ATHLETICS COMMITTEE
(Following the Facilities and Property Committee)
Friday, December 16, 2011
Board of Supervisors’ Meeting Room
2nd Floor, J.S. Clark Administration Building
Southern University and A & M College
Baton Rouge, Louisiana  70813

AGENDA

1. Call to Order

2. Roll Call

3. Adoption of the Agenda

4. Public Comments

5. Action Items
   A. Continuation of employment of Director of Athletics, SUBR

6. Other Business

7. Adjournment

Members
Att'y. Patrick D. Magee – Chair; Mr. Demetrius D. Sumner - Vice Chair;
Att'y. Murphy F. Bell, Jr., Mr. Patrick W. Bell, Dr. Eamon M. Kelly
Mr. Myron K. Lawson, Mrs. Ann A. Smith
Mr. Darren G. Mire - Ex Officio
**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

**Position Number** 259687

**Campus:** SUS  SUBR  SUBAC  SUBREC  SUNO  SUSLA

**Employment Category:**
- Academic
- Temporary
- Teured
- Teured Track
- Other (Specify)

**9-MONTH**  **12-MONTH**  **X**  **OTHER** (Specify)

**Salary Paid:** $113,800.00 + ($12,000 Housing)

**Profile of Person Recommended**

**Length of Employment** July 1, 2011  **To** December 30, 2011

**Effective Date** July 1, 2011

**Name** LaSandra Pugh  **SS#** xxx-yy-0577

**Sex** F  **Race** B

**Position Title** Interim Athletic Director  **Department** Athletics

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

**New Position**

**Expiration Date:**

**Years Experience** 20  **Southern University Experience** 12

**Degree(s):**
- Type/Discipline (BA-Education):
- Institution/Location (SU-Baton Rouge):
- Northwestern State Univ.

**Current Employer** Southern University

**Personnel Action**

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

**Recommended Salary** $113,800.00  **Salary Budgeted** $113,800.00

**Source of Funds** Auxiliary

**Identify Budget:** 181100-1801-61002  **28,000**

**Location** F.G. Clark Activity Center

**Change of:**

**From**

**To**

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

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

**Comments:** (Use back of form)

**Supervisor**

**Date**

**Vice Chancellor**

**Date**

**President**

**Date**

**Deaf/Unit Head**

**Date**

**Chairman/S.U. Board of Supervisors**

**Date**
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 peoples 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 Philippines 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:

Contingent upon availability of funds

- NCAA Bylaw 11.1.1 CONDUCT OF ATHLETICS PERSONNEL
- NCAA Bylaw 11.1.1 Standards of Honest and Sportsmanship
- NCAA Bylaw 11.1.2 Responsibility for Violations of NCAA Regulations
- NCAA Bylaw 11.2 CONTRACTUAL AGREEMENTS
- NCAA Bylaw 11.2.1 Stipulation that NCAA Enforcement Provisions Apply
- NCAA Bylaw 11.2.1.1 Termination of Employment
- Employee MUST adhere to and enforce policies and procedures of the department and university, as well as the rules & regulations of the NCAA, conference and institution.

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 a.m. - 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR:

Dr. James Llorens

NUMBER OF EMPLOYEES SUPERVISED, (if any)

51

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, H-1-B and J-1 visas, passport, and F-1/J-14. 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”)

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/Unel 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)

Rev. 11/9/2011
Southern University System

PERSONNEL ACTION FORM

Received

Position Number: 219652

Campus: SUS
Subcampus: SULAC
SUAREC: 
SUNO: 
SUSLA: 

Employment Category: 

Academic: 
X Non-Academic: 
Temporary: 
Tenured: 
Tenured Track: 
Other (Specify): 

Part-time (% of Full Time): 
Civil Service: 
Restricted: 
Job Appointment: 
Probationary: 
Permanent Status: 

Previous Employee: Gregory Lafleur
Date Left: April 7, 2011
Salary Paid: $110,000.00

Profile of Person Recommended

Length of Employment: April 1, 2011
Effective Date: April 7, 2011
To: June 30, 2011

Name: LaSandra Pugh
SS#: x12-13-0557
Sex: F
Race: E

Position Title: Interim Athletic Director
Department: Athletics

Check One: X Existing Position

*Visa Type (See Reverse Side):

New Position

Expiration Date: 

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

Years Experience: 27
Southern University Experience: 11

Degree(s): Type/Discipline (BA-Education): B.S.
Institution/Location (SU-Baton Rouge): Northwestern State
Year: 1987

Current Employer: Southern University and A&M College

Personnel Action

Check One: X New Appointment

Continuation

Sabbatical

Leave of Absence

Check Code: BOR-ATH-3

Salary Budgeted: $113,800 + ($12,000 Housing)

Recommended Salary: $113,800 + ($12,000 Housing)

Source of Funds: 18001

Identify Budget: Athletics

Location

Item #

Change of:

From

Position: Head Women's Basketball Coach
Status
Salary Adjustment: $88,800.00 + ($12,000 Housing)

To

Interim Athletic Director

Financial Aid Signature (If, applicable):

List total funds currently paid this employee by
Southern University:

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School Signature (If, applicable):

Source of Funds
Amount

Supervisor

Date: 4/15/11

Dean/Unit Head

Date: 5/19/11

Vice President/Finance/ Business Affairs/Comptroller

Date: 4/19/11

Chairman/S.U. Board of Supervisors

Date: 5/20/11