SOUTHERN UNIVERSITY SYSTEM
BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

July 06, 2020

9:00 a.m.
AGENDA

1. Call to Order
2. Invocation
3. Swearing in of New Board Member(s)
4. Roll Call
5. Adoption of the Agenda
6. Public Comments
7. Action Items

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Campus</th>
<th>Salary</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deleso Alford</td>
<td>OCIS Director (Additional Duties) SULC</td>
<td>$135,000.00</td>
<td>State</td>
</tr>
<tr>
<td>Manicia Finch</td>
<td>Director of Enrollment Student Services (New Appointment) SUBR</td>
<td>$67,000.00</td>
<td>State</td>
</tr>
<tr>
<td>Heather Freeman</td>
<td>Executive Director of Admissions and Recruitment (New Appointment) SUBR</td>
<td>$75,000.00</td>
<td>State</td>
</tr>
<tr>
<td>Angela Gaines</td>
<td>OCIS Facilities Coordination (Additional Duties) SULC</td>
<td>$96,000.00</td>
<td>State</td>
</tr>
<tr>
<td>Ruby Sheree Miller</td>
<td>Assistant Professor SU School of Nursing (New Appointment) SUBR</td>
<td>$70,000.00</td>
<td>State</td>
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<tr>
<td>Jennifer Page</td>
<td>Instructional Designer (New Appointment) SUBR</td>
<td>$75,000.00</td>
<td>State</td>
</tr>
<tr>
<td>Jacqueline Gibson Preasly</td>
<td>VC of Enrollment Management and Student Success (New Appointment) SUBR</td>
<td>$130,000.00</td>
<td>State</td>
</tr>
<tr>
<td>Andrienne Shields</td>
<td>OCIS Library Resource Coordination (Additional Duties) SULC</td>
<td>$90,000.00</td>
<td>State</td>
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<tr>
<td>Gregory Speyrer</td>
<td>OCIS Technology Coordination (Additional Duties) SULC</td>
<td>$87,000.00</td>
<td>State</td>
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<tr>
<td>Dr. Cheryl Taylor</td>
<td>Associate Professor of Nursing (Transfer) SUBR</td>
<td>$80,000.00</td>
<td>State</td>
</tr>
</tbody>
</table>

8. Other Business
9. Adjournment

MEMBERS
Atty. Domoine D. Rutledge - Chair, Rev. Samuel Tolbert - Vice Chair, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Dr. Curman L. Gaines, Mr. Bakari Garvey, Mr. Sam Gilliam, Mr. Richard Hilliard, Atty. Pat Magee, Atty. Ed Shorty, Mrs. Ann Smith, Dr. Leon R. Tarver II, Dr. Rani Whitfield, Ms. Arlanda Williams
SOUTHERN UNIVERSITY LAW CENTER
261 A. A. LENOR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

June 15, 2020

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

Re: Off-Campus Instructional Site (OCIS) Working Group Appointments & Salary Adjustments

Dear Dr. Belton:

During the past three months, the Southern University System Board of Supervisors, Louisiana Board of Regents, and Caddo Parish Commission have reviewed the Pathway to Legal Education Opportunities in Shreveport/Northwest Louisiana proposal offered by the Southern University Law Center (SULC). All of the aforementioned governing bodies have signaled approval of the proposed plan developed by SULC. Since there has been approval, SULC must begin a process to execute the steps outlined in the plan to ensure successful implementation.

The first step is to create a SULC OCIS working group that consists of SULC employees and stakeholders from Shreveport community to include Southern University System Board members from the Shreveport area. As to the working group members from the SULC faculty and staff, I am requesting salary adjustments for those individuals to take on additional duties.

