, the hiring manager must adhere to the policy and procedures unless the hiring manager gets approval to waive the search.

**III. POLICY COMPLIANCE**

Policy compliance is important to ensure we identify the best candidates and conduct a fair unbiased search for all positions.

**IV. POLICY DEFINITIONS**

This section defines any terms used in the policy that are important to its compliance and/or might be misunderstood by the audience. This may include specialized terms used in this policy.



## V. POLICY IMPLEMENTATION PROCEDURES

### Initiating a Search

The hiring manager shall complete the following steps before initiating an unclassified search:

1. The hiring manager shall consult with his/her manager to review the need for the vacancy, the context of the continuing department work requirements of the department and opportunities for improvement or greater efficiency.
2. Based upon the conversation between the hiring manager and the hiring manager's manager, if it is determined that the current vacancy must be filled, the hiring manager prepares the necessary hiring documents to initiate a search.
3. The hiring manager must get authorization to hire a candidate. The approval must be obtained before the HR department will announce the position, interview for the position or extend an offer. The approval process is as follows:
  - a. The hiring department must complete a Position Vacancy Authorization (PVA) form. The PVA must have all required signatures. (Department Head and Dean/Director/Supervisor of Budget Unit as indicated on the form.
  - b. The PVA form must be completed for all positions except student workers and graduate assistants. This form is located on the SUS HR website at <http://www.sus.edu/downloadable-forms>. The hiring department must also submit an updated job description in the recommended format for unclassified employees. After the PVA has been signed by all required parties, the PVA/Announcement forms and updated job description are submitted to the HR department.

The HR Department reviews the PVA for accuracy and verifies all signatures are affixed on the form. HR department will review the following:

- a. If the PVA is a request to replace a current position, the former employee must be listed on the PVA.
- b. If the PVA is a new position, the HR department verifies that the position is classified correctly and approves the PVA by signing it.

The HR department also reviews the announcement form for accuracy, to ensure all the minimum qualifications are listed, and the information on the application process is clearly stated.

1. Upon approval by the HR Department, the PVA/Announcement Forms are submitted to the offices listed below for approval:
  - a. Budget Office;
  - b. Vice Chancellor for Finance;
  - c. Chancellor
  - d. System President (if \$60,000.00 or above whether new or existing position).

### **Selecting a Search Committee**

The hiring manager along with the department manager shall select a search committee. The goal shall be to bring together a wide spectrum of backgrounds to serve and help the hiring manager identify the most qualified person for the position. Some things to consider when appointing a committee member include but are not limited to:

1. The committee should be diverse in race and gender.
2. The committee may seek representation from other campuses, if applicable.
3. The committee should have representation from faculty/staff/students who will work with the position to accomplish the associated tasks. Committee members should be knowledgeable of position duties, represent different experience levels, and be seen as stakeholders in the decision.
4. Committee members should exhibit good judgment, personal integrity, independence, and devoted to institutional goals. Avoid anyone known to be incapable of maintaining confidentiality.
5. Committees have a minimum of five to six (5-6 members). A larger committee seven to nine (7-9 members) may be used, if necessary.
6. The hiring manager and the department manager should give thought to the chairperson selection. The chairperson should have experience with search committee procedures. Duties will include working collaboratively to establish posting with the Human Resources; monitoring committee meetings and interviews; making budgetary decisions; and reporting proceedings to administration as necessary.
7. Administrative support should be provided for the committee. The appointed staff person can give assistance with scheduling meetings and interviews, corresponding with applicants as needed, and maintaining all legal records.
8. A HR department employee or designee should be on every search committee to ensure the committee is assisted with the following: the job description; outline of committee tasks and related time of completion; scale of the search; evaluation tools; defined scope of the committee decision.
9. HR will ensure search committee members are aware of the legal and regulatory requirements that surround their work. Copies of this hiring guide and other relevant federal, state, and university employment guidelines will be made available.

### **Search Committee Charge**

The most fundamental purpose of a search committee is to facilitate a qualified pool of candidates as well as advise the hiring manager about candidates who best meet the needs of the recruiting department and the campus. The value of a search committee is that they provide a mechanism for the assessment of the large volumes of job applications in a manner that is consistent and fair and that benefits from multiple perspectives and areas of expertise. Search committee members should play a central role in the recruitment, screening and evaluation of applicants and are expected to regularly participate in committee activities and engagements. Search committee members should always exercise discretion and confidentiality while serving on the search committee and after the search is competed.

### **Conflicts of Interest**

The hiring manager and the department manager should avoid any potential conflicts of interest. It is advisable to avoid any committee members that may have relationships that could lead to or perceived problem with the review of candidates. Committee members should not write recommendation letters for candidates. All decision makers, including but not limited to committee members, will disclose any potential or actual conflicts at the onset of the search to avoid any problems in the later stages of the search process.

### **Search Committee Chairperson**

The primary role of the search committee chairperson is the leading the search committee in all matters and ensuring the review process is fair, consistent, and timely. The chairperson is responsible for scheduling and setting agendas for the committee meetings along with maintaining a spirit of inclusiveness and cultivating consensus. The chairperson shall be sole spokesperson for the committee, committee findings and discussions with the hiring manager and department's manager. Most importantly, the chairperson must maintain confidentiality of committee deliberations and candidate records in accordance with SU System policies. The chairperson shall consult with HR on questions.

### **Search Committee Duties**

1. Before the committee begins the search, HR will meet with the committee to discuss processes, implicit biases and other legal matters.
2. Once the job description is approved, the committee will ask HR to post the position. HR can help with the job descriptions, if necessary.
3. HR will post the position on our internal posting site and on any approved external posting sites. If the hiring manager wants to advertise on other external mediums, the hiring manager must work with HR and the hiring manager's department must pay for the advertising costs.
4. All applications will be emailed HR for dissemination to the committee.
5. The Committee will develop a candidate's pool. In addition to the applications, the committee can utilize formal and informal professional networks, mentors, affinity groups, conferences and events.
6. The committee will develop an objective evaluation tool to screen applicants. The evaluation tool must be approved by HR. The committee will review the paper record

- which may include but not limited to a letter of interest, resume, CV, and any other requested materials.
7. The committee will develop an initial interview list. The committee can conduct on campus interviews or remote interviews.
  8. If the committee schedules interviews, the committee chairperson will do the following:
    - a. Develop a standard agenda and information packet for all applicants;
    - b. Provide each candidate a list of search committee members who will conduct the interviews;
    - c. Offer equal accommodations to all applicants; and
    - d. Have all applicants meet with the chairperson at the end of the day, if applicable.

### **Conducting the Interviews**

The committee should prepare for the interviews. The committee shall have standard questions for all applicants. The committee may designate a committee member to ask certain questions. The committee shall review along with HR, review information on legal interview questions. After the committee completes the interviews, the committee must engage in deliberations to determine the final candidates for the hiring manager's consideration. Once the committee selects the final candidates, the committee shall submit the names to the hiring manager for consideration.

### **Hiring Manager's Interviews**

The hiring manager can conduct on-campus or remote interviews. If the hiring manager wants to conduct on campus interviews, the hiring manager shall follow same procedures listed in the search committee duties for on campus interviews. The hiring manager can have the candidates interview with other campus employees during the on-campus interviews.

### **Offering the Position**

After the candidate becomes the preferred candidate, the hiring manager shall do the following:

- a. Perform reference checks before offering the position.
- b. Collaborate with HR, the hiring manager, and the department's manager to determine the starting salary. Consideration will be given to the competitive salary information available, the candidate's job experience and the salary budget for the position.

HR must prepare the offer letter for the selected candidate. The letter will confirm salary information, the tentative (or confirmed) start date, benefits information and, if appropriate, relocation reimbursement information. HR will also conduct all pre-employment screening requirements.

HR or the search committee chairperson will notify all applicants who were not selected, to notify them that the position was filled and to thank them for their interest in the Southern University System.

## **Approval Process**

Approval Process for ePAFs with salaries less than \$60,000.00 for unclassified, employees and less than \$75,000.00 for faculty.

- a. Once a candidate is selected, the hiring manager should complete the reference check form, earliest recommended start date, proposed employee clearance and proposed employee appointment forms to the HR department.
- b. After all documents in #1 have been accurately completed and received, HR will initiate the onboarding process by obtaining a signed conditional offer letter, I-9, supporting documentation, criminal background check, and request official transcripts and required credentials from the prospective employee.
- c. Upon successful completion of the background check, HR will email the U# and start date to the hiring supervisor with instructions to begin the Electronic Personnel Action Form (ePAF) process. The ePAF should be initiated immediately.
- d. The ePAF has to be approved by all required parties in the hiring department's approval chain.
- e. After the ePAF is approved by all required parties, and pending at the apply level, SUBR HR will contact the prospective employee to establish a start date, email new hire dynamic forms, and schedule New Hire Orientation (NHO).
- f. Once the candidate completes the new hire orientation, all required paperwork and mandatory statewide training (completed during NHO), the ePAF is applied, and the employee can report to their department

Approval Process for ePAFs with salaries equal to or over \$60,000.00 for unclassified and equal to or over \$75,000.00 for faculty.

- a. Once a candidate is selected, the hiring manager should forward the complete application packet, reference check form, earliest recommended start date, proposed employee clearance and proposed employee appointment forms to the HR department.
- b. After all documents in #1 have been accurately completed and received, HR will initiate the onboarding process by obtaining a signed conditional offer letter (SUS Board approval is a condition of hire), I-9, supporting documentation, criminal background check, and request official transcripts and required credentials from the prospective employee.

- c. Upon successful completion of the background check, HR will notify the hiring manager to complete the paper PAF for and get all required signatures.
- d. Once the paper PAF is signed by all required parties, it will be placed on the Personnel Affairs Committee's agenda in the Southern University Board of Supervisors (Board) monthly meeting package.
- e. During the Board's monthly meeting, the Personnel Affairs Committee will approve/disapprove the paper PAF and the Board will approve the Personnel Affairs Committee's recommendation.
- f. The Board Chairperson will sign the paper PAF after it is approved by the Board.
- g. After the paper PAF is approved by the Board and signed by the Board Chairperson, HR will email the hiring supervisor and ePAF initiator the prospective employee's S number. The ePAF should be created immediately.
- h. The ePAF has to be approved by all required parties in the hiring department's approval chain.
- i. After the ePAF is approved by all required parties, and pending at the apply level, SUBR HR will contact the candidate to establish a start date, email new hire dynamic forms, and schedule new hire orientation. Prospective employee cannot start work until they attend to the employee orientation.
- j. Once the prospective employee completes the New Hire Orientation, all required paperwork and mandatory statewide training (completed during NHO); the ePAF is applied, and the employee and can report to their department.

### **Concluding the Search**

If the selected candidate does not accept the job offer or if no one meets the hiring criteria of the search committee or the hiring manager, the position must be reposted and/or re-advertised.

If the selected candidate accepts the job offer, the hiring manager, will submit all of the pre-employment information to HR.

HR will contact the selected candidate and the hiring manager to schedule a time for the new employee to complete HR forms and attend new employee orientation. HR will send rejection letters to candidates who were not recommended for hire.

## **VI. POLICY RELATED INFORMATION**

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

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

### **VIII. POLICY URL**

*This section identifies the Southern University System website where the system policies are archived – [www.sus.edu](http://www.sus.edu).*

### **IX. POLICY APPROVAL**

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

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***Effective Date of Policy***

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***The Honorable Myron K. Lawson***  
*Chair - Southern University System Board of Supervisors*

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***Effective Date of Policy***

## PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

Southern University at New Orleans  
Millie Charles School of Social Work  
6801 Press Drive, New Orleans, LA

### AGENDA

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

#### A. Request Approval to Enter Into Memorandum of Understanding with University of Kentucky (SUS)

Name	Position/Campus	Waived/Search	Salary	Funding Source
1. David Brennen	Acting Executive Vice President and Chief Operating Officer New Appointment	<i>Waived</i>	\$285,000.00	State

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

Name	Position/Campus	Waived/Search	Salary	Funding Source
2. Willie Siglar	Executive Director for Retention and Student Outcomes New Appointment	<i>Search</i>	\$67,000.00	State

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

Name	Position/Campus	Waived/Search	Salary	Funding Source
1. Ervin Antione	Facility and Project Manager New Appointment	<i>Waived</i>	\$80,000.00	State
2. Jacqueline Dixon	Executive Assistant to the Chancellor-Dean Salary Adjustment	<i>N/A</i>	\$85,000.00	State
3. Devender Rapolu	Network Database Admin/Web Specialist New Appointment	<i>Search</i>	\$80,000.00	State



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

Name	Position/Campus	Waived/Search	Salary	Funding Source
1. Keilah Ebanks	Career Counselor New Position	<b>Search</b>	\$75,000.00	State
2. Tracie Woods	Vice-Chancellor of Corporate, Government, Judicial and Law Firm Relations New Position	<b>Waived</b>	\$180,000.00	State

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

Name	Position/Campus	Waived/Search	Salary	Funding Source
1. Patrece Carter	Assistant Women's Basketball Coach New Appointment	<b>Waived</b>	\$75,000.00	State
2. Porshe Hitchens	Mental Health Therapist New Appointment	<b>Search</b>	\$64,000.00	Federal
3. Kyla Pitcher	Executive Director of Pre-College Outreach Programs New Appointment	<b>Search</b>	\$96,408.00	State
4. Sean Stanford	Mental Health Therapist New Appointment	Search	\$64,000.00	Federal

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

Name	Position/Campus	Waived/Search	Salary	Funding Source
1. Marvin Harris	Interim Director of Facilities New Appointment	<b>Waived</b>	\$71,500.00	State
2. Euremon Hervey	Interim Vice Chancellor of Academic Affairs New Appointment	<b>Waived</b>	\$162,225.00	State
3. Zackeus Johnson	Vice Chancellor for Student Affairs and Enrollment Management New Appointment	<b>Search</b>	\$140,000.00	State
4. Kelly Smith	Dean of the School of Nursing Title Change	<b>Search</b>	No Change	State

G. Request Approval of Contract Extension and Salary Adjustment for the Head Women's Basketball Coach/Mr. Carlos Funchess (SUBR)

H. Request Approval of Sabbatical of Professor of Civil Engineering (Tenured) from August 1 – December 31, 2023, to Retool and Return to Teaching (SUBR)

I. Request Approval of Credit for Prior Service at Other Institutions for Associate Professor Shandrea Williams (SULC)

6. Other Business

7. Adjournment

**MEMBERS**

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

**SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

**(Following Personnel Affairs Committee)**

Southern University at New Orleans



# Southern University and A&M College System

J.S. Clark Administration Building

4th Floor

Baton Rouge, Louisiana 70813

Office of The  
President-Chancellor  
(225) 771-4680

Fax Number  
(225) 771-5522

June 19, 2023

Board of Supervisors  
Southern University & A&M College System  
P.O. Box 10878  
Baton Rouge, LA 70813

*Re: Request for Approval to Enter into MOU with University of Kentucky*

Dear Honorable Board Members:

As my first year as President-Chancellor closes, I am hit by some undeniable truths: Southern University System is an amazing institution with dedicated and talented individuals; the adage is true, we try to do more with less; and we still have a lot of work to do. It is with those sentiments that I make the following request.

The role of the Executive Vice President/ Chief Operating Officer will assist me in running the day-to-day operations of the Baton Rouge campus. The position needs to be filled by a stellar candidate on paper and in temperament. This is not the type of decision that should be made hastily. However, in order to continue the mission of the System it is imperative that I have someone soon in this critical position.

I have identified an ideal individual that can assist the System on a temporary basis. I am requesting your approval to enter an MOU with the University of Kentucky to have David Brennen as Acting EVP/COO for no more than two (2) years. He comes with a wealth of expertise and is ready to assist in fulfilling the needs of the System. Your favorable response to this request will also provide adequate time for my administration to conduct an appropriate search of a permanent EVP/COO.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. J. Shields".

Dennis J. Shields  
President-Chancellor

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

[WWW.SUS.EDU](http://WWW.SUS.EDU)

**DAVID ALEXANDER BRENNEN**

██████████@gmail.com

Cell: 859-██████████

**EDUCATION**

**LL.M. in Tax Law**

University of Florida, Graduate Tax Program, Gainesville, FL 1994

**J.D.**

University of Florida, College of Law, Gainesville, FL 1991

**B.B.A. in Finance**

Florida Atlantic University, Boca Raton, FL 1988

**PROFESSIONAL/ACADEMIC HONORS AND LEADERSHIP DEVELOPMENT**

**Vice-Chair**, Council of the American Bar Association, Section on Legal Education and Admissions to the Bar, September 2022 – August 2023

**President**, Southeastern Association of Law Schools, August 2020 – August 2021

**Fellow**, American Council on Education, 2019-20 Academic Year (Host Institution: St. Olaf College, Northfield, MN)

**Certificate of Completion**, Society for College and University Planning Workshop: Integrated Strategic Planning for Institutional Success, January 2020

**Adviser**, *Restatement of the Law: Charitable Nonprofit Organizations*, American Law Institute, 2002-2019

**Participant**, Harvard University, Institute for Management & Leadership in Higher Education, June 2013

**PROFESSIONAL WORK EXPERIENCE OVERVIEW**

**Academic Administration Positions**

Dean, University of Kentucky J. David Rosenberg College of Law July 2009 – June 2020  
Deputy Director, Association of American Law Schools August 2007 – June 2009

**Permanent University Academic Appointments**

Professor of Law, University of Kentucky July 2009 - present  
Professor of Law, University of Georgia August 2006 – July 2009  
Professor & Associate Professor of Law, Mercer University July 2001 – June 2006  
Associate & Assistant Professor of Law, University of Richmond June 1997 - July 2001  
Assistant Professor of Law, Syracuse University August 1995 – June 1997

**Temporary University Academic Appointments**

Visiting Professor of Law, University of Florida 2022-24 Academic Years  
Visiting Professor of Law, University of Georgia Fall 2005  
Visiting Professor of Law, Temple University Spring 2004  
Distinguished Visiting Professor of Law, University of Alabama Summer 2003  
Adjunct Professor of Business, Florida Ag. & Mech. University Fall 1994

**Law Practice Positions**

Assistant General Counsel, State of Florida May 1994 – July 1995  
Associate Attorney, Messer, Vickers, Caparello, Madsen, et. al., P.A., May 1991 – August 1993

**ACADEMIC ADMINISTRATION WORK EXPERIENCE**

**Dean & Professor**

University of Kentucky J. David Rosenberg College of Law, Lexington, KY July 2009 – June 2020  
Reporting to Provost, served as leader of a law school at a R1 public research University with approximately 400 students, 30-35 FT faculty, 12-15 PT faculty, 30-35 staff, a \$12M budget and a \$24M endowment. Facilitated integration of College

with broader University through collaborative programs and various interdisciplinary initiatives.

**Responsibilities:**

- Academic Leadership and Program Enhancement
- Enrollment Management
- Fundraising and Alumni Relations
- Fiscal/Personnel Management
- College Representative on Provost's Deans Council

**Selected accomplishments as Dean:**

- Secured several \$1M+ gifts, including one \$20M College naming gift
- Raised \$56M in gifts, state appropriations and bonds for new building
- Increased College endowment by 25% (from \$19.2M to \$24.4M)
- Improved faculty pay, budget effectiveness and student activity funding
- Hired over half of FT faculty & conducted over a dozen P&T reviews
- College consistently ranked as Top-10 Best Value Law School
- Modernized Legal Research & Writing program
- Enhanced dual degree options in liberal arts, business and healthcare
- Established study abroad and foreign student exchange programs
- Enhanced student success in employment and professional licensure
- Increased experiential learning through expansion of externships
- Increased faculty research by 50% in terms of articles published
- Expanded community engagement of students and faculty
- Increased admissions yield and lowered acceptance rates of applicants
- Established scholarships to increase racial/socioeconomic diversity
- Implemented two strategic plans & oversaw ABA accreditation review
- Instituted parental leave policy for College faculty
- Effectuated transfer of control of Law Library from University to College
- Established Heyburn Initiative for Excellence in the Federal Judiciary
- Chaired searches for Deans of Business School and University Library
- Chaired Deans Council committee on Professional School Funding Model
- Chaired Deans Council Task Force on Online Education
- Served on University Blue Ribbon Panel on Graduate Education

**Deputy Director**

Association of American Law Schools, Washington, DC

August 2007 – June 2009

Reporting to Executive Director, served as academic leader of nonprofit association that represented 170 of 200 ABA accredited law schools in United States. (2-year appointment)

**Responsibilities:**

- Membership Review
- Conference/Event Management
- Professional Development Programming for Faculty
- Public Speaking
- Governing Board Relations
- Institutional Liaison
- Publications, Budgeting & Human Resources Management

Selected accomplishments as Deputy Director:

- Managed membership review process for all member law schools
- Assisted in management of several academic conferences
- Oversaw development of conference programming by faculty volunteers
- Delivered multiple public addresses on behalf of association
- Oversaw publication of association newsletter and academic journal
- Managed four association executive board meetings per year
- Represented AALS at 3rd party higher education events and conferences
- Managed support staff and assisted in annual budget analysis

#### **PERMANENT ACADEMIC APPOINTMENTS**

LAW SCHOOL COURSES TAUGHT: Federal Income Tax; Taxation of Tax-Exempt Organizations;

Corporate Tax; Estate & Gift Tax; Tax Policy Seminar; State & Local Tax; International Tax; Torts

LEGAL RESEARCH AREAS: Tax Administration; Tax-Exempt Entities; Legal Education; State & Local Tax

<b>Frost, Brown &amp; Todd Professor of Law</b>	July 2020 - present
<b>Professor</b> University of Kentucky J. David Rosenberg College of Law, Lexington, KY	July 2009 – June 2020
<b>Professor</b> University of Georgia School of Law, Athens, GA	August 2006 – July 2009
<b>Ellison C. Palmer Professor of Tax Law (Inaugural Holder)</b>	July 2004 – June 2006
<b>Professor</b>	July 2003 – June 2004
<b>Associate Professor</b> Mercer University School of Law, Macon, GA	July 2001 – June 2003
<b>Associate Professor</b>	August 2000 – July 2001
<b>Assistant Professor</b> University of Richmond School of Law, Richmond, VA	June 1997 – July 2000
<b>Assistant Professor</b> Syracuse University School of Law, Syracuse, NY	August 1995 – June 1997

#### **LAW PRACTICE EXPERIENCE**

<b>Assistant General Counsel</b> State of Florida, Department of Revenue, Tallahassee, FL (Tax Litigation Oversight; Tax Policy Advisory Opinions)	May 1994 – July 1995
<b>Associate Attorney</b> Messer, Vickers, Caparello, Madsen, Lewis, Goldman & Metz, P.A., Tallahassee, FL (Torts, Tax and Environmental Litigation, Legislative Drafting, Lobbying)	May 1991 – August 1993

#### **SIGNIFICANT EDITORIAL ACTIVITIES**

- Co-Editor, Nonprofit Law Prof Blog** (with Darryll K. Jones)  
(<http://lawprofessors.typepad.com/nonprofit/>) (December 2007 – Present)
- Editor, Nonprofit and Philanthropy Law Abstracts**, (<http://www.ssrn.com/link/nonprofit-philanthropy-law.html>) (August 2006 – Present)
- Co-Editor, BEYOND ECONOMIC EFFICIENCY IN UNITED STATES TAX LAW** (with Brown and Jones) (Wolters Kluwer) (2013)

#### **SELECTED BOOKS AND BOOK CHAPTERS**

THE TAX LAW OF CHARITIES AND OTHER EXEMPT ORGANIZATIONS: CASES, MATERIALS, QUESTIONS AND ACTIVITIES,  
4<sup>th</sup> ed. (with Jones, Moran and Willis) (Carolina Academic Press) (2021)

- Bob Jones University*, FEMINIST TAX JUDGMENTS (Cambridge) (2017)
- A Normative Rationale for the Charitable Tax Exemption*, BEYOND ECONOMIC EFFICIENCY IN UNITED STATES TAX LAW (Wolters Kluwer) (2013)
- Race and Equality Across the Law School Curriculum: The Law of Tax Exemption* (reprinted in Ch. 5), CRITICAL TAX THEORY: AN INTRODUCTION (Cambridge) (2009)
- Property Tax Exemptions (Ch. 22)*, BENDER'S STATE TAXATION: PRINCIPLES AND PRACTICE (with Darryll K. Jones) (Matthew Bender) (2009)
- Bob Jones University v. U. S.*, 408 U.S. 564 (1983), ENCYCLOPEDIA OF THE SUPREME COURT OF THE UNITED STATES (Thomson/West) (2008)

### **SELECTED LAW REVIEW AND LAW JOURNAL ARTICLES**

- Race Conscious Affirmative Action by Tax Exempt 501(c)(3) Schools and Colleges After Students for Fair Admissions v. Harvard and UNC*, \_\_\_ PITT. TAX REV. \_\_\_ (work-in-progress)
- Succeeding in the Candidate Pool: Resources Available at Association of American Law Schools for Persons Interested in Becoming a Law School Dean*, 31 Seattle Univ. L. Rev. 791 (2008)
- The Commerciality Doctrine and "Charitable" Homes for the Aged - State and Local Tax Perspectives*, 75 FORDHAM L. REV. 833 (2007)
- Introducing the Law of Nonprofit Organizations and Philanthropy*, 41 GA. L. REV. 1099 (2007)
- A Diversity Theory of Charitable Tax Exemption - Beyond Efficiency, Through Critical Race Theory, Toward Diversity*, 4 PITT. TAX REV. 1 (2006)
- Race and Equality Across the Law School Curriculum: The Law of Tax Exemption*, 54 J. LEG. EDUC. 336 (2004); reprinted in CRITICAL TAX THEORY: AN INTRODUCTION (Cambridge University Press) (2009)
- Race Conscious Affirmative Action by Tax Exempt 501(c)(3) Corporations After Grutter and Gratz*, 77 ST. JOHN'S L. REV. 711 (2003)
- 2002 Eleventh Circuit Survey: Federal Taxation*, 54:4 MERCER L. REV. 1563 (2003)
- Charities and the Constitution: Evaluating the Role of Constitutional Principles in Determining the Scope of Tax Law's Public Policy Limitation for Charities*, 5 FLA TAX REV. 779 (2002)
- Tax Expenditures, Social Justice and Civil Rights: Expanding the Scope of Civil Rights Laws to Apply to Tax-Exempt Charities*, 2001 B.Y.U. L. REV. 167 (2001)
- The Power of The Treasury: Racial Discrimination, Public Policy and "Charity" In Contemporary Society*, 33 U.C. DAVIS L. REV. 389-447 (2000)
- Treasury Regulations And Judicial Deference In The Post-Chevron Era*, 13 GA. ST. U. L. REV. 387-430 (1997)
- The Proposed Corporate Sponsorship Regulations: Is The Treasury Department "Sleeping With The Enemy"?* 6 KAN. J.L. & PUB. POL'Y 49-75 (1996)

### **SELECTED COMMUNITY SERVICE**

#### **Special Appointments**

- American Bar Association, Council of the Section on Legal Education and Admissions to the Bar, Vice-Chair (2022 - 2023) and Non-JD Subcommittee Chair (2021 -2022), August 2019 – August 2025
- Southern Association of Colleges and Schools, Commission on Colleges and Schools, Peer Review Advisory Board, December 2021 – December 2024
- Southern Association of Colleges and Schools, Commission on Colleges and Schools, [On-Site Accreditation Site Team Chair (March 2023, March 2020, February 2016); On-Site Accreditation Team (February 2015); and Off-Site Reaffirmation Committee (November 2013, November 2019)], 2013 – 2023
- American Law Institute, *Restatement of the Law: Charitable Nonprofit Organizations* [formerly "Principles of the Law of Charitable Nonprofit Organizations" (2000-2014)], Adviser, March 2002 – 2019

American Bar Association, Section on Legal Education and Admissions to the Bar, Accreditation Committee, Member (Vice Chair, September 2017 – August 2018; Non-JD Subcommittee Chair, September 2016 – August 2017), September 2013 – August 2018  
 American Bar Association, Law School Site Evaluator (Oregon (Chair), Connecticut (Chair), Colorado (Chair), San Diego (foreign program), Florida State (foreign program), Arkansas-Fayetteville (Chair), South Dakota, New England), 2003-22  
 Kentucky Bar Association, Diversity in the Profession Committee, Member, July 2010 – June 2018  
 Kentucky Access to Justice Commission, Ex-officio Member, May 2014 – April 2017

#### **Board Memberships**

AccessLex Institute (formerly Access Group), Board of Directors (Board Secretary and Member of Audit & Nominating Committees), 2014 – 2025  
 Bluegrass Care Navigator (formerly Hospice of the Bluegrass), Board of Directors (Board Chair, Investment Committee Chair and Member of Audit & Building Purchase Committees), 2013 – 2023  
 Southeastern Association of Law Schools, Board of Directors (President-elect, President and Immediate Past President), August 2019 – August 2022  
 Association of American Law Schools, Section on Law School Dean, Chair & Executive Committee, January 2013 - January 2018  
 Kentucky Bar Foundation, Board of Governors, July 2009 – 2019  
 Association of American Law Schools Section on Nonprofit and Philanthropy Law - Co-Founder, Chair & Executive Committee, January 2006 - August 2007, January 2010 – January 2011  
 Association of American Law Schools Minority Groups Section – Chair & Executive Committee, January 2002 - January 2007

#### **UNIVERSITY SERVICE**

##### ***University of Kentucky***

Provost Task Force on Diversity, Member, 2019  
 William T. Young University of Kentucky Library Dean Search Committee, Co-Chair, 2017-2018  
 Deans Council Task Force on Online Education, Chair, 2017  
 Blue Ribbon Panel on Graduate Education, Ex-officio Member, 2016 – present  
 Deans Council Committee on Professional School Funding Model, Chair, 2017  
 Appalachian Center Advisory Committee, 2014 – 2016  
 University Strategic Planning Committee, 2013 – 2015  
 Office of Institutional Diversity Advisory Committee, 2010-2015  
 Endowment Advisory Group, 2010-2015  
 Center for Inter-professional HealthCare Board of Directors, 2011-2015  
 Gatton College of Business Dean Search Committee, Co-Chair, 2010-2012

#### **MEMBERSHIPS**

The Florida Bar, 1992 – present  
 American Bar Association, 1991 – present  
 National Bar Association, 1991 - 1995, 2006 – 2009  
 Macon Bar Association, October 2001 – 2006  
 Virginia State Bar - Tax & Education of Lawyers Sections, 1998 – 2001  
 The Bar Association of the City of Richmond, 2000 – 2001  
 Virginia State Bar, Associate Member, 1998 - July 2001  
 Tallahassee Bar Association, 1992 - July 1995  
 Barristers of Tallahassee, 1991 - 1995



## **EXECUTIVE VICE PRESIDENT AND EXECUTIVE VICE CHANCELLOR**

The Southern University and A&M College System is the only Historically Black system of higher education in the nation. The system consists of academic campuses in Baton Rouge, New Orleans, and Shreveport as well as Law and Agricultural Centers located in Baton Rouge.

The successful applicant for the advertised position will serve the dual function System Executive Vice President and Executive Vice Chancellor of the Baton Rouge campus.

### **Position Description and Duties**

The Executive Vice President/Executive Vice Chancellor (EVPEVC) is a senior level administrator for the System and is the University's Chief Academic Officer. As a member of the Executive Cabinet, the EVPEVC reports directly to the President/Chancellor and serves to manage the day-to-day affairs of the Baton Rouge Campus and provide academic oversight for all of the campuses in the System.

The EVPEVC has broad and comprehensive responsibilities to provide the academic and administrative leadership required to achieve a high standard of excellence in instruction, research and service. Strategies to accomplish these responsibilities include, but are not limited to, strategic academic planning, directing the growth of academic programs, the development of academic policy, fiscal management for the academic enterprise, and advocating for faculty rights and responsibilities. He/she fosters collaboration with faculty, staff, students, and external communities to promote the intellectual and personal development of students through research, use of best practices, and evaluation as means of determining program strength and effectiveness.

The primary responsibilities of the EVPEVC include but are not limited to the following:

- Articulates the long-term vision and strategic plan to guide the development of Academic Affairs.

- In consultation with the President/Chancellor, oversees the implementation of this vision for the Baton Rouge Campus.
- Supervises System-wide efforts to promote the Principles of Accreditation as outlined by the Southern Association of Colleges and Schools Commission on Colleges and of other specialized accreditation bodies.
- Provides leadership in creating a culture of faculty research and scholarship consistent with the level of the university's graduate program offerings.
- Provides leadership and gives priority to increasing grantsmanship activity at the university
- Provides leadership for the maintenance of a well-structured and effective institutional assessment program on the Baton Rouge campus. This effort would include the determination of educational outcomes, provide evidence of levels of achievement, and the use of results that lead to academic improvement.
- Provides leadership to ensure that the Baton Rouge campus through various programs, maintains its commitment to equity and diversity.
- Oversees an assertive and high-priority program for improving retention and graduation rates.
- Fosters and supports innovation and incentive-based faculty and staff initiatives that improve student development and bring positive visibility to the university in general and to the academic environment in particular.
- Supervises the development, implementation, evaluation, and the periodic update of Baton Rouge Campus' Academic Master Plan.
- Provides leadership for the development and implementation of appropriate professional development opportunities for faculty.

- Ensures the development, implementation, and evaluation for a composite plan as well as unit plans and programs at the level of various campus subdivisions.
- Represents the University in community activities by actively participating in community organizations which support and strengthen the University's programs and activities.
- Provides leadership to strengthen articulation and collaborative activities with other educational institutions, including the K-12 system and other higher education institutions as well as public agencies, business, and industry.
- Participates in professional organizations, provides input to those organizations to enhance professional development and improving the university's visibility and reputation in a variety of environments in the world.
- Acts on behalf of the President/Chancellor in his/her absence, and at the President/Chancellor's request.

### **Work Experience Required**

- At least five (5) years of increasingly responsible experience in academic administrative leadership: Including at least five (5) years successful teaching experience, or equivalent, in an accredited institution of higher education;
- Experience in developing an academic vision and creating effective planning and implementation processes linked to that vision;
- Demonstrated ability to effectively manage a complex academic/student service organization;
- Commitment to collegial, consultative processes in a shared-governance environment;

- Demonstrated ability to effectively manage a complex academic/student service organization;
- Experience with the operational and financial management of a complex academic institution including strategic planning, policy development, budgeting, and personnel administration;
- Demonstrated commitment to the principles of diversity and ability to implement a diversity plan;
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external agencies and stakeholders.

Education Required: Must have an earned doctorate from a regionally accredited institution.



June 13, 2023

Dennis J. Shields, President-Chancellor  
Southern University System  
J. S. Clark Administration Building  
Baton Rouge, La 70813

**RE: Approval to appoint Mr. Willie Siglar Executive Director for Retention and Student Outcomes**

Dear Dr. Shields,

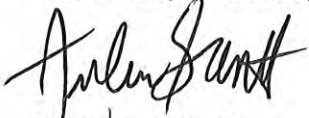
Per the recommendation of Dr. Lonnie McCray, Interim Vice Chancellor for Academic Affairs and Workforce Development this correspondence comes seeking your approval of Mr., Willie Siglar to be appointed to the position of Executive Director for Retention and Student Outcomes.

As shared by Interim Vice Chancellor of Academic Affairs and Workforce Development, Dr. Lonnie McCray, Mr. Siglar currently serves as the Academic Advisor for Arts, Humanities, Social Sciences, and Education. He has also served as a Student Success Coach in the SUSLA Student Success Center. Mr. Siglar is a team player and always volunteers as needed on and off campus. Because of his various roles relative to the students at SUSLA, Mr. Siglar has crucial knowledge and skills necessary for this position.

Accompanying this request are supporting documents showing his detailed qualifications for this position. The position is budgeted for an annual salary of \$67,000.00.

Your favorable consideration and support of the appointment of Mr. Siglar to the position of Executive Director for Retention and Student Outcomes. Therefore, I am requesting your endorsement and that of the Southern University Board of Supervisors on the upcoming October Board Meeting.

Respectfully submitted,

  
Dr. Aubra J. Gantt  
Chancellor

Approved:

\_\_\_\_\_  
**Dennis J. Shields, President-Chancellor**  
**Southern University System**

Approved:

\_\_\_\_\_  
**Mr. Myron Lawson, Chairman**  
**Southern University System**

Attachments

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](http://WWW.SUSLA.EDU)



Office of Academic Affairs and Workforce Development

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**Interoffice Memorandum**

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May 24, 2023

Dr. Aubra Gantt  
Chancellor  
Southern University Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, Louisiana 71107

RE: Appointment Request for Executive Director for Retention and Student Outcomes

Dr. Gantt:

This letter comes as a request to appoint Mr. Willie Siglar to the position of Executive Director for Retention and Student Outcomes.

Mr. Siglar currently serves as the Academic Advisor for Arts, Humanities, Social Sciences, and Education. Formerly, he served as a Student Success Coach in the SUSLA Student Success Center. Because of his roles at SUSLA, he has crucial knowledge and skills necessary for the Executive Director position. He has worked closely with the faculty and department chairs to advise students majoring in the University's programs. He works with at-risk students and will be able to adeptly assist our students matriculate in their programs. Furthermore, Mr. Siglar has his Moodle certification and has been teaching the Freshman Seminar course as an adjunct for three years under my supervision. Mr. Siglar holds a master's degree in Mass Communications and will earn his doctoral degree in Educational Leadership this August 2023. Finally, Mr. Siglar has also worked in TRIO programs; therefore, he understands the connections and services that must be made available to our student population.

Accompanying this request is a proposal to offer an annual salary of \$67,000, which we feel is commensurate with his experience.

Sincerely,


Dr. Lonnie McCray  
Interim Vice-Chancellor of Academic Affairs and Workforce Development  
Dean  
Arts, Humanities, Social Sciences, and Education

Approved

Not Approved

Approved Salary and Hire Date  
**(\$67,000; July 1, 2023)**

Not Approved



Mr. Michael Taylor  
Interim Vice Chancellor of Student  
Affairs and Enrollment Management



Dr. Auba Gantt,  
Chancellor

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### Interoffice Memorandum

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**To:** Michael Taylor, Interim Vice Chancellor  
Student Affairs and Enrollment Management

Dr. Lonnie McCray, Interim Vice Chancellor  
Academic Affairs and Workforce Development

**From:** Stephanie Graham, Search Committee Chair (Non-voting) 

**Date:** November 9, 2022

**Re:** Search for Executive Director for Retention and Student Outcomes

---

The search committee for the Executive Director for Retention and Student Outcomes narrowed the field of applicants from twelve (12) to five (5) to determine interviewees. Interviews were conducted on Thursday, November 3, 2022 with four of the top applicants. As a result, the committee decided to make the following recommendations: 1) forward the top two candidates as a result of interviews, and 2) continue to accept applications and interview viable applicants until a qualified candidate is identified.

Attached to this communication are the application packets for the top two candidates, Matthew Mattox and Willie Siglar. Candidate information is provided to you in alphabetical, unranked order.

Should you have questions or concerns, please advise.

cc: Search Committee Members

Dr. Devonye Brown  
Dr. Wilford Claville  
Dr. Barbara Hollis  
Antoinette Livingston  
Dr. Veronica McEachin  
LaShonda Wiggins  
Dameoyn Woodley





**Position: Executive Director for Retention and Student Outcomes**

<b>Employee Name:</b> <i>Vacant</i>	<b>Department Name:</b> Center for the Achievement of Student Outcomes and Success
<b>Reports To (Supervisor's Name):</b> <i>Dual Reporting to:          Vice Chancellors for Student Affairs and Enrollment Management and Academic Affairs and Workforce Development</i>	<b>Physical Work Location of Incumbent:</b> 3050 Dr. Martin Luther King, Jr. Drive Shreveport, LA 71107

**POSITION SUMMARY:**

The **Executive Director for Retention and Student Outcomes** will provide leadership to the Center for the Achievement of Student Outcomes and Success with a dual reporting role to the Division of Student Affairs and Enrollment Management and the Division of Academic Affairs and Workforce Development. The Center for the Achievement of Student Outcomes and Success encompasses the units of TRiO Student Support Services, the Student Success Center, ADA/Section 504 Services, and the Williams Center for Undergraduate Achievement. The Center for the Achievement of Student Outcomes and Success is designed to improve student outcomes including enrollment, persistence, retention, graduation/completion rates, and passage on licensure exams. Moreover, the Center is committed to the personal, social, and intellectual development of students as they live and learn within a diverse community. Academic and student support services are a fundamental part of the total educational process and are designed to assist students both individually and collectively. In addition, academic intervention services provide essential academic assistance such as advisement, tutorial support, and supplemental instruction that is designed to enhance student growth and development subsequently allowing students to successfully navigate the SUSLA experience from entry to graduation.

The Executive Director develops and maintains close relationships with the administrative offices throughout the University including Student Affairs and Enrollment Management and both the academic and service units within the Division of Academic Affairs and Workforce Development. Leads the integration of data analysis and robust communication of findings into the regular work of academic advising and support services. The Executive Director develops and implements a communication directive focused on providing the most effective strategy for students to understand the value of the academic intervention team.

**PRIMARY RESPONSIBILITIES:**

1. Provide strategic leadership for a student-oriented department that provides a holistic approach to academic advising, retention, educational access (ADA services), and related academic support services in a proactive intervention structure.

2. Advance strategic planning and development of the vision and mission statement for the Center for the Achievement of Student Outcomes and Success.
3. Execute the selection and hiring of employees; recommends assignments, transfers, terminations, disciplinary actions, and professional development; supervise, direct, and evaluate assigned staff in accordance with established policies.
4. Promote persistence and retention goals by collaborating with academic divisions, enrollment management units, and other campus departments to proactively encourage students to register for classes in a timely manner; monitors academic reporting systems for early alert to students' performance and academic progress risk, thus identifying and providing timely interventions for those who are in need; support students acclimating to alternative learning modalities that differ from the "traditional" classroom; ensure processes are followed to provide accommodations for ADA compliance; and assist students to find appropriate co-curricular activities that provide opportunities for leadership, scholarly activity, civic engagement, service learning, and wellness.
5. Promote graduation goals by coordinating with academic divisions and enrollment management units to review student records and conduct regular degree progression audits to ensure students are tracking to meet goals; coordinate with the Office of Financial Aid and Scholarships to complete comprehensive individual needs assessments and develop individual academic plans for students who are not making satisfactory academic progress.
6. Convene and Chair Student Success Task Force, which provides overall direction and coordination of activities related to increasing retention rates, closing equity gaps, reducing time to degree, and ensuring that academic and student support offices are utilizing data to make decisions about student success.
7. In collaboration with enrollment management units, faculty, and other identified departments, the Student Success Task Force will periodically review issues related to academic policies, program initiatives, recruitment, enrollment, and retention. This group will develop a systemic, well-documented, and carefully tracked approach to identify and support at-risk students requiring assistance beyond academic advising to persist and graduate.
8. Partner with campus leadership to identify shared challenges and opportunities related to student success, especially as they relate to students from low-income, underrepresented minority, and/or first-generation backgrounds.
9. Identify gaps in services based on best practices in retention and creates programs to improve student success. Assist faculty and staff in identifying trends and researching best practices in student retention.
10. Maintain up-to-date knowledge of university academic programs, articulation agreements, academic partnerships, activities, scholarships, etc.
11. Ensure that all activities within the Center are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA), and follow all State of Louisiana, Louisiana Board of Regents, and Southern University and A&M College mandates and Federal compliance regulations.
12. Maintains competency and professional currency through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses.

13. Enhances contributions of the Center for the Achievement for Student Outcomes and Success team to support desired SUSLA outcomes by performing all other duties and responsibilities as assigned.
14. Evening, weekend, and overnight work may be required.

**REQUIRED EDUCATION AND EXPERIENCE:**

1. Master's degree or higher. Degree in Counseling, Psychology, Education, Human Services, Student Personnel Administration, Student Development, Higher Education, or related field preferred.
2. Two years of administrative responsibility as a director, manager, department or division lead (or equivalent) in a college unit of one or more of the following: academic advising, counseling (academic/career/personal/mental), transfer articulation, student development and retention, or student support services.
3. Proficiency with computer applications and Microsoft Office.

**PREFERRED QUALIFICATIONS:**

1. Five years of experience providing various modes of advising, educational planning or counseling in an educational setting
2. Experience with student information management systems (e.g., Banner).

**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.

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

***This is a grant-funded position. Continued employment is contingent, in part, upon sponsor approval and continued funding.***

Reasonable accommodations may be made to enable individuals with disabilities to perform their 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 an employee assigned to this job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

***Equal Opportunity Employer***

# WILLIE B. SIGLAR

[REDACTED]

[REDACTED]

wsiglar@gmail.com

October 31, 2022

Quiana Skidmore  
Interim Director of Human Resources  
Southern University at Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, LA 71107  
hresource@susla.edu

Dear Quiana Skidmore,

With enthusiasm and great zeal, I submit my application for the Executive Director of Retention and Student Outcomes position at Southern University at Shreveport (SUSLA). This position fits my education, experience, and career interests very well.

Success in this position requires a candidate who is adaptive, wise, attentive, empathetic, works well under pressure, and communicates effectively. I am committed to students' personal, social, and intellectual development as they live and learn within a diverse community at SUSLA. Working alone or with various units, I will maintain up-to-date knowledge of university academic programs, partnerships, activities, and scholarships with diligence.

A genuine passion for students' success is one of my most prominent characteristics for this position. While developing research and implementing retention strategies, my goal is to promote a positive and successful learning experience to increase students' completion of their academic careers. As a former Student Success Coach and current Academic Advisor, I have developed in-house and campus-wide processes and procedures based on data and best practices to support academic advisement and retention efforts.

My background and goals match your requirements well. I am confident that I can perform the job effectively, and I am excited about continuing the process of improving students' success as a team member at SUSLA.

I look forward to meeting with you to discuss the match between your requirements for this position and my qualifications. Should you have any questions before that time, please do not hesitate to contact me at [wsiglar@gmail.com](mailto:wsiglar@gmail.com) or 318.294.5244.

Thank you for your time and consideration.



**Willie B. Siglar, M.A.**

# WILLIE B. SIGLAR

11 Scenic Drive, Shreveport, LA 71103

Phone: 294.5244

wsiglar@gmail.com

## EDUCATION

### Doctor of Education, Educational Leadership

Louisiana State University at Shreveport (Shreveport, LA)

Doctoral Candidate (ABD)

Expected Grad Date: December 2022

### Master of Arts, Mass Communications

Southern University A&M College (Baton Rouge, LA)

May 2003

### Bachelor of Arts, Mass Communications

Southern University A&M College (Baton Rouge, LA)

May 2001

## AWARDS & RECOGNITION

### American Advertising Awards

Bronze ADDY & People's Choice Award (Shreveport, LA)

2022

## PROFESSIONAL ORGANIZATIONS

### Omega Psi Phi Fraternity, Inc.

United Omegas of Louisiana

Mighty Ninth District

Public Relations Officer, 2021

Rho Omega Chapter

Keeper of Finance, 2022

### Greater Shreveport Chamber of Commerce

Member

## SKILLS & INTERESTS

Microsoft Office Suite, Academic Advising, Leadership Development, Communication (Written & Verbal), Public Relations, Teaching, Research & Data Analyzing, Budgeting, Banner, Organizational Strategy, Grant Writing, Program Supervision, Critical Thinking, Community Outreach & Involvement, Adobe Creative Cloud Suite (Photoshop), Marketing, Persuasive Theory, Collaboration, Public Speaking, Photography, Event Planning, Copywriting, and more...

## PROFESSIONAL EXPERIENCE

### Academic Advisor

Southern University at Shreveport (Shreveport, LA)

2022

- Help students define and develop realistic educational career plans in the Division of Arts, Humanities, Social Sciences & Education through schedule planning for each semester and summer school, if appropriate. Each student should have an up-to-date academic schedule plan through to graduation.

### Student Success Coach

Southern University at Shreveport (Shreveport, LA)

2017-2022

- Assist in the development of the first-year experience (FYE) program that teaches students to successfully navigate their plan of study to attain their academic and vocational. Providing services to prospective students from point of inquiry through application to the university, program selection/admission, and enrollment. Specialize in retention strategies and services which are vitally necessary to ensure that all students have an opportunity to persist and achieve success.

### Educational Advisor/Technical Specialist

TRiO Educational Talent Search Program

Southern University at Shreveport (Shreveport, LA)

2004-2016

- Planning and implementation of all school-based services. This includes curriculum and program design, student assessment and evaluation, public relations and liaison, and coordination of data collection and management.

### Interim Program Director

TRiO Educational Talent Search Program

Southern University at Shreveport (Shreveport, LA)

2013-2014

- Designing, managing and implementing the TRiO Program which provides academic, career, and financial aid counseling to students who are limited English proficient, with disabilities, or from groups that are traditionally underrepresented in post-secondary education, etc.

### Adjunct Professor of Journalism

Southern University at Shreveport (Shreveport, LA)

2008-2011

- Facilitate adult learning, non-traditional teaching, and course training. Provide classroom instruction on various forms of Journalism in accordance with the college's requirements.

REFERENCES ARE AVAILABLE UPON REQUEST.



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**OFFICE OF THE CHANCELLOR-DEAN**

June 1, 2023

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

Re: Request for SU Board Approval to Waive the Search for a Facility and Project Manager Position for the Southern University Agricultural Research and Extension Center (SUAREC)

Dear President-Chancellor Shields:

This correspondence is to request approval to waive the search for a Facility and Project Manager for the Southern University Agricultural Research and Extension Center (SUAREC). This position combines the vacant position of Facility Manager with the current Project Manager position. This position will aid the Executive Vice Chancellor in the management of over thirty facilities within SUAREC. After careful consideration and evaluation, we strongly believe that our current employee, Mr. Ervin Antoine, is the ideal candidate for this position.

Mr. Antoine has been a dedicated member of the SUAREC team since 2021, serving as the Project Manager. His commitment, expertise, and exceptional performance over the past two years have made a significant impact on our organization. Mr. Antoine possesses an extensive career in Facility and Project Management, accumulating over 30 years of experience in this field. His wealth of knowledge, combined with his ability to adapt to evolving challenges, has been instrumental in the successful execution of various projects at SUAREC.

Therefore, I am recommending the appointment of Mr. Ervin Antoine as the Facility and Project Manager at an annual salary of \$80,000, effective July 1, 2023.

If you have any questions or need additional information, please do not hesitate to contact me. Thank you in advance for your consideration.

Sincerely,

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

Orlando F. McMeans, Ph.D.  
Chancellor-Dean

Approval:

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



*"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**

**Office of the Executive Vice Chancellor**

May 30, 2023

Orlando McMeans, Ph.D.  
Chancellor/Dean  
Southern University System  
3rd Floor J. S. Clark Administration Building  
Baton Rouge, LA 70813

Re: Request for SU Board Approval to Waive the Search for a Facility and Project Manager for the SU Agricultural Research and Extension Center (SUAREC)

This correspondence is to request approval to waive the search for a Facility and Project Manager for the SU Agricultural Research and Extension Center (SUAREC). This position combined the vacant position of facility manager that was formerly held by Mr. James Mahomes (retired December 31, 2022) with the current Project Manager position currently held by Mr. Ervin Antoine. Mr. Antoine has been identified as the preferred candidate for the position of Facility and Project Manager for SUAREC based on his thirty-plus years of experience as a facility/project manager in corporate America and at SUAREC.

Mr. Ervin Antoine has been employed with SUAREC since 2021 and is currently serving as the Project Manager for SUAREC. He has been handling the duties of Facility Manager since December 31, 2022. Recently, he assisted in completing over twenty-five plus state projects valued at more than 3 million dollars. These include new agricultural campus fencing, a new parking lot, and exterior renovations at the M.A. Edmond Livestock Arena. Now we have over \$30 million dollars in facilities and deferred maintenance projects at various stages of implementation. He has been performing the duties of Facility and Project Manager since January 1, 2023.

Therefore, I am recommending the appointment of Mr. Ervin Antoine as the Facility and Project Manager at an annual salary of \$80,000 effective July 1, 2023. If you have any questions or need additional information, please do not hesitate to contact me. Thank you in advance for your consideration.

Best regards,

C. Reuben Walker, Ph.D.  
Executive Vice Chancellor/Director of Special Projects

Orlando F. McMeans, Ph.D.  
Chancellor/Dean

Approval

06/02/2023

Date

cc: Tracie Woods, Esq, Associate Vice President for Human Resources

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

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

CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC \_\_\_ SUAREC X SUNO \_\_\_ SUSLA \_\_\_

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

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 James Mahomes Reason Left Retired  
 Date Left December 1, 2022 Salary Paid \$48,000.00

**Profile of Person Recommended**

Length of Employment July 1, 2023 To June 30, 2024  
 Effective Date July 1, 2023

Name Ervin Antoine SS# U05413896 Sex M Race\* AA  
 ("S" number)

Position Title: Facility/Project Manager Department: Facilities

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

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

Years Experience 35 Southern University Experience 2 years  
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:  
BAC Min New Orleans Baptist Theological Seminary 2013  
Business Management Southern University New Orleans 1978-79

Current Employer Southern University Agriculture Research Center

**Personnel Action**

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

Recommended Salary \$80,000.00 Salary Budgeted \$80,000.00

Source of Funds 611001-66180-61002-66000

Identify Budget: \_\_\_ Location \_\_\_  
 Form Code: \_\_\_ Page \_\_\_ Item # \_\_\_

Change of:  
 Position Project Manager From Facility/Project Manager To  
 Status Special Hire Full Time  
 Salary Adjustment \$72,000.00 \$80,000.00

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

\*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 5/31/2023 Date  
 Supervisor  
[Signature] 5/31/2023 Date  
 Vice Chancellor  
[Signature] 6/02/2023 Date  
 Director/Personnel  
 President Date  
[Signature] 06/02/2023 Date  
 Dean/Unit Head  
[Signature] 06/02/2023 Date  
 Chancellor  
[Signature] 06/02/2023 Date  
 Vice President/Finance  
 Business Affairs/Comptroller  
 Chairman/S.U. Board of Supervisors Date

BGO 6.2.2023



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  
**EMPLOYEE DIRECT SUPERVISOR:** Calvin Walker  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 225-771-2152  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 0

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

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

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

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

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

CODE \_\_\_\_\_  
SOUTHERN UNIVER \_\_\_\_\_  
EXPIRES: TEM \_\_\_\_\_  
US \_\_\_\_\_  
RA \_\_\_\_\_  
HI \_\_\_\_\_  
J1 \_\_\_\_\_  
F1 \_\_\_\_\_  
FO \_\_\_\_\_  
Date: 6.2.2023  
Expiration Date: 6/30/2024

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

POSITION VACANCY AUTHORIZATION

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Facility and Project Manager AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR SU Ag Center (Facilities and Grounds Unit)  
 (Department or Unit)

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

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

The project manager position is a full-time position in the SU Ag Center and College of Agricultural, Family and Consumer Sciences (CAFCS). The duties include the management of the 30 plus SU Ag Center facilities, supervision of the Assistant Facility Manager, report and help remedy facility mechanical and electrical issues, renovations, new constructions and deferred maintenance problems. Also, the duties include coordination with contractors, architects, of the multitude of projects to include pre-bidding, pre-construction, and closeouts. The Incumbent will report to the Executive Vice Chancellor and

perform related duties as assigned. Budget Code: 611001-66180-61002-66000

Salary/Range: \$80,000 Previous Incumbent (if replacement): James Mahomes/Ervin Antione

Approved  Disapproved C. Keuben Walker 5/30/2023  
 Department Head Date

Approved  Disapproved Ch L 6/2/2023  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>B. Gamble-Dillard</u>	<u>6.2.2023</u>
Signature	Date
Budget Number	<u>611001-66180-61002-66000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>64550</u>
<u>Mikhale Williams</u>	<u>06/06/23</u>
Verified By:	Date:

Approved  Disapproved \_\_\_\_\_  
 Vice Chancellor Date

Approved  Disapproved Ch L 6/2/2023  
 Chancellor/Vice President Date

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

An Equal Opportunity Employer



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

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

**Office of the Executive Vice Chancellor**

**SU Agricultural Research and Extension Center**

**Position Description**

**Position Title:** Facility and Project Manager  
**Organizational Unit:** Research, Extension, and Teaching  
**Research Program Area (RPA):** Facilities and Grounds

**Description:** This is a full-time twelve-month position. The facility and project manager report to the Executive Vice Chancellor SUAREC. Major responsibilities include the day-to-day facility management of SUAREC 30 plus facilities. Specifically, the incumbent's duties are to:

- a. Assist the Executive Vice Chancellor of SUAREC in the management of the 30 plus SUAREC facilities.
- b. Supervise the Assistant Facility Manager and student workers
- c. Help implement current projects
- d. Assist with the planning of projects
- e. Assist with the execution of project moving toward fruition
- f. Assist with implement SU Ag project oversight
- g. Assist in the closing out of projects.
- h. Assist in the management of buildings, constructions, and renovation projects for the SU Ag Center.
- i. Help plan, monitor, and coordinate with contractors, architects, throughout the duration of projects.
- J. Assist with SU Ag Center projects schedules and meetings
- K. Assist in managing facility issues of to include power outages, vandalism, HVAC, and security matters
- L. Oversee the SU Ag Center Ground crew
- M. Reporting to the Executive Vice Chancellor for SU Ag Center as his immediate supervisor.
- N. Performing related duties as assigned.

Resume  
Ervin Antoine



OBJECTIVE

To serve as a Supervisor and Project Manager, where proven strengths in the areas of managing, leading, and supervising projects utilizing my extensive experiences in projects processes of implementation, facilitating, and the operations for contributing to an organization's operational effectiveness.

EDUCATIONAL BACKGROUND

- o BA in Ministry at New Orleans Baptist Theological Seminary
- o Southern University, Baton Rouge, LA. 1.5 years of business management courses
- o United States Army - War Veteran

EMPLOYMENT EXPERIENCES

Project Manager (Industry), Built three Polyethylene plants, major modifications of the Hydrocarbon Facilities, and many major turnaround projects in these plants that included major construction, environmental, and safety compliance.

Supervisory Role: Managed operations personnel and their support groups in the day-to-day operations of polyethylene and hydrocarbon facilities for over 35 years with at least four (4) years in higher education.

SU Ag Center Project Manager – Currently, I have been working as Project Manager and Facility Manager for Southern University Agricultural Research and Extension Center (SUAREC) for the past year and a half. Have finished and are still working projects (greater than 30) totaling millions of dollars. Some of the projects are: (1) the Edmond Livestock Arena interior and exterior renovations, (2) livestock arena parking lots: Phase 1 (70 spaces), Phase 2 (70 spaces), Phase 3 (10 spaces), (3) campus farm units (poultry, swine, horticultural) fencing project, SARDI-Opelousas(roofing), SU Disaster Relief Mega Shelter (1,300 cots), A. O. Williams Hall, Swine and Poultry deferred maintenance projects and much more.

Resume  
Ervin Antoine

I have helped to complete the large Greenhouse Renovation Project. I've communicated and provided assistance to several project investigators on many projects such as: (1) three greenhouses, (2) SW Center Extension Project, (3) A. O. Williams Hall door repairs, (4) Greenhouse Head-House door repairs, (5) Cattle Barn Storage Barn, (6) Fence projects, (7) Main-water line the experimental station, and (8) other pending projects. I have helped to facilitate the Department of Agricultural Sciences instructional projects. I have led and helped participate in pre-bid conferences and pre-construction conferences for over 30 projects at SU Ag Center over the last year and a half. Also, I have interacted with the State of Louisiana State Facility Planning, SUS Facilities and Planning Office, SUBR Physical Plant, Purchasing, Finance, Architects, and Contractors.

**Worked at The Dow Chemical Company for 35 years in various roles.**

BACKGROUND SUMMARY

- Work process implementation
- Maintenance coordination  
Planning,  
Scheduling
- Facilitation  
Team performance  
Conflict resolution
- Coordination  
Environmental health and safety  
Turnaround  
Warehouse
- Computer skills  
Excel  
Word  
Spreadsheets

OTHER PROFESSIONAL ACCOMPLISHMENTS

Facilitated work process implementation seminars for conflict resolution, employee development, change implementation and enhanced team performance, resulting in improved operational efficiencies in three of Dow Chemical's plants in Louisiana and other states as well.

As Project Manager, oversaw the construction of three polyethylene plants that produced 200 million pounds of product each annually. Also, the re-construction and upgrade of the Hydrocarbon Facilities. Developed and managed punch lists, coordinated with contractors and turnaround crews to ensure that the installation of the facilities met design specifications. Developed training manuals and trained personnel on the successful operation of the plants.

Resume  
Ervin Antoine

Several years of experience in managing project personnel and processing contractors' paperwork. Conversely, I have helped to identify, eliminated shipping, and storage problems within a packaging and shipping warehouse, resulting in a significant reduction of customer complaints.

References

To be furnished upon request.



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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**

June 2, 2023

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

**Re: Selection of Network Database/Webb Administrator for the Southern University Agricultural Research and Extension Center**

Dear President Shields:


This communication comes seeking your support relative to the appointment of Mr. Devender Rapolu as the Network Database/Web Administrator for the Southern University Agricultural Research and Extension Center. Mr. Rapolu has a proven track record of success in networking protocols, security and infrastructure. He is proficient in programming languages, data management and visualization, and has demonstrated competencies in cloud computing. He also has experience in network design and implementation, ensuring that they are secure, functional, and efficient.

Mr. Rapolu has participated in an extensive search process and is the selected candidate by the committee, which in turn has made a written recommendation for his employment to me.

Therefore, I am recommending the appointment of Mr. Rapolu as the Network Database /Web Administrator at an annual salary of \$65,000 effective July 1, 2023. I solicit your approval and consideration during the convening of the next scheduled Board of Supervisors Meeting.

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

Sincerely,

  
Orlando F. McMeans, PhD  
Chancellor-Dean

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

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC \_\_\_ SUAREC X SUNO \_\_\_ SUSLA \_\_\_

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

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

Previous Employee Sanjay Palle Reason Left \_\_\_\_\_  
 Date Left April 30, 2023 Salary Paid \$76,808

**Profile of Person Recommended**

Length of Employment July 1, 2023 To June 30, 2024  
 Effective Date July 1, 2023

Name Devender Rapolu SS# U01455724 Sex M Race\* A  
("S" number)

Position Title: Network Database Admin/Web Specialist Department: Department of Technology

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

F		1
---	--	---

  
 New Position                    Expiration Date: 05/10/2024

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

Years Experience 9 Years Southern University Experience 5 Years  
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:  
Ph.D. - Science/Math Education SU - Baton Rouge Dec. 2023  
M.S. - Computer Science SU - Baton Rouge May 2017  
B.S. - Technology Jawaharlal Nehru Arch. & Fine Arts Univ. - India June 2015

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

**Personnel Action**

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

Recommended Salary \$65,000 Salary Budgeted \$65,000

Source of Funds 611001-64050-66000

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

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

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



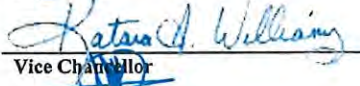


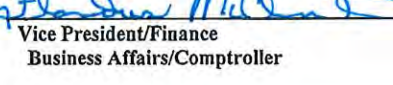
Financial Aid signature (if, applicable):

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

Source of Funds	Amount

\*See Reverse Side

Graduate School signature (if, applicable):

 Supervisor	<u>6/2/23</u> Date	 Dean/Unit Head	<u>06/02/2023</u> Date
 Vice Chancellor	<u>06/02/2023</u> Date	 Chancellor	_____ Date
 Director/Personnel	<u>6/2/2023</u> Date	 Vice President/Finance	_____ Date
_____ President	_____ Date	_____ Chairman/S.U. Board of Supervisors	_____ Date

*RGD 6.2.2023*



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

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

Hispanic or Latino                       Non-Hispanic or Non-Latino

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

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

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

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

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

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

**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:** 8:00 AM – 5:00 PM  
**EMPLOYEE DIRECT SUPERVISOR:** Mr. Clourth Wilson  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 225-771-3206  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 0

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

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

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

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

**TYPE**

- 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 SYSTEM**  
(CODE that the above purpose are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, and university policies.  
Availability/Compliance Verified/Encumbered/Funds Available  
 RA  
 ID #:  
 By: BGD Date: 6/30/2023  
 Expiration Date: 6/30/2024  
 F0

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

POSITION VACANCY AUTHORIZATION

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Network Database Admin/Web Specialist AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR Technology/Communication Services  
 (Department or Unit)

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Replacement   | <input type="checkbox"/> New Position  | <input checked="" type="checkbox"/> Unclassified | <b>Source of Funds</b>                     |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary   | <input type="checkbox"/> Faculty                 | <input 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 the form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor, and/or President. Salaries for classified positions must be approved through Human Resources).

This is a 12-month position that reports directly to the Director of Technology Services. The Network Database Admin/Web Specialist is responsible for the support, and administration of the Center's Local/Wide Area Network (Internet/Intranet). Also, responsible for the day-to-day onsite technical support for network hardware/software, analyzing problems, and Monitor the network to ensure availability. Also, providing technical expertise for the maintenance of the official website of the Southern University Agricultural Research and Extension Center.

Salary/Range: \$65,000 – \$75,000 Previous Incumbent (if replacement): \_\_\_\_\_

Approved  Disapproved Katana D. Williams 4/19/23  
 Department Head Date

Approved  Disapproved Katana D. Williams 4/19/23  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>B. Gombale-Dillard</u> Signature	<u>4.25.2023</u> Date
Budget Number <u>611001 64050 66000</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>64291</u>
Verified By: <u>Mikhaela Williams</u>	Date: <u>04/25/23</u>

Approved  Disapproved Katana D. Williams 4/19/23  
 Vice Chancellor Date

Approved  Disapproved [Signature] 4/21/2023  
 Chancellor/Vice President Date

Approved  Disapproved [Signature] 4/24/23  
 President Date

An Equal Opportunity Employer



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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**

June 2, 2023

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

**Re: Request for SU Board Approval – Salary Adjustment for Jacqueline Dixon, Executive Assistant for Southern University Agricultural, Research and Extension Center/College of Agricultural, Family and Consumer Sciences.**

Dear President-Chancellor Shields:

This correspondence is to request your approval and the approval of the Southern University Board of Supervisors for a salary adjustment for Mrs. Jacqueline Dixon, Executive Assistant to the Chancellor-Dean for Southern University Agricultural, Research and Extension Center/College of Agricultural, Family and Consumer Sciences.

Mrs. Dixon has been a vital member of the Southern University System for over five years, consistently demonstrating outstanding professionalism, efficiency, and dedication in her role. Over the course of her career, Mrs. Dixon has accumulated over 20 years of invaluable experience as an administrative professional, consistently surpassing expectations and delivering exceptional results. Mrs. Dixon's vast experience, attention to detail, and ability to multitask have made her an indispensable asset to SUAREC/CAFCS. The recommended salary is \$85,000.

This position is funded by state funds. If you have any questions or need additional information, please do not hesitate to contact me. Thank you in advance for your consideration.

Sincerely,

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

Orlando F. McMeans, Ph.D.  
Chancellor-Dean

Approval:

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

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	6	M	9	7	4	9
-----------------	---	---	---	---	---	---

CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC X SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

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

Previous Employee Lisa Williamson Reason Left Resigned  
 Date Left January 31, 2022 Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment July 1, 2023 To June 30, 2024  
 Effective Date July 1, 2023

Name Jacqueline Dixon SS# XXX-XX-3485 Sex Female Race\* AA  
("S" number)

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

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

U	S
---	---

  
 New Position Expiration Date: \_\_\_\_\_

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

Years Experience 20+ Years Southern University Experience 5 Years

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

Current Employer Southern University Agricultural, Research and Extension Center

**Personnel Action**

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

Recommended Salary \$85,000 Salary Budgeted \$85,000

Source of Funds State Funds

Identify Budget: 611001 61210 66000 - \$85,000 Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of:  
 Position Executive Assistant to the Chancellor-Dean From To Executive Assistant to the Chancellor-Dean  
 Status Full-time Full-Time  
 Salary \$75,000 \$85,000  
 Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

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

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
611001 61210 66000	\$75,000

\*See Reverse Side

Graduate School signature (if, applicable):

CL 5/30/2023  
 Supervisor Date  
 Vice Chancellor \_\_\_\_\_ Date  
 Director/Personnel 6/2/2023 Date  
 President \_\_\_\_\_ Date

CL 5/30/2023  
 Dean/Unit Head Date  
CL 5/30/2023  
 Chancellor Date  
Flender Mack \_\_\_\_\_ Date  
 Vice President/Finance Business Affairs/Comptroller Date  
 Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date

B90 6.2.2023

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

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

Hispanic or Latino  Non-Hispanic or Non-Latino

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

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

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

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

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

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

**COMMENTS:**

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

**EMPLOYEE DIRECT SUPERVISOR:** Dr. Orlando F. McMeans

**SUPERVISOR/DEPARTMENT CONTACT NUMBER** (225) 771-4310

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

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

**GUIDELINES:**

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

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

**TYPE**

- The 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 SYSTEM**  
 I certify the above purchase is allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, and university policies.  
 Allowable Compliance Verified/Encumbered/Funds Available  
 Doc. I.D.# \_\_\_\_\_  
 By: JL BGD Date: 6.2.2023  
 Expires Date: 4/30/2024  
 F0

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

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

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

**Executive Assistant to the Chancellor-Dean, SUAREC/CAFCS**  
Southern University Agricultural Research and Extension Center (SUAREC)  
College of Agricultural, Family and Consumer Sciences (CAFCS)

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

- Serves as the liaison for the Office of the SUAREC/CAFCS with the liaisons for the Offices of the SUS President and Board of Supervisors.
- Maintain Chancellor-Dean's calendar, emails, travel schedule/arrangements/expense, other correspondence, etc., electronically.
- Directly supervise the Administrative Assistant and Office staff within the immediate office of the Chancellor-Dean, and serve as the executive supervisor to administrative, budgetary and clerical staffers directly via the respective supervisors.
- Prepare required reports, respond to requests relative to SUAREC/CAFCS and determine which reports and requests should be delegated to appropriate supervisors or staff members. Review outgoing correspondence to ensure relevance, conformity, internal consistency, and proper clearance.
- Attend meetings on behalf of the Chancellor-Dean, and record and report proceedings.
- Exercises signatory authority as authorized by the Chancellor-Dean.
- Initiate all correspondence required to set up internal and external meetings, conferences training, etc. and supervise the preparations for each activity.

- Assist with the development and review of proposals and budgets.
- Coordinate Student Support Services Program in conjunction with SUAREC/CAFCS.
- Assist with assignments within the CAFCS Department of Agricultural Economics, if needed.
- Serve as Secretary to the Chancellor-Dean's SUAREC/CAFCS External Advisory Council.
- Carry out other duties and responsibilities as assigned.

### **Other Duties**

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

### **Required Qualifications**

- Bachelor's degree preferred and/or equivalent education, certification and experience considered.
- Knowledge of higher education procedures beneficial with a genuine interest in working with University students, faculty, staff and the public.
- Work independently and proactively for effective planning, analysis, problem-solving, and follow-up with a focus on results.

- Proven ability to effectively and positively interact with the public in a polished and professional manner.
- Creative communicative skills and attention to detail are a must.
- Collaborative approach while working under pressure and within deadlines.
- Organizational and time management skills to actively manage the executive's time.
- Able to function in a fast-paced, high work-load office; a high energy level is essential.
- Minimum of three (3) years of previous administrative professional, office management, or other relevant training and/or experience required.



## Objectives

To obtain a position allowing me to utilize my Work/Life experiences in a Corporate Environment while providing Career Development.

## Employment History

### Executive Assistant to the Chancellor-Dean

2022 - Present - Southern University Agricultural Research & Extension Center and College of Agricultural, Family and Consumer Sciences – Chancellor-Dean's Office, Baton Rouge, LA

- Serves as the liaison for the Office of the SUAREC/CAFCS with the liaisons for the Offices of the US President-Chancellor and Board of Supervisors.
- Maintain chancellor-Dean's Calendar, emails, travel schedule/arrangements/expense, other correspondence, etc., electronically.
- Initiate all correspondence required to set up internal and external meetings, conferences training, etc., and supervise the preparations for each activity.
- Coordinate Student Support Services Program in conjunction with SUAREC/CAFCS staff.
- Exercises signatory authority as authorized by the Chancellor-Dean
- Carry out other duties and responsibilities as assigned.

### Special Assistant to the Chancellor-Dean

2019 - 2022 - Southern University Agricultural Research & Extension Center and College of Agricultural, Family and Consumer Sciences – Chancellor-Dean's Office, Baton Rouge, LA

- Respond to requests for information that requires good judgment and knowledge of operating rules and regulations
- Organize, schedule, and prepare materials needed for meetings, such as agendas, handouts, packets, etc.
- Organize and maintain files, ensures the confidentiality of information as necessary
- Compose and/or prepare correspondence as needed
- Establish and maintain electronic files of data to be stored for future use
- Schedule and maintain Chancellor-Dean's Calendar
- Prepare travel requests, purchase orders, and expense reports
- Manage incoming emails, correspondences, and phone calls and greet guests

### Administrative Assistant III

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

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

**Administrator/Director**

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

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

**Accountant**

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

- Prepared payments by verifying documentation and requesting disbursements
- Documents financial transactions by entering account information
- Assisted in preparing Monthly and Annual Financial Reports
- Supported accounting operations by filing documents, reconciling statements, and running software programs

**Education**

University of Southwestern Louisiana, Lafayette, LA

Bachelor of Science, Business Administration 1987

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

**Certifications**

State of Louisiana-Early Childhood Ancillary Certificate

NECPA Commission-National Administrator Credential

**References**

Available Upon Request



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

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Southern University and A & M College System  
**AGRICULTURAL RESEARCH AND EXTENSION CENTER**

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

June 2, 2023

Dr. Orlando F. McMeans  
Chancellor-Dean  
Southern University Ag Center- CAFCS

Dear Chancellor McMeans,

Please accept this correspondence as a recommendation of Mr. Devender Rapolu as the Network Database/Webb Administrator for the Southern University Agricultural Research and Extension Center. As an exceptionally competent system engineer, Mr. Rapolu has an impressive track record in areas such as network administration, project management, and web development.

In his previous role, Mr. Rapolu has served as a major contributor to network security management and remains at the forefront of advancements in network administration. His experience in LAN/WAN network infrastructure design and implementation will make him a valuable asset to our team.

After conducting the search process, and reviewing numerous submissions from interested individuals, it is my recommendation, along with the selection committee, that Mr. Rapolu is hired for this position effective July 1, 2023, at an annual salary of \$65,000. I have enclosed Dr. Rapolu's resume for your review and consideration. Should you need further information please feel free to contact me.

Kindest Regards,

A handwritten signature in cursive script that reads "Katara A. Williams".

Katara A. Williams, Ph.D.  
Vice-Chancellor of Institutional Advancement and External Relations  
Southern University Ag Center / CAFCS

**JOB DESCRIPTION**  
**FOR**  
**NETWORK DATABASE ADMIN/WEB SPECIALIST**  
**SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER AND THE**  
**COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES**

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**OVERALL DESCRIPTION:**

A twelve-month position, the Network Database Admin/Web Specialist, shall have the following duties and shall be directly responsible to the Director of Technology Services for their exercise. The Network Database Admin/Web Specialist is responsible for the support, administration of the Center's Local/Wide Area Network (Internet/Intranet). Also, responsible for the day-to-day onsite technical support for network hardware/software, analyze problems, and monitor the network to ensure availability. Also, providing technical expertise for the maintenance of the official website for the Southern University Agricultural Research Extension Center.

**DUTIES OF RESPONSIBILITY WILL INCLUDE:**

- Serves as the Assistant Chief Information Officer;
- Serves as Chief Security officer for the Center;
- Serves as assistant manager for a support staff of 5 employees / 3 student workers and provides technology/communications support to faculty/staff in 33 parishes across the state, to include 1 center, the Southwest Center for Rural Initiatives and 365 acre research farm.
- Assist in establishing long-term technology needs for the Center, and assist in planning strategies for developing systems and acquiring hardware, software and other equipment to meet application needs;
- Provide leadership for the Center's Local Area and Wide Area Networks;
- Serve as the site's (www.suagcenter.com) "Webmaster;"
- Provide support for all enterprise's e-mail (client/server) issues for over 150 users (locally and statewide);
- Maintain and monitor the official website (Internet/Intranet);
- Maintain and ensure the integrity of all system backups 24/7;
- Manage all the internal/external DNS SMTP server;
- Create and maintain system user databases;
- Assists in the planning, development, deployment of network expansions and upgrades;
- Manages the remote connections of the Center's Finance Department to the Southern University's managed servers;
- Maintain, troubleshoot and provide technical support for the Center's video surveillance security system;
- Other duties as assigned

**KNOWLEDGE SKILLS ABILITIES:**

- Must be skilled, knowledgeable and experienced in TCP/IP Internetworking, DNS, MS Windows Server, Active Directory, Microsoft SQL server, Microsoft Exchange 2008 or higher, Mac Server OS X or higher;
- Must be skilled, knowledgeable of Cisco routers, firewall and switches;
- Strong troubleshooting skills using both proactive reactive methodologies on a daily-basis to provide seamless system availability;
- Knowledgeable in designing and maintain a network/security plan;
- Highly goal oriented providing excellent results with little oversight direction;
- The ability to work independently, self-motivating with the ability to adequately communicate (orally/written) solutions to management rather than problems; and
- Must be Microsoft (MCSE) and Cisco Certified

---

Employee Endorsement / Date

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Director of Technology Services / Date

## Devender Rapolu



### About Me

---

- Researched AR/VR rendering and UI for 3D data visualization & remote rendering.
- Assessed needs and prioritized requirements through leading interdisciplinary meetings.
- Developed software tools to aid 3D visualization research tasks in many scientific fields.
- Produced and direct videos spotlighting immersive VR research projects for publications.
- Facilitated regular virtual reality lab tours for visiting faculty and school groups.
- Train and mentor undergraduate and graduate students in a research lab environment.
- LAN/WAN network infrastructure design and implementation
- Train and mentor undergraduate and graduate students in training and operating in CAVE (Cave Automatic Virtual Environment)
- Network device installation and configuration
- Troubleshooting and problem-solving skills
- Network performance analysis and optimization
- Network security implementation
- Technical support and end-user assistance
- Basic troubleshooting and technical support and software applications for end-user concerned problems. Involved in the central management of systems from the administrator end.
- Monitored and managed the connectivity issues related to LANs.
- I have always been passionate about education and environmental consciousness.
- My research focuses on virtual reality, 3D user interfaces, and interactive data visualization in STEM at an HBCU.
- As a Graduate Research Assistant at Southern University and A&M College, I have conducted extensive research in Virtual Reality, 3D User Interfaces, and Interactive Data Visualization.
- Worked on various interactive tools like Paraview, Maya, Blender to Unity to display in CAVE, and has worked with immersive virtual reality on Veative, ThingLink, and CAVE on an NSF grant.
- My dissertation titled "An Analysis of Virtual Reality Utilization Among STEM Undergraduate Students (Agricultural Sciences and Engineering) at an HBCU" demonstrates my ability to formulate requirements and prioritize needs amidst ambiguity.
- Passion for computational imagery and visualization for communication and discovery.
- Expertise in interdisciplinary collaboration, formulating requirements amidst ambiguity.
- Research experience in 3D User Interfaces.
- Expertise in data science, networking, virtual reality, Unity, and cloud computing.
- My experience with Python scripting, importing models from paraview models to Unity, and working with immersive virtual reality on Veative, ThingLink, and CAVE on an NSF grant has equipped me with the technical skills necessary for this position.
- In my current role as Research Assistant - Science & Technology, I have conducted research-based inquiry related to STEM, environmental issues, and curriculum development to develop effective and engaging programs.
- I have also collaborated with external agencies, schools, communities, civic organizations, and businesses to ensure the development of comprehensive and relevant program resources.