The individuals whose salary adjustments require approval by the Board of Supervisors and the roles are as follows:

"An Equal Educational Opportunity Institution"
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Current Salary</th>
<th>Adjustment Propose</th>
<th>Adjusted Salary</th>
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</thead>
<tbody>
<tr>
<td>Delceo Alford</td>
<td>OCIS Director</td>
<td>$121,000</td>
<td>$14,000</td>
<td>$135,000</td>
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<tr>
<td>Gregory Speyrer</td>
<td>OCIS Technology Coordination</td>
<td>$75,000</td>
<td>$12,000</td>
<td>$87,000</td>
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<tr>
<td>Angela Gaines</td>
<td>OCIS Facilities Coordination</td>
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<tr>
<td>Andrienne Shields</td>
<td>OCIS Library Resource Coordination</td>
<td>$81,000</td>
<td>$9,000</td>
<td>$90,000</td>
</tr>
</tbody>
</table>

While SULC would initially fund the proposed salary adjustments, I have begun engaging in discussions with members of the Caddo Parish Commission for that body to fund the salary adjustments and other associated costs and expenditures as part of that body's January 1, 2021 – December 31, 2021 budget and budgets in future years. I would like these salary adjustments to become effective August 1, 2020.

If you have any questions, please feel free to contact me. I respectfully ask that this request be presented to the Southern University System Board of Supervisors meeting in July 2020.

Sincerely,

John K. Pierre
Chancellor and Vanue Lacour Endowed Law Professor
SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

Position Number: 3 9 9 4 6

EMPLOYMENT CATEGORY: 9-MONTH X 12-MONTH OTHER (Specify)
X Academic
Non-Academic
Temporary

Tenured
Tenured Track

Undergraduate Student
Graduate Assistant
Other (Specify)

Civil Service
Rewarded
Job Appointment
Probationary
Permanent Status

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

Profile of Person Recommended

Length of Employment: 08/01/2019 To 05/31/2021
Effective Date: 08/01/2020

Name: Belton A. Allred
SSN: XXX-XX-2474
Sex: F Race: B
(Last 4 digits only)

Position Title: Professor
Department: Law Center - Instruction

Check One: X Existing Position
New Position

Position vacancy authorization form must be processed and approved in time
for existing and new positions. Positions must be advertised before proceeding FAF, if
applicable.

Years Experience: 12
Southern University Experience: 2

Degree(s): Type/Discipline (BA-Education):
B.B.
J.D.
Master of Laws (J.L.M.)

Institution/Location (SIU-Baton Rouge):
Southern University A&M College, RL, LA
Southern University Law Center
Georgetown University Law Center

Year: 1987
2002

Current Employer: Southern University Law Center

Personnel Action

Check One: X Transfer
Continuation
Sabbatical
Leave of Absence
Other (Specify)

Recommended Salary: $135,000.00
Salary Budgeted: $135,000.00

Source of Funds: General Appropriation

Identify Budget: State Form Code: BOR10 Page 1 Item # 1
Location: 311001-51020-61003-31800

Change of:

Position

States
Salary Adjustment: $121,000.00

Financial Aid signature (if, applicable):

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

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Dean: K. Phillips Date: 6-26-12
Vice President/Finance Date: 6-26-12
President Date: 6-26-12

Chairman/G.U. Board of Supervisors Date: 6-26-12

SUS SUBR SDLAC X SUAREC X SUNO X SULSA
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

RAC (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._

_X 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 origin, regardless of race._

_African 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: Pay Adjustments for Southern University Law Center Off-Campus Instructional Site (OCIS) additional duties.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Y/C Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any) 74

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 picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1B and J-1 visas, passport, and F-1/4/94. 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-NS Prior Approval “Practical Work Experience”)

SOUTHERN UNIVERSITY LAW CENTER ENCUMBERED / FUNDS AVAILABLE

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/Pa/Use/Pos/Pos/Civil Service Appointment 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
Redistributed/Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS

Rev 6/20/2020
July 1, 2020

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

Re: Request for Waiver of Position Vacancy Announcement – Director of Enrollment Student Services

Dear Dr. Belton:

I respectfully submit this letter to request approval to waive the search and appoint Dr. Manicia Finch to the role of Director of Enrollment Student Services.