### Professional Experience

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#### **Graduate Research Assistant, Southern University and A&M College, Baton Rouge, LA**

January 2016 - December 2017, August 2019 - December 2022

- Research Focus: Virtual Reality, 3D User Interfaces, and Interactive Data Visualization
- Dissertation Title: An Analysis of Virtual Reality Utilization Among STEM Undergraduate Students (Agricultural Sciences and Engineering) at an HBCU
- Researched in AR/VR rendering and UI for 3D data visualization and remote rendering for the middle school

- project.
- Worked with various software tools to aid 3D visualization research tasks in many scientific fields, published immersive VR research projects for publications, and facilitated regular virtual reality lab tours for visiting faculty and school groups.
  - Also trained and mentored undergraduate and graduate students in a research lab environment.
  - Developed and implemented professional development programs for teachers to improve their knowledge and skills in STEM education.
  - I have also conducted research on AR/VR rendering and UI for 3D data visualization and remote rendering and have developed software tools to aid 3D visualization research tasks in many scientific fields.
  - In addition to my technical skills, I have experience mentoring undergraduate and graduate students in a research lab environment and facilitating virtual reality lab tours for visiting faculty and school groups.
  - Conducted research-based inquiry related to STEM, environmental issues, and curriculum development to develop effective and engaging programs.
  - Collaborated with external agencies, schools, communities, civic organizations, and businesses to promote educational/career awareness and environmental consciousness.
  - Using Python scripting imported models from paraview models to unity to display in Cave Automatic Virtual Environment (CAVE).
  - Worked with immersive virtual reality on veative, ThingLink and CAVE on NSF (national science foundation) grant.
  - Worked in AI, 3Cs, Animations, UI, Shader Graph, bugs fix, Optimization, and Scriptable Render Pipeline.
  - Researched AR/VR rendering and UI for 3D data visualization & remote rendering.
  - Assessed needs and prioritized requirements through leading interdisciplinary meetings.
  - Developed software tools to aid 3D visualization research tasks in many scientific fields.
  - Produced and direct videos spotlighting immersive VR research projects for publications.
  - Facilitated regular virtual reality lab tours for visiting faculty and school groups.
  - Train and mentor undergraduate and graduate students in a research lab environment.
  - LAN/WAN network infrastructure design and implementation
  - Network device installation and configuration
  - Troubleshooting and problem-solving skills
  - Network performance analysis and optimization
  - Network security implementation
  - Technical support and end-user assistance
  - Basic troubleshooting and technical support and software applications for end-user concerned problems. Involved in the central management of systems from the administrator end.
  - Monitored and managed the connectivity issues related to LANs.

**System Engineer/DevOps Engineer, DXC Technology, Houston, TX**

January 2018 – August 2019

- Implemented AWS solutions using EC2, S3, RDS, EBS, VPC, Elastic Load Balancer, and Auto-scaling groups. Proficient in using all Amazon Web Services, including AWS lambda and AWS Database Migration Service
- Configured Amazon Machine Images (AMI) and IAM policies and set up and deploy servers on multiple AWS availability zones and regions.
- Experience testing Web Services-SOA architecture, RPCs, XML transactions, SOAP, HTTP, WSDL, and REST using various industry-standard tools like SOAP UI.
- Using SOAP UI Tool, performed cross-platform Functional Testing involving XML messages, constructing different field values and data, and validating HTTP Requests and Responses.
- Validated the data from the source systems and databases by sending the requests Using Soap UI, Ready API, and Rest web services, then captured their response.
- Monitored and managed connectivity issues related to LANs.
- Maintained and supported the company's LAN/WAN network infrastructure.
- Installed and configured network devices including routers, switches, firewalls, and wireless access points.
- Assisted with network design and implementation of new network systems.
- Monitored network performance and analyzed network traffic to identify potential issues.
- Troubleshooting the backups and collect data about backup servers & backup clients.
- Used bash shell scripting to do administrative automation tasks including, installing, configuring, managing files, users, and repositories, applications, debugging, and troubleshooting.

- Expertise in creating VM Templates, cloning, and managing Snapshots.
- Remote monitoring and management of server hardware.
- Worked on SAN, NA, S, and DAS storages with HBA card configuration and different levels of RAID configuration.
- Troubleshooting and configuration of Local and Network-based printers.
- User, Group Administration, and Advanced File Permissions.
- Configured and deployed patches, upgrades, bug fixes on both physical and virtual Red Hat Linux servers using satellite servers.
- Patch management of servers and maintaining the server's environment in Development/QA/Staging/Production.
- Maintain security for the networked environment while allowing users to access all data and software remotely.
- Performed routine network maintenance and upgrades to ensure optimal performance and security.
- Managed network security by implementing access controls, firewalls, and intrusion detection systems.
- Provided technical support to end-users and assisted with network-related issues.
- Manage the company's database systems, including Microsoft SQL Server and Oracle databases.
- Design and implement database security protocols to ensure data protection.
- Monitor database performance and tune databases for optimal performance.
- Perform database backups and recovery to ensure data availability.
- Develop disaster recovery plans to minimize downtime in the event of a system failure.
- Implement and maintain network security measures, including firewalls and intrusion detection/prevention systems.
- Troubleshoot network and database issues, working with other IT professionals to resolve problems.
- Administered Microsoft SQL Server databases for the company's software applications.
- Tuned databases for optimal performance and developed backup and recovery procedures.
- Assisted in the development and implementation of disaster recovery plans.
- Conducted performance tuning and optimization activities for the databases.
- Provided technical support to application developers and end-users.
- Created and maintained database documentation and procedures.

## Projects

---

January 2017 - May 2017

- Developed a Job Search Portal Using Android Application.
- The application is used to find jobs for international students based on their Status.
- It sends the Notification to the phone through message when a job is posted.
- The Application is developed on Google Firebase.

## Training and Internship

---

January 2015 - December 2015

- Successfully trained with guidance under CGG, worked on the scholarship portal.
- During this training worked on projects based on JAVA, ORACLE, NETWORKING, CLOUD COMPUTING, and HTML.
- Completed Internship in CMC- TATA Enterprise.

## Education

---

### Ph.D. in Science/Math Education GPA 3.91/4.0

Southern University and A&M College, Baton Rouge, LA, Expected Graduation Date (Expected Dec 2023)

### Master of Science – Computer Science GPA 3.53/4.0

Southern University and A&M College, Baton Rouge, LA, Graduation Date (Jan 2016 - May 2017)

### Bachelor of Technology- Digital Techniques for Design and Planning GPA 3.06/4.0

Jawaharlal Nehru Architecture and Fine Arts University, Masab Tank, Hyderabad Telangana, India (June 2011- June 2015)

## Technical Skills

---

**Languages:** C, C#, C++, Java, Python, HTML, R-programming.

**Database Software:** SQL, MS Access, SQLite.

**Operating Systems:** Windows 98, XP, 7, 8, 10, LINUX, Mac OS.

**Tools/Software:** Microsoft Office suite, Adobe Photoshop, Adobe Suite, Google Spread Sheets, Statistical Analysis (SPSS), Unity3D, Maya, Coral draw, Google Sketch, AutoCAD, Thing link, Paraview, ARC Geographic information System (GIS), Unity, OpenGL, Git, GitHub, Visual Studio, Xcode, Make, CMake, VTK, After Effects, Premiere Pro

**OS, VR Platforms:** Windows, Mac OSX, Linux, HTC Vive, Magic Leap, Oculus Rift/Quest, Lenovo

**Networking Protocols:** TCP/IP, DNS, DHCP, SMTP, VLAN, VPN, VoIP, OSPF, BGP, and other networking protocols and technologies.

## Certification

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VIRTUAL REALITY, INTERNET OF THINGS, JAVA, ARTIFICIAL INTELLIGENCE, DATA SCIENCE, ENTERPRISE DESIGN THINKING CO-CREATOR, ENTERPRISE DESIGN THINKING - TEAM ESSENTIALS FOR AI, IBM SECURITY ZERO TRUST PRINCIPLES, ENTERPRISE DESIGN THINKING PRACTITIONER

## Publications

---

- Rapolu, D., Young, L., Mellieon Williams, F., Morton, J. & Lawson, A. (2023). An analysis of Virtual Reality utilization among STEM (agricultural sciences and engineering). In E. Langran, P. Christensen & J. Sanson (Eds.), *Proceedings of Society for Information Technology & Teacher Education International Conference* (pp. 1200-1204). New Orleans, LA, United States: Association for the Advancement of Computing in Education (AACE). Retrieved April 29, 2023 from <https://www.learntechlib.org/primary/p/221986/>.
- Rapolu, D., (2023, April 20). *An Analysis of Virtual Reality Utilization in STEM (Agricultural Sciences and Engineering) at an HBCU*. 1 st Annual Graduate Student Research Symposium, Baton Rouge, LA, United States. [https://digitalcommons.subr.edu/crs\\_stupubs/17/](https://digitalcommons.subr.edu/crs_stupubs/17/)
- Rapolu, D., (2023). *An Analysis of Virtual Reality Usage Among Students in Stem Fields (Agricultural Sciences and Engineering)*. 78TH JOINT ANNUAL MEETING OF BETA KAPPA CHI AND NIS, Charlotte, North Carolina, United States. <https://www.betakappachi.org/docs/2023/2023-BKXNIS-ABSTRACTS.pdf>

## Activities

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- Presented in Bayou Competition in New Orleans on developing an Application for Federal Emergency Management Agency (FEMA) for flood victims.
- Attended conference on LIGO (Laser Interferometer Gravitational-Wave Observatory) Android, Biometrics, Gulf States Math Alliance (GSMath), Society for Information Technology and Teacher Education (SITE) STEM Teacher Leadership Network (STEMTLnet) and Robotics, 1st Annual Graduate Student Research Symposium, 78th Beta Kappa Chi, and the National Institute of Science Joint Annual Meeting
- Member of Beta Kappa Chi, American Educational Research Association (AERA), Association for the Advancement of Computing in Education (AACE), Society for Information Technology and Teacher Education (SITE), STEM Teacher Leadership Network (STEMTLnet), Gulf States Math Alliance (GSMath), National Institute of Science (NIS) and Association for Computing Machinery (ACM) student chapter and national member.
- Volunteered for the Building Resilience Communities.
- SUBR true blue scholarship recipient, HEERF (Higher Education Emergency Relief Fund) grant recipient.
- Fluent in English, Hindi, and Telugu.
- Attended workshops on IBM Cybersecurity, Internet of Things, Data Science, Artificial Intelligence and Blockchain technologies.





# SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

May 8, 2023

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Career Counselor for the office of Career Services

Dear President Shields:

The objective of the Office of Career Services is to assist students and alumni with career and professional development. It is our mission to assist each student define career objectives and identify employment opportunities based on individual experiences, interests, values, skills, and geographic preferences. The Office of Career Services needs two Career Counselors and has been interviewing applicants for these positions. During the interviews one career counselor was identified, Dr. Keilah Ebanks.

We are requesting that this be presented at the Board of Supervisors June 23, 2023, board meeting. Dr. Ebanks annual salary will be \$75,000 with an effective date of August 1, 2023. Attached are her resume and job description.

Should you have any questions, please let me know.

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

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

Dennis J. Shields  
President/Chancellor

JOB CLASS3				
JOB CODE	M			
CAL ID	U			

# SOUTHERN UNIVERSITY SYSTEM

## Personnel Action Form

POSITION NUMBER	3	M				
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CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC X SUAREC \_\_\_ SUNO \_\_\_ SUSLA \_\_\_

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

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

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

### Profile of Person Recommended

Length of Employment 8-1-23 To \_\_\_\_\_  
 Effective Date 8-1-23

Name Tracie J. Woods xxx-xx-4896 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Vice-Chancellor of Corporate, Government, Judicial and Law Firm Relations Department: Law Center - Instruction

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

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

Years Experience 36 Southern University Experience 17

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J.D.</u>	<u>Indiana University, Bloomington, IN</u>	<u>1995</u>
	<u>M.B.A.</u>	<u>Atlanta University, Atlanta, GA</u>	<u>1986</u>
	<u>B.S.</u>	<u>Southern University A&amp;M College, BR., LA</u>	<u>1983</u>

Current Employer Southern University Law Center

### Personnel Action

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

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

Source of Funds General Appropriation

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

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

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

Financial Aid signature (if, applicable): \_\_\_\_\_

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>311001-31120-61002-36000</u>	<u>\$180,000.00</u>
	<u>\$180,000.00</u>

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

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

John K. Peirce 6-7-23  
 Supervisor Date  
Shawn D. Vance 6/5/2023  
 Vice Chancellor Date

Gary R. Hall 6-6-23  
 Dean/Unit Head Date  
John K. Peirce 6-7-23  
 V/C for Fin. and Administration Date  
 Chancellor Date

Director/Personnel \_\_\_\_\_ Date \_\_\_\_\_  
 Vice President/Finance \_\_\_\_\_ Date \_\_\_\_\_  
 Business Affairs/Comptroller \_\_\_\_\_

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

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

\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Non-Hispanic or Non-Latino

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

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

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

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

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

\_\_\_\_\_ 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**

**Tracie J. Woods as Vice-Chancellor of Corporate, Government, Judicial, and Law Firm Relation at Southern University Law Center. Effective August 01, 2023.**

**EMPLOYEE REGULAR WORK SCHEDULE:**

Daily

**EMPLOYEE DIRECT SUPERVISOR:**

Chancellor, John Pierre

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

225

**HR USE ONLY:**

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

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

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

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

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

SOUTHERN UNIVERSITY LAW CENTER  
CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
**ENCUMBERED / FUNDS AVAILABLE**

DOC. I.D.S. \_\_\_\_\_

DATE RA \_\_\_\_\_

HI \_\_\_\_\_

BY JI \_\_\_\_\_

F1 \_\_\_\_\_

F0 \_\_\_\_\_

*6/5/23*  
*DM George*

**Do Not Write Below This Area**

**For Human Resource and Budgetary Control Use Only!**

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

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

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

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

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

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

\_\_\_\_\_ Exemptions Survey Form (signed by employee and budget head)

\_\_\_\_\_ Proposed Employee Appointment

\_\_\_\_\_ Proposed Employee Clearance

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

**CONTINGENT UPON AVAILABILITY OF FUNDS**

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*  
**POSITION VACANCY AUTHORIZATION**  
 \*\*\*\*\*

REQUEST THAT THE POSITION TITLE Career Counselor AS DESCRIBED BELOW

Office of Career Services  
 (Department or Unit)

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

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

**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).

(1) Provide one-on-one individually tailored, and client-driven career consulting services to students in pursuing non-traditional legal sector careers, (2) Research and periodically assess the evolving career development needs of our students interested in traditional legal careers, (3) Designs, develops, and implements an array of workshops and programs, and services resources, (4) Participates in panel discussions and presentations and continuously research opportunities and trends related to the legal job market using various resources.

Salary/Range: \$70,000 – 80,000 Previous Incumbent (if replacement): Ahvery Thomas

Approved  Disapproved John K. Pierre 5/8/23  
 Department Head Date  
 Approved  Disapproved Gerry Hall 5/8/23  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>JM George</u>	<u>5/8/23</u>
Signature	Date
Budget Number	<u>311001-38130-61002-35000</u>

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

Approved  Disapproved [Signature] 5/8/23  
 Vice Chancellor Date  
 Approved  Disapproved John K. Pierre 5/8/23  
 Chancellor/Vice President Date  
 Approved  Disapproved \_\_\_\_\_  
 President Date

An Equal Opportunity Employer

**EDUCATION**

University of Louisiana at Monroe

Monroe, LA

**Doctor of Education in Curriculum and Instruction**

December 2020

*Dissertation – Promoting Equity: The Effect of Reading Comprehension Strategies on Mathematics Achievement Level*

Clark Atlanta University

Atlanta, GA

**Bachelor and Master of Science in Mathematics**

December 2013

Magna Cum Laude

**EXPERIENCE**

**Louisiana Department of Education (LDOE)**

July 2022 - present

**Teacher Leader Advisor**

- Review publisher curricular materials to modify rubric guides
- Compile and submit team responses to LDOE
- Adhere to submission deadlines
- Provide weekly team updates to LDOE

**White Castle High School**

August 2021 - present

**Mathematics Teacher**

White Castle, LA

- Plan, prepare, and deliver instructional activities for seventh and eighth grade
- Design and implement performance improvement plans for at-risk students in consultation with parents and administrative staff
- Maintain ongoing positive and productive communication with parents to inform them of both areas of improvement and achievements

**Inspire Charter Academy**

August 2018 - August 2021

**Mathematics Teacher**

Baton Rouge, LA

- Provided instructional support for students at and below grade level
- Developed assessments and aligned lessons to Common Core State Standards
- Served as Mathematics Content Leader for two consecutive years
- Improved mathematics achievement level to mastery for 7th grade and 8th grade by 9% and 27% respectively
- Developed instructional videos to be utilized nationwide

**Hahnville High School**

March 2017 – May 2018

**Mathematics Teacher**

Boutte, LA

- Implemented lessons using Common Core State Standards in Mathematics & Eureka Math
- Modified and implemented math lessons to help prepare at-risk students for high-stakes testing
- Monitored, analyzed, and reported student results to disseminate to stakeholders

**Herzing University**  
**General Education Department**

July 2016 - May 2017  
Kenner, LA

**Adjunct Instructor – Fundamentals of Mathematics/College Algebra**

- Instructed a minimum of 15 students
- Provided academic differentiated instruction aligned to ALEKS software
- Monitored and analyzed student progress

**Xavier University of Louisiana**  
**Student Academic Success Office**

January 2014 - March 2017  
New Orleans, LA

**Staff Instructor, Math Resource Center**

- Hired and conducted professional development for minimum of 9 student tutors
- Assisted with the development of an on-campus outreach system to support high school students' academic development in mathematics
- Increased Statistics pass rate from 70% to 84%
- Tutored in Developmental Math, Precalculus, Calculus and Statistics
- Conducted workshops and test review sessions for Developmental Math, Precalculus and Calculus courses

**Missouri State University**

June 2012-August 2012  
Springfield, MO

**REU Participant**

- Developed mathematical model to study predator/prey model with harvesting and refuge
- Applied analytical skills to predict future behavior between predator and prey
- Operated Mathematica and Matlab to depict predator/prey model

**NASA Langley Research Center**

June 2011-August 2011  
Hampton, VA

**Research Participant**

- Conducted research on project: *Understanding the Fundamentals of a Space Tether*
- Created mathematical model using Matlab
- Understood the structural dynamic behavior of a space tether by observing the dynamic response of a vibrating string

**CERTIFICATIONS**

- Quality Matters, Applying the QM Rubric (APPQMR)

**MEMBERSHIP/COMMUNITY INVOLVEMENT**

- National Council of Teachers in Mathematics, May 2022
- STEM NOLA/Baton Rouge Volunteer, January 2014 – March 2020
- Gamma Phi Delta Sorority, Inc., Fall 2009 – present

## Position Description

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

The Office of Career Services is dedicated to assisting students and alumni with career and professional development during law school and beyond. Reporting to the Director of Career Services and working closely with the Associate Director of Career Services, Career Counselor will provide career counseling to law students and alumni with a focus on traditional legal career opportunities while also facilitating professional development and career planning.

### **Essential Functions:**

- Provides one-on-one, individually tailored, and client-driven career consulting services to students in pursuing non-traditional legal sector careers. Assists students in conducting their own self-assessments. Provides students not only with general advice based on his/her expert knowledge of the non-traditional legal career sector, but specific job leads and networking contacts developed through continuing cultivation and expansion of the Southern University Law School's professional network.
- The Career Counselor must also research and periodically assess the evolving career development needs of our students interested traditional legal careers.
- Based on this on-going research, analysis, assessment and trend-spotting the Career Counselor designs, develops, and implements an array of workshops and programs, services, resources, (including online guides and brief webcasts) to meet the career needs of our students interested in pursuing a career in the non-traditional legal sector.
- Participates in panel discussions and presentations and continuously researches opportunities and trends related to the legal job market using resources like the National Association for Law Placement (NALP), the American Association of Law Schools (AALS), and the American Bar Association (ABA).
- Manages improvements, revisions, changes, and adjustments to the existing array of career consulting services, programs, and resources AND develops and implements entirely new services, programs, and resources.
- Liaises with various other Law School departments to establish relationships for career search reciprocity.
- Other duties and responsibilities as assigned.

### **Required Qualifications:**

- Advanced knowledge of career decision making, and job search techniques.
- Knowledge of career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.
- Highly effective problem identification and solving skills, presentation skills, verbal communication, written communication, and organization skills.
- Ability to work with people from diverse backgrounds and levels of experience.
- Creative, entrepreneurial, forward-looking, and energetic approach that can identify and pursue new potential programs and innovative ways to present and deliver their content.
- Highly developed knowledge of principles and processes for providing outstanding client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Excellent knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
- Excellent computer skills and the ability to quickly adapt to new software programs and on-line resources.
- Working knowledge of Microsoft Office suite including Excel, Word, Outlook, etc.
- Ability to successfully pass a criminal background check.

### **Preferred Qualifications:**

- Advanced knowledge of career development theories.
- Knowledge of needs assessment theory, processes, and practice, workshop and program design and implementation.
- Knowledge of SULC programs.

### **Preferred Education/Training:**

- Master's Degree.



- Minimum of three (3) years in higher education career services programs or legal recruitment. An advanced degree such as a Master's Degree, Ph.D. and/or a Juris Doctor degree from an accredited law school or international equivalent will substitute for one (1) year of required experience.

**Salary and Benefits:**

- Annual Salary: \$72,000.00-\$75,000
- For information on all SUS/SULC benefits, visit <https://www.sus.edu/subhome/81>.

**Application Process:**

Submit a cover letter, resume, and a list of three (3) references to [kgilbert@sulc.edu](mailto:kgilbert@sulc.edu).

**Contact person:** Koshaneke N. Gilbert.

***EMPLOYMENT NON-DISCRIMINATION POLICY: SULC is an Equal Opportunity Employer, committed to a diverse and inclusive work environment. SULC is committed to a policy against discrimination in employment based on sex, actual or perceived gender, age, race, color, religion, creed, national or ethnic origin, disability, sexual orientation, gender identity and expression, genetic information, or parental, marital, domestic partner, civil union, military, or veteran status.***

JOB CLASS3				
JOB CODE	M			
CAL ID	U			

# SOUTHERN UNIVERSITY SYSTEM

## Personnel Action Form

POSITION NUMBER	3	M				
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CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC X SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

- |  |   |                        |
|--|---|------------------------|
| <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 N/A Reason Left \_\_\_\_\_  
 Date Left N/A Salary Paid \_\_\_\_\_

### Profile of Person Recommended

Length of Employment Effective Date 8-1-23 To 8-1-23

Name Keilah Ebanks xxx-xx-6952 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Career Counselor Department: Law Center - Instruction

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): ED.D Institution/Location (SU-Baton Rouge): University of Louisiana at Monroe Year: 2020  
B.S., & MBS in Mathematics Clark Atlanta University 2013

Current Employer Louisiana Department of Education (LDOE)

### Personnel Action

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

Recommended Salary \$75,000.00 Salary Budgeted \$75,000.00

Source of Funds General Appropriation

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

Change of: \_\_\_\_\_  
 Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-38130-61002-35000	\$75,000.00
	\$75,000.00

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

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

Roshanika Chubb Supervisor Date 6/15/2023  
Shawn Vance Vice Chancellor Date \_\_\_\_\_  
 \_\_\_\_\_ Director/Personnel Date \_\_\_\_\_  
 \_\_\_\_\_ President Date \_\_\_\_\_

Gerry R. Hall Dean/Unit Head Date 6-7-23  
Jahn K. Piene V/C for Fin. and Administration Date 6-7-23  
 \_\_\_\_\_ Chancellor 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.

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

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

**COMMENTS:** Effective, 08/01/23 Appointment for Dr. Keilah Ebanks as a Career Counselor at the Southern University Law Center.

**EMPLOYEE REGULAR WORK SCHEDULE:**

Daily

**EMPLOYEE DIRECT SUPERVISOR:**

Chancellor, John Pierre

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

225

**HR USE ONLY:**

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

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

**TYPE**

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

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

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

SOUTHERN UNIVERSITY LAW CENTER  
CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
**ENCUMBERED / FUNDS AVAILABLE**  
DOC # \_\_\_\_\_  
RA \_\_\_\_\_  
DATE 6/5/23  
BY J1  
F1 \_\_\_\_\_  
F0 \_\_\_\_\_

**Do Not Write Below This Area**

**For Human Resource and Budgetary Control Use Only!**

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

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

**CONTINGENT UPON AVAILABILITY OF FUNDS**



## SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

May 24, 2023

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Request to appoint Tracie J. Woods as Vice-Chancellor of Corporate,  
Government, Judicial, and Law Firm Relations at the Southern University  
Law Center

Dear President Shields:

As the Southern University Law Center (SULC) has grown over the past eight years, and the institution has seen a need to continuously expand relationships with corporate, government, judicial, and law firm entities throughout the United States and globally, it has occurred to me that now is the proper time to create a position within SULC that would coordinate growth opportunities with corporate, government, judicial, and law firm entities. In the three years since the death of George Floyd on May 18, 2020, SULC has been inundated with opportunities to collaborate with corporate, government, judicial, and law firm entities that are searching for diverse talent and ways to contribute resources to SULC as part of their social justice and/or ESG outreach efforts.

Currently, I along with the Office of Innovation and Strategic Partnership have coordinated and managed these opportunities. While that has worked well in various instances, SULC is still missing more opportunities because of the lack of organizational bandwidth.

This Vice-Chancellor's position, if approved by the Southern University Board of Supervisors would give SULC this additional bandwidth. This new Vice-Chancellor's position would directly oversee and supervise the SULC Office of Career Services, and coordinate with the SULC Office of Innovation and Strategic Partnerships, the Director of Experiential Training, and the Director

of Development at SULC to create more constructive collaboration in attracting growth opportunities from our corporate, government, judicial, and law firm constituents.

SULC students would benefit from the anticipated increase in constructive interaction. The individual that I would like to hire for this newly proposed Vice-Chancellor's position is Tracie J. Woods. She is a highly skilled attorney with experience in private practice, corporate settings, and higher education. She has a J.D/M.B.A. with prior experience in the financial industry, insurance, risk management, and construction management. She currently serves as the Associate Vice-President for Human Resources for the Southern University System and teaches commercial law courses at SULC.

I would like to appoint her to this new position without going through a search with approval from the Southern University Board of Supervisors at its June 23, 2023, meeting. Should the Board of Supervisors approve this position and appointment, I would like the appointment to become effective August 1, 2023, at a salary of \$180,000. Attached is a resume for Attorney Tracie J. Woods for review.

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

Sincerely,



John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

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

Dennis K, Shields  
President/Chancellor

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*  
**POSITION VACANCY AUTHORIZATION**  
 \*\*\*\*\*

REQUEST THAT THE POSITION TITLE Vice-Chancellor of Corporate, Government, Judicial, and Law Firm Relations AS DESCRIBED BELOW

Chancellor  
 (Department or Unit)

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Replacement   | <input checked="" type="checkbox"/> New Position                                 | <input checked="" type="checkbox"/> Unclassified | <b>Source of Funds</b>                     |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary   | <input type="checkbox"/> Faculty                 | <input 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).

This new Vice-Chancellor's position would directly oversee and supervise the SULC Office of Career Services, and coordinate with the SULC Office of Innovation and Strategic Partnerships, the Director of Experiential Training, and the Director of Development at SULC to create more synergy in attracting growth opportunities from our corporate, government, judicial, and law firm constituents.

Salary/Range: \$175,000 –190,000 Previous Incumbent (if replacement):         

Approved  Disapproved John K. Pierre 5/24/23  
 Department Head Date

Approved  Disapproved Gerry S. Hall 5/24/23  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>JM George</u>	<u>5/24/23</u>
Signature	Date
Budget Number	<u>311001- 31120-61002-36000</u>

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

Approved  Disapproved [Signature] 5/24/2023  
 Vice Chancellor Date

Approved  Disapproved John K. Pierre 5/24/23  
 Chancellor/Vice President Date

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

An Equal Opportunity Employer

Job Description  
for  
Vice-Chancellor of Corporate Government, Judicial, & Law Firm Relations

The Vice-Chancellor of Corporate, Government, Judicial, and Law Firm Relations is a senior 12-month full-time administrative position within the Southern University Law Center (SULC). This Vice-Chancellor is responsible for expanding existing relationships and creating new relationships between the Southern University Law Center and corporate, government, judicial, and law firm entities throughout the United States and globally.

This Vice-Chancellor will promote growth opportunities with corporate, government, judicial, and law firm entities that will benefit students and alumni of SULC. This individual will collaborate with corporate, government, judicial, and law firm entities to enhance their social justice, ESG, and talent pipeline outreach efforts.

The Vice-Chancellor will directly supervise the Office of Career Services at SULC. The Vice-Chancellor will also collaborate with the Office of Innovation, Strategic Initiatives and Strategic Partnerships, Office of Experiential Learning and Office of Development at SULC to enhance outcomes, create more synergy, and extract more resources from corporate, government, judicial, and law firm constituents. The Vice-Chancellor will also perform other duties as assigned by the Chancellor.

**The minimum qualifications for this position include:**

- A Juris Doctor degree from an American Bar Association Accredited Law School;
- 15-years or more of professional experience;
- Experience in higher education, and
- Corporate, governmental, or judicial experience.

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# TRACIE J. WOODS, ESQ.

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## PROFILE

Highly skilled attorney with extensive experience in private practice, in-house counsel, and higher education. J.D. /M.B.A. with prior experience in the financial industry, insurance, risk management and construction management. Recognized subject matter expert in labor and employment law. Areas of expertise include:

- Labor and employment law
- Financial and administrative management
- Litigation management
- Insurance law
- Education law
- Risk management
- Real estate acquisition and leasing
- Contract negotiations

## LEGAL AND MANAGERIAL EXPERIENCE

**Southern University and A&M College System, Baton Rouge, La.**

*Associate Vice President for Human Resources*

2018-Present

Provide strategic oversight to campus HR Departments. Draft and implement system policies, and procedures. Manages all IIR Directors. Develops internal procedures and manage the automation process.

*General Counsel to the Board and System*

2009-2018

Provided legal oversight and advice to the Southern University System. Coordinate outside counsel and litigation for all system campuses. Advised all campuses on human resources, institutional governance, audit-related issues, student-related issues, real estate, taxation, and government relations. Also served as the system risk manager for risk and insurance issues.

**Southern University Law Center, Baton Rouge, La.**

2008-Present

*Associate Professor for Legal Writing and Analysis*

Taught legal writing and analysis skills to first year students. Integrated grammar rules and oral presentation skills. Provide oversight to teaching assistant, research assistant and meet with students on regular basis. Teaches Agency/Partnership, Common Law Property, Secured Devices and Statutory Analysis. Teaches common law track courses which include UCC-9 and UCC-2.

**360BusinessSolutions, Baton Rouge, La.**

2006-2008

*CEO*

Served as an Executive Director for large nonprofit. Served as CFO of large non-profit and construction manager and CFO for large nonprofit organizations.

**The City College of New York, New York, NY**

2004-2006

*Special Assistant for Legal Affairs*

Advised the COO on security management, human resources, employee relations, information technology, facilities, and finance issues. Drafted, reviewed, and negotiated all contracts for the College. Coordinated all audits and provided audit responses to all agencies. Served as Chairperson of the Security and Workplace Violence Committee which restructured a campus wide security and workplace plan. Served as



Chairperson of the Board of Directors of the Auxiliary Enterprise Corporation. The Corporation oversees the cafeteria, vending machines, automatic teller machines, college bookstore, and parking lots. The Corporation oversees all commissions paid by each of these auxiliary services to the College. Served as legal counsel to the Student Services Corporation.

**Tracie J. Woods, Esq.**, Philadelphia, PA

2003-2004

***Sole Practitioner***

Provided legal counsel on issues including but not limited to real estate, estate planning, corporate governance, and risk management to corporate clients. Served as in-house counsel for a ten (10) year construction project for a new facility and on all employment and labor issues for Enon Tabernacle Baptist Church.

**West Insurance Group**, Philadelphia, PA

2000 – 2003

***Chief Operating Officer / General Counsel***

Directed operations of five (5) insurance agencies with approximately thirty (30) employees grossing \$10 million dollars annually. Developed procedures for finance, accounting, information technology, and human resources departments. Conducted contract negotiations with clients, insurance companies, and subcontractors. Prepared legal documents and conducted due diligence for acquisition and sale of insurance agencies. Acted as a resource for legal questions and risk management issues for all agencies. Managed litigation activities on all lawsuits and other legal matters with outside counsel. Handled complex mergers and acquisitions of insurance agencies.

**Dr. Warren E. Smith Health Centers (WES)**, Philadelphia, PA

1996 – 2000

***General Counsel / Risk Manager / Human Resources Director***

Represented WES in contract negotiations with clients and subcontractors. Represented WES at EEOC and employment hearings. Served as Corporate Secretary and Risk Manager. Managed litigation activities on all lawsuits and other legal matters. Drafted and negotiated leases and property sale agreements for leaseholds and real estate purchases.

**Barnes & Thornburg**, Indianapolis, IN

Summer 1994, 1995 – 1996

***Business Department Associate (August 1995-August 1996)***

Researched and analyzed blue sky statutes and federal securities laws for proposed mergers and acquisitions. Provided legal analysis and counsel on corporate governance, public utilities, gift and estate tax, and bankruptcy matters. Drafted legal memoranda, corporate governance documents and pleadings.

## FINANCE EXPERIENCE

**Dean Witter Financial Services**, Chicago, IL

1987 – 1992

***Senior Financial Analyst***

Developed funding strategies for mortgage loan portfolios and researched and analyzed proposed derivative security purchases. Researched and prepared marketing and financial strategies for internal clients including Discover Card, Sears Payment Systems, and Dean Witter Consumer Services.

## EDUCATION and PROFESSIONAL AFFILIATIONS

**JD** – Indiana University, Bloomington, IN, 1995

**MBA in Finance** – Atlanta University, Atlanta, GA, 1986

**BS in Accounting** – Southern University A&M College, Baton Rouge, LA, 1983

Members of National Bar Association, Baton Rouge Bar Association, Louisiana State Bar Association, Pennsylvania Bar Association and Delta Sigma Theta.



**SOUTHERN  
UNIVERSITY**  
AND AGRICULTURAL & MECHANICAL COLLEGE

**DEPARTMENT OF ATHLETICS**

**SOUTHERN JAGUARS** | PO BOX 9942 | BATON ROUGE, LA 70813  
GOJAGSPORTS.COM | [f /SOUTHERNUJAGUARS](#) | [t @SOUTHERNUSPORTS](#)

Dennis J. Shields  
President-Chancellor  
Southern University, Baton Rouge  
J.S. Clark Administration Building—4<sup>th</sup> Floor  
Baton Rouge, La. 70813

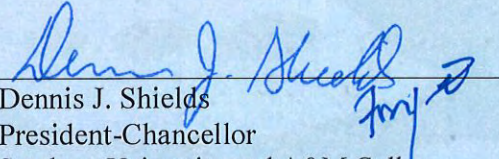
We are requesting that the position announcement be waived at this time for the position of Assistant Women's Basketball Coach. The Department would like to move forward with the hiring of Patrece Carter at a salary of \$75,000. This position comes at a critical juncture as we have begun recruiting efforts to prepare for our upcoming season. Therefore, there is heightened urgency to fill this position as soon as possible. Thank you for your consideration.

If you have any questions germane to this request, please contact me as soon as possible. Thanks so much.

Best,

*Roman Banks*

Director of Athletics  
Southern University and A&M College  
Baton Rouge Campus

  
Dennis J. Shields  
President-Chancellor  
Southern University and A&M College  
Baton Rouge Campus

DEFENDERS OF THE GOLD AND BLUE

POS CLASS					
EMP CLASS					
HI		RT		LV	

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	M	9	3	6	6
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CAMPUS: SUS \_\_\_ SUBR X SULAC \_\_\_ SUAREC \_\_\_ SUNO \_\_\_ SUSLA \_\_\_

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

TYPE OF APPOINTMENT:

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

Previous Employee \_\_\_\_\_ Reason Left \_\_\_\_\_  
Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment \_\_\_\_\_ To \_\_\_\_\_  
Effective Date of Employment July 1, 2023

Name Patrece Carter SS# 9206 Sex F Race\* B  
(Last 4 digits only)

Position Title: Assistant Women's Basketball Coach Department: Athletics

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

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\_\_\_ 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 19 Years Southern University Experience \_\_\_\_\_  
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:  
B.S. Biology Pre Med Louisiana College, Pineville LA 2004  
M.S Education Univeristy of Phoenix 2014  
M.S Sports Management Liberty University 2017

Current Employer Southern University

**Personnel Action**

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

Annual Salary \$75,000.00 Salary Budgeted \$75,000.00 Hourly Rate, if applicable: \_\_\_\_\_

Pay Cycle: \_\_\_ Biweekly X Monthly \_\_\_ Faculty

Source of Funds: State Identify Budget: 218900-21807-61002-29000 Location: \_\_\_\_\_

**Change of:**

From \_\_\_\_\_ To \_\_\_\_\_

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

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

List total funds currently paid this employee by

Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds (Current)	Amount
218900-21807-61002-29000	\$75,000.00

\*See Reverse Side

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

<u>Kenneth P. Bensinger</u> Supervisor	<u>August 5/3/23</u> Date	<u>Kenneth P. Bensinger</u> Dean/Unit Head	<u>August 5/3/23</u> Date
<u>Janiffa</u> Vice Chancellor	_____ Date	<u>Alexander P. Conroy</u> Chancellor	_____ Date
<u>Henry J. Shields</u> Director/Personnel	<u>6/1/23</u> Date	<u> </u> Vice President/Finance	_____ Date
<u> </u> President	_____ Date	<u> </u> Business Affairs/Comptroller	_____ Date
		<u> </u> 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:**

Patrece Carter will be the Assistant Women's Coach receiving the salary of \$75,000 effective July 1, 2023.

**Must be completed by hiring supervisor:**

**EMPLOYEE REGULAR WORK SCHEDULE:**

8:00 AM – 5:00 PM M-F

FUNDS AVAILABLE  
OFFICE OF THE COMPTROLLER  
SOUTHERN UNIVERSITY SYSTEM

**EMPLOYEE DIRECT SUPERVISOR:**

Roman Banks

JUN 01 2023

**SUPERVISOR/DEPARTMENT CONTACT NUMBER**

771-3090

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

None

**HR USE ONLY:**

**STATUS (check one):**

EXEMPT

*[Signature]*  
COMPTROLLER OFFICE

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

**Do Not Write Below This Area - For Human Resource 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](http://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

SOUTHERN RESOURCES  
APR 23 4:23 PM '11

SOUTHERN RESOURCES  
MAY 24 2:29 AM '11

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Assistant Basketball Coach AS DESCRIBED BELOW  
BE AUTHORIZED AS A VACANCY FOR Athletics

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Assistant Basketball Coach, Budget # 218900-21807-61002-29000

2M9366-00

Salary/Range: \$75,000 Previous Incumbent (if replacement): Adrian Sanders (U01471977)

Approved  Disapproved Pomona Bamy 3/28/2023  
Department Head Date

Approved  Disapproved [Signature] 3/28/23  
Dean/Director/Supervisor of Budget Unit Date

2M9366

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	<u>4/4/23</u>
Budget Number	<u>218900-21807-29000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>21210</u>
<u>Mikhaela Williams</u>	<u>4/4/23</u>
Verified By:	Date:

Approved  Disapproved [Signature] [Date]  
Vice Chancellor

Approved  Disapproved [Signature] 6/24/23  
Chancellor/Vice President

Approved  Disapproved [Signature] 6/24/23  
President

An Equal Opportunity Employer

(14)

# PATRECE S. CARTER

*An articulate, intelligent, and passionate person who interacts with the highest degree of professional and personal integrity with students, colleagues, and parents.*

## WORK EXPERIENCE

---

2021-present      North DeSoto High School      Stonewall, LA

### ***Head Girls Basketball Coach/PE Teacher***

- -complied with the rules and regulations of DeSoto Parish School Board and the LHSAA
- -scheduled, organized, and provided on-court coaching of effective practice sessions and games
- -monitored student-athlete academic progress
- -maintained accurate records of expenditures and receivables for the program
- -ordered and maintained sports equipment and sports gear
- -Organized and managed Lady Griffin Camps and Clinics grades PreK-6th
- -Organized signups and practice and game schedules for 50+ teams and served as North DeSoto liaison for DeSoto Hoops league for girls and boys PreK-6th.

2018-2021      McNeese State University      Lake Charles, LA

### ***Assistant Women's Basketball Coach***

- Assisted with the development and implementation of individual workout, practice, and game plans
- Provided on-court coaching at individual workouts, practices, and games
- Responsible for the development of team and individual defensive schemes and the development of post players
- Scouted opponents using various technologies and assisted with game planning
- Developed a 12-month recruiting plan and organized all aspects of the recruitment of prospective student athletes
- Responsible for scheduling games and securing contracts for the upcoming season.
- Monitored the academic progress of student-athletes and served as the liaison to the academic advisor
- Assisted with fundraising obligations, booster club growth, community service organization, and sponsored camps and clinics
- Member-Women's Basketball Coaches Association

2014-2018      Louisiana College      Pineville, LA

### ***Head Women's Basketball Coach***

- Overall record 49-50 including three appearances in the ASC Tournament (2015, 2017, 2018) and a Runner-Up finish (2017)
- Complied with the rules and regulations established by Louisiana College, the American Southwest Conference (ASC), and the NCAA.
- Coached seven all-conference players, five all-conference defensive players, one freshman of the year, and six on the all-freshmen team.
- Recruited, trained, and coached highly-motivated and qualified student-athletes
- Organized and implemented multiple fundraisers that generated additional funds for support of the program
- Scheduled, organized, and provided on-court coaching of effective practice sessions and games
- Monitored student-athletes academic progress
- Provided facility care and maintenance for facilities used by the program.
- Performed administrative tasks including budget formulation, game operations, and travel itineraries.

- Coordinated planning and administrative activities with the men's basketball coaching staff
- Managed and developed assistant coaches who have continued to develop careers in women's basketball
- Organized and managed PSCarter Basketball Camps and Clinics
- Member- Women's Basketball Coaches Association

2016-2018 Louisiana College Pineville, LA

***Associate Athletic Director***

- Assisted with the formulation and implementation of athletics budgeting and financial management as well as strategic planning of the athletics program
- Assisted in determining priorities regarding expenditures, capital projects, and various allocations within the athletic department.
- Assisted in planning and overseeing facility improvement projects, including fundraising and discovering new revenue sources for the athletic department.
- Developed corporate sponsorships, season ticket packages, and business/vendor relationships
- Assisted the Athletic Director with personnel issues, student-athlete discipline issues and served as the liaison to the Office of Admissions, Registrars, Office of Financial Aid, Student Affairs, and Residence Life
- Managed the scheduling for the use of school facilities
- Worked with the various athletic programs in developing an annual plan and scheduling of game management responsibilities for all athletic events on campus.
- Served as operations manager for all travel arrangements for away games for all sports, and for all sporting events held on campus.
- Served as liaison between the Athletic Department and the campus maintenance regarding maintenance and upkeep of athletic facilities.
- Tracked athletic bus usage and scheduled maintenance.

2007-2014 Winnfield Senior High School Winnfield, LA

***Girls Basketball Coach, Girls Track Coach, Biology Teacher***

- Varsity Asst Coach '07-'09, Head Coach '09-'14
- Overall basketball record 102-48 including 2 appearances in the Louisiana Top 28 State Tournament (2010 and 2011) and State Championship (2011)
- Qualified for the state playoffs every year
- Coached three district MVPs, one Class 2A MVP, one Class 2A Championship MVP, five All-Louisiana players, and seven academic all-state players.
- Scheduled games, practices, transportation, and camps

**NOTABLE ACHIEVEMENTS**

- \*2017 American Southwest Conference Women's Basketball Tournament Runner-Up
- \*2015 American Southwest Conference Women's Basketball Tournament Semifinalist
- \*2012 Inductee Louisiana College Wildcat Athletic Association Hall of Fame
- \*2012 Louisiana High School Coaches Assn. East All-Star Asst. Coach
- \*2011 Louisiana Girls Basketball Class 2A State Champions
- \*2011 Class 2A Coach of the Year
- \*2011 Cenla Coach of the Year
- \*2010 Louisiana Girls Basketball Class 2 A Semi-Finalist
- \*4-time District 3-2A Coach of the Year (2010-13)
- \*4-time District 3-2A Champ; Overall record 36-0 (2010-13)
- \*2003 USA Athletes Gold Medal Team in M.I.T. Utrecht, Holland
- \*Earned 1<sup>st</sup> Team All-Conference, 2<sup>nd</sup> Team All-Louisiana, All-Region, All-Academic and National Team of the Week honors in basketball as an undergrad student, finishing as the #4 scorer in NCAA Division III in 2004 (22.0 ppg).

## EDUCATION

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- 2017 Liberty University Lynchburg, VA  
*Master of Science: Sports Management and Sports Administration*
- 2014 University of Phoenix Phoenix, AZ  
*Masters of Arts in Education, Administration and Supervision*
- 2004 Louisiana College Pineville, LA  
*Bachelor of Science – Biology/Pre-Medicine Concentration*

## REFERENCES

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Tamela Phillips, Principal  
North DeSoto High School (LA)  
337.208.9026

Reni Mason, VP of Intercollegiate Athletics  
Louisiana College (LA)  
469.236.9122

Kacie Cryer, Women's Basketball Chief of Staff  
University of Louisiana Lafayette  
337.962.3267





**Southern University and A&M College**  
**Division of Enrollment Management & Student Success**

T.H. Harris Annex, Second Floor  
P.O. Box 9455, Baton Rouge, LA 70813  
Office: 225-771-2300

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May 31, 2023

To whom it concerns:

RE: Position approval

I have attached the paperwork requesting review, approval, and signature on the Personnel Action Form (page 2 of the attached) to fill the position of Executive Director of Pre-College and Outreach Programs.

Thank you for your continued support and assistance. If you require additional information, please contact me at (225) 771-6276.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline G. Preastly". The signature is fluid and cursive.

Jacqueline G. Preastly  
Vice Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

# SOUTHERN UNIVERSITY SYSTEM

## Personnel Action Form

POSITION NUMBER	2	M	9	4	8	2
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CAMPUS: SUS \_\_\_ SUBR X SULAC \_\_\_ SUAREC \_\_\_ SUNO \_\_\_ SUSLA \_\_\_

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

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

Previous Employee Camacia Smith-Ross Reason Left Transferred to SUNO campus  
 Date Left March 1, 2023 Salary Paid \$96,408/annually

### Profile of Person Recommended

Length of Employment \_\_\_\_\_ To \_\_\_\_\_  
 Effective Date July 1, 2023

Name Kyla Pitcher SS# XXX-XX-8962 Sex F Race\* AA  
(Last 4 digits only)

Position Title: Executive Director of Pre-College/Outreach Programs Department: Enrollment Management Student Success

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

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 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 23 Southern University Experience n/a  
 Degree(s):  

Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
<u>Ph.D (Musical Arts)</u>	<u>Louisiana State University</u>	<u>2007</u>
<u>M.A (Music)</u>	<u>University of South Carolina</u>	<u>1996</u>
<u>B.A. (Music)</u>	<u>Howard University</u>	<u>1994</u>

Current Employer Mississippi Valley State University

### Personnel Action

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

Recommended Salary \$96,408/year Salary Budgeted \$96,408/year

Source of Funds General Fund

Identify Budget: Academic Affairs Location \_\_\_\_\_  
 Form Code: 211001-22012 Page \_\_\_\_\_ Item # \_\_\_\_\_

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Source of Funds	Amount
211001-22012	\$96,408

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

Jacqueline G. Preastly 5-30-23  
Supervisor Date  
[Signature] 5/30/23  
Vice Chancellor Date  
[Signature] 6/31/2023  
Director/Personnel Date  
[Signature]  
President Date

Jacqueline G. Preastly 5-30-23  
Dean/Unit Head Date  
[Signature]  
Chancellor Date  
[Signature]  
Vice President/Finance Date  
Business Affairs/Comptroller  
[Signature]  
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: Jacqueline G. Preastly

SUPERVISOR/DEPARTMENT CONTACT NUMBER Ext 6276

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)

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: 2-17-23 Department: Academic Affairs

SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

Application Deadline: 3-31-23 Date position to be filled: 4-15-23

Position Title: Executive Director Pre-College/Outreach Programs Civil Service Pay Level: \_\_\_\_\_

Salary (annual): \_\_\_\_\_ or Salary Range: \$90,000 to \$96,408

Please check all categories that apply to this position:

Status:	Faculty Position	Unclassified Position	Classified Position
<input type="checkbox"/> Part-time % of time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Tenure	<input type="checkbox"/> Temporary	<input type="checkbox"/> Job Appointment
	<input type="checkbox"/> Tenure Track (Probationary)	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Provisional Appointment
	<input type="checkbox"/> Grant	<input type="checkbox"/> Grant	FOR HR USE ONLY: CS Job Code: _____
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	

Contact Person: Jacqueline Preastly Telephone No: 225-771-2300

Contact Email Address: jacqueline\_preastly@subr.edu

Contact e-mail address is for:

Human Resources utilization only  posting to VAS website

Brief job description [Maximum 12 lines @ 250 characters (including spaces) per line]:

Primarily responsible for leadership of dual enrollment and TRIO pre-college programs operations; responsible for overall implementation of day to day operations including: 1) admission, recruitment, and registration of dual enrollment students, 2) budget management/supervision of staff; and 3) oversight and management of TRIO programs (Talent Search, Upward Bound, and Ronald McNair).

Minimal qualifications [Maximum 12 lines @ 250 characters (including spaces) per line]:

Master's degree required in education or related field; terminal degree preferred; supervisory, grant writing, program evaluation, reporting, and data assessment skills required

Remarks/How To Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address

[Maximum 12 lines @ 250 characters (including spaces) per line]:

To apply, please submit University application, cover letter, resume or curriculum vitae, and name/phone/email of 3 professional references.

**Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.**

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Exec Director Pre-College/Outreach Programs AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR Academic Affairs  
 (Department or Unit)

REC'D HUMAN RESOURCES  
 2023 FEB 24 AM 11:12

- |   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position  | <input checked="" type="checkbox"/> Unclassified | <b>Source of Funds</b>                     |
| <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).

Primarily responsible for leadership of dual enrollment and TRIO pre-college programs operations; responsible for overall budget & implementation of day to day operations including: 1) admission, recruitment, and registration of dual enrollment students, 2) budget maintenance; and 3) oversight and management of TRIO programs (Talent Search, Upward Bound, and Ronald McNair).

Salary/Range: \$90,000 - \$96,408 Previous Incumbent (if replacement): Camacia Smith-Ross UD1112204

Approved  Disapproved Jacqueline D. Preatly 2/17/23  
 Department Head Date

Approved  Disapproved R. Smith 2/24/2023  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes <u>2M9482</u>	<input type="checkbox"/> No
<u>[Signature]</u>	<u>3/8/23</u>
Signature	Date
Budget Number <u>21601-22012</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>23660</u>
<u>Michelle Williams</u>	<u>03/01/23</u>
Verified By:	Date:

Approved  Disapproved [Signature] 2/24/23  
 Vice Chancellor Date

Approved  Disapproved [Signature] 2/24/23  
 Chancellor/Vice President Date

Approved  Disapproved [Signature] 3/1/23  
 President Date

[Signature]  
2/1/23

An Equal Opportunity Employer

SU HUMAN RESOURCES  
 MAR 1 '23 PM 4:48

## CURRICULUM VITAE

**KYL A D. PITCHER**, *B.MUS., MM, DMA*

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## EDUCATION

Louisiana State University – Baton Rouge, LA

**DMA (Doctor of Musical Arts) in Voice**

Minor: Music History

**2007**

Dissertation: "The Musical Journey of Opera Singer Lenora Lafayette: A Louisiana Treasure"

Honors: Dissertation passed "With Recommendation for Publication"

University of South Carolina – Columbia, SC

**MM in Opera Theatre**

**1996**

Howard University – Washington, DC

**BMus in Voice (Cum Laude)**

**1994**

Minor: English

## ADMINISTRATIVE EXPERIENCE

Alabama A&M University – Huntsville, AL

**\* Interim Vice President for Student Affairs**

**June 2021 – Jan. 2022**

- Reported to the President and supervised Directors of: Admissions, Financial Aid, Registrar's Office, Veterans Affairs and Disability Services, Judicial Affairs/Student Conduct, Residential Life and Housing, Community College Relations and Global Initiatives, University Choir, and the Campus Bookstore.
- Served as a member of the President's principal administrative council.
- Served as the university's chief student development and student services officer.
- Served as Budget Manager for the Office of Student Affairs and Approver for Budget and Personnel Requisitions in: Admissions, Financial Aid, Registrar's Office, Veterans Affairs and Disability Services, Judicial Affairs/Student Conduct, Residential Life and Housing, Community College Relations and Global Initiatives, and the University Choir.
- Worked specifically with Enrollment Management arm of Student Affairs to address recruitment and retention initiatives during COVID period.
- Evaluated the effectiveness of each student service program in meeting the goals and objectives outlined in the Student Affairs strategic plan and University's strategic plan.
- Prepared appropriate publications describing the student services program and interpreted all regulations pertaining to the program to students and parents.
- Performed other duties, as assigned.

**Interim Associate Vice President for Student Affairs****Aug. 2017 – May 2021**

- Reported to the Vice President for Student Affairs and supervised the Directors of: Student Wellness Center, Health and Counseling, Judicial Affairs, and Title IX for Students.
- Served as Student Affairs Ambassador/Representative in the absence of Vice President.
- Coordinated and Facilitated Freshman Convocation.
- Ensured implementation of the University Code of Conduct.
- Served as Budget Manager for the Office of Judicial Affairs and Approver for Budget and Personnel Requisitions in Health & Counseling Services and Student Health & Wellness.
- Provided training for the University Conduct Board and other stakeholders involved in the Code of Conduct process.
- Kept campus community abreast of trends within higher education related to student behavior.
- Developed Title IX Training Video to educate students on new regulations regarding Sexual Assault. (See video - <https://youtu.be/stU5OtDD4Zc>)
- Served as Chair of the Behavioral Intervention Team (BIT).
- Evaluated the performance of all directors employed in the student services programs under my purview and recommended their renewal or nonrenewal.
- Chaired steering committee that designed and implemented strategic priorities for the student services program in conjunction with University's strategic plan.
- Evaluated the effectiveness of each student service program, under my purview, in meeting the goals and objectives outlined in the University's strategic plan.
- Performed other duties, as assigned.

**Interim Director – Honors Program****Jan. 2012 – Jul. 2017**

- Reported to the Associate Vice President for Academic Affairs and supervised staff of Honors Program Assistant Director and two Graduate Students.
- Managed the daily operations of the Honors Center.
- Served as Program Budget Manager.
- Developed and implemented five-year Strategic Plan.
- Served as recruitment ambassador on annual Presidential Bus tours throughout the state of Alabama, collaborating with High School Counselors and Principals to identify academically talented students as potential AAMU enrollees and Honors Program members.
- Collaborated with Admissions and Financial Aid to offer incentives to potential Honors Program members.
- Garnered support and funding for the complete renovation of the Honors Center (Jan 2014)
- Collaborated with Honors Faculty on curriculum development.
- Collaborated with administration, faculty, and registrar's office to establish more Honors course offerings for students.
- Sought out extramural funding and sponsorships for Honors Program initiatives.
- Provided academic advising for Honors students.



- Served as Chief Editor of Honors Newsletter.
- Coordinated the Annual Academic Honors Convocation ([Honors Convocation 2017 here](#)).
- Coordinated Workshops and symposiums.
- Conducted annual program assessments.
- Collaborated with university staff and faculty to advance integrative learning through field trips, service-learning projects, lectures, panel discussions, workshops, conferences, and retreats.
- Performed other duties, as assigned.

\* Resigned as Interim VP for Student Affairs to relocate to Baton Rouge and serve as a caregiver for my mother. Was afforded the opportunity to continue teaching remotely for a temporary period.

TEACHING EXPERIENCE

*Alabama A&M University – Normal, AL*

**Assistant Professor of Music – MUS 101 (Music Appreciation), Jan. 2022 -Dec. 2022**  
**MUS 620 (Survey of Music History - Graduate Level),**  
**ORI 101 (Freshman Orientation) – (Note: all courses were synchronous online)**

**Assistant Professor of Music – MUS 101 (Music Appreciation) Aug. 2012 – Dec. 2017**

Taught Introduction to Music for non-majors

**MUS 151, 251, 351, 451** (Applied Voice)

Taught Vocal Technique to Music Majors (Developed syllabus and overall course structure)

**MUS 303 and 304 (Music History and Literature); MUS 551** (Graduate Level Applied Voice)

**ORI 101(H) (Honors Freshman Orientation)**

Taught important skills to incoming freshmen in the Honors Program so that they successfully transitioned into the collegiate environment.

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*York College / City University of New York (CUNY)*

**Adjunct Assistant Professor of Music – MUS 101, MUS 490 Aug. 2009 – Dec. 2011**

Taught Introduction to Music (Writing Intensive) to non-majors

Taught Vocal Technique to Music Majors (Developed syllabus and overall course structure)

*York Early College Academy (YECA) / York College – Jamaica, NY*

**Adjunct Assistant Professor of Music – MUS 101 July 2010 – July 2011**

Taught High School Sophomores Introduction to Music for College Credit

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*P.S. 136 Roy Wilkins School – St. Albans, NY*

**ESL Instructor and Music Enrichment Teacher Aug. 2007 - Sept. 2009**

Prepared and implemented lesson plans that focused on developing beginning and intermediate English as a Second Language skills for a diverse population of students, grades K-5.

Also Taught beginning Music Theory to students and prepared small Vocal Ensembles for school assemblies.

Taught primarily self-contained 5<sup>th</sup> grade ESL class.

Directed after-school ESL program.

*Baton Rouge Community College – Baton Rouge, LA*

**Adjunct Professor of Music – MUSC 101**

**Jan. 2007 – May 2007**

Taught Music Appreciation to non-majors (Developed syllabus and overall course structure, administered all grades)

*Louisiana State University – Baton Rouge, LA*

**Teaching Assistant - Voice**

**Jan. 2005 - Dec. 2005**

Taught beginning vocal technique to undergraduate non-music majors and voice minors (Developed syllabus and overall course structure)

*Clay Academy – The Potter’s House – Dallas, TX*

**Teacher**

**Aug. 2000 – May 2001**

Taught all subjects to a self-contained 3<sup>rd</sup> grade class.

*Brookhaven Community College – Dallas, TX*

**ESL Instructor (Continuing Education Program)**

**Jan. 2000 - May 2000**

Prepared and implemented lesson plans that focused on developing intermediate English as a Second Language Skills for a diverse group of adults.

*Dallas Independent School District – Dallas, TX*

**ESL Instructor**

**June 1997 – July 2000**

Prepared and implemented lesson plans that focused on developing beginning and intermediate English as a Second Language skills for a diverse population of elementary and middle school students.

Taught all subjects to a self-contained 5<sup>th</sup> grade class.

ADDITIONAL EMPLOYMENT EXPERIENCE

*NYC Department of Education - Office of Teacher Recruitment & Quality – New York City, NY*

**Teacher Pre-Screener**

**July 2009 – May 2010**

Reviewed New Teacher Applications and recommended eligible applicants for next level in hiring process.

**Recruitment Ambassador**

**Aug. 2008 – May 2009**

Conducted telephone and e-mail outreaches to external teachers in shortage areas  
Assisted with telephone inquiries and facilitating career fairs.

*Young Audiences – Dallas, TX*

**Residency Coordinator**

**Aug. 1996 - June 1997**

Scheduled Arts-in-Education programs for local schools, libraries, and juvenile facilities.

## TRAININGS/CERTIFICATIONS

- Title IX Training (University of South Florida) February 2020
- New Regulations for Title IX (Paperclip Communications) 2020
- Ten Things You Should Know About New Title IX Regulations (ATIXA) 2020
- Title IX Training Workshop (ATIXA) – Through Office of Student Affairs 2017
- Certified Hearing Officer and Decision Maker (ATIXA) 2017 – 2022
- *NeHermiah Leadership Institute* – “Women Leadership in Upper-Level Administration” 2020
- Selected by university administration to participate in first cohort of *AAMU Fearless Leaders Training Program* 2016-2017
- *American Council on Education (ACE) Regional Women’s Leadership Forum* – “Advancing Women’s Leadership” - (Miami, FL) October 28-30, 2015.
- Selected by university administration to participate in *Leadership Huntsville Training Program (FOCUS 27)* 2012
- Conditional Initial Certification in ESOL (PK-12) through the New York State Board of Education, **September 1, 2008**
- Certification in English as a Second Language (ESL) PK-12 through the Dallas Independent School District Alternative Certification Program, **July 4, 1998**

## UNIVERSITY COMMITTEES (AAMU)

- AAMU Foundation Board of Directors – June 2021 – January 2022
- AAMU Cares – Student Outreach 2017 – January 2022
- Basic Needs Coalition – In partnership with the Auburn University Cooperative Extension, 2019- January 2022
- Behavioral Intervention Team (BIT) – Chair August 2017 – April 2021
- Bulldog Pride Committee (Campus Enhancement/Beautification) 2012- December 2021
- Ceremonial & Special Events (Planning of University Convocations, Graduation, etc.) 2012-Jan. 2022
- SACS-COC Writing Team (Fifth Year Interim Report Part III: Compliance Certification, Section 12: Academic & Student Support Services, Standard 12.4) 2019-2020
- Student Affairs Strategic Plan Steering Committee – Chair 2019-2021
- Q.E.P. – (Participated in Promotion of Critical Thinking Component by writing song entitled, “Let’s Get Critical” – performed at Faculty/Staff Conference <https://youtu.be/o8q4OpiLZc4>, 2013
- Ad hoc Committee for Strategic Planning in Retention, Persistence and Graduation Rates (Formed by Provost Daniel Wims) 2013

## SEARCH COMMITTEES (AAMU)

- Director of Health and Counseling Services (2020) – Committee Chair
- Director of Health and Counseling Services (2017) – Committee Member
- Associate Vice President for Academic Affairs and Undergraduate Studies (2016) – Committee Member
- Assistant CIO for Information Technology Services – Committee Member (2015) – Committee Member

## SPECIAL (AAMU)

- Coordinated “Virtual” Fashion show as cultural enrichment activity for International Education Week during COVID period (2021). [See YouTube Video.](#)
- University Ambassador and Student Advisor for International Travel and Educational Exploration in **Israel**. Accompanied four Designated AAMU students and larger HBCU Delegation. (2019).
- Selected by Director of Admissions to serve as frontline representative in statewide Presidential recruitment tour for the university 2013 - 2017.
- Selected by former Vice President for Student Affairs, Dr. Jeffrey Burgin, to coordinate Freshman Convocation at the request of President Andrew Hugine, 2013 – 2017.
- Recruited by First Lady Abbiegail Hugine to serve as chair for university-wide fundraising campaign through Home Depot’s “Retool Your School” project. 2016, 2019, 2021 (Winners in 2019 & 2021)
- Former Advisor for Registered Student Organization *WARD Modeling Troop*
- Former Advisor for Registered Student Organization and Campus Ministry *The Movement*

## HONORS / AWARDS / ENGAGEMENTS

- Featured Speaker – AAMU Annual Christmas Tree Lighting Ceremony **2021** [https://youtu.be/iAuIWJGgF\\_Q?t=767](https://youtu.be/iAuIWJGgF_Q?t=767)
- Featured panelist for “C-Suite Conversations” (Ignite Leadership Conference) **2021**
- Featured Guest speaker on Faith and Influence in the Marketplace (The Blueprint Podcast) **2021**
- Impact Leader Award (Ignite Leadership Conference) **2019**
- Guest Panelist on Women in Higher Level Leadership (Ignite Leadership Conference) **2017**
- Keynote Speaker – AAMU Honors Program Induction Ceremony **2016**  
<https://youtu.be/z8lrDQDYnIo?t=854>
- Designated “Louisiana Role Model in the Arts” (Baton Rouge Chapter of the Links, Inc.) **2011**

## LANGUAGES

English – Native Language

Spanish – Fairly proficient – Three Years Study

German, French, and Italian (One year of language study and one semester of diction for each)

## PUBLICATIONS

In negotiation with DPC (Durant Publishing Company) to produce biography – *Triumph at Covent Garden: The Lenora Lafayette Story*

## TRAVELS

Israel

Basel, Switzerland

Munich, Germany

Russia (Moscow, St. Petersburg)

Italy (Cortona, Rome, Sienna, and Florence)

Cozumel, Mexico

Vancouver, Canada

Victoria, British Columbia

Ontario, Canada

## **Executive Director of Pre-College and Outreach Programs**

The Executive Director of Pre-College and Outreach Programs is a key role under the Assistant Vice Chancellor for Student Success and has the primary responsibility for Dual Enrollment and the TRIO pre-college programs.

Office of Pre-College Programs houses three critical pre-collegiate programs which introduce high school students to their first college experiences. In preparation for post-secondary education, Dual Enrollment, Educational Talent Search, and Upward Bound provide opportunities to high school students that engage them academically with seamless transitions to college.

Educational Talent Search and Upward Bound Program are federal TRIO Programs intended to assist low income/first generation, 6th through 12th graders, to graduate from high school and enter post-secondary education. These programs are grant funded through the US Department of Education. There are currently 3 Upward Bound and 2 Educational Talent Search programs funded on the Baton Rouge campus.

The Dual-Enrollment Program is the simultaneous enrollment of a student at both high school and college in which the student receives credit on both their high school and college transcripts for the same course. Students enrolled in a college course follow the college curriculum. The course is taught by either the college instructor or a high school instructor who is approved to teach the college course.

With dual enrollment, students may begin accumulating college credits while still in high school, thus providing a smoother transition to college after high school graduation.

Students also have the opportunity to complete college faster by earning college credits while still in high school (Louisiana Department of Education, 2018).

### **Qualifications**

Master's Degree required, terminal degree preferred from a regionally accredited institution in education, psychology or related field is required. Qualified applicant should have prior supervisory, grant writing program evaluation and reporting and data assessment experience with educational programs.

### **Responsibilities**

The Executive Director is responsible for the overall implementation of the day to day operations of the projects including planning, recruiting, registration, implementing, overseeing the budget, developing quality educational programs (tutoring, college/field trips, Academic Saturday classes, and summer programs), preparing monthly and annual institutional and federal reports, working with key personnel in area high schools to

identify potential students, working with parents and developing assessment and monitoring vehicles to track participants via the submission of the Annual Performance Report while guiding potential college students through the process of financial aid, scholarships, enrollment and college success.

# SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

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



## Office of the Chancellor

June 7, 2023

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

Dear President-Chancellor Shields:

I am requesting to appoint Mr. Marvin Harris, Maintenance Supervisor, as the Interim Director of Facilities Management at Southern University at New Orleans (SUNO). The recommended salary is \$71,500 annually with a start date of June 1, 2023. This personnel action will help to ensure stability in the Facilities Department at SUNO until a search occurs for a Director of Facilities Management. Approval of the Interim appointment would immediately provide additional oversight and functional support needed in order to maintain consistent control over the University's facilities and campus resources.

The responsibilities associated with the position will be related to the broader needs within the Division of Administration and Finance. Specific duties will include:

- Directing activities for safe and efficient facility operation.
- Maintaining university grounds and landscapes.
- Supervising custodial services.
- Supervising maintenance of all equipment to include cooling towers, boilers, etc.
- Supervising university construction and renovation projects.
- Performing asset inventories, certifications and reporting.
- Ensuring university property and equipment is received and tagged.
- Preparing vehicle reports.
- Serve as the Liaison with the Office of Risk Management, Governor's Office of Homeland Security and Emergency Preparedness and the Federal Emergency Management Agency in the coordination of reimbursements and reporting.

Mr. Harris has over 20 years of facilities maintenance experience, with thirteen (13) of those years in higher education facilities. Mr. Harris has stepped up without reservations to assist where needed in the absence of the former director. He is already making positive changes with staff and addressing years of deferred maintenance issues.

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



I am confident this interim appointment will help provide strength and stability in the Facilities Department as we continue to move the University forward.

Thank you for approving this recommendation and submitting it for ratification at the June 23, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

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

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

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER

CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO X SUSLA \_\_\_\_\_

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

<input checked="" type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input checked="" 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 checked="" 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 Derrick James Reason Left Resigned  
 Date Left June 2, 2023 Salary Paid \$63,442

**Profile of Person Recommended**

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

Effective Date June 1, 2023

Name Marvin Harris SS# XXX-XX- 7304 Sex M Race\* Black

Position Title: Interim Director of Facilities Department: Facilities 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 16 Southern University Experience 4

Degree(s): Type/Discipline (BA-Education): Associate of Science Institution/Location (SU-Baton Rouge): ITT Technical Insitute Year: 2015

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

**Personnel Action**

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

Recommended Salary \$71,500 Salary Budgeted \$72,000

Source of Funds General fund

Identify Budget: 411001 44730 61002 47000 Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of:

Position	<u>Maintenance Technican 2</u>	<u>From</u>	<u>Interim Director</u>	<u>To</u>
Status	<u>Exempt</u>		<u>Exempt</u>	
Salary Adjustment	<u>\$53,380</u>		<u>\$71,500</u>	

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

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Source of Funds	Amount
416030 41900 61002 49000	\$56,380

Comments: (Use back of form)

\*See Reverse Side

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

DocuSigned by: Arlean White 5/26/2023  
**Supervisor** Date  
 DocuSigned by: Arlean White 5/26/2023  
**Vice Chancellor** Date  
 DocuSigned by: J. Bernette Taylor 5/30/2023  
**Director/Personnel** Date

DocuSigned by: Arlean White 5/26/2023  
**Dean/Unit Head** Date  
 DocuSigned by: James H. Ammons, Jr. 6/1/2023  
**Chancellor** Date  
 DocuSigned by: Arlean White 5/31/2023  
**Vice President/Finance** Date  
**Business Affairs/Comptroller** Date

President \_\_\_\_\_ Date \_\_\_\_\_ Chairman/S.U. Board Of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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

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

\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Non-Hispanic or Non-Latino

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

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

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

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

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

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

**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:**

Monday - Friday, 8AM to 5PM

**EMPLOYEE DIRECT SUPERVISOR:**

Arlene Wehle

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

15+

**HR USE ONLY:**

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

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

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

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

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

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

# MARVIN A HARRIS JR

## Professional Summary

Highly skilled Facilities/Maintenance Technician with expertise in general maintenance and repair of building equipment including: plumbing, heating/cooling, and electrical systems.

## Skills

mechanically inclined able to read blue prints and schematics can troubleshoot and problem solve in a timely manner very dependable can work with anyone can take the lead and full responsibility in critical decision-making situations and maintain a very high level of professionalism.

- Electrical engineering
- Advanced critical thinking
- Power systems
- Time management

- Equipment installation
- Equipment adjustment
- Schematic drawing
- Mechanical engineering

## Work History

Maintenance Technician, 10/2022 to current

Southern University at New Orleans

Responsible for overseeing and performing a variety general maintenance trade work and repair work for the Housing and Residential Life department. Also responsible for general maintenance and repair of equipment and property requiring practical skill and knowledge in such trades as carpentry, plumbing, welding, painting, masonry, and electrical work..

Service Engineer, 07/2016 to 10/2022

Columbia Parc At The Bayou District – New Orleans, LA

General building maintenance servicing 753 townhouse/apartment units. General maintenance includes H.V.A.C service all electrical service including appliances ceiling fans washers/dryers /microwave ovens stoves ice makers and dishwashers. General plumbing maintenance repairs. Inspect and monitor all electronic security gate systems and perform weekly preventive maintenance checks on fire pumps sprinkler heads and emergency generators. Maintain shop inventory and neatness and prepare daily safety meetings.

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Maintenance Repair 1, 06/2007 to 07/2016

LSUHSC – New Orleans, LA

General building maintenance service in all departments. Cross train with other trades in the areas of plumbing electrical and electronics. Duties: plumbing and electrical repairs including dedicated circuit installations for major renovations. Maintain and repair H.V.A.C. systems. Maintain and repair electronic card readers entry/exit gate control panels and daily monitoring of campus security cameras and motion detectors. Perform weekly testing of the campus emergency fire pumps and generators and assist contractors when needed.

Owner/mechanic, 01/2000 to 08/2005

Marvin's Automotive – New Orleans, LA

Performed all general service repairs on foreign and domestic cars trucks and SUV's. Service included engine/transmission overhauls front end rebuild and alignments A.C. and Heating repairs and all electrical/electronic diagnostics and repairs.

## Education

Associate of Science: Electronic Engineering, 2015

ITT Technical Institute - St. Rose Louisiana



## **SOUTHERN UNIVERSITY AT NEW ORLEANS**

6400 Press Drive

New Orleans, LA 70126

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

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

### **Office of the Chancellor**

June 7, 2023

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

Dear President-Chancellor Shields:

Given the recent transition in key leadership positions, I have asked Dr. Eurmon Hervey to serve as Interim Vice Chancellor of Academic Affairs here at Southern University at New Orleans (SUNO). With your support and approval by the Board of Supervisors, his appointment will become effective June 7, 2023 with a salary of \$162,225. This salary represents 90% of the current salary for Vice Chancellor for Academic Affairs. With summer school just beginning and planning for the new academic year under way, it is critical that SUNO's administrative structure is solid and sufficient to advance the mission. We have immediate needs in the academic affairs area and Dr. Hervey is well-suited to provide leadership at this time.

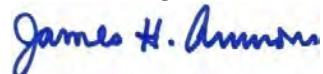
Dr. Hervey earned a Master of Education from Harvard Graduate School of Education and Doctor of Education from the Peabody College of Vanderbilt University. He serves currently as a tenured associate professor in the College of Education and Human Development here at SUNO. He previously served as Special Assistant to the Chancellor and SACSCOC Liaison at SUNO during University's probationary status with SACSCOC. He led the development of the Third Monitoring Report which documented SUNO's compliance and prompted the SACSCOC Board of Trustees to remove the University from probation. He also provided leadership for the 10-year reaffirmation with no recommendations and no further reports required. In these initiatives and others, he has earned the respect of the faculty and the University community.

I feel quite confident that Dr. Hervey can serve successfully in this position, as he is no stranger to the role of Chief Academic Officer. He has served as Executive Vice President and Provost at Edward Waters College, Campus CEO of the Community College of the District of Columbia and as Acting Provost at the University of the District of Columbia. By serving in this role, Dr. Hervey will bring more than 20 years of professional experience in higher education with many of them focused specifically on academic affairs.

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

Thank you for approving this request and submitting it for ratification at the June 23, 2023 meeting of the Board of Supervisors of the Southern University and A&M College System.

With kind regards,



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

APPROVED:

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

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	4	M	9	9	8	4
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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 Gregory Ford Reason Left Resigned

Date Left June 6, 2023 Salary Paid \$180,250.00

**Profile of Person Recommended**

Length of Employment 2017 To Present

Effective Date June 7, 2023

Name Eurmon Hervey, Jr. SS# xxx-xx-2110 Sex Male Race\* Black

Position Title: Interim Vice Chancellor for Academic Affairs & Tenured Associate Professor of Education Department: Academic Affairs

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

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

Years Experience 25 years Southern University Experience 7 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BA - Mathematics</u>	<u>Edward Waters College, Ja. FL</u>	<u>1991</u>
	<u>Ed.M- Administration, Planning, Soc. Policy</u>	<u>Harvard Grad. Sch. of Educ., Cam.MA</u>	<u>1996</u>
	<u>Ed.D - Administrative Leadership</u>	<u>Vanderbilt Univ, Peabody College, N. TN</u>	<u>2005</u>

Current Employer SOUTHERN UNIVERSITY SYSTEM

**Personnel Action**

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

Recommended Salary \$162,225.00 Salary Budgeted \$180,250.00

Source of Funds State

Identify Budget: \_\_\_\_\_ Location 411001 42110 61002 46000  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_

Position From \_\_\_\_\_ To \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

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

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001 42110 61002 46000	\$162,225.00

\*See Reverse Side

Graduate School signature (if, applicable):

James H. Annunzio 6/7/23 Supervisor Date  
James H. Annunzio 6/7/23 Dean/Unit Head Date  
Bernette Taylor 6/7/23 Vice Chancellor Date  
John H. Helle 6/7/23 Chancellor Date  
 \_\_\_\_\_ Date Vice President/Finance  
 \_\_\_\_\_ Date Business Affairs/Comptroller  
 \_\_\_\_\_ Date Chairman/S.U. Board  
 \_\_\_\_\_ Date Of Supervisor



## Eurmon Hervev, Jr.



### SUMMARY OF PROFESSIONAL EXPERIENCES

#### **Administrative Positions**

Currently serve as senior administrator in public higher education focused on accreditation and planning. Formerly served as National VP/Superintendent for a \$175M education service corporation. Immediate past EVP/COO at the oldest private higher education institution in the State of Florida. Previously served as founding chief executive officer of the Community College of the District of Columbia which resulted from effort to separate traditional community college functions from university and establish a separate campus. Immediate past chief academic officer at the nation's only urban land grant institution. Previously served as State Higher Education Executive Officer (SHEEO) in the District of Columbia. Held senior administrative positions in the DC Office of the State Superintendent of Education and served as a chief advancement officer at a small private college. Served as founder and executive director of a non-profit community organization.

#### **Teaching & Scholarship**

Served as visiting and assistant professor. Taught undergraduate and graduate courses in mathematics and education administration at several colleges and universities. Research interests include college access by the rural poor and higher education leadership. Served as committee member and chair of several student dissertations. Received award for leadership as community educator.

#### **Grantsmanship and Fund Raising**

Recipient of financial support from several foundations, corporations, and government entities for a variety of projects and initiatives, while in the academy, the government, and as a non-profit leader. Served as grant-maker for \$1B foundation, grant writer for churches and community based organizations, and grant reviewer for federal and state programs. Academic training in institutional advancement from nation's top school of education offering the only degree program in the nation devoted entirely to the preparation of advancement professionals for higher education institutions.

### EDUCATIONAL BACKGROUND

**Doctor of Education**, Vanderbilt University, Peabody College, Nashville, TN  
Major Areas: Administration (Higher Education and Institutional Advancement)

**Master of Business Administration**, University of Florida, Gainesville, FL  
Major: Business Administration

**Master of Education**, Harvard Graduate School of Education, Cambridge, MA  
Major Areas: Administration, Planning, and Social Policy (Community Education)

**Master of Science in Mathematics**, Clark Atlanta University, Atlanta, GA  
Major Area: Pure Mathematics

**Bachelor of Science in Mathematics**, *Magna cum Laude*, Edward Waters College, Jacksonville, FL  
Major Area: Pure Mathematics

## ADMINISTRATIVE EXPERIENCE

### **Southern University System, Baton Rouge, Louisiana**

As the nation's only system of historically black colleges and universities (HBCU), the Southern University System consists of five campuses across Louisiana – two 4-year institutions, one community college, one law school and one agricultural campus. The collective enrollment exceeds 12,000 students and since 1885, it has produced graduates who lead in national and international capacities.