Dr. Finch previously served as the Associate Vice Chancellor of Enrollment Management. In her prior role, she had oversight of Admissions, Recruitment, and Financial Aid which has given her unique insight into the various reasons that an applicant may need additional assistance, in which she would provide in the new role of Director of Enrollment Student Services.

As the Director of Enrollment Student Services, she will work directly with applicants that have experienced any processing delays in these areas and work to provide answers and solutions proactively. Additionally, she will be able to utilize the strong relationships formed with alumni to serve as a liaison to continue to partnership and build the relationship with alumni.

I believe she is qualified and capable to serve the university in this capacity. I recommend a salary of $67,000.

Sincerely,

Edward M. Willis
Interim Vice Chancellor
Student Affairs, Enrollment Management, & Student Success

Approvals:

________________________________________
Benjamin Pugh
Vice Chancellor Finance & Administration

________________________________________
Ray Belton, Ph.D.
President-Chancellor
SOUTHERN UNIVERSITY SYSTEM  
Personnel Action Form

<table>
<thead>
<tr>
<th>CAMPUS:</th>
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<th>12-Month</th>
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<tbody>
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<td>Non-Academic</td>
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<td></td>
<td>Civil Service</td>
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<td>Part-Time ( % of Full Time)</td>
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<td></td>
<td>Restricted</td>
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<tr>
<td>Tenured</td>
<td></td>
<td>Undergraduate Student</td>
<td></td>
<td></td>
<td>Job Appointment</td>
</tr>
<tr>
<td>Tenured Track</td>
<td></td>
<td>Graduate Assistant</td>
<td></td>
<td></td>
<td>Probability</td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
<td>Retiree Return To Work</td>
<td></td>
<td></td>
<td>Permanent Status</td>
</tr>
</tbody>
</table>

Previous Employee | Reason Left |
Date Left | Salary Paid |

Profile of Person Recommended

- Length of Employment: July 2008 to Present
- Effective Date: July 1, 2020

Name: Manicia Finch, Ed. D.  
SS#: U01311659  
Sex: F  
Race*: B  

Position Title: Director of Enrollment Student Services  
Department: Enrollment Management

Check One:  
- Existing Position
- New Position

*Visa Type (See Reverse Side): [ ] [ ] [ ]

Expiration Date: 

Years Experience: 13  
Southern University Experience: 2

Degree(s):  
- Type/Discipline (BS-Bus Admin): BA-Communications/Marketing  
- Institution/Location (SU-Baton Rouge): Alabama A & M  
- Year: 1984
- MS-Higher Education: Capella University  
- Ed.D.-Educational Leadership: Capella University  
- Year: 2012  
- Year: 2017

Current Employer: Southern University

Personnel Action

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

Recommended Salary: $67,000  
Salary Budgeted: $67,000

Source of Funds

Identify Budget:  
Location  
Form Code:  
Page  
Item #

Change of:  
From  
To

Position: Associate Vice Chancellor of Enrollment Management  
To: Director of Enrollment Student Services

Status

Salary Adjustment: $100,000  
Financial Aid signature (if, applicable):

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

Source of Funds

<table>
<thead>
<tr>
<th>Amount</th>
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<tbody>
<tr>
<td>67,000</td>
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</table>

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>07/01/2020</td>
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</table>

Financial Aid signature (if, applicable):

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>07/01/2020</td>
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</table>

Secretary/President

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>07/01/2020</td>
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</table>

Vice Chancellor

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>07/01/2020</td>
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Director/Personnel

<table>
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<tr>
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Chairman/S.U. Board of Supervisors
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**ETHNIC ORIGIN (Please check one):**

- [ ] Hispanic or Latino
- X [ ] 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:** Overall responsibility for the development, implementation, and coordination of the Center for Student Success programs, high impact practices, and its targeted activities to eliminate achievement gaps and improve the academic success, persistence, and completion of participating students.