#### ***Director of Accreditation/Tenured Associate Professor (1/2018 – Present)***

##### **Major Responsibilities:**

Responsible for providing consultative advice to institutional leaders across the system. Provide direct “hands-on” support to institutions engaged in accreditation-related planning. Serve in temporary appointments where key leaderships voids exist.

##### **Major Accomplishments:**

- Primary author of SUBR Quality Enhancement Plan 5-year Report which was well received with “no further action.” This was achieved despite high leadership turnover and scant data.
- Primary author of SUBR Monitoring Report which successfully demonstrated compliance in four areas (Faculty Adequacy, Institutional Planning, Student Achievement, and Student Complaints) which were previously cited. This resulted in the removal of the “Warning” sanction imposed.
- Primary editor and Contributing author of SUBR Compliance Certification Report. Led an 18-month effort which resulted in “no recommendations” after both off-site and on-site reviews.
- Primary author of SUNO Monitoring Report which successfully demonstrated compliance in one major area (Financial Resources). This resulted in the removal of the “Probation” sanction after three previous attempts.
- Primary editor and Contributing author of SUNO Compliance Certification Report. Led a 6-month planning effort which involved increased faculty participation and completion of the report.

### **Catapult Learning, LLC., Camden, New Jersey**

Catapult Learning is a leading provider of contracted educational services and services to schools and districts nationwide. For 39 years, Catapult Learning and its predecessor companies (e.g. Sylvan Learning) have partnered with education institutions, government agencies and community groups to provide outcomes-based learning programs that are tailored to individual student needs and that produce positive academic results. Catapult Learning operates in 38 states and operates re-engagement centers in five states. Contracted programs employ over 4,000 full- and part-time staff members and have serve more than 1 million students.

#### ***National Vice President/Superintendent of Schools (7/2013-12/2017)***

##### **Major Responsibilities:**

Responsible for a system of 45 schools and alternative education centers across 5 states which include 30 dropout recovery centers, 11 charter schools, 2 job corps centers, 1 traditional private school and 1 virtual private high school. Serve as accreditation liaison with AdvancEd/SACS in pursuit of corporate systems accreditation. Manage higher education partnerships with 10 colleges and universities.

**Major Accomplishments:**

- Acquisition/Reorganization: Led the integration and reorganization efforts for a newly acquired company. Oriented 105 employees to company standards and drove performance to measurably higher levels which resulted in improved customer relationships, improved student outcomes, and increased business efficiencies. Doubled revenue growth within first 18 months.
- Accreditation: Lead accreditation effort across Catapult Learning service areas. Organize and lead a team of department leaders in addressing accreditation expectations. Monitor company compliance with governance and student learning standards and coordinate both internal and external reviews.
- Partnerships: Established partnerships with 10 colleges and universities that agreed to enroll and support Catapult students with preference. 80% of 300+ diploma completers now aspire to enroll in college.

**Edward Waters College, Jacksonville, Florida**

Founded in 1865, Edward Waters College is a four-year liberal arts institution affiliated with the African Methodist Episcopal Church. This college has a rich legacy as Florida's first independent institution and the first historically Black college. The current enrollment is 925 students.

***Executive Vice President (8/2009 – 7/2013)***

**Major Responsibilities:** Responsible for administrative and academic operations. Serve as campus leader in absence of president. Supervise staff of 150 and 900+ students with an operating budget in excess of \$20M. Oversee leadership for all positions reporting to the Office of the President, and direct supervision for Institutional Advancement and Institutional Research offices. Responsible for resource development and direct the Office of Sponsored Programs. Responsible for implementation and monitoring of the institution's 5-year strategic plan, *Edward Waters College: Reinventing Itself for the 21<sup>st</sup> Century*. Serve as accreditation liaison with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and lead all projects resulting in accreditation reporting.

**Major Accomplishments:**

- Fundraising – Lead institutional advancement staff in fundraising efforts including annual fund, alumni campaign, and planning for capital campaign to commemorate the institutions sesquicentennial celebration. Accomplished the \$2M Challenge Grant issued by the Michael and Kim Ward Foundation within the seven month timeline given to benefit the College. Also, secured over \$1M in grants and gifts in less than one year of tenure.
- Strategic Management/Organizational Realignment – Led the restructuring process in alignment with strategic plan which resulted in greater organizational efficiency and clarity of functions. Hired Vice President for Academic Affairs, Vice President for Student Affairs, Assistant Vice President for Enrollment Management (new position), Director of Admissions, Registrar, Director of Institutional Research and Director of Alumni Affairs.
- SACS – Served as primary investigator and author of proposal for the College to obtain Level 3 degree-granting status (submitted April 2013). Successfully led all efforts to restore good standing with the lifting of a 12-month “Warning” sanction placed on the College (completed December 2012).
- Student Statistics – Improved institutional profile in the last 3+ years with increases in student enrollment (721 to 925), first-year retention rate (45% to 56%), and 6-year graduation rate (9% to 23%).
- Financial Aid – Led an audit which resolved a significant discrepancy which saved the College over \$100,000 and restructured the Office of Financial Aid.

- Research Center for Health Disparities – Lead an effort to establish a research center in collaboration with the Mayo Clinic to address health disparities in urban communities.

**University System of the District of Columbia, District of Columbia**

Chartered in 1851 as the only urban, land grant university in the United States, the University of the District of Columbia is the only fully-accredited public institution of higher education in the nation’s capital. The system includes the Flagship University, Community College, and Clarke School of Law. The current enrollment is 5,855 (includes all schools).

***Campus CEO/Executive Director of Community College Initiative (1/2009 – 8/2009)***

**Major Responsibilities:** Responsible for institutional transformation planning which resulted in the establishment of a community college. Responsible for academic departments, workforce development centers, P-16 partnerships which reflect 25 academic degree programs and 35 training certifications. Oversaw the creation of a community college to include transfer of systems operations, faculty realignment, and student re-classification. Managed a campus within a campus of 1,500 students and 54 full-time faculty members.

**Major Accomplishments:**

- University System – Led effort to create a university system in the District of Columbia consisting of a community college, flagship university, and law school. Liaised with Board of Trustees, Executive Office of the Mayor, DC City Council, and Middle State Commission on Higher Education to facilitate approval and establishment.
- Advocacy – Served as chief advocate for the establishment of a community college in the only urban American metropolitan area without one. Led high-level discourse with the Brookings Institute, DC Chamber of Commerce, Executive Office of the Mayor, US Congresswoman Eleanor Holmes Norton, and the Bill and Melinda Gates Foundation.
- Southeastern University Teach-Out – Led the process which transferred academic programs and students from closing institution. Liaised with Middle States Commission on Higher Education and senior administration of closing institution to establish teach-out agreement and implementation.
- Forum on Remedial Education – Conceptualized, planned and led “national” forum addressing the need to redesign remedial education to reduce participation through K-12 partnerships, improved and accelerated pedagogy, and enhanced student support services.
- Succession – Recruited experienced team of “founding administrators.” For CEO, recruited an industry-recognized seasoned community college leader from the second largest community college in the nation.

***Acting Provost and Vice President for Academic Affairs (Flagship University) (2/2008 – 1/2009)***

**Major Responsibilities:** Responsible for \$73M academic budget, all academic departments, colleges and 75 degree programs. Establish all academic policies, oversee academic review of all units, and lead and implement strategic planning. Oversee the processes of faculty appointments, development, promotion and tenure, as well as faculty grievance procedures for 225 faculty members. Oversee implementation of student success structure (i.e. recruitment, first year experiences, retention). Liaise with government agencies, chief state and district school officers and education organizations. Work closely with the President to manage University resources to foster academic excellence, intellectual vitality, diversity, creativity, and community.

**Major Accomplishments:**

- Community College – Provided strategic guidance to incubate a community college within university, which resulted in Board of Trustees’ approval of institutional restructuring.
- Workforce Development – Reorganized structure and led corrective action team, which improved efficiency and sufficiently addressed issues raised by the Office of the Inspector General (OIG) regarding an audit of the previous service years.
- Sponsored Research – Reestablished office and developed implementation plan, resulting in the hiring of a proven leader charged to improve faculty grantsmanship.
- Student Success – Developed structure to reduce remediation, improve retention and graduation rates, which led to the establishment of a First Year Experience Office and an Academic Advising Center for undeclared majors.
- Faculty Merit Pay – Resolved two-year impasse in a highly charged environment involving faculty union and legal representatives. Compensated eligible faculty members after liaising with the president’s office and chief financial officer.
- Public Schools/P-20 – Liaised with school officials to train educators and align curricula. Developed plan for the establishment of a robust school of education and received seed funding for planning.
- Accreditation – Provide strategic direction for visits to schools of law, business, engineering which resulted in the timely submission of each respective self-study report.
- Title III – Reorganized structure to improve efficiency and alignment with institutional goals. Developed plans for office expansion and improving awareness of related policies and procedures.
- External Relations – Secured support from Gates Foundation, CASE, White House Initiative on HBCUs, which resulted in support for strategic planning, advancement planning, and the hosting of a national meeting regarding HBCU resource development.

**Office of the State Superintendent of Education (OSSE), District of Columbia**

Formerly known as the State Education Office, the OSSE establishes proactive policies, provides oversight, and directs resources for DC residents to be educated and prepared for postsecondary learning and employment.

*Assistant State Superintendent for Postsecondary Education and Workforce Readiness (10/2007 – 1/2008)*

**Major Responsibilities:**

Served as State Higher Education Executive Officer (SHEEO) charged with shaping the public higher education agenda for the District of Columbia in the only agency providing services across the P-20 educational pipeline. Served as state liaison for Middle States Accreditation Agency in evaluation of all higher education institutions in the District of Columbia. Established the Office of Postsecondary Education and Workforce Readiness to provide a comprehensive system of programs and services that increase the number of students graduating from high school, enrolling in college, and completing bachelor’s degrees. Monitored and managed \$34M budget and 50 state-level employees in areas of state financial aid, career and technical education, postsecondary preparation programs (e.g. GEAR-UP, Early College), adult education, and GED testing.

**Major Accomplishments:**

- Led DC Government’s systemic initiative for improving student success in high school and post-secondary education through networks of collaboration with other government agencies, businesses, community organizations and international philanthropic organizations. This resulted in the formation of a college access providers’ roundtable, the establishment of “college awareness week,” and commitments from colleges and universities to ensure DC student success.

- Provided administrative support to the Board of Trustees of the University of the District of Columbia in the areas of strategic planning, fundraising and development, government relations, and academic strategy. This resulted in a special assignment to lead discussions regarding the establishment of a school of education and 2-year program expansion, which led to the assumption of the role of provost.
- Developed a vision for the agency's role as the state office for higher education and determined the agency's role in education programs and federal grant programs for the District. This resulted in the establishment of the "Office of Postsecondary Education and Workforce Readiness" based on SHEEO best practices.
- Liaised with college presidents of regional and national institutions to improve retention of DC students, which resulted in the securing of material and human resources focused on ensuring success of DC students.
- Conducted grant competitions and provided funding for teacher professional development and Early Colleges, which enabled recipients to create meaningful learning experiences for DC teachers and students.
- Developed "Creating a College-Going Culture" workshop for DC public and charter schools to improve graduation rates and college-going rates. This resulted in the creation of "college access teams" which secured resources to implement approved activities designed to increase college awareness and participation.

***Deputy Chief State School Officer (6/2007 – 9/2008) (Post held concurrently with Director of Education Programs)***

**Major Responsibilities:**

Served as deputy to chief state school officer in coordination of emergent state-level issues related to DC's historic education reformation. Worked collaboratively with DC Public Schools' Chancellor Michelle Rhee and DC State Superintendent Deborah Gist to delineate local and state functions; facilitate the transfer of human, material, and financial resources; develop plans for the merger and acquisition of disparate state agencies and functions; liaise with merging agencies and facilitate human resource concerns.

**Major Accomplishments:**

- Analyzed and evaluated local and federal legislation to determine its effects on the development and implementation of identified policy priorities, programs, and operations. This enabled the District of Columbia Public Schools the effectively separate state and local roles and responsibilities.
- Led corrective action efforts to remove "high-risk" status designation from federal government and to ensure 100% compliance with federal regulations. This resulted in expedience in addressing citations and the completion of related tasks to ensure full compliance.
- Facilitated the transfer of 300+ employees from local school district to state education agency. Assisted in the management of the growth of agency from 80 to 400 staff members and addressed all human resources concerns (e.g. benefits, new functions, and office space).

***Director of Education Programs (10/2005 – 9/2008)***

**Major Responsibilities:**

Provided oversight of post-secondary education licensure activities, which included nearly 100 higher education agencies offering instruction in DC; responsible for investigatory monitoring which resulted in the closing of non-compliant institutions; oversaw the repository for closed school records. Served as accreditation liaison between area institutions and Middle States Association of Colleges and Schools. Supervised managers and staff of 25 who managed and monitored education programs within the State Education Office including the federally funded GEAR-UP, Workforce Development and Community Transition for Incarcerated Youth, and Improving Teacher Quality programs.

**Major Accomplishments:**

- Facilitated the closing of 3 non-compliant higher education institutions, which eliminated fraudulent and questionable practices.
- Co-developed first credit-bearing college planning course for high school students in the nation, which resulted in formal recognition from the US Department of Education (GEAR UP Division).
- Improved ex-offender re-entry to society and job placement practices, which enabled former inmates to provide for their families. Currently serve as mentor to 4 ex-offenders.
- Received commendation from US Dept. of Education for grants management

**Tougaloo College, Tougaloo, Mississippi**

Founded in 1869, Tougaloo College is a private, historically black, four-year liberal arts institution, related to the Disciples of Christ Church. As a result of its active commitment and being forefront in the Civil Rights Movement, the College gained national respect for its high academic standards and level of social responsibility. The current enrollment is 945.

***Acting Vice President / Assistant Vice President for Institutional Advancement (4/2003 – 8/2004)***

**Major Responsibilities:**

Management responsibility for conceiving and implementing long- and short-term advancement plans, including fund raising, marketing/communications and alumni relations. Member of President's cabinet and served as the chief adviser to the President on all matters related to institutional advancement. Responsible for the cultivation of donors, alumni, corporations, foundations, community groups and others as part of an overall development plan, and led a professional staff of 12 to set and attain annual campaign, development and constituency relations goals.

**Major Accomplishments:**

- Developed strategic plan for development activities, which resulted in the clarification of staff roles and functions.
- Co-developed grant proposals resulting in nearly \$500,000 in funded projects.
- Provided feasibility planning and coordination for the launching of a \$50 million capital campaign.
- Secured initial grant funding for the institutionalization of civic engagement and social responsibility.

**Education Services Foundation (ESF), Jackson, MS**

Created in 1995, Education Services Foundation ensures that Mississippi students have access to higher education. It also serves as the managing company for Mississippi Higher Education Assistance Corporation.

***Program Manager (1/1998 – 2003), (Held increasingly responsible and concurrent positions)***

**Major Responsibilities:**

Led new foundation's philanthropic activities. Provided strategic direction and planning for systemic program implementation to improve college access and enrollment for Mississippi students. Served as senior member of management team. Liaised with school districts and higher education institutions to improve understanding and awareness of financial aid programs. Managed and professionally developed a staff of four.

**Major Accomplishments:**

- Co-conceptualized and implemented a \$21 million federal GEAR-UP initiative by MS Institutions of Higher Learning (IHL) designed to improve participation in higher education among students from low-income communities. Concurrently served as Coordinator for Partnerships and Outreach at IHL.

- Developed college access activities that increased parental/community involvement and strengthened collaborations.
- Designed, planned, developed, and managed College Access Planning Program (CAPP) division of Foundation to provide academic planning information and outreach services to Mississippi parents and students. Established college counseling center at headquarters location. Oversaw expansion of counseling services to Eudora Welty Public Library. Developed and coordinated scholarship program awarding \$25,000 - \$50,000 annually to Mississippi students.
- Designed, planned, developed, and managed Delta Scholars Program to formulate a targeted college access program for Mississippi Delta students. Devised college access and college persistence strategies to meet the unique needs of a unique population. Developed and coordinated mini-grant program awarding small grants to schools and community organizations interested in conducting college counseling activities.

**The REACH (Revitalizing Education Awareness for CHange) Institute, *Clarksdale, MS***

This youth development organization was founded in 1994 to increase awareness of and access to higher education for rural students. Initial funding was secured through a fellowship from the Echoing Green Public Service Foundation. The concept was later adopted by the Education Services Foundation and spawned two programs, Delta Scholars and the College Access Planning Program.

*Founder and Chairman, (1994 - 1998)*

**Major Responsibilities:**

Conceptualized scope and vision of organization from inception through service delivery. Secured Mississippi state charter for non-profit corporation status and recognition from Internal Revenue Service as tax-exempt 501(c)(3) organization. Developed and sustained grass-roots community based organization designed to improve awareness of and access to higher education for Mississippi Delta students. Provided guidance and strategic direction for design and implementation of programs. Recruited and supervised team of volunteers. Led resource development efforts which resulted in sufficiently funded educational endeavors for all 100 students.

**Major Accomplishments:**

- Received award from Mississippi Association of Educators for outstanding community service
- Recognized as social entrepreneur by Echoing Green Public Service Foundation and awarded \$50,000 for seed funding.
- Gave keynote speech at Dartmouth College with select students entitled “If your Dream Job is Helping People.”
- Achieved 100% college acceptance and 90% college enrollment rate for participants.
- Facilitated the awarding of hundreds of thousands of dollars for participating students.
- Replicated REACH model statewide through ESF’s Delta Scholars and College Access Planning Programs.

**Delta State University, Cleveland, Mississippi**

Delta State is a public institution providing a comprehensive education at the undergraduate and graduate levels to over 4000 students. Founded as a teacher’s college, the University continues excellence in teacher education and has expanded educational offerings to meet the evolving needs of its students.



***Program Coordinator/Member, AmeriCorps (Delta Service Corps) (8/1996 - 7/1997) (Held post concurrently with REACH position)***

**Major Responsibilities:**

Managed a portfolio of 60 volunteer projects for the nation's second largest AmeriCorps program. Maintained strong relationships with nonprofit partner organizations. Provided targeted volunteer outreach to grow regional programming. Project leader for recruitment, training and support.

**Major Accomplishments:**

- Developed evaluation procedures and coordinated 60 community service projects in Mississippi Delta communities.
- Increased recruitment efforts resulting in significant increase in the applicant pool.
- Coordinated community development activities for two small towns which resulted in several community-wide functions and increased civic participation among residents.

## TEACHING AND SCHOLARSHIP

### Faculty Positions

***Assistant/Visiting Professor***, Department of Rural School Leadership and Research, College of Education, Delta State University, (8/2004 – 7/2007) *(Held concurrently with administrative position and served as Visiting Professor)*

- Taught courses in Foundations of Education, Administrative Leadership, and Practicum courses
- Provide advice and mentoring to students
- Serve as chair and/or member of dissertation committees (T. Johnson 2007, P. Felder 2008)
- Co-conceptualized Center for Rural School Leadership and Research
- Prepared and submitted grant proposals to secure external support
- Served on NCATE committees in preparation of accreditation visit
- Student evaluation average of 4.84/5.00 throughout affiliation

***Instructor***, Department of Mathematics, Edward Waters College, Jacksonville, FL, (8/1991 – 8/1993)

- Taught courses in College Algebra and General Mathematics
- Served as advisor to student government association
- Served as coach for Honda Campus All-Star Challenge team

### ***Adjunct Instructor***

- Coahoma Community College, Clarksdale, MS - College Algebra (1995, 1997)
- Bunker Hill Community College, Boston, MA - Life/Study Skills (1996)

## OTHER RELEVANT EDUCATIONAL/PROFESSIONAL EXPERIENCES

### **International:**

Taiwan: Speaker/Panelist, Higher Education Conference  
Austria: Fellow, Salzburg Global Seminar

Singapore: Delegate, Singapore Ministry of Education  
Egypt: Commencement Speaker, MAADI Academy/UDC

**National:**

Associate, Center for Public Policy in Higher Education  
Participant, Leadership & Mentoring Institute, American Association of Higher Education  
Protégé, Millennium Leadership Institute (MLI), American Association of State Colleges & Universities  
Associate, Center for Economic and Community Development, Delta State University  
Fellow, Echoing Green Public Service Foundation  
Coursework, University of California-Los Angeles (Counseling the College-Bound Student)

**GRANT PROCUREMENT/MANAGEMENT (Selected)**

Title	Revitalizing Education Awareness for Change (REACH)
Funding Agency	Echoing Green Public Service Foundation
Years Funded	Two (1995 - 1997)
Total Award	\$50,000
Title	Gaining Early Awareness and Readiness for Undergraduate Programs (MS)*
Funding Agency	US Department of Education
Years Funded	Five (2001- 2007)
Total Award	\$21,000,000
Title	Institutionalizing Service Learning at Tougaloo College
Funding Agency	Center for Community Engagement/Corporation for National Service
Years Funded	One (2003)
Total Award	\$36,000

Title	Re-establishing and Honors Program at Tougaloo College*
Funding Agency	Mellon Foundation
Years Funded	Three years (2003 - 2006)
Total Award	\$250,000
Title	Gaining Early Awareness and Readiness for Undergraduate Programs (DC)**
Funding Agency	US Department of Education
Years Funded	Five (2004- 2009)
Total Award	\$5,000,000
Title	Sustaining the Early College Model in DC
Funding Agency	Government of the District of Columbia
Years Funded	One (2008)
Total Award	\$560,000
Title	Gateway to Algebra Program (UDC)*
Funding Agency	Bill and Melinda Gates Foundation/DC College Success Foundation
Years Funded	One (2008)
Total Award	\$68,000
Title	Establishing a School of Education (UDC)
Funding Agency	Office of the State Superintendent/Government of the District of Columbia
Years Funded	One (2008)
Total Award	\$300,000

\* *Denotes co-authorship or writing team*

\*\* *Denotes management/monitoring*

## SELECTED PUBLICATIONS

### Reports, Book Chapters, and Commentary

“Partnerships for Public Purposes: Engaging higher education in the societal challenges of the 21<sup>st</sup> century.” National Center for Public Policy and Higher Education, April 2008.

Hervey, E. (2005). “Staying in Their Place”: Toward an Understanding of Place-based Family and Cultural Factors that Influence College Aspirants in the Mississippi Delta” (Ed.D. dissertation, Vanderbilt University).

Hervey, E. (2002). “Learning to Forgive Father.” In Blanchard, L.J., Shelton, K.W. and Mims-Goodman, B. (Eds.), *Paper-Thin/Soul-Deep: A Collection of Personal Letters and Journal Entries of African-American Men* (pp. 4-9). New York, NY: Vantage Press.

“Education is the Key to Unlocking Grip of Delta’s Despair” in *The Clarion Ledger*, February 14, 2000



## SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive  
New Orleans, LA 70126  
Phone: (504) 286-5311 Fax: (504) 286-5000  
[www.suno.edu](http://www.suno.edu)

### Office of the Chancellor

June 7, 2023

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

Dear President-Chancellor Shields:

A national search was conducted for the Vice Chancellor for Student Affairs and Enrollment Management position, and Dr. Zackeus D. Johnson was identified as the best qualified candidate to fill this critical vacancy. It was evident that Dr. Johnson's potential to impact the Southern University at New Orleans (SUNO) community would be immediate and strategically aligns with fulfilling the mission and vision of SUNO.

Dr. Johnson's appointment will become effective July 1, 2023, with a salary of \$140,000. He will bring much desired leadership to SUNO in critical areas such as Recruitment, Academic Advisement, Tutoring, Student Success, Retention and Persistence. Dr. Johnson is extremely knowledgeable of the scope of work needed in student affairs and enrollment management, and has a proven track record in his past work experiences at Southern University and A&M College (SUBR).

Dr. Johnson earned a specialized doctorate in Higher Education from Louisiana State University in Educational Leadership and Research. He currently serves as the Assistant Vice Chancellor for Academic Affairs with a focused concentration on Student Success at Southern University and A&M College. He also serves as Dean of the University College at SUBR. Dr. Johnson's efficiency and effectiveness are demonstrated by his high degree of competence in leadership and team building. Without reservation, I fully support this appointment.

Thank you for considering this request and submitting it for approval at the June 23, 2023 meeting of the Board of Supervisors of the Southern University and A&M College System.

With kind regards,

A handwritten signature in blue ink that reads 'James H. Ammons, Jr.'.

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

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

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

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

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER 4M9918

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 Adriel Hilton Reason Left Administrative Leave  
Date Left June 5, 2023 Salary Paid \$140,000.00

**Profile of Person Recommended**

Length of Employment 8 years To Present  
Effective Date July 1, 2023  
Name Zackeus D. Johnson SS# xxx-xx- Sex Male Race\* Black  
Position Title: Vice Chancellor for Student Affairs & Enrollment Management Department: Student Affairs  
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 8 years Southern University Experience 8 years  
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:  
PhD Educational Leadership/Research Louisiana State University - Baton Rouge, LA 2020  
M.Ed. Educational Leadership K12 Southern University and A&M College - Baton Rouge, LA 2016  
B.S. Agriculture Business Management Alcorn State University, Lorman, MS 2015  
Current Employer Southern University and A&M College

**Personnel Action**

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

Recommended Salary \$140,000.00 Salary Budgeted \$140,000.00  
Source of Funds State  
Identify Budget: General Location 411001 46110 61002 45000  
Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_  
Change of: \_\_\_\_\_  
Position \_\_\_\_\_  
Status \_\_\_\_\_  
Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
411001 46110 61002 45000	\$140,000.00

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

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

James H. Annis 6/7/23 Supervisor Date  
James H. Annis 6/7/2023 Dean/Unit Head Date  
Bernette Taylor 6/7/23 Vice Chancellor Date  
Mike Webb 6/7/23 Chancellor Date  
\_\_\_\_\_  
Director/Personnel Date Vice President/Finance Date  
\_\_\_\_\_  
Business Affairs/Comptroller Date  
\_\_\_\_\_  
President Date Chairman/S.U. Board Of Supervisor Date

# Zackeus D. Johnson, Ph.D.

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## STUDENT SUCCESS RESEARCHER/PRACTITIONER

A student success researcher and enrollment practitioner who is focused on achieving results and has experience improving retention, onboarding, fostering a sense of belonging, and engaging deficient first-year students. Equity, faculty engagement, and overall student success are at the heart of my leadership and practices. A skilled communicator who possesses professional poise, experience, and knowledge of the higher education setting, making it possible to engage effectively with campus partners and/or System officials

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## EDUCATION

### PhD, Educational Leadership and Research

August 2020

Specialization: Higher Education

Louisiana State University, Baton Rouge, LA

Defended: June 8, 2020 || Graduation: August 7, 2020

- Dissertation: "Access Granted: The Journey of Conditionally Admitted First Generation College Students at an HBCU"
  - Committee: Jennifer Curry (Chair), Petra Robinson (Co-Chair), Ashley Clayton, Mark Schafer, and Keri Tobin

### M.Ed., Educational Leadership K12

December 2016

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

- Capstone Project: From Failing to Exceling: Esperanza Model School Pre K-5

### B.S., Agriculture Business Management

May 2015

Alcorn State University, Lorman, MS- Cum Laude

## KEY COMPETENCIES

Proactive  
Effective Communicator  
Results Oriented

Organizational Skills  
Ability to work in a Team  
Adaptable

Team leadership  
Faculty Centered  
Student Centered

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## PROFESSIONAL EXPERIENCE

### Southern University and A&M College

October 2021 - Present

#### Assistant Vice Chancellor, Academic Affairs (Student Success)

Reporting to the Executive Vice Chancellor/Provost, the AVC, Academic Affairs (Student Success) manage a total budget of 3.5 million dollars (Title III and General Funds). The is AVC, Academic Affairs (Student Success) is responsible for providing leadership and vision for student enrollment, retention and completion measures. This roles support students as they progress toward their educational goals by ensuring that best practices are implemented, barriers are reduced, support systems are developed and initiatives to attract and retain diverse populations are planned and developed. Provide oversight of enrollment initiatives.

Chief Responsibilities for the AVC, Academic Affairs and Student Success are to provide leadership direction, strategic planning, and supervision for the following units: Academic Advisement, Transfer Services, Student Success Center, Quality Enhancement Plan (QEP), New Student Orientation, Academic Appeals, First-Year/Second Year Experience, and extended support to the SUSLA Connect pipeline program. Provides strategic vision and oversight to develop and implement programs and services that achieve the university and division mission, vision, goals and objectives. Develops and implements services, activities and opportunities that complete the student's academic experience with the targeted outcome of increasing student persistence and retention. Lead and oversee initiatives such as EAB Navigate to enhance student success. Collaborates with partners across the institution, including academic colleges, Enrollment Management, Student Affairs, Title III, Student Advocacy, the Office of Institutional Research, and others, as appropriate, to intervene with and assist at-risk students. Establishes and monitors goals, objectives, and key performance indicators to determine effectiveness of outreach, opportunities for intervention, and potential improvements to practices that promote student success as a fiscal strategy.

**Southern University and A&M College  
Dean, University College**

**November 2020 - Present**

Reporting to the Provost, the Dean for University College played a crucial role in retention and persistence of first and second year students. In order to develop, implement, evaluate, and continuously improve the University College's workshops, services, and projects, the Dean oversees and manages the faculty and staff for College Success Skills courses. In particular, the Dean is in charge of making sure first-year, second year, and transfer scholars have access to a high-quality, all-encompassing experience that helps them learn and succeed at Southern University and A&M College.

Responsibilities include, but are not limited to successfully onboarding all first year students and assisting with retaining scholars from one semester to the next; supporting up to 2,500 students; managing Title III funding for the University College program; monitoring success of first year students with an emphasis on students "at-risk"; and enhancing student success fiscal year strategies. This role also includes orienting students and providing campus resources, such as Tutoring, Supplemental Instruction, and other high impact practices. I am responsible for the development, implementation, and assessment of all programs including academic advising and peer mentoring initiatives.

**Southern University and A&M College  
Executive Director, First and Second Year Experience**

**August 2019- October 2020**

Reporting to the Associate Vice Chancellor, Student Success, the Executive Director, First and Second Year Experience (FSYE) planned developed, and executed several student-oriented programs including Freshman Seminar, Keys to Success Workshops and student leadership training for New Student Orientation. Supported a broad commitment to first-year student success with a focus on first-year students broadly through large-scale programs and serving special populations through targeted retention programs. Collaborated with campus partners to evaluate current programs and provide recommendations for new programs and initiatives to serve first-year and second-year students. Managed provided program budgets and providing supervision for student and/or professional staff.

**Southern University and A&M College  
Academic Advisor and Interim Lead, Center for Undergraduate Student Achievement (CUSA)**

**August 2016- October 2018**

Reporting to the Executive Director, Student Success and Retention, an Academic Advisor served as an ambassador for student needs, utilized case management approach to make referrals to external departments when necessary. Fostered student intellectual stimulation for self-development, career planning and critical thinking skill enhancement. Coached and mentored at risk students for academic success, including academic or degree planning. Collaborated with First Year Experience (FYE) Coordinator to develop effective college success teaching strategies. Utilized Banner INB to input student schedules. Maintained effective communication with newly enrolled and current students utilizing various modes of technology. Analyze and resolve student issues associated with program requirements, course scheduling and degree matriculation. Completed monthly tracking reports. Facilitated class discussion on university policy, useful resources, and university history. Discussed self-awareness, self-development, and cultural competence with students during visits and within the classroom setting.

Facilitated communication and serves as liaison between Academic Vice Provost and Academic College Deans to facilitate strategic alignment of Academic Advising goals with university mission and foster discussion of policies to ensure success. Integrated departmental goals to align with the University's strategic plan, identifies quarterly objectives from baseline data, and evaluates employee tasks to ensure time and efforts align with performance outcomes. Managed Title III Activity, tracks strategic initiatives by monitoring progression towards goal advancement, compiling quarterly reports to demonstrate goal advancement through meeting benchmarks. Facilitated development and implementation of a comprehensive, data driven retention plan to significantly aid in the increase of retention rates. Provided leadership and management of the Unit with innovative program development; staff development and supervision; fiscal management; and partnership building with campus and external constituents. Developed integrated process for planning and analysis with a focus on student success, the expansion of student learning outcomes, and the advancement of teaching and learning. Trained Faculty/Staff on Banner8-INB. Implemented

## ACCOMPLISHMENTS

- Redesigned New Student Orientation and Onboarding to include all campus partners, Deans, and Chairpersons.
- Developed and implemented Transfer Center
- Restructured Academic Advising campus wide (Blended Advising Model)
- Increased student communication through Navigate by 268%
- Redesigned College Success Skill course to include Franklin Covey 7 Habits of Highly Effective College Students
- Developed Student Success Taskforce to improve the Registration processes.
- Implemented Wellness Mondays for Students and Faculty through Navigate Student Success Platform
- Designed and implemented Mentoring Course for "at-risk" students.
- Created Summer Enrichment Program with 100% retention for the first cohort
- Designed an intentional Academic Appeals Task Force that included faculty and staff from all academic majors and administrative divisions. Through this process data supports that student were routed through the academic appeals process at a rate higher than previous academic terms.
- Active member of the Quality Enhancement Plan (QEP) Development Team that assisted the Office of Academic Affairs to identify key issues with first year classroom engagement, retention and institutional belongingness.
- Created a systematic, theory based, comprehensive First Year Experience mentoring program ultimately leading to 1% increase in introductory level courses higher than the University average.
- Improved attendance to academic advising meetings by 10% in one year, through restructuring First Year Experience programs for Case Management.
- Created logo and social media presence to enhance marketing and branding of events and programs for student engagement.
- Developed strategic and measurable academic and nonacademic unit goals and objectives for FYE's Emerging Jags Access Program, tracked, monitored, and completed reports to measure progression metrics toward project completion.
- Implemented student transition protocols to foster interdepartmental collaboration and a seamless student transition.
- Trained 65% of Academic CollegeFaculty Advisors on Banner INB to successfully navigate and advise students.
- Facilitated strategic change for AcademicAdvising and EarlyAlert technology system integration.

## TEACHING EXPERIENCE

### **Undergraduate Course**

Southern University and A&M College  
College Success Skills - 2 Credits

## INVITED GUEST

### **Guest Speaker- 2023**

California State University, Dominguez Hills || First Gens: Success Begins with You

### **Guest Speaker- 2022**

University Arkansas Pine Bluff || Are You a Part-Time or Full-Time Leader?

### **Guest Speaker- 2021**

Alcorn State University || Honors Convocation

### **Guest Speaker- 2019**

Southern University and A&M College-Time Management 101,Baton Rouge, LA

### **Panelist- 2019**

Exposure 225 for 7th and 8th Grade Students || A Leadership Experience

### **Guest Speaker- 2018**

Mississippi Southwest Youth Conference || Access to College and Universities

### **Guest Speaker- 2016**

Amite County High School Class of 2016 Commencement, Liberty, MS



## CONFERENCE PRESENTATIONS & PUBLICATIONS

Johnson, Z.D., (March 2023). Student Success as a Fiscal Strategy. Presented at the 2023 HBCU and Small College Forum. Wesley Peachtree Institute.

Johnson, Z.D., (June 2022). Equity, Student Success, and New Student Orientation. Presentation presented to John N. Gardner Institute for Excellence in Undergraduate Education

Johnson, Z. (2021). Guard Your Goals 12 Month Journal (p. 45 pages). Independently Published.

Johnson, Z. D., Soares, F. (2020, March). Filling the missing pieces: Pursuit of persisters. Paper presented at the 2020 Louisiana Education Research Association, Lafayette, LA.

Soares, F., Johnson, Z. D., (2020, March). A case study for counseling Centers 'Perceptions of Black Student's Mental Health. Paper presented at the 2020 Louisiana Education Research Association, Lafayette, LA.

Johnson, Zackeus Dontrell, "Access Granted: The Journey of Conditionally Admitted, First-Generation College Students at an HBCU" (2020). LSU Doctoral Dissertations. 5316. [https://digitalcommons.lsu.edu/gradschool\\_dissertations/5316](https://digitalcommons.lsu.edu/gradschool_dissertations/5316)

Johnson, Z.D. (March 2019). The Pursuit of Persisters: The Impact of a Successful First-Year Experience Program for First Generation College Students at an HBCU in Louisiana. Paper presented at the Annual Curriculum Camp, Baton Rouge, LA.

## INSTITUTIONAL SERVICE

### **Vice Chancellor, Student Affairs Search Committee Member**

Southern University and A&M College

### **Online Instructional Designer Search Committee Member**

Southern University and A&M College

### **Quality Enhancement Plan Committee Member (QEP)**

Southern University and A&M College

### **Covid-19 Task Force Committee Member**

Southern University and A&M College

### **Satisfactory Academic Progress Committee Member**

Southern University and A&M College

### **SACSCOC Committee Member**

Southern Association of Colleges and Schools Commission on Colleges

Southern University and A&M College

### **Faculty Advisor**

The Collegiate 100 (C100) of Southern University and A&M College

Southern University and A&M College

### **Faculty/Founder**

Peer Mentor Champions Program

Southern University and A&M College

## **COMMUNITY SERVICE AND ENGAGEMENT**

### **Member**

100 Black Men of Metro Baton Rouge

Immediate Past Advisor (Three Chapter of the Year Awards)

### **Board Member**

Inspire Charter Academy

### **Member**

Alpha Phi Alpha Fraternity, Incorporated

### **Student Leader**

Student Government Association President 2014-2015

Alcorn State University

## **CERTIFICATES AND TRAINING**

Independent Applying the QM Rubric (APPQMR) Fifth Edition Certificate

Banner 9 Trainer

Navigate Management System

Degree Works Trainer

## **SOUTHERN UNIVERSITY AT NEW ORLEANS**

6400 Press Drive

New Orleans, LA 70126

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

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



### **Office of the Chancellor**

June 7, 2023

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

Dear President-Chancellor Shields:

In conjunction with the request to change the name of the Department of Nursing to the School of Nursing, I am recommending that Dr. Kelly Smith's title of Chair of the Department of Nursing be changed to Dean of the School of Nursing effective July 1, 2023. The appointment will include the academic rank of Associate Professor with tenure. Her salary will remain at \$125,000. Since July 2022, Dr. Smith has served as the founding Chair of the Department. Under her leadership, the Bachelor of Science in Nursing became operational in the 2022-2023 academic year. With the second cohort of students entering this fall and the successful recruitment of faculty, the program is on track to host the accreditation team of the Collegiate Commission on Nursing Education in March 2023.

Dr. Smith holds a Bachelor of Arts (BA) and Bachelor of Science in Nursing (BSN) degrees from Dillard University, a Master of Nursing (MN) degree from Louisiana State University Health Sciences Center – New Orleans and a Doctor of Nursing Practice (DNP) degree from Loyola University. She also holds a current unencumbered nursing license as an APRN (advanced practice registered nurse) in the State of Louisiana.

Dr. Smith has extensive experience in nursing practice and nursing education. Her clinical experience includes ten years of practice in Community Health Nursing and five years as a statewide nurse consultant on health promotion issues for chronic disease and tobacco control for the Louisiana Office of Public Health. She also served four years as the Director of Health Services for the Louisiana Office of Juvenile Justice. In addition, she served as a Nurse Educator for the School of Public Health at Louisiana State University School of Health Sciences.

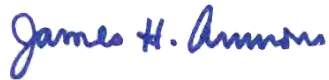
Her academic experience is also extensive having served for four years as Assistant Professor of Nursing at Dillard University School of Nursing and one year at Chamberlain College of Nursing at Ochsner, and as the Research Coordinator at LSU Health School of Nursing for two years. Dr. Smith is also credentialed by the National League for Nursing as a Certified Nurse Educator (CNE). The CNE designation is earned by passing a voluntary national test that signifies expertise in professional nursing education including curriculum design, teaching, evaluation, and advisement.

***“An Equal Educational Opportunity Institution”***

Finally, we have found Dr. Smith to be a person with a strong work ethic, high integrity, and highly passionate and committed to nursing education especially in service to students of color. These attributes along with her academic credentials, extensive clinical and academic experience, and her status as a CNE support her potential for successful service as Dean of the School of Nursing here at SUNO.

Thank you for considering this request and submitting it for approval at the June 23, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

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

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

JOB CLASS				
JOB CODE				
CAL ID				

# SOUTHERN UNIVERSITY SYSTEM

## Personnel Action Form

POSITION NUMBER									
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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 checked="" type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input checked="" 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 July 1, 2022 To June 30, 2023

Effective Date July 1, 2022

Name Kelly Smith SS# xxx-xx- Sex Female Race\* Black

Position Title: Chair of BSN Program / Assoc. Professor Nursing Department: Office of the Chancellor

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

New Position Expiration Date: \_\_\_\_\_

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

Years Experience \_\_\_\_\_ Southern University Experience \_\_\_\_\_

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Bachelor of Arts	Dillard University New Orleans, LA	1982
	Bachelor of Science - Nursing	Dillard University New Orleans, LA	1995
	Master of Nursing	LSU Health Science New Orleans, LA	2002
	Doctor of Nursing	Loyola University New Orleans, LA	2016

Current Employer LSU Health Sciences-School of Public Health

### Personnel Action

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

Recommended Salary \$125,000.00 Salary Budgeted \$125,000.00

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

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Source of Funds	Amount
411001 42185 61002 46000	\$125,000.00

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: <u>Gregory D. Ford</u> Supervisor	06/09/2022	DocuSigned by: <u>James H. Ammons</u> Dean/Unit Head	06/09/2022
DocuSigned by: <u>Gregory D. Ford</u> Vice Chancellor	06/09/2022	DocuSigned by: <u>Dr. Teresa Hardee</u> Vice President/Finance	06/09/2022
DocuSigned by: <u>Dr. Teresa Hardee</u> Director/Personnel			
President	Date	Chairman/S.U. Board Of Supervisor	Date



Kelly D. Smith

[kelsmi2th@gmail.com](mailto:kelsmi2th@gmail.com)

[REDACTED]

<https://www.linkedin.com/in/dr-kelly-smith-2b570530/>

CURRICULUM VITAE  
Academic Year 2022 - 2023

NAME: Kelly D. Smith, DNP APRN PHCNS BC CNE

MAILING ADDRESS: [REDACTED]

CURRENT POSITION: Associate Professor – Founding Chair of Nursing  
Southern University at New Orleans

PROFESSIONAL EDUCATION

Dates Attended	School/Location	Credits/Degrees
09/2013 - 05/2016	Loyola University/New Orleans, LA	DNP
09/1999 - 12/2002	LSU Health Sciences in New Orleans, LA	MN
01/1991 - 05/1995	Dillard University New Orleans, LA	BSN
08/1978 - 05/1982	Dillard University New Orleans, LA	BA

LICENSURES/CERTIFICATIONS

- 07/95 to present. Registered Nurse, Louisiana State Board of Nursing
- 01/91 to present. Basic Life Support Provider: American Heart Association
- 11/2004 to present. Public Health Nurse Clinical Nurse Specialist, American Nurses Credentialing Ctr.
- 1/2005 to present. Advanced Practice Registered Nurse, Louisiana State Board of Nursing
- 2/2020 to present. Certified Nurse Educator, National League of Nursing

ACADEMIC EXPERIENCE

- 07/2022 to Present. Associate Professor/Founding Chair of Nursing Southern University at New Orleans, LA
- 11/2021 to 06/2022. Assistant Professor/ Interim Chair of Nursing Southern University at New Orleans, LA
- 06/2021 to 11/2021. Nurse Educator - LSU Health School of Public Health, New Orleans, LA
- 06/2019 to 06/2021. Research Coordinator - Sexual Assault Nurse Examiner  
LSU Health School of Nursing, New Orleans, LA
- 01/2018 to 6/2019. Assistant Professor - Chamberlain College of Nursing at Ochsner, New Orleans, LA
- 01/2013 to 12/2017. Assistant Professor – Dillard University School of Nursing, New Orleans, LA

COURSES TAUGHT

Southern University at New Orleans:  
Instructor - NURS 201 Fundamentals of Nursing

LSU Health School of Nursing:

Clinical Coordinator – Skills lab coordinator for sexual assault assessments, examinations, and documentation using Gynecologic Teaching Assistants (live models) bi-annually.

Chamberlain College of Nursing:

Course Coordinator-Transitions to Nursing, Health and Wellness, and Community Health Nursing

Dillard University:

Course Coordinator- NUR 451 and NUR 451 Lab, Community/Public Health Nursing.

Lecturer, clinical instructor, academic advising, presentations, and student evaluations.

Course Coordinator NUR 452, and NUR 452 Lab, Leadership & Management in Nursing.

Lecturer, clinical instructor, and activities involved in class presentations and evaluations.

Clinical instructor NUR 371 Lab, Childrearing Families.

Activities involved teaching clinical skills, assignments, communication, and evaluation.

#### INSTITUTIONAL SERVICE

**APPOINTED:** REPRESENTATIVE FOR SOUTHERN UNIVERSITY AT NEW ORLEANS to the Louisiana Board of Regents Universal Transfer Pathways Nursing Committee. Fall 2022

**APPOINTED:** REPRESENTATIVE FOR SOUTHERN UNIVERSITY SYSTEM to respond to the Legislative House Resolution No. 155 – to serve on the Healthcare Workforce Study Group, Fall 2022.

**RESEARCH INTERN MENTOR:** Louisiana Department of Health – Health Disparities Grant, 2022-23

**Admissions Committee Chair** – SUNO Department of Nursing

**Admissions Committee Chair**- Chamberlain College of Nursing

**Faculty Advisor** -National Student Nurses’ Association Chamberlain College of Nursing

**Faculty Senate** – Dillard University

**Admissions, Progression, Retention Committee** – Dillard University School of Nursing

**Ad-hoc/Curriculum** – Dillard University School of Nursing

**Co-Faculty Advisor** – National Student Nurses’ Association

#### PRESENTATIONS/PUBLICATIONS

02/2023. Presenter, “SUNO’s Baccalaureate Nursing Program.”

01/2023. Presenter, “Essential Skills for Success in Nursing.”

10/2022. Presenter, “Best Teaching Practices in Nursing.”

10/2022. Presenter, “SUNO’s Baccalaureate Nursing Program.”

11/2021. Presenter, “Implications for Sexual Health as a Clinical Competency.” Louisiana Primary Care Association 38th Annual Continuing Education Virtual Conference, Adapting to the Revolution of Healthcare Delivery.



12/2020. Presenter, "Adult/Adolescent Sexual Assault Forensic Medical Examination." Academy of Forensic Nursing Webinar.

10/2020. Presenter, "Peer Review Essentials: The Adult Sexual Assault Exam." On-Demand Training

04/2017. Presenter, "Restructuring Classroom Teaching Experiences to Enhance Critical Thinking Skills." Dillard University Third Annual Teaching, Learning and Research Symposium.

10/2016. Panel Presenter, "Active Learning: Restructuring Classroom Teaching Experiences to Enhance Critical Thinking Skills", 2016 HBCU Faculty Development Network Annual Conference.

10/2016. Poster Presentation, "E-mentoring: A Strategy to Reduce Role Stress in Novice Nurse Faculty." Sigma Theta Tau International, Xi Psi Chapter-at-Large Annual Research Day.

11/2013. Smith, K. Maintaining health insurance for incarcerated youths. Corrections Today. November/December 55-57.

06/2004. Panel Presenter, "Surviving the first Year and Beyond", National Assembly of School Based Health Centers.

#### PROFESSIONAL DEVELOPMENT

03/2023 American Association of Colleges of Nursing. 2023 Deans Annual Meeting. 9 Contact Hours

03/2023 Sigma Theta Tau. A Qualitative Study of Nurse Mentoring During Transition from Clinical Practice to Academia. 0.1 Contact Hours

01/2023 Elsevier NGN Webinar: Developing Clinical Judgment. 1.5 Contact Hours

11/2022. Louisiana State Nurses Association – LA Synergy Summit – Leadership 7.75 Contact Hours

10/2022. Ochsner Health System 14<sup>th</sup> Annual Evidence Based Research Conference: Achieving Health Equity. 11.75 Contact Hours

08/2022. BLS Course. Prairie Education & Research Cooperative. 4.5 Contact Hours

07/2022. Next Gen Learning and Assessment – Nurse Tim. 3.75 Contact Hours

05/2022. Barriers to the Implementation of Safe Syringe Programs in Rural and Conservative Regions. 5.5 Contact Hours

04/2022. Bridging the Gap from the Present to the Future in Healthcare.

01/2022. Applying the Quality Matters Rubric.

7/2021. Addressing Health Equity During the COVID-19 Pandemic. 1 Contact Hour

- 7/2021. Current Trends and Regulations for Cannabis Products. 1 Contact Hour
- 6/2021. Virtual Conference: Women's Health Across the Lifespan. 4 Contact Hours
- 5/2021. Traveling in the Footsteps of Nightingale. 1.5 Contact Hours
- 5/2021. Intimate Partner Violence Nurse Examiner Certificate Program. 15 Contact Hours
- 4/2021. Virtual Conference: Sexual Assault, Domestic Violence, and Resilience.
- 3/2021. LSNA Strength in Diversity. 3 Contact Hours
- 2/2021. Texas IAFN Virtual Conference. 10.5 Contact Hours
- 7/2019. IAFN Adult SANE Online Course. 40 Contact Hours
- 3/2019. ATI Nursing Educator Summit. 21 Contact Hours
- 8/2018. Teaching Concept Based Nursing/Dr. Linda Caputi 8.25 Contact Hours
- 6/2018. Association of Community Health Nurse Educators 12.5 Contact Hours
- 6/2017. QESN Competencies 13 Contact Hours
- 6/2017. Mississippi Educational Consortium for the Doctor of Nursing Practice 6.83 Contact Hours
- 10/2016. ACEN Self-Study Forum 9.5 Contact Hours Accreditation Commission for Education in Nursing
- 7/2016. NLN New Faculty Intensive Workshop 12 Contact Hours National League for Nursing
- 4/2016. ATI Nursing Education Active Learning Strategies Assessment Technologies Institute, LLC
- 2/2016. AACN 2016 Faculty Development Conference 14 Contact Hours  
American Association of Colleges of Nursing

#### PROFESSIONAL NURSING EXPERIENCE

06/021 to 12/2021. *Nurse Educator* – LSU Health Sciences – School of Public Health, New Orleans, LA  
Developed continuing education webinars for health care providers based on the most current CDC STI/HIV treatment guidelines. Served as co-lead on congenital syphilis case reviews in the state of Louisiana. Provided reproductive health education to obstetricians and primary clinicians across the state of Louisiana.

06/2017 to 11/2017. *Part-time Nurse Consultant* – Orleans Parish Sheriff's Office, New Orleans, LA  
Provided technical assistance to the Health Services Manager to develop a contract monitoring plan to ensure health care staffing levels were maintained and adequate health care services were accessible around the clock for incarcerated persons.

04/2016 to 01/2019. *PRN Weekend RN Supervisor* – Poydras Home, New Orleans, LA  
Supervised LPNs and CNAs to ensure adequate care was provided to the residents. Served as a liaison to family members and external stakeholders for administration on weekends and holidays.

06/2014 to 06/2015. *Practice Consultant* – Louisiana Healthcare Quality Forum, Baton Rouge, LA  
Served as a clinical liaison to community clinics and doctor's offices during the transformation of their practices to ensure workflow processes met the requirements of the National Committee for Quality Assurance standards to receive designation as a patient-centered medical home.

02/2010 to 01/2014. *Director of Health Services* – Louisiana Office of Juvenile Justice, Baton Rouge, LA  
Administrative responsibilities required oversight of medical and mental health services provided by the contracted healthcare provider at four secure care facilities that housed adolescent males across the state of Louisiana. Writing request for proposals, cost containment, managing the health services budget more than one million dollars annually. Developed and implemented a contract monitoring plan for the contracted healthcare provider, assisted the agency's efforts to acquire accreditation from the American Correctional Association.

01/2005 to 01/2010. *Statewide Nurse Consultant* – Louisiana Office of Public Health, New Orleans, LA  
Administrative responsibilities included collaboration with multidisciplinary team members in public health to formulate and disseminate clinical guidelines, policy and procedures in genetics, chronic diseases programs, STD/HIV, and the tobacco control program. Coordinated the Office of Public Health's sexual transmitted disease clinician training for registered nurses bi-annually in New Orleans.

#### PROFESSIONAL MEMBERSHIPS

12/2021 to present. New Orleans Chapter of National Black Nurses Association (Member)  
09/2018 to present. Louisiana State Nurses Association (Member)  
09/2018 to present. New Orleans District Nurses Association (Member)  
04/2016 to present. Alpha Sigma Nu Honor Society (Member)  
05/2014 to present. Sigma Theta Tau Xi Psi Chapter-at-Large (Secretary)  
01/2014 to present. National League of Nurses (Member)  
05/1995 to present. Dillard University Professional Organization of Nurses (Member)

#### CIVIC ASSOCIATIONS

02/2023 to present. Association of American of Colleges of Nursing (Member)  
01/2022 to present. Ochsner Community Health: Brees Family Center Community Advisory Council  
07/2020 to present. Loyola University Alumni Association  
06/2020 to present. Sisterhood of Service Foundation (Board Member)  
07/2018 to present. Hearts N Hands, LLC (Nonprofit) Board (Board Member)  
12/2008 to present. Alpha Kappa Alpha, Inc. Rho Pi Omega Chapter (Immediate Past Secretary)  
1/2007 to 2021. United Women in Faith - Cornerstone UMC (Immediate Past President)  
(Member)

HONORS AND AWARDS

2022 Dignity, Integrity, Leadership, & Loyalty Award, Dillard University College of Nursing  
2022 Certificate of Appreciation – Outstanding Support to Xi Psi Chapter-at-Large  
2020 Hidden Figure Award, Rho Pi Omega, Alpha Kappa Alpha, Inc.  
2016 Sigma Theta Tau Xi Psi Chapter-at-Large Research Day Graduate Poster Award  
2016 Inducted into Alpha Sigma Nu Honor Society  
2008 Inducted into Sigma Theta Tau Nursing Honor Society  
1994 Rita E. Miller Scholarship \$1,000  
1994 National Black Nurse’s Association Student Nurse Scholarship \$1,000  
1993 P. K. Scheerle Student Nurse Scholarship \$1,000

GRANT AWARDS

2000. Wetmore Foundation for Tuberculosis Control Program (\$1,000)  
2000 to 2003. LA DHH Office of Public Health Diabetes Program (\$3,000)  
2002 to 2004. LA DHH Office of Public Health Adolescent School Health Initiative (\$5,000)  
2002 to 2004. Baptist Community Ministry- School Based Health Center (\$3,000)  
2002. American Dental Association Health Foundation (\$1,000)  
2003. Wisner Foundation (\$1,000)  
2019 to 2021. HRSA Advanced Nursing Education - Sexual Assault Nurse Examiners Program (\$1.4M)  
2022. Blue Cross/Blue Shield Louisiana Foundation Student Nurses Scholarship (\$400,000+)





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COLLEGE OF SCIENCES & ENGINEERING  
OFFICE OF THE DEAN

Post Office Box 9969  
Baton Rouge, LA 70813  
Office: (225) 771-5290  
Fax: (225) 771-5721

May 27, 2023

Dr. Bijoy Sahoo  
Executive Vice-Chancellor/Provost  
Southern University and A&M College  
Baton Rouge, LA 70813

Dear Dr. Sahoo:

I am writing to request a sabbatical leave for the upcoming Fall 2023 semester. Attached, please find my sabbatical leave application.

I kindly ask that you consider my request for sabbatical leave.

Sincerely,

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

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

CC: Dennis Shields – President-Chancellor  
Ms. Tracie Woods- Associate Vice President for Human Resources

**Cover Page Title**

*A Sabbatical Leave to Retool and Return to Teaching*

**Period of Requested Leave:**

Fall 2023 Semester  
(August 1-December 31, 2023)

**Name and Rank of Applicant:**

Patrick Carriere, PhD, PE  
Professor of Civil Engineering (Tenured)  
Department of Civil and Environmental  
Engineering

Date of Faculty Appointment  
at SUBR: January 1998

Date of last sabbatical request: None

**Signatures**

**Approve    Reject**

**Exec. Vice Chancellor/Provost: Dr. Bijoy Sahoo, Date:**

Provost's Signature: \_\_\_\_\_

**President/ Chancellor: Dennis J. Shields**

**Date:**

President's Signature: \_\_\_\_\_

## **Abstract**

It has been a privilege to serve as the dean since 2017 and to serve SUBR as department chair and associate dean over the past 24 years. I have worked hard to move the College of Sciences and Engineering forward. Under my deanship, the College secured the reaccreditation of all ABET programs. The civil, electrical, and mechanical engineering programs are reaccredited until September 2028—the university's first ever six-year accreditation for all engineering programs. In 2019, the computer science program was also reaccredited for six years until September 2025. The College secured more than \$20million in grants and over \$6million in funds raised from companies for scholarships, tutoring, mentoring, faculty development, and lab renovations at both Fisher Hall and the Engineering Pinchback building. In addition, we were instrumental in assisting the university with securing \$68million to build the new STEM complex.

On October 13, 2022, I informed the university that effective close of business on July 31, 2023 (end of the summer '2023 semester), I would step down from my position as Dean of the College of Sciences and Engineering. At the same time, I would return to the SUBR faculty, my home department of civil engineering, as a tenured full professor.

Adequate preparation is needed so that I may return to and devote my energies to the classroom, for the benefit of our students. Therefore, I am requesting sabbatical leave for the Fall 2023 semester. Attached to this letter is my notification of stepping down. Attached to this letter is also my curriculum vitae.

## **Description of Proposed Sabbatical**

After serving as the first Dean of the College of Sciences and Engineering for the past 6 1/2 years and Associate Dean for the past 14 years, I am requesting a sabbatical leave for the Fall 2023 semester. A sabbatical leave will provide me with the opportunity to retool as a professor, reacquaint myself with effective teaching methodologies, and reacquaint myself with the latest developments in my field. More specifically, a leave will provide me with time to review the latest research, review and select course materials, review and create syllabi, review and create lecture material, and reengage in research activities and collaborations. Also, I will attend conferences, workshops, and training programs to learn about the latest teaching methods, technologies, and trends. I will also work on developing new course materials and teaching strategies that can be implemented in the college's engineering programs.

The period of the sabbatical leave will be for one semester, Fall 2023, from August 1, 2023 to December 31, 2023, at full pay. The University will continue its contributions to health plans with existing coverage and all other employment benefits.



Below is a listing of undergraduate and graduate coursework, which I will focus on and prepare for during the sabbatical period.

**Undergraduate**

CIEN 325	Introduction to Environmental Engineering
CIEN 400	Engineering Seminar
CIEN 421	Water and Wastewater Analysis
CIEN 461	Water Supply and Sewage
CIEN 462	Design of Water and Wastewater Treatment
CIEN 482	Senior Design 1
CIEN 483	Senior Design 2

**Graduate**

CIEN 577	Graduate Seminar
CIEN 512	Biological Wastewater Treatment



COLLEGE OF SCIENCES & ENGINEERING  
OFFICE OF THE DEAN

Post Office Box 9969  
Baton Rouge, LA 70813  
Office: (225) 771-5290  
Fax: (225) 771-5721

October 13, 2022

Dr. Bijoy Sahoo  
Executive Vice-Chancellor/Provost  
Southern University and A&M College  
Baton Rouge, LA 70813

Dear Dr. Sahoo:

I am writing to inform you that effective close of business on July 31, 2023 (end of the summer '2023 semester), I will step down from my position as Dean of the College of Sciences and Engineering. At the same time, I will return to the SUBR faculty, my home department of civil engineering, as a tenured full professor.

It has been a privilege to serve as the dean since 2017 and to serve SUBR as department chair, associate dean, and dean over the past 24 years. I have worked hard to move the College of Sciences and Engineering forward. Under my deanship, the College secured the reaccreditation of all ABET programs. The civil, electrical, and mechanical engineering programs are reaccredited until September 2028—the university's first ever six-year accreditation for all engineering programs. The computer science program is accredited until September 2025. The College secured more than \$20million in grants and over \$6million in funds raised from companies for scholarships, tutoring, mentoring, faculty development, and lab renovations. In addition, we were instrumental in assisting the university with securing \$68million to build the new STEM complex.

I have worked with a focus on student success during my tenure, and I am proud of what was accomplished. Again, it has been a privilege.

Sincerely,


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

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

CC: Dennis Shields – President-Chancellor  
Ms. Tracie Woods- Human Resources

# **PATRICK E. CARRIERE, PH.D., P. E.**

---

  
email: patrick\_carriere@subr.edu

## **Education**

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- Ph.D.*      *Civil Engineering*, Texas A&M University, August 1988  
*M.S.*      *Agricultural Engineering*, Texas A&M University, August 1985  
*B.S.*      *Civil Engineering*, Faculté des Sciences Appliquées, Haiti, September 1979

## **Employment History**

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### **Southern University**

- 1/17-Present*      *Dean and Professor*  
College of Sciences and Engineering, Southern University,  
Baton Rouge
- 8/08-7/10*      *Associate Dean and Professor*  
College of Engineering, Southern University, Baton Rouge
- 9/04-8/05*      *Program Director, National Science Foundation (NSF), Joint*  
*Divisions of Undergraduate Education and Engineering*  
*Education and Centers*, Arlington, Virginia
- 7/04-7/08*      *Associate Dean for Research and Graduate Programs*  
College of Engineering, Southern University, Baton Rouge
- 5/00-12/16*      *Massie of Excellence Professor*  
Department of Civil Engineering, Southern University, Baton Rouge
- 5/99-7/08*      *Professor and Chair*  
Department of Civil Engineering, Southern University, Baton Rouge
- 1/98-4/99*      *Professor and Interim Chair*  
Department of Civil Engineering, Southern University, Baton Rouge

## **West Virginia University**

**7/97-12/97**      *Associate Professor*  
Department of Civil and Environmental Engineering, West Virginia  
University

**1/93-6/97**      *Assistant Professor*  
Department of Civil and Environmental Engineering, West Virginia  
University

## **Texas A&M University-Kingsville**

**8/92-12/92**      *Associate Professor*  
Department of Civil Engineering, Texas A&M University, Kingsville

**9/88-7/92**      *Assistant Professor*  
Department of Civil Engineering, Texas A&M University, Kingsville

**1/82-8/88**      *Research Assistant*  
Texas A&M University, College Station

## **Registration**

---

*Professional Engineer, State of Texas, Serial # 70118*

## **Honors, Awards, and Recognitions**

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- Received Engineering Faculty Professionalism Award  
Year 2013, Louisiana Engineering Foundation.
- Received the Civil Engineering Most Outstanding Faculty Award of the  
Year 00-01, Southern University.
- Received the Civil Engineering Most Outstanding Faculty Award of the  
Year 99-00, Southern University.
- Received the Civil Engineering Outstanding Faculty Award of the  
Year 98-99, Southern University.
- Received the College of Engineering Outstanding Young Researcher Award of  
the Year 94-95, West Virginia University.

- Nominated the Outstanding Young Researcher of the Year 94-95 by the Department of Civil and Environmental Engineering, West Virginia University.
- Member of Chi Epsilon, the National Civil Engineering Honor Society, April 1995 -present.
- Received numerous requests for copies of my papers from Researchers in the U.S. as well as abroad (France, Poland, Austria, Czech Republic, Brazil, China, Yugoslavia, and U.K).
- Received Award from Ravenswood Aluminum Corporation:  
Amount of Award: \$ 37,400 (August 1994).
- Received Award from Alcoa Foundation: Amount of Award: \$7,500 (June 1994).
- Received Award from Alcoa Foundation Professional Development Program:  
Amount of Award: \$16,000 (August 1993).
- Awarded *LETTER OF HONORABLE MENTION for ASCE Student Chapter* at Texas A&M University in Kingsville (former Texas A&I) 1992.
- Awarded *LETTER OF SIGNIFICANT IMPROVEMENT for ASCE Student Chapter* at Texas A&M University in Kingsville (former Texas A&I) 1992.
- Listed in Who's Who among International Students in American Universities, the Most Outstanding Advisor (1989-1990).

## **Courses Taught and Developed**

### **SOUTHERN UNIVERSITY (1/98-PRESENT)**

#### **Undergraduate**

CIEN 325	Introduction to Environmental Engineering
CIEN 400	Engineering Seminar
CIEN 421	Water and Wastewater Analysis
CIEN 461	Water Supply and Sewage
CIEN 462	Design of Water and Wastewater Treatment
CIEN 482	Senior Design 1
CIEN 483	Senior Design 2

#### **Graduate**

CIEN 577	Graduate Seminar
CIEN 512	Biological Wastewater Treatment

CIEN 599 Engineering Project  
CIEN 600 Thesis

*WEST VIRGINIA UNIVERSITY (1/93-12/97)*

Undergraduate

CE 120 Fluid Mechanics  
CE 147 Environmental Engineering  
CE 251 Public Health

Graduate

CE 328 Groundwater Contaminant Transport  
CE 349 Solid/Hazardous Waste Management  
CE 355 Advanced Physicochemical Processes  
CE 356 Principles of Biological Waste Treatment  
CE 391A Contaminated Site Remediation  
CE 458 Design of Sanitary Works

*TEXAS A&M UNIVERSITY IN KINGSVILLE (8/88-12/92)*

Undergraduate

CE 204 Statics  
CE 212 Surveying  
CE 311 Mechanics of Materials  
ME 355 Dynamics  
CE 344 Construction of Materials  
CE 365 Environmental Engineering)  
CE 367 Hydraulic and Environmental Lab  
CE 392 Fluid Mechanics and Hydraulics  
CE 462 Hydrology  
CE 464 Water and Wastewater Conveyance  
CE 467 Treatment of Industrial Liquid Wastes

CE 469      Transportation

**Graduate**

CE 501      Wastewater Treatment Processes  
CE 515      Open-Channel Hydraulics  
CE 555      Groundwater Hydrology  
CE 568      Biological Waste Treatment

**COURSES DEVELOPED**

**@ Southern University**

CIEN 461    Water Supply and Sewage \*(U)  
CIEN 462    Design of Water and Wastewater Treatment \*(U)  
CIEN 577    Graduate Seminar \* (G)  
CIEN 512    Biological Wastewater Treatment\* (G)

**@ West Virginia University**

CE 227      Water Resources Engineering (U)  
CE 328      Groundwater Contaminant Transport \* (G)  
CE 349      Solid and Hazardous Waste Management\* (G)  
CE 427      Water and Wastewater Conveyance Systems (G)

*\* Course taught    U= Undergraduate    G= Graduate*

**COURSES TAUGHT VIA LONG-DISTANCE LEARNING**

CE 356      Biological Wastewater Treatment (Fall 1994)

**@ Texas A&M University in Kingsville**

CE 464      Wastewater Conveyance Systems (U)  
CE 501      Wastewater Treatment Processes (F90, F92) \* (G)  
CE 515      Open-Channel Hydraulics (Sp91, Sp92) \* (G)  
CE 555      Groundwater Hydrology (F89, F90, F92) \* (G)

## **Research Supervisor Activities**

### **GRADUATE STUDENTS ADVISED AS "MAJOR PROFESSOR"**

<b>Name</b>	<b>Program</b>	<b>Date of Graduation/ University</b>
Chancelee Galmon*	M Eng	July 2009 SU
Bethany Fields*	M Eng	July 2009 SU
Jasmine Wilson*	M Eng	December 2008 SU
Clayton Driggs*	M Eng	December 2007 SU
Flozelle Roberts*	M Eng	July 2005 SU
Damia Branch*	M Eng	December 2003 SU
Razi Gaskari* (Funded)	Ph.D.	May 2003 WVU
Eric Hartwell*	M.Sc.	May 1997 WVU
Chris Cunningham*	M.Sc.	May 1997 WVU
Balla Ushashree*	M.Sc.	December 1996 WVU
Babu Madabhushi*	Ph.D.	WVU
Diedra Venters*	M.Sc.	December 96 WVU
Joe Woodford*	M.Sc.	December 96 WVU
Noel Mathews*	M.Sc.	December 96 WVU
Elbadie Yasser*	M.Sc.	December 96 WVU
Gary Roark	M.S.E	September 96 WVU



Jeff Brooks* (Funded)	M.Sc.	September 96 WVU
Razi Gaskari*	M.Sc.	September 96 WVU

(Continued)

Name	Program	Date of Graduation/ University
Sunitha Ravi	M.Sc.	September 96 WVU
Tim Lorkowski*	M.Sc.	September 96 WVU
Sowmya Raman*	M.Sc.	May 96 WVU
Langtong Zhai*	M.Sc.	December 95 WVU
Fehmidakhatun Mesania *	M.Sc.	December 95 WVU
Ken Dudash *	M.Sc.	May 95 WVU
Mahboub Maahlim *	M.Sc.	August 92 Texas A&M- Kingsville
Akter Kamal *	M.Sc.	August 92 Texas A&M- Kingsville
Mohammed Faruqi *	M.Sc.	May 91 Texas A&M- Kingsville
Salam R. Hasan *	M.Sc.	December 90 Texas A&M- Kingsville
Bahmam Abbassi *	M.Sc.	August 90 Texas A&M- Kingsville
Mohammed Ali Kalifa	M.Sc.	August 90 Texas A&M- Kingsville

*\*Funded by my grants*

MEMBER ON GRADUATE STUDENT ADVISORY COMMITTEE

West Virginia University (1/93-12/97)

<b>Name</b>	<b>Department</b>	<b>Degree</b>	<b>Date of Graduation</b>
Bora Kutuk	Civil Engineering	Ph.D.	December 1997
Tim Dunaway	Civil Engineering	M.Sc.	December 1996
Richard Tomicek	Civil Engineering	M.Sc.	December 1996
Amy Nottingham	Civil Engineering	M.Sc.	December 1996
James Mosley	Civil Engineering	M.Sc.	December 1996
Douglas Szabo	Civil Engineering	M.Sc.	September 1996
Dong-Hee Kim	Civil Engineering	M.Sc.	September 1996
Christopher Dunn	Civil Engineering	M.Sc.	May 1996
Xiaofan Zhu	Civil Engineering	M.Sc.	May 1996
Mike Davis	Civil Engineering	M.Sc.	May 1996
Chad Whiteman	Civil Engineering	M.Sc.	May 1996
Joan Cuddeback	Civil Engineering	M.Sc.	December 1995
Ramesh Gadde	Petroleum Eng.	M.Sc.	December 1995
Joe Ramsey	Civil Engineering	M.Sc.	May 1995
Keith Rinkus	Civil Engineering	M.Sc.	December 1995
Russell Flowes	Civil Engineering	M.Sc.	December 1995
Maqbul Jamil	Civil Engineering	Ph.D.	December 1995
Christopher Gray	Civil Engineering	M.Sc.	December 1994
Mark Loving	Civil Engineering	M.Sc.	May 1994
Rick Wilson	Civil Engineering	M.Sc.	May 1994
John Thompson	Civil Engineering	M.Sc.	May 1994
Jarrold Hatfield	Civil Engineering	M.Sc.	May 1994
Rachel Brown	Civil Engineering	M.Sc.	May 1994
Moo-Kab Chun	Civil Engineering	Ph.D.	May 1994
Rod Moore	Civil Engineering	M.Sc.	December 1993
Mohamed Lahlou	Civil Engineering	M.Sc.	June 1993
Steve Cline	Civil Engineering	M.Sc.	May 1993

# Publications

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## ARTICLES IN REFEREED PROFESSIONAL/TECHNICAL JOURNAL AND CONFERENCE PROCEEDINGS

Xinjia Chen, Patrick Carriere, and Fred Lacy, "Stochastic Optimization of Space-Time Constellations," Proc. SPIE Conference, Baltimore, Maryland, June 2015.

Xinjia Chen, Patrick Carriere, and Fred Lacy, "An exact computational method for performance analysis of sequential test algorithms for detecting network intrusions" Proc. SPIE Conference, Baltimore, Maryland, June 2015.

Pimmel, R., Kemnitzer, S., Carriere, P. E., Addressing NSF Broader Impacts Criterion in a Curriculum Development Project, *35<sup>th</sup> ASEE/IEEE Frontiers in Education Conference*, October 19-22, 2005, Indianapolis, IN

Theegala, C.S., Robertson, C., Carriere, P.E., Suleiman, A.A., Phytoremediation Potential and Toxicity of Barium to Three Freshwater Microalgae: *Scenedesmus subspicatus*, *Selenastrum capricornutum*, and *Nannochloropsis* sp. *ASCE - Practice Periodical of Hazardous, Toxic and Radioactive Waste Management*, Vol 5, No.4, pp 194-202, 2001.

Pennel K., and P.E. Carriere, "Groundwater Quality," *Water Environment Research*, (807-895), June 1998

Reed, B.E., G. Roark, P.E. Carriere, Design and Implementation of a Treatment System for an Aluminum Manufacturer's Oily Wastewater, **1998 Pollution Prevention in the Aluminum Industry Workshop**, October 1998, Cincinnati, Ohio.

Zhu, X., B.E. Reed, P.E. Carriere, and G. Roark, Investigation of Several Polymers for the Treatment of an Emulsified Oil, *Separation Science and Technology*, 32 (13), 2173-2187, 1997.

Reed, B.E. W. Lin, P.E. Carriere, C. Dunn, and G. Roark, Treatment of an Oil/Grease Wastewater Using Ultrafiltration I, *Separation Science and Technology*, 32 (9), 1493-1511, 1997.

Mayer, A., P.E. Carriere and R. J. Mitchell, "Groundwater Quality," *Water Environment Research*, 68(4) 662-719, 1997

- Carriere, P.E., S. Mohaghegh, and R. Gaskari: Performance of a Virtual Runoff Hydrograph System, ASCE, *Journal of Water Resources Planning and Management*, 122(6), 1996.
- Carriere, P.E, and F.A. Mesania: Enhanced Biodegradation of Creosote-Contaminated Soil, *Journal of Waste Management*, 15 (8), 1996.
- Reed, B.E., P.E. Carriere, J.C. Thompson, and J.H. Hatfield: Electrokinetic Remediation of a Contaminated Soil at Several Pb Concentrations and Applied Voltages, *Journal of Soil Contamination*, 5 (2) 95-120, 1996
- Mayer, A., P.E. Carriere and R. J. Mitchell, "Groundwater Quality," *Water Environment Research*, 68(4) 662-719, 1996
- Reed, B.E, P.E. Carriere, and R. Moore, " Soil Flushing of A Pb(II) Contaminated Sandy Loam Using HCL, EDTA Solutions," *ASCE, Journal of Environmental Engineering*, 122 (1) 48-50, 1996
- Carriere, P.E, S, Mohaghegh, R. Gaskari, B. Reed, and M. Jamil: Performance of a Virtual Absorber System for Removal of Lead, *Separation and Science Technology*, 31(7), 111-124, 1995.
- Carriere, P.E, B.E. Reed, and S.R. Cline "Retention and Release of Lead by a Silty Loam and a Fine Sandy Loam. II Kinetics", *Separation Science and Technology Journal*, 30(18), pp. 3479-3495, 1995
- Mayer, A., R. J. Mitchell, and P.E. Carriere, "Groundwater Quality," *Water Environment Research*, 67(4) 629-685, 1995
- Wurbs, R.A. and P.E. Carriere, "Hydrologic Simulation of Reservoir Storage Reallocation," *International Journal of the Water Resources Development*, Vol. 9 no.1, March 1993.
- Reed, B.E, P.E. Carriere, and M.R. Matsumoto, " Effect of Nutrient: Applying Sludge on Agricultural Land," *Biocycle, Journal of Waste Recycling*, July 1991.
- Wurbs, R.A. and P.E. Carriere, "Management Strategies for Increasing Reservoirs Yields," *Water International*, Vol. 15 no.3, September 1990.

#### ARTICLES IN REFEREED CONFERENCE PROCEEDINGS

- Chen , X, Carriere, P. and Lacy, Fred, L. "Stochastic optimization of space-time constellations," Proc. SPIE Conferences, Baltimore, Maryland, April 2015
- Chen , X., , Fred, L, and Carriere, P "An exact computational method for performance analysis of sequential test algorithms for detecting network intrusions," Proc. SPIE Conferences, Baltimore, Maryland, April 2015

- Carriere, P.E, W.A. Sack, S. Raman, M.davis, and T. Mackey: "Biodegradation of TCE in Anaerobic/Aerobic Column studies" 28th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1996.
- Lorkowski, T., P.E. Carriere, and B.E. Reed: An Evaluation of Oily Waste Treatment by Pilot-Scale Land Treatment System, 28th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1996.
- Carriere, P.E, and F.A. Mesania: "Enhancement of Bioremediation of a Creosote-Contaminated Soil" Hazardous Materials Control Resources Institute, Superfund XVI Proceedings, November 1995
- Reed, B.E, P.E. Carriere, and M. Jamil:"Treatment of Organic/Heavy Metal Wastewater using Granular Activated Carbon Columns" Hazardous Materials Control Resources Institute, Superfund XVI Proceedings, November 1995
- Carriere, P.E., S.D. Mohaghegh, and B. Madabhushi: Removal of Volatile Organic Compounds Using Biofilters 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
- Carriere, P.E., B.E. Reed, and J. Brooks:"Treatment of a Dilute Waste Oil Emulsion from an Aluminum Rolling Mill by a Biological Aerated Filter"27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
- Carriere, P.E, and F.A. Mesania: "Enhanced Biodegradation of Creosote Contaminated Soil Using a Nonionic Surfactant" 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
- Sack, W., P.E. Carriere, and C. Whiteman, "InSitu Bioremediation of Chlorinated Solvents" 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
- Reed, B.E., P.E. Carriere, and C. Dunn: "Treatment of Aluminum Coolant Using a Pilot-Scale Ultrafiltration" 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
- Reed, B.E., M. Jamil, P.E. Carriere, and B. Thomas"Treatment of Organic/Heavy Metals Wastewaters Using Activated carbon Columns" 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
- Reed, B.E, P.E. Carriere, X. Zhu, and T. Lorkowski: Treatment of a Dilute Waste Oil Emulsion by Chemical Addition/Dissolved Air Flotation" 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
- Carriere, P.E. et al., "Evaluation of Biodegradation Rate Constants of Creosote-Contaminated Soils", 26th Mid-Atlantic Industrial and Hazardous Waste Proceedings, August 1994.

Carriere, P.E. et al., "Effect of Empty Bed Contact Time On Pb Removal By Granular Activated Carbon", 26th Mid-Atlantic Industrial and Hazardous Waste Proceedings, August 1994.

Sack, W, P.E. Carriere, and A Shiemke, "Anaerobic-Aerobic In Situ Bioremediation of Organic Solvents", 26th Mid-Atlantic Industrial and Hazardous Waste Proceedings, August 1994.

Carriere, P.E. and R.A. Wurbs, "Seasonal Rule Curve Reservoir Operation in Texas," Proceedings of the Conference on Hydrology of Floods and Watershed Systems, American Water Resources Association Proceedings, May 1992.

Carriere, P.E., B.E. Reed and M.A. Faruqi, "Effect of Acid Waste on Limestone Bed," 9th Annual HAZTECH International Proceedings, May 1991.

Reed, B.E, P.E. Carriere, and S.K Nonavinakere," Adsorption of Cadmium and Nickel By Three Commercial Activated Carbon," 9th Annual HAZTECH International Proceedings, May 1991.

Reed, B.E, P.E. Carriere, M.R. Matsumoto, and A.S. Weber," Use of Metal Adsorbing Compounds to mitigate Adverse Effects on a Biological SBR Process," 8th Annual HAZTECH International Proceedings, February 1991.