**EMPLOYEE REGULAR WORK SCHEDULE:** M-F 8 a.m. – 5 p.m.

**EMPLOYEE DIRECT SUPERVISOR:** Executive Director of Admissions & Recruitment

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** none

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

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

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<tr>
<th>TYPE</th>
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<th>EXPIRES</th>
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<tr>
<td>Resident Alien</td>
<td>RA</td>
<td></td>
</tr>
<tr>
<td>H-1 Visa (Distinguished Merit &amp; Ability)</td>
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<td></td>
</tr>
<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
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</tr>
<tr>
<td>F-1 Visa (Student Emp. FT Student at S.U.)</td>
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<tr>
<td>OPT (F-1 Visa-INS Prior Approval–“Practical Work Experience”)</td>
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</tr>
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</table>

**Do Not Write Below This Area**

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

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- 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)
POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE
Director of Enrollment Student Services
BE AUTHORIZED AS A VACANCY FOR
Division of Enrollment Management and Student Success

(Department or Unit)

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

State
Grant -in-Aid
System Revenue
Agency Fund

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 Director of Enrollment Student Services serves as a leadership team member of the Division of Enrollment Management and Student Success Reporting directly to the Executive Director of Admissions & Recruitment
See vacancy description attached.

Salary/Range: $67,000
Previous Incumbent (if replacement):

× Approved  ___ Disapproved

Department Head
Date: 07/01/2020

Dean/Director/Supervisor of Budget Unit
Date: 07/01/2020

FINANCE/BUDGET OFFICE ONLY

Funds Available

_____ Yes  _____ No

Signature  Date

Budget Number

HUMAN RESOURCES OFFICE ONLY

Existing/Approved Position

_____ Yes  _____ No

Employee Class:  Job Class:

Verified By:  Date:

× Approved  ___ Disapproved

Vice Chancellor
Date

× Approved  ___ Disapproved

Chancellor/Vice President
Date

× Approved  ___ Disapproved

President
Date

An Equal Opportunity Employer

Rev. 8/05/2013
Manicia J. Finch, EdD.

Professional Profile

- Enrollment management and student affairs professional with over 13 years of leadership experience bringing strategic focus, vision and coordinated strategy to recruitment, admissions, financial aid, student engagement and retention in support of the academic mission.
- Sustained 3-5% enrollment growth at various private and public institutions by working to attract, select, enroll and retain a diverse and academically talented student body.
- Experience providing strategic direction to institutional image, brand and marketing.
- Experience implementing/working with Radius, Hobson, Jenzabar EX7 to manage student engagement.
- Highly effective leader in data analysis, interpretation of analysis, preparation of reports.
- Experience developing marketing materials and creating and planning high yield events and activities.
- Engages in focused collaboration and teamwork with a wide cross-section of senior administrators, faculty, staff, alumni and students.
- Willing to go the extra mile to manifest the vision of the institution and effectively with academic affairs, student affairs, institutional advancement, and university foundation to accomplish a comprehensive enrollment management plan.

Technical & Other Skills

| Proficiency with a vast array of higher education enrollment procedures. |
|------------------|------------------|------------------|------------------|
| ARGOS Reporting Tools | Enrollment Management Consulting | Budget Management | Team Management |
| Banner/Datatel | Data Analytics | Brand Marketing | Retention Strategies |
| CRM (Radius) | Market Analysis | Stakeholder Relationship Building | Research & Planning |
| Enrollment Forecasting | Field Recruitment | Conference Planning | Social Media Marketing |
| Alignment of Resources | Alumni Recruitment | Event Management | Fundraising |
| Enrollment Strategic Planning | |

Enrollment Management & Student Affairs Experience

Southern University and Agricultural & Mechanical College

Associate Vice-Chancellor of Enrollment Management
Baton Rouge, LA
July 2018 to Present