Carriere, P.E. and R.A. Wurbs, "Storage Reallocation Evaluation for Reservoir System," Optimizing the Resources for Water Management, (edited by R.M. Khanbilvardi and T.C. Gooch), ASCE, Water Resources Planning and Management Division and Water Resources Infrastructure Symposium Proceedings, April 1990.

Carriere, P.E., R.A. Wurbs, and C.E. Bergman, "Brazos River Basin Reservoir System Simulation," Proceedings of the Six World Congress on Water Resources, International Water Resources Association, Ottawa, Canada, May 1988.

### **RESEARCH AGENCY PUBLICATIONS**

Wurbs, R.A., and P.E. Carriere, "Evaluation of Storage Reallocation and Related Strategies for Optimizing Reservoir System Operations," Texas Water Resources Institute, TR 144, August 1988.

Wurbs, R.A., C.E. Bergman, P.E. Carriere and W.B. Walls, "Hydrologic and Institutional Water Availability in the Brazos River Basin," Texas Water Resources Institute, TR 145, August 1988.

### **RESEARCH REPORTS**

Carriere, P., " Flat Lake Water Management Units", Preliminary Planning and Investigation Studies in the Atchafalaya Basin

- Carriere, P., " Henderson Lake Water Management Units", Preliminary Planning and Investigation Studies in the Atchafalaya Basin
- Carriere, P., "Buffalo Cove, Beau Bayou, and Cocodrie Swamp", Preliminary Planning and Investigation Studies in the Atchafalaya Basin
- Carriere, P., W. Sack, W., and A. Shiemke, " In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report , DOE contract No: DE-FC21-92MC29467, September 1996.
- Carriere, P., "Investigation on Hydraulic Performance of Barrel Culverts, Final Report June 1996.
- Carriere, P., W. Sack, W., and A. Shiemke, " In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report , DOE contract No: DE-FC21-92MC29467, June 1996.
- Carriere, P. and B.E. Reed, " Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No: 8235-229-3201, June 1996.
- Carriere, P., W. Sack, W., and A. Shiemke, " In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report , DOE contract No: DE-FC21-2MC29467, March 1996.
- Carriere, P. and B.E. Reed, " Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No: 8235-229-3201, March 1996.
- Carriere, P., W. Sack, W., and A. Shiemke, " In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report , DOE contract No: DE-FC21-92MC29467, December 1995.
- Carriere, P. and B.E. Reed, " Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No: 8235-229-3201, December 1995.
- Carriere, P., W. Sack, W., and A. Shiemke, " In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report , DOE contract No: DE-FC21-92MC29467, September 1995.
- Carriere, P. and B.E. Reed, " Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No: 8235-229-3201, September 1995.
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- Carriere, P. and B.E. Reed, " Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No: 8235-229-3201, June 1995.
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- Carriere, P. et al., " Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No: 8235-229-3201, March 1995.
- Carriere, P. and B.E. Reed, " Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No: 8235-229-3201, December 1994.
- Carriere, P. and S. Mohaghegh, " Treatment of VOCs removal Using Biological Activated Carbon Columns", Quarterly technical Report, DOE contract No: DE-FC21-92MC29467, December 1994.
- Carriere, P. and S. Mohaghegh, " Treatment of VOCs removal Using Biological Activated Carbon Columns", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, September 1994.
- Carriere, P., W. Sack, W., and A. Shiemke, " In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report , DOE contract No: DE-FC21-92MC29467, September 1994.
- Carriere, P. and B.E. Reed, " Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No: 8235-229-3201, August 1994.
- Carriere, P. and S. Mohaghegh, " Treatment of VOCs removal Using Biological Activated Carbon Columns", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, April 1994.
- Carriere, P. W. Sack, and A. Shiemke, " In Situ Bioremediation of Organic Contaminants", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, April 1994.
- Carriere, P. and S. Mohaghegh, " Treatment of VOCs removal Using Biological Activated Carbon Columns", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, January 1994.
- Carriere, P., W. Sack, and A. Shiemke, " In Situ Bioremediation Of Organic Contaminants", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, January 1994.



## Funded Research

Research Title	Granting Agency	Date/ Duration	Award amount
Interactive Cooperative Agreement	LED	2021-2024	\$750,000
Pathways for Advancing Student Success	US Department of Education	2018-2023	\$750,000
Entergy Engagement- Curriculum and Faculty Development	Entergy	2018-2023	\$750,000
Scholarship Program and Infrastructure Enhancement	Chevron	2020-2025	\$1,000,000
Entergy Charitable Foundation Agreement-Infrastructure Renovation	Entergy	2018-2027	\$1,250,000.00
Summer Transportation Institute Program (Carriere, PI)	Federal Highway Administration	4/02-12/15	\$650,000
Detection and Sensing of Environmental Chemical Substances	DOE	9/10- 9/15	\$1,361,671.00
HBCU IDIQ Contract for Planning Investigations, Studies and Project Management Services in South and South Central Louisiana	USACE	-	4.5M
HBCU IDIQ Contract for Planning Investigations, Studies and Project Management Services in South and South Central Louisiana	USACE	-	\$1.5M
Feasibility Study of Waste Treatment Academic Training Center	DEQ Agency	-	\$237,000
Improving Proposal Submissions to NSF through the S-STEM Program	NSF	2008-2009	\$99,991
Enhancing The Quality of NSF Proposals from Engineering and Computer Science Accredited Minority Serving Colleges and Universities	NSF	2007-2008	\$205,673
Preliminary Planning and Investigation for the Henderson Lake Management (Stubblefield, PI. Carriere, Co-PI)	US Army Corps of Engineers- New Orleans	8/05 – 4/06	\$230,000
Preliminary Planning and Investigation for the Flat Lake Management (Stubblefield, PI. Carriere, Co-PI)	US Army Corps of Engineers- New Orleans	8/04 – 4/05	\$250,000

Southern University Transportation Institute (Carriere, PI and Weatherton)	CN	1/03/-1/06	\$150,000
Enhancing Environmental Research at Southern University	Board of Regents	6/01-6/02	\$100,000
Establishment of a Phytoremediation Research lab (Carriere, PI and Theegala)	Board of Regents	6/01-6/02	\$108,397
Dwight Eisenhower Transportation Fellowship (Carriere, PI)	Federal Highway Administration	7/01-7/05	\$90,000
Summer Transportation Institute Program (Carriere, PI)	Federal Highway Administration	4/01-01/02	\$43,711
Development of SU/LSU Joint Engineering Research and Education in Materials and Materials Testing (with Carriere, PI and Seals LSU)	NSF/LEQSF	9/99-9/01	\$460,000
Summer Transportation Institute Program (Carriere, PI)	Federal Highway Administration	4/99-01/00	\$32,711
Biological Response and Availability of Desorption Resistant Pollutants (with Suleiman,PI ,Theegla, and Carriere )	Department of Defense	9/98 – 9/00	\$342,405
Automatic of Input Paramters for hydrologic modeling using GIS (Carriere, PI and Dean)	West Virginia Division of Highways	5/1/97-4/30/99	\$150,358.10
Evaluation of Effluent Filter in Septic Tanks (with Carriere, PI, Gabr Sack)	Infiltrator Systems, Inc	9/96- 9-97	\$22,300
In Situ Bioremediation of Chlorinated Solvents (with Carriere, PI, Sack and Lin)	Department of Energy	3/96 - 12/96	\$68,553
Remediation of Hydrocarbons Contaminated Soils (with Reed, PI, Carriere, and Martinelli)	WV Dept of Highways	3/95-3/96	\$74,590
Hydraulic Performance of Culvert Systems (Carriere,PI)	WV Dept. of Highways	3/31/94 - 3/20/96	\$ 36, 809.10
Pilot-Scale Study of Wastewater Treatment alternatives (with Carriere, PI, Reed and Martinelli)	Ravenswood Aluminum Corporation	1/94- 5/96	\$ 134,500
In Site Bioremediation of Chlorinated Solvents (with Sack ,PI, and Carriere)	Department of Energy	1/94 - 5/95	\$97,000
Removal of VOCs using Biofilters(with Mohaghegh, PI and Carriere)	Department of Energy	1/94 - 12/94	\$64,500

Removal of Heavy Metals, Organics, and Radionuclides using GAC (with Reed, PI, and Carriere)	Department of Energy	1/94 - 12/94	\$72,176
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## ***Service Activities***

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### ***PARTICIPATION IN PROFESSIONAL ACTIVITIES***

- Attended 2017 SACSCOC Annual Meeting, December 2-5, 2017
- Attended 2017 AMIE Annual Conference, September 5-8, 2017
- Attended 2017 Black Engineer of the Year Conference, February 9-12, 2017
- Attended 2016 AMIE Annual Conference, September 4-7, 2016
- Attended 2016 Black Engineer of the Year Conference, February 8-11, 2016
- Attended 2015 AMIE Annual Conference, September 3-6, 2015
- Attended 2015 Black Engineer of the Year Conference, February 7-10, 2015
- Attended 2014 ERC Workshop Summit and Forum, March 17-19, 2014
- Participated in Panel Review for NSF (2003 to 2014)
- Reviewed papers for ASCE Journal (2000 to 2013)
- Attended National ASCE Conference (2001 to 2014)
- Member of Levee Board Nominating Committee (2012-2015)
- Member of Association of Environmental Engineering Professors (AEEP).
- Member of CHI EPSILON.
- Member of the National Groundwater Association (NGWA)
- Member of the American Society of Civil Engineers (ASCE).
- Member of the National Society of Black Engineers (NSBE)
- College Marshall (May 1995, 1994), West Virginia University
- Hosted 4 ASCE Corpus Christi Branch Annual Meetings (89, 90, 91, 92)
- Hosted 1991 ASCE Texas Fall Meeting at South Padre Island, Texas

- Visited U.S Corps of Engineers, Vicksburg to discuss research opportunities for SU College of Engineering Faculty (April 1999)
- Visited U.S Corps of Engineers, New Orleans to discuss research opportunities for SU College of Engineering Faculty (May 2010)
- Visited LA Office of Emergency Preparedness, Baton Rouge to discuss research opportunities for SU College of Engineering Faculty (June 1999)
- Visited LA Board of Regents Civil Engineering (April 1999)
- Met with IT Corporation to discuss research opportunities for College of engineering Faculty (1998-1999)
- Visited Louisiana Transportation Research Center (LTRC) to discuss research opportunities for Civil Engineering Faculty (1998-1999)
- Supervised MURE/NASA undergraduate students research (Fall 1998 and Spring 1999)
- Attended Technical Qualifications Program Workshop, North Carolina (May 1998)
- Attended Joint Faculty Appointments Program Workshop (March 1999)
- Attended Southeastern Civil Engineering Departmental Chairs, North Carolina, Fall 1998.

### **COMMITTEE RESPONSIBILITIES**

#### **@ Southern University**

- Chair, **University Assessment Committee**, 2015-2016
- Chair, **Institutional Research Oversight Committee**, 2007-Present
- Coordinator, **College of Engineering Program Assessment** 2009-Present
- Member, **University Assessment Committee**, 2013-2015
- Member, **University Research Council**, 2010-Present
- Member of **University Strategic Planning Committee**, 2014-2016
- Member of **University Curriculum Committee** 2005-2016
- Member of **University Graduate Council** 2003-2016

- Member of **University and College SACS Committee**, 2012-2013
- Program Chair, **ASEE-GSW**, March 15-17, 2006, Southern University, Baton Rouge
- Coordinator, **Mock ABET Visit**, Spring 2003
- Coordinator, **ABET workshop**, Fall 2002
- Co-Chair, WIN/Mount Pilgrim “Vision for A Scenic Highway” Committee, Baton, Rouge Louisiana, 2002- Present
- Co-Chair, **AMIE Conference**, September 2001.
- Chair of **Search Committee for Environmental Toxicology Ph.D. Program Director**, October 2000.
- Chair of **Master of Engineering Planning Committee**, October 1998-2001.
- Member of **University SACS Committee**, 1999-2000
- Member of College of Engineering **Strategic Planning Committee**, 1999-Present.
- Member of **University Catalog Committee** 1999-2010
- Project Director of **Summer Transportation Institute Program**, 1999-Present
- Coordinator, **Eisenhower Fellowship Program**, 1999- 2010

**@ Texas A&M University In Kingsville**

- Faculty Advisor of the **ASCE Student Chapter** (89-92).
- Coordinator and Founder of the **Paper Recycling Program** (89-92).
- Academic Director of the **Pre-freshman Engineering Program** (90-92).
- Member of the **College of Engineering Curriculum Committee** (90-92).
- Member of the **M.S. Environmental Engineering Oversight Committee** (90-92)
- Member of the **South Texas Water Resources Institute Committee** (91-92)
- Member of the **HBCU/MI Environmental Restoration/Waste Management Consortium Committee (DOE)**, appointed by Dr. Ibanez, University President (90-92)

- **Member of the Self-Study Steering Committee**, appointed by Dr. Ibanez, University President (92)

@ West Virginia University

- Member of **Awards Committee** (1994-1997)
- Member of **African and Black Americans Council** appointed by Dr. Bucklew, WVU President and reappointed by Dr. David Hardesty, WVU President. (1994-1997)
- Member of the **Center for Virtual Operations Research** (1994 -1997)
- Member of **CEE Promotion and Tenure Committee** (1994-1995)
- **Co-Faculty Advisor** for WVU Student Chapter of **CHI EPSILON**, the Civil Engineering Honorary Society (1995-1997)
- Member of **Search Committee for Civil and Environmental Engineering Chair**, October 1996.



## 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

May 23, 2023

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

RE: Requesting credit for prior service at other institutions for Associate  
Professor Shandrea Williams

Dear President Shields:

Associate Professor Shandrea Williams is respectfully requesting that the Southern University Board of Supervisors exercise its discretion in granting her credit at other institutions in accordance with its bylaws. She is requesting credit for her service as a member of the Arizona Summit School of Law Faculty at the rank of assistant professor from 2005-2009, and at the rank of associate professor during the 2013-2014 academic year. She was also a member of the University of Lavergne College of Law faculty at the rank of assistant professor from 2014-2015.

Based upon my review of her curriculum vitae and my understanding of the applicable rules, she is requesting credit for six years of prior service, and the board at its discretion can grant one year of credit for two years of service. Hence, the board at its discretion can grant her three years of credit for prior service at other institutions. Her memo and CV are attached.,

I respectfully request that this item be placed on the board's agenda for its June 23, 2023, meeting for consideration and approval. If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

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MEMORANDUM

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TO: Chancellor John K. Pierre  
FROM: Shandrea D. Williams, Associate Professor of Law  
SUBJECT: Request for Credit for Prior Service at Other Institutions in Satisfaction of Four-Year Probationary Period  
DATE: January 25, 2023

I am writing to respectfully request that the Southern University Board of Supervisors exercise its discretion in granting me credit for prior service within the Southern University System and at other institutions in satisfaction of the four-year probationary period required per the Southern University Law Center Handbook. The Southern University Law Center Faculty Handbook, FACULTY APPOINTMENT, RETENTION, TENURE, AND PROMOTION RULES AND PROCEDURE, Part I. Tenure, Parts D and E, Pages 30 and 31, read in part:

- D. Faculty members initially employed at the rank of professor, associate professor or equivalent shall serve a probationary period of four years. At the end of the fourth year, a faculty member initially employed at the rank of professor or associate professor shall be evaluated at the results provided to that individual. In the event tenure is to be denied to such professor or associate professor, twelve (12) months written notice of termination shall be given. In the event tenure is to be awarded, the affected faculty member shall be informed in writing.
- E. For the purpose of probationary period, credit shall be given for prior service within the Southern University System. Credit may be given for prior service at other institutions at the discretion of the Board.

Currently, I serve as a member of the Southern University Law Center faculty at the rank of Associate Professor and have done so since the 2021 fall term. Prior to that time, I served as a member of the Southern University Law Center faculty at the rank of Visiting Professor of Law during the 2020 – 2021 Academic Year. I began my career in teaching law as a member of the Arizona Summit School of Law (“Summit Law”) faculty at the rank of Assistant Professor from 2005 to 2009. I continued at the rank of Associate Professor of Law on the Summit Law faculty during the 2013 – 2014 Academic Year (while there, I served as the Associate Dean for Academic Affairs from 2010 – 2013 and did not teach a law course during those academic terms.) I subsequently served as a member of the University of LaVerne College of Law faculty at the rank of Assistant Professor from 2014 to 2015. I hope and trust that you find these eight and a half (8.5) years of combined prior experience within the Southern University System and at other institutions sufficient to satisfy the referenced four-year probationary period requirement. Attached for your consideration in support of this request is my Curriculum Vitae.

I understand that, if granted the requested years of credit towards the required four year probationary, I will be eligible for tenure consideration as a member of the Southern University Law Center faculty. Thank you for your generous consideration.



## ADMINISTRATIVE & TEACHING EXPERIENCE

Southern University Law Center, Baton Rouge, Louisiana

**Associate Professor** (2021 - Present)

**Co-Director, Common Law Bar Program** (2022 – Present)

**Visiting Professor of Law** (2020 – 2021)

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

- Carry a primary teaching load of first year courses: Torts I & II; Basic Civil Procedure; Contracts I & II; Federal Jurisdiction & Procedure
- Co-Director Common Law Bar Program: SULC offers a Common Law Bar Prep program for students who choose to take their first bar exam in a jurisdiction outside of Louisiana. I assist with all facets of the program and serve as the lead of the Adaptibar services component.
- Taught and counseled students as a professor in the Summer Pre-Law Program. Introduced participants to law school case briefing, legal writing, legal analysis, and pedagogy.
- SUS Online Strategic Planning Committee Member
- SULC Accreditation Committee
- Law Review Student Advisor
- SULC Louisiana Early Bird Bar Prep Presenter

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

**Professor of Law** (2017-2021)

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

**Wilberforce University, Wilberforce, Ohio**

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

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

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

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

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

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

**Lamar Institute of Technology, Beaumont, Texas**

**Coordinator, Student Enrollment Services/Academic Advisor** (2016)

- Developed and implemented strategic and operating plans

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

**University of LaVerne College of Law, Ontario, California**

**Assistant Professor of Law, Student Advisor (2014-2015)**

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

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

**Arizona Summit School of Law (formerly Phoenix School of Law), Phoenix, Arizona**

**Associate Professor of Law (2013-2014); Assistant Professor of Law (2005-2013)**

- Carried a primary teaching load of seven courses: Transactional Practice I & II (Property & Contracts), Criminal Procedure, White Collar Crime, and Sports and Entertainment Law. Personally taught more than 750 different Juris Doctor students

- Served as one of five faculty members of InfiLaw Corporation's inaugural evaluation team that was developed to provide recommendations for improving relationships between all interested parties at Phoenix School of Law, Charlotte School of Law, Florida Coastal School of Law, and InfiLaw Corporation

**Associate Dean for Academic Affairs (2010-2013)**

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

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

- Responsible for overseeing the process for developing a new first year law school curriculum
- Responsible for conducting the "front semester" course committee meetings and guiding the committee through the process of developing a new course proposal and scheduling focus groups to seek input from interested constituencies
- Responsible for drafting new course proposals for faculty review and approval
- Responsible for making policy recommendations to the PSL administration and the Board
- Responsible for working with the Dean of Student Affairs regarding programs, services, and initiatives to promote active student engagement throughout the law school and community

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

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

**Interim Director of Academic Success (2005-2006)**

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

Edward Waters College, Jacksonville, Florida

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

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

**University of Florida Levin College of Law, Gainesville, Florida**

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

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

**University of Mississippi School of Law, Oxford, Mississippi**

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

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

**Williams Tutorial & Training Program**

**Teacher (1996-1998)**

**Instructor (2005-2010)**

**Instructor On-Call (2010-2021)**

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

## **OTHER PROFESSIONAL EXPERIENCE**

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

## **CONSULTING SERVICES**

### **S.Williams Consulting Group, LLC**

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

- Currently engaged with the Jefferson Parish Housing Services Development District to provide General Business Consulting to assist the department with achieving its overarching goals.

## **LEGAL EXPERIENCE**

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

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

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

**Minnesota Vikings Football Club**, Eden Prairie, Minnesota  
**Summer Legal Intern** (1993-1994)

**Associate to Assistant Head Coach & Director of Player Personnel (1993-1994)**

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

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

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

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

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

**EDUCATION**

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

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

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

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

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

## **LICENSURES**

**Louisiana State Bar Association, 1996**

**Eastern District of Louisiana, 2015**

## **CERTIFICATIONS**

**Arizona Summit School of Law      Emotional Intelligence Certification**

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

**Journal of National Medical Association**  
**Certified Manuscript Reviewer**

**Six Sigma Certified**

## **PUBLICATIONS**

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



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

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

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

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

## **PRESENTATIONS AND INTERVIEWS**

- 2022 Presenter, Bridging Divides & Prioritizing the Duty of Self-Care: Building Emotional Intelligence (EQ): Self-Awareness, Empathy & Compassion in the Law, December 2022
- 2022 Panelist, Professionalism and Ethics CLE seminar, The Law Firm of Clark-Sam & Ousley, October 2022
- 2022 Legal/Political Expert, "Uvalde School Massacre: What can this legislative hearing accomplish?", KHOU 11 News Houston. Provided legal expert opinion for 30-45 minutes about the Uvalde School massacre and was featured on the evening news, June 2022
- 2022 Presenter, "Do I Belong?", Purdue University Global, Center for Teaching and Learning, May 2022
- 2022 Presenter, "Building Emotional Intelligence (EQ): Self-Awareness, Empathy, and Compassion in the Law", Concord Law School, Raising the Bar, CLE Webinar, May 2022
- 2022 Panelist, Professionalism Seminar. SULC Moot Court Board and Fashion Law Society, April 2022
- 2022 Presenter, "Becoming Fierce in the Practice of Law: Emotional Intelligence (EQ) and the Law", SULC, CLE Webinar, March 2022
- 2021 Co-Presenter, "Diversity within Emergency Management: The Illusion of Inclusion", Black History Month Program, Purdue University Global Center for Teaching and Learning, Chicago, Illinois, February 2021
- 2020 Presenter, "Building Emotional Intelligence (EQ): Self-Awareness, Empathy, and Compassion in the Law", Concord Law School, Raising the Bar, CLE Webinar, August 2020
- 2019 Co-Presenter, "Walking in My Shoes: Communicating in a Multicultural, Diverse Environment, Purdue Global Village, Purdue University Global Center for Teaching and Learning, Chicago, Illinois, November 2019

- 2018** Panelist, Southern A&M University Law Center Professionalism Orientation, Louisiana State Bar Association, Baton Rouge, Louisiana August 2018
- 2017** Panelist, Southern A&M University Law Center Professionalism Orientation, Louisiana State Bar Association, Baton Rouge, Louisiana August 2017
- 2017** Keynote Speaker, University of Kansas, Men's Football Team Season Opening Retreat, Lawrence, Kansas, August 2017
- 2017** Keynote Speaker, UNCF Annual Mayor's Luncheon, Columbus Ohio, February 2017
- 2016** Keynote Speaker, UNCF Freedom Fund Banquet, Springfield Ohio Chapter, November 2016
- 2016** Keynote Speaker, UNCF Freedom Fund Banquet, Youngstown Ohio Chapter, October 2016
- 2014** Executive Committee Member, Program Co-Chair, Panelist, and Moderator, Southeast/Southwest People of Color Law Conference, Thurgood Marshall School Law, Houston, Texas February 2014
- 2013** Panelist, Gladiators in the 21<sup>st</sup> Century-Violence and Injuries in Athletics, Center for Sports Law and Policy, Thomas Jefferson School of Law, San Diego, California, November 2013
- 2012** Panelist, Gladiators in the 21<sup>st</sup> Century-Violence and Injuries in Athletics, Center for Sports Law and Policy, Thomas Jefferson School of Law, San Diego, California, November 2012
- 2011** Participated in a debate with Professor Dan Subotnik of Touro Law School, sponsored by the Federalist Society, Phoenix School of Law Chapter. The debate was about racism in law schools, affirmative action in law school admissions, and related topics.
- 2010** Panelist, Women's Leadership Symposium, Delta Sigma Theta Sorority, Inc., Baton Rouge, Louisiana
- 2008-09** Participated in a debate for Rotary 100, the local Phoenix chapter, about the relative merits and demerits of internet censorship. Following the annual Rotary-sponsored debate contest for high school students, a pair of local professionals are invited to debate for the students' entertainment.
- 2008** Guest on "The Terry Gilberg Show," on KFYI (550 AM), in Phoenix – a political/social commentary talk show. Provided legal expert opinion for 30-45 minutes about the Carol Gotbaum case. Mrs. Gotbaum died while in police custody at the Phoenix airport, and her family sued the City of Phoenix. Discussed the basics of the family's case, the necessary proofs, and the City's potential defenses.
- 2008** Ninth Annual National Fatherhood & Families Conference, Arizona Fathers and Families Coalition, Phoenix, Arizona. Title: "Overrepresented in Lockup – Underrepresented on the Home

Front: Creating a Blueprint for Quality Reintegration of Fathers into Home and Family After Incarceration” (with Professors Daniel J. Dye and Penny L. Willrich, and Pamela Smith)

## HONORS

**Co-Teacher of the Year**, Arizona Summit School of Law (formerly Phoenix School of Law), 2010  
**Dean Jon Mills Excellent Service Award**, University of Florida Levin College of Law, 2002  
**Rahim Reed Outstanding Service Award**, University of Florida Levin College of Law, Black Law Student Association, 2001  
**Outstanding Service Award, Dean’s Recognition**, Admissions Office Prospectus, University of Florida Levin College of Law, 2000-2002  
**Senior Class Student Appreciation Award**, Edward Waters College, Jacksonville, Florida, 2001  
**Outstanding Achievements in Education**, *Ebony Magazine*, 1995  
**Dean Louis Westerfield Leadership Award**, Loyola University School of Law (awarded to the outstanding leader of each graduating class)  
**Member**, Moot Court Team, Loyola University School of Law, 1992-1994  
**Street Law Outstanding Service Award**, Loyola University School of Law, 1994  
**Student Member**, Loyola University School of Law Admissions Recruiting Team, 1993-1994  
**Outstanding Service Award**, Delta Sigma Theta Sorority, Inc., Alpha Tau Chapter, Baton Rouge, Louisiana, 1991

## PROFESSIONAL AND EDUCATIONAL SERVICE

**Judge**, SWBLSA Moot Court Competition (2022 – Present)  
**Judge**, Jessup International Moot Court Competition (2011 - Present)  
**Coach**, J. Gibbons Criminal Procedure Moot Court Competition, Seton Hall (2020)  
**Coach**, National Moot Court Teams (2007, 2008)  
**Coach**, ABA Appellate Advocacy Teams (2008)  
**Coach**, San Diego Criminal Procedure Moot Court Teams (2008, 2019)  
**Coach**, Gibbons National Criminal Procedure Moot Court Teams (2006, 2007)

## LEADERSHIP AND COMMUNITY SERVICE

**Volunteer**, Election Protection (National Campaign for Fair Elections), 2006-Present  
**Volunteer**, Hurricane Katrina Relief Efforts, 2005-Present  
**Volunteer**, “A Voteless People is a Hopeless People”, 2004-Present  
**Volunteer**, W. Steven Martin Police Toy Drive, 2004-Present  
**Volunteer**, Go-To-High-School, Go-To-College Program, Pilgrim Rest Baptist Church, 2004-Present  
**Volunteer**, Pro Bono Legal Services, Mr. Pilgrim Rest Baptist Church, 2004-Present  
**Volunteer Cheerleading Coach**, Alliance Youth Sports, PW Kings Football, 2012-2014  
**Volunteer**, Hurricane Isaac Relief Efforts, 2012  
**Volunteer**, Kyrene de las Lomas Elementary (Art Masterpiece and Jamba Juice Rep), 2010-13

**Member**, Board of Directors, Literacy Volunteers of Maricopa County, 2008-2011  
**Coordinator**, Pilgrim Rest Baptist Church Vacation Bible School, Pre-K Youth Division, 2008  
**Faculty Volunteer**, Family Advocacy Pro Bono Project, 2006-2010 (over 150 hours' service)  
**Chair**, Arizona Wives and Significant Others Scholarship Fund Brunch Organizing Committee, 2006  
**Member**, Arizona Cardinals Community Service Wives Foundation, 2004-2008  
**Volunteer**, Phoenix Women's Sports Foundation, 2004  
**Volunteer**, Boys & Girls Club, Alachua County, 2002-2004  
**Member**, Minnesota Vikings Wives and Significant Others Foundation, 2000-2002  
**Volunteer**, Leukemia & Lymphoma Society, 1999-Present  
**Volunteer**, Dress for Success, 1998-Present  
**Volunteer**, New Orleans AIDS Foundation, 1994-1998  
**Member**, Delta Sigma Theta Sorority, Inc., 1990-Present  
**Graduation Mistress of Ceremonies**, West Jefferson High School, 1987  
**Student Body President**, West Jefferson High School, 1987  
**Homecoming Queen**, West Jefferson High School, 1987  
**Top-Ten Finalist**, Miss Teen Louisiana, 1986

# **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

## **(Following Personnel Affairs Committee)**

Southern University at New Orleans  
Millie Charles School of Social Work  
6801 Press Drive, New Orleans, LA

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Approval of Minutes of the March 17, 2023, SUS Board of Supervisors Meeting
  - B. Approval of Committee Recommendations
  - C. Request Approval of Contract Extension for DeCuir, Clark & Adams, L.L.P. (SUS)
  - D. Request Approval Dissolution of the Relationship between SUSLA and SUSLA Community Development Corporation. (SUSLA)
  - E. Request Approval of the Cooperative Endeavor Agreement by and Between the Parish of Caddo and the Southern University Law Center (SULC)
  - F. Request Approval/Ratification of Contract with Louisiana Department of Health (SUBR)
  - G. Request Approval of the Resolution Authorizing Execution of a Cooperative Endeavor Agreement (CEA) between the Southern University Museum of Art-Baron Rouge (SUMAO) and the Louisiana State Treasurer's Office (SUS)
7. Resolutions
8. Informational Item(s)
  - A. Legislative Report
  - B. Presidential Report
  - C. Chancellor's Reports

9. Other Business

10. Adjournment

## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS SPECIAL BOARD MEETING**

**Friday, May 19, 2023**

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

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron K. Lawson.

The invocation was given by Rev. Dr. Rene' F. Brown, pastor of Mt. Zion First Baptist Church. The Pledge of Allegiance was led by Chairman Myron K. Lawson.

#### **Recognition of Special Guest**

Chairman Lawson introduced Governor John Bel Edwards. Governor Edwards thanked the Board of Supervisors for inviting him. He gave a speech and took a few questions from the members. The members gave the Governor accolades for his work over the years. The board members took a group photo with the governor after his speech.

#### **AGENDA ITEM 4: SPECIAL PRESENTATIONS**

##### **A. Chairman of the Board**

Chairman Lawson presented Governor Edwards with a medal of excellence on behalf of Southern University System.

##### **B. Above and Beyond Award**

Dr. Jaqueline Preastly presented the award to Mr. Mark Young who is an Academic Recruiter in the Office of Recruitment and Admissions.

#### **AGENDA ITEM 5: Ms. Dottie Belletto, Executive Director – NOCCI (My Bayou Classic)**

Mr. Al Harrell introduced Ms. Dottie Belletto. She gave a presentation on the Bayou Classic. This year is the 50-year anniversary. She was accompanied by Jeff and Brook who assisted in the presentation. She presented the board with a handout. Ms. Dottie opened the floor for questions. She and Al answered several questions from the board members. Before closing, she told the board members they can contact her or Al if they have any questions.

#### **AGENDA ITEM 6: ADJOURNMENT**

Chairman Myron K. Lawson made a motion to adjourn the meeting.

## **ACADEMIC AFFAIRS COMMITTEE**

**Friday, May 19, 2023**

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

9:00 AM

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Dr. Leon Tarver.

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

**Present:** Dr. Leon Tarver - Chairman, Mr. Sam Gilliam –Vice-Chair, Mrs. Maple Gaines, Mrs. Ann Smith  
Dr. Arlanda Williams and Mr. Myron K. Lawson - Ex Officio

**Absent:** Atty Jody Amedee

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

There was a motion by Dr. Arlanda Williams and second by Mrs. Ann Smith that the agenda was recommended for adoption.

Motion passed.

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

None

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

The motion was made by Mr. Sam Gilliam and seconded by Dr. Arlanda Williams to approve Action Items (6A – 6D minus Action Item 6C-1) in global. Mr. Sam Gilliam also made a motion to table Action Item 6C-1.

Motion Approved.

Mr. Sam Gilliam also made a motion to table Action Item 6C-1.

Motion Approved..

- A. Request Approval of Bachelor’s Degree in Computer Engineering Program- College of Science & Engineering (SUBR)
- B. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SUNO)



## Board of Supervisors Meeting Minutes May 19, 2023

Name of Faculty	Department	Present Rank	Applied for and Approved
1. Kenneth Williams	Department of Science and Cybersecurity	Associate Professor	Tenured Associate Professor

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

Name of Faculty Member	Department	Present Rank	Applied For and Approved
1. Deidre Atkins Ball	Department of Biology College of Sciences and Engineering	Tenure Track Assistant Professor in Biology	Tenure
2. Natassia Jones	Department of Science and Mathematics College of Sciences and Engineering	Tenure Track Associate Professor	Tenure and Promotion to Professor
3. Shizhong Yang	Department of Computer Science College of Science and Engineering	Tenured Associate Professor	Promotion to Professor

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

Name of Faculty	Department	Present Rank	Applied for and Approved
1. Marcia Burden	Legal Clinic	Tenured Associate Professor	Promotion to Full Professor
2. Kelly Carmena	Legal Clinic	Tenured Assistant Professor	Promotion to Associate Professor
3. Christian Fasullo	Legal Clinic	Tenured Associate Professor	Promotion to Full Professor
4. Alvin Washington	Legal Clinic	Tenured Associate Professor	Promotion to Full Professor

### AGENDA ITEM 7: INFORMATIONAL ITEMS

A. Academic Affairs Curriculum Discussions (Psy.D. and Medical College)

President Shields and Dr. Sahoo gave information. Dr. Sahoo provided a handout. There were several questions from the board members which Dr. Sahoo answered. Chairman Lawson gave remarks on the program.

### AGENDA ITEM 8: OTHER BUSINESS

None

### AGENDA ITEM 9: ADJOURNMENT

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

## **FACILITIES AND PROPERTY COMMITTEE**

(Following Academic Affairs Committee)

Friday, May 19, 2023

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

### **MINUTES**

Board Chair Myron Lawson announced the convening of the Facilities and Property Committee. Chairman Atty Edwin Shorty called the committee meeting to order.

Roll Call by President-Chancellor Shields

**Present:** Atty. Edwin Shorty – Chairman, Mr. Paul Mathews, Dr. Leon Tarver II, Mrs. Ann Smith, and Mr. Myron K. Lawson, - Ex Officio

**Absent:** Atty Domoine Rutledge – Vice Chair and Dr. Rani Whitfield

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

Upon the motion by Dr. Leon Tarver and seconded by Mrs. Ann Smith the agenda was recommended for adoption.

Motion passed.

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

NONE

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

Mr. Kenneth Dawson gave a presentation and update on all campuses. There were questions from the board members. Mr. Dawson addressed all questions.

Information provided in package.

- A. Facilities Planning Project Updates (SUS)

#### **AGENDA ITEM 6: OTHER BUSINESS**

NONE

#### **AGENDA ITEM 7: ADJOURNMENT**

Mr. Paul Matthews made a motion to adjourn the meeting.

**FINANCE COMMITTEE**  
**(Following Facilities and Property Committee)**  
**Friday, May 19, 2023**  
Southern University System Board Meeting Room  
J. S. Clark Administration Building 2<sup>nd</sup> Floor  
Baton Rouge, LA 70813

**MINUTES**

Board Chair Myron K. Lawson announced the convening of the Finance Committee. Chair Ms. Arlanda Williams called the committee meeting to order.

Roll Call by President-Chancellor Shields

**Present:** Dr. Arlanda Williams- Chairman, Mrs. Ann Smith -Vice-Chair, Mr. Sam Gilliam, Mrs. Christy Reeves, Dr. Leon Tarver II, and Atty. Mr. Myron K. Lawson - Ex Officio

**Absent:** Atty. Domoine Rutledge

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

Upon the motion by Mr. Sam Gilliam and seconded by Dr. Leon Tarver the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

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

The motion was made by Mr. Sam Gilliam and second by Dr. Leon Tarver that Action Item 5(A-D) be approved globally.

Motion Approved

- A. Request Approval of a \$500 per semester Bar Prep Fee for Incoming Law Students (SULC)
  - B. Request Approval of Out-of-State Fee Increase for Incoming Non-Resident Law Students (SULC)
  - C. Request Approval for E-Book Fee Increase (SULC)
  - D. Request Approval to Increase the Student-Assessed Special Events Fee from \$40.00 to \$80.00 (SUBR)
- A. Interim Financial Reports (SUS)

Per Mr. McClinton, The detailed information is in the packet.

**AGENDA ITEM 7: OTHER BUSINESS:**

None

**AGENDA ITEM 8: ADJOURNMENT**

Mrs. Christy Reeves made a motion to adjourn the meeting.

## GOVERNANCE COMMITTEE

(Following Finance Committee)

Friday, May 19, 2023

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

### MINUTES

Board Chair Myron Lawson announced the convening of the Governance Committee. Chairman Rev Dr. Samuel Tolbert called the committee meeting to order.

Roll Call by Dr. Allen Vital

**Present:** Rev. Dr. Samuel Tolbert – Chairman, Miss Naudia Foster, Mrs. Christy Reeves, Atty Edwin Shorty, Dr. Leon Tarver, II and Mr. Myron Lawson - Ex Officio

**Absent:** Dr. Rani Whitfield–Vice-Chair

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

Upon the motion by Atty Edwin Shorty and seconded by Mrs. Christy Reeves the agenda was recommended for adoption.

Motion passed.

#### AGENDA ITEM 4: PUBLIC COMMENTS

None

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

Atty Tracie Woods explained both policies below Items A & B.

The motion was made by Atty Shorty and seconded by Mrs. Reeves to approve Action Item 5A.

Motion Approved.

A. Request Approval of the Records Management Policy (SUS)

*The System Records Management Policy has been established to provide a systematic method for developing a formal records retention process and schedule in accordance with LA R.S. 44:411. The policy provides consistent guidance regarding methods of records retention, retrieval and safekeeping of records, destruction of records, and the development and maintenance of records retention schedules for the System.*

The motion was made by Mrs. Christy Reeves and seconded by Atty Edwin Shorty to approve Action Item 5A.

Motion Approved.

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 5: ADJOURNMENT**

Mr. Leon Tarver made the Motion to adjourn the meeting.

**PERSONNEL AFFAIRS COMMITTEE**

(Following Governance Committee)

Friday, May 19, 2023

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

**MINUTES**

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Roll Call by President Shields

**Present:** Mr. Sam Gilliam - Chairman, Mrs. Christy Reeves–Vice-Chair, Ms. Zazell Dudley, Dr. Leon Tarver, II., Dr. Arlanda Williams, and Mr. Myron Lawson - Ex Officio

**Absent:** Atty Jody Amedee

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

Mr. Sam Gilliam made an amendment to Action Item 5I. Upon the motion by Dr. Arlanda Williams and seconded by Mrs. Christy Reeves the agenda was recommended for adoption with amendment.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

None

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

The motion was made by Dr. Arlanda Williams and second by Dr. Leon Tarver that Action Item 5(A-I) be approved globally.

Motion Approved

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

Name	Position/Campus	Salary	Funding Source
1. Dexter Newman	Video Production Specialist Salary Adjustment	\$70,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1 Michael Adams	Instructor/Practitioner in Residence New Position	\$108,000.00	State

Board of Supervisors Meeting Minutes May 19, 2023

2. Bernard Charbonnet	Instructor/Practitioner in Residence New Position	\$108,000.00	State
3. Diane Kemker	Visiting Professor New Position	\$103,500.00	State
4. Jennifer Moroux	Visiting Professor New Position	\$105,000.00	State
5. Whitney Stewart	Assistant Professor (Tenure-Track) New Position	\$103,500.00	State
6. Christopher Turner	Director of MRVIGES New Position	\$78,000.00	State
7. Stephanie Washington	Full Professor New Position	\$153,000.00	State
8. Ebony Woodruff	Director of Ag Institute for Underrepresented and Underserved Communities New Position	\$70,000.00	State

C. Request Approval of Tenure and Promotion Salary Increases Salary Increases (SULC)

Employee Name	Beginning Salary	Total Adjustment	Ending Salary
1. Marcia Burden	\$103,194.00	\$6,192.00	\$109,386.00
2. Kelly Carmena	\$93,366.00	\$5,602.00	\$98,968.00
3. Christian Fasullo	\$108,108.00	\$6,486.00	\$114,594.00
4. Alvin Washington	\$119,902.00	\$7,194.00	\$127,906.00

D. Request Approval to Add the Title of Instructor to the Following Positions Without Pay Adjustments (SULC)

Name	Position/Campus	Salary	Funding Source
1. Marla Dickerson	Vice Chancellor/ Instructor Added Title	\$159,000.00	State
2. Koshaneke Gilbert	Career Services Director/ Instructor Added Title	\$102,211.20	State
3. Kerii Landry-Thomas	Associate Vice Chancellor/ Instructor Added Title	\$131,040.00	State
4. Terri Mayes	Director of Office of Innovation and Strategic Partnerships and Initiatives/ Instructor Added Title	\$78,000.00	State
5. Avery Thomas	Deputy Title IX/Campus Safety Coordinator/Instructor Added Title	\$85,000.00	State



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

Name	Position/Campus	Salary	Funding Source
1. Marlin Hollins	Director of Advancement School of Nursing New Position	\$95,000.00	State
2. Rashaad Richardson	Men's Basketball Assistant Coaches New Appointment	\$75,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Hasan Aquil	Technology Manager New Position	\$90,000.00	Federal
2. Camacia Smith-Ross	Interim VC for Student Affairs & Enrollment Management / Tenured Full Professor/ Chief of Staff New Appointment	\$126,000.00	State
3. Atia Washington	Assist Director of Adm. & Recruit/Dual Enrollment New Appointment	\$65,000.00	State
4. Kenneth Williams	Director of Bachelors of Science and- Cybersecurity New Position	\$125,000.00	Federal

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

Name	Position/Campus	Salary	Funding Source
1. Desiree Honoré Thomas	Associate Vice President and Senior Administrative Operations Officer/ Acting Vice Chancellor of Finance and Administration New Position	\$220,000.00	State
2. Jeremiah Sams	System Director for Compliance and AVC for Equity, Inclusion & Title IX New Appointment	\$130,000.00	State SUS/SUBR

## H. Request Approval of Extend the Unpaid Sabbatical of Assistant Professor Adam C. Crepelle (SULC)

I. Request Approval **at the discretion of Newly Appointed Chancellor Aubra Gantt** ~~of~~ to Extend All Interim Appointments for Up to Six (6) Months (SUSLA)**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURNMENT**

Dr. Arlanda Williams made the Motion to adjourn the meeting.

## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

**(Following Personnel Committee)**

**Friday, May 19, 2023**

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Chairman Myron K. Lawson.

Roll Call by President Shields

#### **PRESENT**

Ms. Zazell Dudley, Mr. Raymond Fondel, Jr., Miss Naudia Foster, Ms. Maple Gaines, Mr. Myron Lawson, Mr. Paul Matthews, Ms. Christy Reeves, Atty Edwin Shorty, Mrs. Ann Smith, Dr. Leon Tarver, II, Rev. Dr. Samuel Tolbert, Dr. Arlanda Williams

#### **ABSENT**

Atty Jody Amedee, Atty Domoine Rutledge, and Dr. Rani Whitfield

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

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

Motion passed.

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

None

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

There was a motion by Rev. Dr. Samuel Tolbert and Second by Mr. Raymond Fondel to approve action item (6A-6E) to be approved globally.

Motion passed.

- A. Approval of Minutes of the March 17, 2023, SUS Board of Supervisors Meeting
- B. Approval of Committee Recommendations
- C. Request Approval of Memorandum of Understanding (MOU) Between the Leadership Needed Foundation (LNF) and the Southern University law Center (SULC)

- D. Request Approval of Education Dynamics Contract (EDDY)- Office of eLearning (SUNO)
- E. Request Approval of the One Year No/Cost Extension Relative to the Agreement with Louisiana Department of Economic Development and Southern University at Shreveport (SUSLA)

## **AGENDA ITEM 7: RESOLUTIONS**

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

### Resolutions

- Ms. Janice Rae Anderson Williams
- Mr. Bronson Pete
- Ms. Dianne Johnson Pullen
- Mr. Vida Rochelle Blue Jr.
- Mr. James L. Mahomes

Dr. Tarver – added Maudie Williams who was killed in a car accident.

There was a motion by Dr. Tarver to approve the read resolutions with additions and Ms. Ann Smith second the motion.

Motion approved.

## **AGENDA ITEM 8: INFORMATIONAL ITEM(s):**

- A. Update of SHREVE Memorial Library (SULC)  
Chancellor Pierre gave a summary.
- B. Legislative Update  
Dr. Robyn Merrick provided information on all bills which affect Southern University.
- C. Presidential Report  
President Shields mentioned the inspiring moment at SU Day @ Capital. He said it was a great event with a lot of alums and legislators. He attended commencement on all campuses. The was a “Call to Action” meeting with the governor. President Shields spoke briefly about the legislature Session. He thanked the board for approving Mrs. Desiree’ Honore Thomas. She is coming to SU with a lot of experience that will help the university.
- D. Chancellor’s Reports  
All Chancellor Reports details are in packet.

Dr. Ammons (SUNO) – Commencement with 325 graduates. He thanked everyone who attended. SUNO received accreditation.

Dr. Appeaning (SUSLA) – Commencement with 342 graduates. There was a 20 5 increase since last spring. He thanked everyone who attended.

**Board of Supervisors Meeting Minutes May 19, 2023**

Dr. McMeans (SUAREC) – Commencement with 43 graduates. This was his favorite commencement. He was able to speak with each candidate. They all have great plans after graduation. He provided Sun Beef for the reception. He hopes everyone enjoyed it. Spoke about the conference that was at LaBerge Casino. There were 825 participants.

Chancellor Pierre (SULC) – Commencement is May 20. There are 200 graduates which is the largest class. He invites everyone to attend. Student member Naudia Foster will be included in the graduation ceremony.

Dr. Sahoo – Thanked everyone for attend the commencement ceremony.

**E. Presidential Evaluation<sup>1</sup>**

Motion made by Mr. Fondel and Seconded by Dr. Leon Tarver to go into executive session to discuss the Presidential Evaluation.

Motion approved.

Motion Made by Mrs. Christy Reeves and Seconded by Ms. Zazell Dudley to come out of Executive Session.

President Shields called roll.

Motion approved by roll call vote.

**AGENDA ITEM 9: OTHER BUSINESS**

Chairman Lawson thanked Miss Naudia Foster for all her service the last year. He commended Ms. Zazell Dudley who was the SUSLA Commencement speaker. The thanked the board members who passed their confirmation.

**AGENDA ITEM 10: ADJOURNMENT**

Atty Edwin Shorty made the Motion to adjourn the meeting.

<sup>1</sup> Executive Session May be Required.

**STATE OF LOUISIANA  
EXTENSION TO CONTRACT FOR PROFESSIONAL LEGAL SERVICES**

**BE IT KNOWN THAT** this agreement is entered into by and between **BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE**, (hereinafter sometimes referred to as “Board”) and **DECUIR, CLARK AND ADAMS, L.L.P.** (hereinafter sometimes referred to as “Counsel”), collectively herein referred to as “Parties”.

1.

The Parties entered into a contract for professional services (“Contract”) in April 2021 with an effective period of July 1, 2021 and ending on June 30, 2023.

2.

Contract provided for two (2) one-year extensions.

3.

The Parties wish to extend Contract through June 30, 2024.

4.

All other provisions under the Contract remain the same.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Myron K. Lawson, Chairman  
Southern University and A&M College  
System Board of Supervisors

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

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Brandon J. DeCuir, Partner  
DeCuir, Clark & Adams, LLP



## 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

June 12, 2023

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

RE: Cooperative Endeavor Agreement By and Between the Parish of Caddo and the  
Southern University Law Center

Dear President Shields:

The Parish of Caddo and the Southern University Law Center (SULC) seek to enter into a Cooperative Endeavor Agreement (CEA) so that SULC can be reimbursed \$700,000 upon the receipt and approval of invoices submitted by SULC to the Parish of Caddo for the purposes of making capital improvements and renovations to the SHREV Memorial Library located on Texas Street in downtown Shreveport. These improvements and renovations are needed for SULC to offer the Semester in Shreveport legal education-program.

The CEA becomes effective on execution by the Parish of Caddo and SULC and shall terminate on December 31, 2023. The CEA will cover costs submitted to the Parish of Caddo in 2022 and 2023.

I respectfully request that this CEA be presented for approval to the Southern University System Board of Supervisors at its June 23, 2023, board meeting. If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

Cooperative Endeavor Agreement by and Between  
Parish of Caddo and  
Southern University Law Center

This Cooperative Endeavor Agreement ("Agreement") is made and entered into on this twenty-fifth day of May, 2023, by and between the Parish of Caddo ("Parish"), a duly organized Louisiana municipal corporation, represented herein by Dr. Woodrow Wilson, Jr., Administrator and Chief Executive Officer, duly authorized to act herein and Southern University Law Center, ("Recipient"), a duly recognized campus of the Southern University System, represented herein by John K. Pierre, J.D., Chancellor, duly authorized to act herein pursuant to a Resolution of the Board of Directors of the said corporation, attached hereto and made a part hereof.

WHEREAS, the Recipient endeavors to establish a law school campus within the corporate limits of the Parish of Caddo; and

WHEREAS, the Parish wishes to work cooperatively with the Recipients to facilitate this endeavor; and

WHEREAS, a fully implemented Law School will provide immeasurable benefits to citizens of the Parish of Caddo which benefits are in the public interest of the Parish of Caddo and its citizens; and

WHEREAS, the Recipient is implementing this endeavor by offering its students an opportunity for a "Semester in Shreveport," during their 3L year, anticipating that additional years of instruction will be added to the Shreveport program; and

WHEREAS, the law school within Caddo Parish is being housed within the downtown branch of the Shreve Memorial Library, and the library needs certain capital improvements to make it conducive to a law school environment; and

WHEREAS, Caddo Parish has set aside funds in its 2022 Capital budget to aid with these improvements.

NOW, THEREFORE, in pursuit of the goals and objectives stated herein and in consideration of the terms and conditions stated herein, Parish and Recipient hereby agree to the following:

I. Scope of Services

A. Recipient shall:

- i. Certify to the Parish, for each year that it requests funds, that it is operating the Semester in Shreveport or additional Southern University Law Center programs out of the Downtown Branch of Shreve Memorial Library;
- ii. Work toward completion of the improvements attached hereto as "Exhibit A";
- iii. Submit quarterly invoices for the work in Exhibit A, as it is expended;
- iv. Keep records of all the work and expenditures financed by Caddo Parish funds for three years after all Parish funds have been expended.

B. Parish shall upon receipt and approval of invoices as submitted in accordance with this agreement, provide up to Seven Hundred Thousand and No/100 (\$700,000.00) Dollars to Recipient in calendar year 2023 and 2024 for the sole and exclusive purpose of making capital improvements to the Downtown Branch of the Shreve Memorial Library for the exclusive use of Recipient law school programs.

C. Parish and Recipient may amend the Scope of Services at any time with the mutual written consent of the parties hereto.

II. Method of Payment

A. Recipient shall submit invoice(s) to the Parish requesting reimbursement for costs incurred during the calendar years in which it has certified in writing to the Parish that its law school programming has/will occur(red).

B. Each request for payment shall be accompanied by adequate supporting documentation, including copies of paid itemized invoices or receipts, no cancelled checks, contractual documents, or such evidence requested by Parish for purchases made or for services performed by or for Recipient for purposes of this Agreement along with performance or such other reports reasonably requested by Parish indicating Recipient's fulfillment of the obligations contained in Paragraph 1.A. of this Agreement. Parish shall remit payment to recipient within thirty or (10) days of Parish receipt of proper documentation and Parish's determination that the costs and expenses itemized in the invoice are eligible expenses, provided that, any such cost or expense determined to be ineligible for payment by Parish shall not be paid.



### III. Term

This agreement shall become effective upon execution by Parish and Recipient (“Effective Date”) and shall terminate on December 31, 2023 (“Termination Date”), unless sooner terminated by Parish or Recipient as provided herein. This Agreement shall also cover costs submitted to the Parish in 2022 that are reviewed and deemed eligible.

### IV. Default

A default by either party in performance of any agreement, obligation or condition herein, or breach of any warranty or representation herein whether such default or breach be on the part of Recipient or Parish, shall entitle the non-defaulting party, at its option, to terminate this Agreement, if after the non-defaulting party gives written notice to the defaulting party of such intentions to terminate, setting forth the grounds therefore, the defaulting party does not within thirty(30) days (or such time as otherwise provided herein) take prompt and diligent steps to remedy all such ground(s) for termination. Any such notice shall be given in accordance with Paragraph VIII (2) of this Agreement. The party which has the option of terminating this Agreement under the provisions of this paragraph may, at its option, and in lieu of its other rights and remedies, correct such default and charge reasonable cost therefore to the defaulting party which said charges shall constitute a legal and valid debt if the party so charged. In addition to the foregoing rights, each party shall have such other and further rights and remedies as are allowed by law, in equity or under this Agreement including specific performance.

In the event that either party shall, within the applicable cure period set forth above, cure the default, the nature of which is set forth in the notice issued pursuant to this section then the default shall be deemed cured; provided, further that, in the event that such default is for reasons beyond the control of either party or is not susceptible of being cured within the applicable notice period, the time for curing such default shall be extended for so long as shall be necessary for either party to cure such default.

Any prevention or delay which substantially interferes with either party’s performance hereunder due to force majeure causes, shall excuse performance by either party of its obligations under this Agreement.

### V. Termination

A. For Convenience: This Agreement may be terminated at the convenience of either party provided that the party desiring to terminate this Agreement for this cause provide no less than thirty (30) days advance written notice to the other party signifying its intention to terminate the Agreement and specifying the date on which such termination shall become effective.

- B. For Cause: Either party may, after providing at least thirty (30) days advance written notice to the other party, terminate this Agreement in whole or in part for cause, which may, but shall not be limited to: (a) failure for any reason, by Recipient or Parish to fulfill in a timely and properly manner its obligations under this Agreement; or (b) failure of the Recipient or the Parish to comply with applicable provisions of Federal, State, or local laws relative to this Agreement.

In addition, if Recipient or any officer or director thereof is convicted of any crime or offense related directly or indirectly to the performance of any service or obligation to be provided hereunder by Recipient, fails or refuses to comply with the written policies or reasonable directive of the Parish, is guilty of serious misconduct in connection with performance hereunder, or materially breaches provisions of this Agreement, the Parish may at any time, without penalty, terminate this Agreement with Recipient immediately and without prior written notice to Recipient.

The foregoing provisions notwithstanding, Parish always reserves the right throughout any Term of this Agreement to terminate this Agreement in the event sufficient funds are not appropriated by the Caddo Parish Commission to fulfill its financial or other obligations hereunder.

- C. In the event of any early termination, Parish will reimburse Recipient only for eligible costs incurred through the date of termination.

#### VI. General Conditions

- A. Financial Records – Recipient shall maintain all financial records pertaining to all matters relating to this Agreement on a comprehensive basis of accounting.
- B. Maintenance of Records - Recipient shall retain all its records and supporting documentation applicable to this Agreement with Parish for a period of three (3) years, except as follows:
- a. Records that are subject to audit findings shall be retained for three years after such findings have been resolved.
  - b. All such records and supporting documentation shall be made readily available, upon request, for inspection or audit by representatives of Parish. In the event the Recipient ceases operations or goes out of existence, it shall turn over to Parish all its records relating to this Agreement to be retained by Parish for the required period.
- C. Recipient agrees to permit Parish or its designated representatives to inspect and/or audit, as it deems necessary, all records relating to this Agreement. Recipient further

understands and agrees that said inspection and/or audit may be made during normal business hours after reasonable written notice to Recipient.

- D. Independent Recipient – Recipient expressly agrees and acknowledges that it is an independent Recipient as defined in the Revised Statutes of the State of Louisiana. As such, it is expressly agreed and understood between the parties hereto, that in entering into this Agreement, Parish shall not be liable to Recipient for any benefits or coverage as provided by the Workmen’s Compensation Law of the State of Louisiana, and further, under the provision of LSA-R.S 23:1034, anyone employed by Recipient shall not be considered an employee of Parish for purposes of Workmen’s Compensation coverage.
- E. Recipient also acknowledged that as an Independent Recipient, neither Recipient nor anyone employed by it shall be considered an employee of Parish for the purposes of unemployment compensation coverage, the same being expressly waived and excluded by the parties hereto. It is hereby understood and specifically agreed that the Recipient shall be deemed under this Agreement in all respects, and the independent Recipient shall in no event be deemed an employee, agent, or servant of Parish.
- F. Political Activity Prohibited – None of the funds provided to Recipient pursuant to this Agreement shall be used for any partisan political activity, including support or opposition to any candidate for elective office or any proposition on any ballot.

VII. Miscellaneous Provisions

- A. Any notice or communication hereunder shall be in writing, unless otherwise specified herein, and may be given by hand delivery or by registered or certified mail. If given by registered or certified mail, some shall have been deemed to have been given and received when a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail; and, if given otherwise than by registered or certified mail, it shall be deemed to have been given when delivered to and received by the other party to whom it is addressed. Such notices or communications shall be given to the parties at the following addresses:

To Parish of Caddo: Parish of Caddo  
Attention: Chief Administrative Officer  
505 Travis Street, Suite 800  
Shreveport, Louisiana 71101

To Recipient: Southern University Law Center  
Attention: Office of the Chancellor  
P. O. Box 9294  
2 Roosevelt Steptoe Drive  
Baton Rouge, LA 70813

- B. Any party may at any time, and from time to time, by giving ten (10) days written notice to the other party hereto, designate any other address or individual in substitution for the forgoing address. Any consent required by this Agreement to be given by Parish shall be in writing and come from the Office of the Chancellor of the Southern University Law Center.
- C. The covenant term provisions and conditions of this Agreement shall be binding upon and insure to the benefits of both parties and their respective successors and assigns.
- D. Recipient shall use its best efforts to hire persons at all levels who are representative of the local demographic makeup; specifically, to include fair representation of minorities and females. Recipient further agrees to insure fair opportunities for local minority and female-owned businesses in the purchases of good and services necessary for its ongoing operations.
- E. Recipient shall use its best efforts to use vendors and Recipients housed in the Parish of Caddo whenever possible in the conduct of its operations which are performed pursuant to the terms of this Agreement.
- F. The parties agree that each party and its attorneys have reviewed this Agreement and that the normal rule of construction to the effect that any ambiguities are resolved against the drafting party shall not be employed in the interpretation of this Agreement. The words "hereof," "herein," "hereunder," and other words of similar import refer to this Agreement as a whole. All exhibits and schedules as attached to or to be attached hereto and all other agreements referred to herein, are incorporated by reference into this Agreement, as fully as if copied herein verbatim.
- G. The parties agree that upon request, they shall do such further acts and deeds and shall execute, acknowledge, deliver, and record such other instruments as may be reasonably necessary from time to time to evidence, confirm or carry out the intent and purposes of this Agreement.
- H. This Agreement may be simultaneously executed in one or more counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
- I. This Agreement is made and shall be construed, under the laws of the State of Louisiana. For purposes of any litigation arising under or occurring as a result of this Agreement or involving interpretation of this Agreement for declaration of either party's rights or obligations hereunder, the parties hereby agree and stipulate that the venue for such actions shall be the First Judicial District Court in and for Caddo Parish,

Louisiana, or in the event that Federal jurisdiction is available, the Shreveport Division of the United States District Court for the Western District of Louisiana.

- J. In the vent any provision of this Agreement shall be held invalid or unenforceable by any court or competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provisions hereof.
- K. The captions and heading throughout this Agreement are for convenience and reference only and the words contained therein shall in no way be held or deemed to define, limit, describe, explain, modify, amplify, or add to the interpretation, construction, or meaning of any provision of this Agreement or the scope or intent thereof, nor in any way effect this Agreement.

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During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. **Discrimination Clause:** Contractor hereby agrees to abide by the requirements of the following, as applicable: Section 1557 of the Patient Protection and Affordable Care Act (42 U.S.C. §18116); Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d, et seq.); Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e, et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. §6101, et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794); Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. §794d); the Americans with Disabilities Act of 1990 (42 U.S.C. §12101, et seq.); the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. §4212); the Fair Housing Act of 1968 (42 U.S.C. §3601, et seq.); and Federal Executive Order 11246; and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services.

Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, sexual orientation, age, national origin, disability, political affiliation, veteran status, or any other non-merit factor. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this Contract.

2. **Confidentiality:** Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and patient/client confidentiality. Information obtained under this Contract shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. **Right to Audit:** The Louisiana Legislative Auditor, Office of the Governor, Division of Administration, and Department auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this Contract during the Contract and for a period of five (5) years following final payment. Contractor grants to the State of Louisiana, through the Office of the Louisiana Legislative Auditor, Louisiana Department of Health, and State Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or Department policy requiring an audit of Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the term of this contract, for any period, four (4) copies of the audit report shall be sent to the Louisiana Department of Health, Attention: Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797 and one (1) copy of the audit shall be sent to the originating office within the Department.

4. **Record Retention:** Contractor agrees to retain all books, records, and other documents relevant to the Contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 75.361, whichever is longer.

Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit, or copy records at Contractor's site, without expense to the Department.

5. **Record Ownership:** All records, reports, documents, and other material delivered or transmitted to Contractor by the Department shall remain the property of the Department, and shall be returned by Contractor to the Department, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the Department, and shall, upon request, be returned by Contractor to the Department, at Contractor's expense, at termination or expiration of this contract.
6. **Nonassignability:** Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this Contract may be assigned to a bank, trust company, or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of State Procurement.
7. **Taxes:** Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this Contract shall be Contractor's. Contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
8. **Insurance:** Contractor shall obtain and maintain during the term of this Contract all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect Contractor, the Louisiana Department of Health, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the Contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
9. **Travel:** In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The Contract contains a maximum compensation that shall be inclusive of all charges including fees and travel expenses.
10. **Political Activities:** No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the Legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
11. **State Employment:** Should Contractor become an employee of the classified or unclassified service of the State of Louisiana during the term of the contract, Contractor must notify his/her appointing authority of any existing Contract with the State of Louisiana and notify the contracting office with the Department of any additional State employment. This is applicable only to contracts with individuals.

12. **Ownership of Proprietary Data:** All non-third party software and source code, records, reports, documents, and other material delivered or transmitted to Contractor by the State shall remain the property of the State, and shall be returned by Contractor to the State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the State, and shall be returned by Contractor to the State, at Contractor's expense, at termination or expiration of this contract.

- 13. Subcontracting:** Contractor shall not enter into any subcontract for work or services contemplated under this Contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by Contractor of items and services that are incidental but necessary for the performance of the work required under this contract.

No subcontract shall relieve Contractor of the responsibility for the performance of contractual obligations described herein.

- 14. Conflict of Interest:** Contractor acknowledges that the Code of Governmental Ethics, La. R.S. 42:1101, et seq., applies to Contractor in the performance of services under this contract. Contractor warrants that no person and no entity providing services pursuant to this Contract on behalf of Contractor or any subcontractor is prohibited from providing such services by the provisions of La. R.S. 42:1113. Contractor agrees to immediately notify the Department if potential violations of the Code of Governmental Ethics arise at any time during the term of the contract.
- 15. Unauthorized Services:** No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs that have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to offset and withhold said amounts from any amount due to Contractor under this Contract for costs that are allowable.
- 16. Fiscal Funding:** This Contract is subject to and conditioned upon the availability and appropriation of federal and/or state funds; and no liability or obligation for payment will develop between the parties until the Contract has been approved by required authorities of the Department; and, if Contract exceeds \$2,000, the Division of Administration, Office of State Procurement.

The continuation of this Contract is contingent upon the appropriation of funds from the Legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

- 17. State and Federal Funding Requirements:** Contractor shall comply with all applicable requirements of state or federal laws or regulations relating to Contractor's receipt of state or federal funds under this contract.

If Contractor is a "subrecipient" of federal funds under this contract, as defined in 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), Contractor shall comply with all applicable requirements of 2 CFR Part 200, including but not limited to the following:

- Contractor must disclose any potential conflict of interest to the Department and the federal awarding agency as required by 2 CFR §200.112.
- Contractor must disclose to the Department and the federal awarding agency, timely and in writing, all violations of federal criminal laws that may affect the federal award, as required by 2 CFR §200.113.
- Contractor must safeguard protected personally identifiable information and other sensitive information, as required by 2 CFR §200.303.
- Contractor must have and follow written procurement standards and procedures in compliance with federally approved methods of procurement, as required by 2 CFR §§200.317 - 200.326.
- Contractor must comply with the audit requirements set forth in 2 CFR §§200.501 - 200.521, as applicable, including but not limited to:
  - Electronic submission of data and reports to the Federal Audit Clearinghouse (FAC) (2 CFR §200.512(d)).
  - Ensuring that reports do not include protected personally identifiable information (2 CFR §200.512(a)(2)).

Notwithstanding the provisions of paragraph 3 (Auditors) of these Terms and Conditions, copies of audit reports for audits conducted pursuant to 2 CFR Part 200 shall not be required to be sent to the Department.

- 18. Amendments:** Any alteration, variation, modification, or waiver of provisions of this Contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if the Contract exceeds \$5,000, by the Division of Administration, Office of State Procurement. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.
- 19. Non-Infringement:** Contractor will warrant all materials, products, and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against the Department, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in the Department's name, but at Contractor's expense and shall indemnify and hold the Department harmless against any loss, expense, or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists, or other allied health providers solely for medical services.
- 20. Purchased Equipment:** Any equipment purchased under this Contract remains the property of Contractor for the period this Contract and future continuing contracts for the provision of the same services. Contractor must submit a vendor invoice with the reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of one thousand dollars (\$1,000.00) or more. Contractor has the responsibility to submit to the Contract Monitor an inventory list of equipment items when acquired under the Contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of the contracted services, the equipment purchased under this Contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within thirty (30) days of termination of services.
- 21. Indemnity:** Contractor agrees to protect, indemnify, and hold harmless the State of Louisiana and the Department from all claims for damages, costs, expenses, and attorney fees arising in Contract or tort from this Contract or from any acts or omissions of Contractor's agents, subcontractors, employees, officers, or clients, including, but not limited to, premises liability and any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which La. R.S. 40:1237.1, et seq. provides malpractice coverage to Contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (La. R.S. 13:5108.1(E)). Further, it does not apply to premises liability when the services are being performed on premises owned and operated by the Department.



22. **Severability:** Any provision of this Contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in state or federal law, or applicable state or federal regulations.
23. **Entire Agreement:** Contractor agrees that the current Contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of this contract.
24. **E-Verify:** Contractor acknowledges and agrees to comply with the provision of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this contract.
25. **Remedies for Default:** Any claim or controversy arising out of this Contract shall be resolved by the provisions of La. R.S. 39:1672.2-1672.4.  
**Other Remedies:** If the Contractor fails to perform in accordance with the terms and conditions of this Contract, or if any lien or claim for damages, penalties, cost and the like is asserted by or against the State, then, upon notice to the Contractor, the State may pursue all remedies available to it at law or equity, including retaining monies from amounts due the Contractor and proceeding against any surety of the Contractor.
26. **Governing Law:** This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, and specifications listed in the Request for Proposals (RFP), if applicable; and this contract.
27. **Contractor's Cooperation:** Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the State, when requested. This applies even if this Contract is terminated and/or a lawsuit is filed. Specifically, Contractor shall not limit or impede the State's right to audit or shall not withhold State-owned documents.
28. **Continuing Obligation:** Contractor has a continuing obligation to disclose to the Department any suspension or debarment by any government entity, including, but not limited to, the General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contracts.
29. **Eligibility Status:** Contractor and each tier of subcontractors, shall certify that it is not excluded, disqualified, disbarred, or suspended from contracting with or receiving Federal funds or grants from the Federal Government. Contractor and each tier of subcontractors shall certify that it is not on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs promulgated in accordance with Executive Orders 12549 and 12689, and "NonProcurement Debarment and Suspension" set forth at 2 CFR Part 376.
30. **Act 211 Taxes Clause:** In accordance with La. R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that Contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the State and collected by the Louisiana Department of Revenue prior to the approval of this Contract by the Office of State Procurement. Contractor hereby attests to its current and/or prospective compliance, and agrees to provide its seven-digit LDR Account Number to the Department so that Contractor's tax payment compliance status may be verified. Contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this Contract by the Office of State Procurement. The Department reserves the right to withdraw its consent to this Contract without penalty and proceed with alternate arrangements should Contractor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) business days of such notification.
31. **Termination for Cause:** The Department may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the contract; provided that the Department shall give Contractor written notice specifying Contractor's failure. If within thirty (30) days after receipt of such notice, Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the Department may, at its option, place Contractor in default and the Contract shall terminate on the date specified in such notice. Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Department to comply with the terms and conditions of this contract; provided that Contractor shall give the Department written notice specifying the Department's failure and a reasonable opportunity for the State to cure the defect.
32. **Termination for Convenience:** The Department may terminate this Contract at any time by giving thirty (30) days written notice to Contractor. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.
33. **Confidentiality:** Contractor shall protect from unauthorized use and disclosure all information relating to the State's operations and data (e.g. financial, statistical, personal, technical, etc.) that becomes available to the Contractor in carrying out this Contract. Contractor shall use protecting measures that are the same or more effective than those used by the State. Contractor is not required to protect information or data that is publicly available outside the scope of this Contract; already rightfully in the Contractor's possession; independently developed by the Contractor outside the scope of this Contract; or rightfully obtained from third parties. Under no circumstance shall the Contractor discuss and/or release information to the media concerning this project without prior express written approval of the State.
34. **Prohibition of Discriminatory Boycotts of Israel:** In accordance with La. R.S. 39:1602.1, any Contract for \$100,000 or more and for any contractor with five (5) or more employees, Contractor, and any subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this Contract, refrain from a boycott of Israel. The State reserves the right to terminate this Contract if Contractor, or any subcontractor, engages in a boycott of Israel during the term of the contract.
35. **Cybersecurity Training:** In accordance with La. R.S. 42: 1267 (B)(3) and the State of Louisiana's Information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor's employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Contractor must present evidence of such compliance annually and upon request. The Contractor may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost.

For purposes of this Section, "access to State government information technology assets" means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

36. **Code of Ethics:** The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Contract. The Contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this Contract.
37. **Countersignature:** This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.
38. **No Employment Relationship:** Nothing in this Contract shall be construed to create an employment or agency relationship, partnership, or joint venture between the employees, agents, or subcontractors of Contractor and the State of Louisiana.
39. **Venue:** Venue for any action brought with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.
40. **Commissioner's Statements:** Statements, acts, and omissions made by or on behalf of the Commissioner of Administration regarding the RFP or RFP process, this contract, Contractor, and/or any subcontractor of Contractor shall not be deemed a conflict of interest when the Commissioner is discharging his duties and responsibilities under law, including, but not limited, to the Commissioner of Administration's authority in procurement matters.
41. **Order of Precedence Clause:** In the event of any inconsistent or incompatible provisions in a Contract which resulted from an RFP, this signed Contract (excluding the RFP and Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of Contractor's proposal. *This Order of Precedence Clause applies only to contracts that resulted from an RFP.*
42. **Contractor must comply with the Office of Technology Services (OTS) Information Security Policy,** <https://www.doa.la.gov/Pages/ots/InformationSecurity.aspx>.
- a. Contractor must report to the State any known breach of security no later than forty-eight (48) hours after confirmation of the event. Notify the Information Security Team ("IST") by calling the Information Security Hotline at 1-844-692-8019 and emailing the security team at [infosecteam@la.gov](mailto:infosecteam@la.gov).
  - b. Contractor must follow OTS Information Security Policy for Data Sanitization requirements for any equipment replaced during the Contract and at the end of the contract, for all equipment which house confidential/restricted data provided by the State.
  - c. Contractor must ensure appropriate protections of data is in accordance with HIPAA Rules and HITECH Acts.
  - d. If Contractor will have access to data originating from the Centers for Medicare and Medicaid Services (CMS), then Contractor must ensure their computer system is in compliance with CMS latest version of the Minimum Acceptable Risk Standards for Exchanges (MARS-E) Document Suite, currently MARS-E 2.0. The CMS MARS-E 2.0 requirements include but are not limited to the below listed requirements:
    - Multi-factor authentication is a CMS requirement for all remote users, privileged accounts and non-privileged accounts. In this context, a "remote user" is referencing staff accessing the network from offsite, normally with a client virtual private network with the ability to access CMS data.
    - Perform criminal history check for all staff prior to granting access to CMS data. All employees and contractors requiring access to Patient Protection and Affordable Care Act (PL 111-148) sensitive information must meet personnel suitability standards. These suitability standards are based on a valid need-to-know, which cannot be assumed from position or title, and favorable results from a background check. The background checks for prospective and existing employees (if not previously completed) should include, at a minimum, contacting references provided by the employee as well as the local law enforcement agency or agencies.

**43. HIPAA Business Associate Provisions**

If Contractor is a Business Associate of the Department, as that term is defined herein, because Contractor either: (a) creates, receives, maintains, or transmits protected health information (PHI) for or on behalf of the Department; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for the Department involving the disclosure of PHI, the following provisions will apply:

- a. Definitions: As used in these provisions -
  - i. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 CFR Parts 160 and 164, which were originally promulgated by the U. S. Department of Health and Human Services (DHHS) pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996 and were subsequently amended pursuant to the Health Information Technology for Economic and Clinical Health ("HITECH") Act of the American Recovery and Reinvestment Act of 2009.
  - ii. The terms "Business Associate", "Covered Entity", "disclosure", "electronic protected health information" ("electronic PHI"), "health care provider", "health information", "health plan", "protected health information" ("PHI"), "subcontractor", and "use" have the same meaning as set forth in 45 CFR §160.103.
  - iii. The term "security incident" has the same meaning as set forth in 45 CFR §164.304.
  - iv. The terms "breach" and "unsecured protected health information" ("unsecured PHI") have the same meaning as set forth in 45 CFR §164.402.
- b. Contractor and its agents, employees and subcontractors shall comply with all applicable requirements of the HIPAA Rules and shall maintain the confidentiality of all PHI obtained by them pursuant to this Contract as required by the HIPAA Rules and by this Contract.
- c. Contractor shall use or disclose PHI solely: (a) for meeting its obligations under the contract; or (b) as required by law, rule, regulation (including the HIPAA Rules), or as otherwise required or permitted by this Contract.
- d. Contractor shall implement and utilize all appropriate safeguards to prevent any use or disclosure of PHI not required or permitted by this Contract, including administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Department.
- e. In accordance with 45 CFR §164.502(e)(1)(ii) and (if applicable) §164.308(b)(2), Contractor shall ensure that any agents, employees, subcontractors, or others that create, receive, maintain, or transmit PHI on behalf of Contractor agree to the same restrictions, conditions, and requirements that apply to Contractor with respect to such information, and it shall

ensure that they implement reasonable and appropriate safeguards to protect such information. Contractor shall take all reasonable steps to ensure that its agents', employees', or subcontractors' actions or omissions do not cause Contractor to violate this Contract.

- f. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this Contract, report such disclosure in writing to the person(s) named in Terms of Payment on page 1 of this document. Disclosures which must be reported by Contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any "breach of the security system" as defined in the Louisiana Database Security Breach Notification Law, La. R.S. 51:3071 *et seq.* At the option of the Department, any harm or damage resulting from any use or disclosure which violates this Contract shall be mitigated, to the extent practicable, either: (a) by Contractor at its own expense; or (b) by the Department, in which case Contractor shall reimburse the Department for all expenses that the Department is required to incur in undertaking such mitigation activities.
- g. To the extent that Contractor is to carry out one or more of the Department's obligations under 45 CFR Part 164, Subpart E, Contractor shall comply with the requirements of Subpart E that apply to the Department in the performance of such obligation(s).
- h. Contractor shall make available such information in its possession which is required for the Department to provide an accounting of disclosures in accordance with 45 CFR §164.528. In the event that a request for accounting is made directly to Contractor, Contractor shall forward such request to the Department within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR §164.528 for at least six (6) years after the date of the last such disclosure.
- i. Contractor shall make PHI available to the Department upon request in accordance with 45 CFR §164.524.
- j. Contractor shall make PHI available to the Department upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR §164.526.
- k. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by Contractor on behalf of the Department available to the Secretary of the DHHS for purposes of determining the Department's compliance with the HIPAA Rules.
- l. Contractor shall indemnify and hold the Department harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys' fees resulting from any violation of this provision by Contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
- m. The parties agree that the legal relationship between the Department and Contractor is strictly an independent contractor relationship. Nothing in this Contract shall be deemed to create a joint venture, agency, partnership, or employer- employee relationship between the Department and Contractor.
- n. Notwithstanding any other provision of the contract, the Department shall have the right to terminate the Contract immediately if the Department determines that Contractor has violated any provision of the HIPAA Rules or any material term of this contract.
- o. At the termination of the contract, or upon request of the Department, whichever occurs first, Contractor shall return or destroy (at the option of the Department) all PHI received or created by Contractor that Contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, Contractor shall extend the confidentiality protections of the Contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

**SIGNATURES TO FOLLOW ON THE NEXT PAGE**

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

**CONTRACTOR**

**STATE OF LOUISIANA, LOUISIANA  
DEPARTMENT OF HEALTH**

 2/23/23  
SIGNATURE DATE

\_\_\_\_\_  
SIGNATURE DATE

Dennis J. Shields

NAME

Chancellor, Southern University and A & M College

TITLE

NAME

Secretary, Louisiana Department of Health or Designee

TITLE

**Bureau of Community Preparedness**

**OFFICE OF PUBLIC HEALTH**

\_\_\_\_\_  
SIGNATURE DATE

Dr. Sundee Winder

NAME

Public Health Executive Director

TITLE

\_\_\_\_\_  
SIGNATURE DATE

Doris G. Brown, MEd, MS, APRN, CNS

NAME

Assistant Secretary

TITLE

## **RESOLUTION**

The Southern University Board of Supervisors does hereby designate Ms. Vivian L. Kerr, executive director, Southern University Museums of Art, as the authorized person to sign and submit any and all necessary documents relative to the Cooperative Endeavor Agreement (CEA) between the Southern University Museum of Art-Baton Rouge (SUMA) and the Louisiana State Treasurer's Office relative to an appropriation to SUMA for one hundred thousand dollars (\$100,000) contained in Act 170 from the 2022 Regular Session of the Louisiana Legislature.

### **Certificate**

We, the undersigned, and duly appointed officers of the Southern University Board of Supervisors do hereby certify that the foregoing is a true and correct copy of a Resolution approved by the Board of Supervisors at its regular meeting.

Signed this 23rd day of June 2023 in New Orleans, Louisiana.

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Dennis J. Shields  
President-Chancellor  
Southern University System

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Myron K. Lawson  
Chair  
Southern University Board of Supervisors