- Lead all aspects of enrollment management areas including admission, recruitment and financial aid and scholarships; achieve the largest first-year and transfer class since 2011 using creative and innovative recruitment and admission strategies, such as engaging students, student organizations and marching band in recruitment.
- Assist the Vice-Chancellor with the leadership and management of the Student Affairs & Enrollment Management.
- Develop an enrollment management committee inclusive of the undergraduate, graduate, online, dual enrollment, specialized programs, academic and student affairs to advance and monitor enrolment goals, initiatives and outcomes. Align housing and other student affairs programs to support student enrollment and engagement.
- Serve on the elearning committee responsible for expanding recruitment, enrollment and graduation of online students.
- Work with Hanover Research to conduct a geomarket analysis to develop next recruitment cycle market targets based on key demographic characteristics. Utilize current trends, best practices and previous experience to target and grow student enrollments.
- Partner with the academic deans to recruit, admit, serve and retain regional, national and international students who are a good institutional fit. Increase high achieving student enrollments, while remaining true to an open access institutional mission.
- Develop and implement a one-stop-shop for centralized admission, recruitment, financial aid, Registrar and bursar operations to enhance the student experience.
Southern University and Agricultural & Mechanical College, Baton Rouge, LA  
Associate Vice-Chancellor of Enrollment Management  
July 2018 to Present

- Partner with Louisiana State University, Baton Rouge Community College, and East Baton Rouge Parish Schools to develop and implement the Capital Area Promise to create college and career pathways across Baton Rouge.
- Work in partnership with Baton Rouge Community College to create a centralized recruitment hub on campus to increase transfer student enrollment.
- Increase Memorandums of Understanding agreements with California Community Colleges, Maricopa Community College, the Houston Community College system and the Clayton County School District. Revise the California Community College MOU to include new scholarship policies to increase transfer student enrollment.
- Work with student affairs operations to develop a strategic communication plan that utilized technology to enhance media engagement with new, continuing, and transfer students and their families.
- Increase applications by 25%, through strategic communication and engagement with students.
- Develop weekly/monthly state, federal and institutional reports for the Executive Cabinet and Board of Supervisors.
- Partner with the True Blue Foundation to reengineer alumni and academic scholarship awarding to align with recruitment, admission and financial aid cycle.

Bethune-Cookman University, Daytona Beach, FL  
Director of Admissions/Recruitment  
August 2015 to June 2018

- Manage staff of 15 employees and 40 student ambassadors in the recruitment of the largest classes in a three-year history of the institution.
- Develop an enrollment management committee inclusive of the undergraduate, graduate, online, dual enrollment, specialized programs, academic and student affairs to advance and monitor enrollment goals, initiatives and outcomes. Serve on the e-learning committee and work to expand online recruitment and enrollment.
- Design systems in admissions to align with financial aid to develop leveraging of financial aid and scholarship resources with enrollment goals to support the academic mission of the university.
- Implement change management strategies focused on communications and process flow, recruitment marketing and branding, increased staff training and development.
- Work to engage high school administrators, non-profit college readiness programs, churches and community affiliates in recruitment and partner with Alumni Affairs and Public Relations Office to coordinate Wildcat Day, BCU Connect Day, Wildcat Bus Tour, Florida Classic Breakfast, Pep Rally.
- Partner and collaborate with internal/external stakeholders to attract new students and retain existing students.
- Retool territory penetration of existing markets and surfacing of new markets through feasibility and viability analysis.
- Developed production, productivity, quality, and customer-service strategies.

Alabama A & M University, Huntsville, AL  
Assistant Director of Admissions/Recruitment  
September 2010 to July 2015

- Develop and implement strategic marketing plans and target marketing campaigns in multiple states.
- Cultivate professional relationships with counselors, administrators, CEO’s of College Readiness Organizations, community college administrators and community leaders.
- Create and implement marketing campaigns that advanced the school's recruitment of prospective students.
- Work in partnership with academic departments, athletic and auxiliary directors, and financial aid to ensure an integrated approach to recruitment and admissions.
- Achieve largest increase in enrollment in traditional and non-traditional programs in all academic disciplines.

Stillman College, Tuscaloosa, AL  
Director of Admission  
July 2007 to August 2010

- Responsible for the leadership and strategic recruitment of the Office of Admission, including recruitment, selection, hiring and training of staff.
- Develop and implement all admissions goals and recruitment strategies by working in concert with the President, academic administration and enrollment management team.
Manicia Finch, EdD

Stillman College Tuscaloosa, AL
Director of Admission July 2007 to August 2010

- Managed a team of admissions officers and worked in conjunction with other school administrators to keep the school's president and other department heads informed about pertinent admissions statistics and updates.
- Managed annual budget for the Admissions Office of $250,000.
- Develop and implement Regional and Diversity Recruitment plans focused on theme, “It’s a New Day at Stillman.”
- Conduct admission programs and Tiger Fest to display the academic and campus life and communicate admission policies and processes to prospective students, their parents and other family members.
- Serve on Admission Committee focused on enrollment management strategies related to admission and financial aid.
- Develop all admissions print media and create marketing campaigns that clearly communicated the image, brand and mission of the College to prospective students and their families.
- Partner with academic departments, Institutional Advancement, and Public Relations to ensure engagement in the admissions and enrollment process.
- Develop and implement alumni recruitment plan and training.
- Evaluate courses offered by other schools to determine their equivalency to courses offered on campus.

Finesse Marketing Group Smyrna, GA
President/CEO May 1995 to July 2007

- Responsible for providing strategic leadership for a marketing, sales and inventory logistics company by working with the Board and other management to establish long-range goals, strategies, plans and policies.
- Develop a strategic plan to advance the company's mission and objectives to ensure revenue, profitability and growth as an organization.
- Work 12-15 staff to streamline operations to ensure production efficiency, quality, service, and cost-effective management of resources and logistics and inventory of over $500,000.
- Build collaborative partnerships with major sponsors for events and engage in strategic planning, project management and fundraising.
- Develop image, brand, media, and sales and marketing consulting for over 75 small businesses, including new product sales for major hair care line.
- Conduct monthly training for small business owners and produce major trade shows.

Education

2017 Capella University
Doctorate of Education, Educational Leadership and Management (4.0 gpa)

2012 Capella University
Master of Science in Higher Education (4.0 gpa)
Specialization: Enrollment Management

2012 Capella University/Noel Levitz
Post Masters Certification, Enrollment Management

2012 Harvard Institute on Admissions
Certificate of Completion, Admission

1984 Alabama A&M University
Bachelor of Arts, Communications/Marketing
Campus Outreach & Engagement

2015-2018 Member, President’s Global Task Force Policy and Procedures Development Committee, Bethune Cookman
2015-2018 Member, Athletics Compliance & Grievance Committee, Bethune Cookman University
2015-2018 Member, President’s Task for Capacity Building, Bethune Cookman University
2010-2015 Member, Retention Committee, Alabama A & M University
2010-2015 Member, Scholarship Committee, Alabama A & M University
2010-2015 Coordinator, Presidential Bus Tour, Alabama A & M University
2010-2015 Coordinator, High School Senior Day, Alabama A & M University
2007-2010 Member, Scholarship & Retention Committee, Stillman University
2007-2010 Member, Academic Advising & Registration Committee, Stillman University

Accomplishments, Honors & Awards

2019 Featured in Forbes 2019 College Admission Influencers, High Profile Admission Deans, Unsung Heroes
2019 Featured on LA WBRZ and Good Morning America, 11 Year Old Prodigy Starts Classes at Southern University
2018 Invited Featured Guest on Hot 105 Miami and WKKC 89.3 Chicago
2017 Largest First-Year Class in University History, Bethune Cookman University
2016 Largest First-Year Class w/High ACT/SAT/GPA Profile in University History, Bethune Cookman University
2016 Largest First-Year Class w/Most Accepted Scholarships, Bethune Cookman University
2016 Featured in Diverse Education for California Community Colleges HBCU Initiative
2016 Featured in I Know I Have A Bright Future, Glendale Community College Black Scholars Office
2016 Featured in Homeless Student Goes to College, Charlotte Observer
2016 Featured in Homeless Hardships Didn’t Stop North Carolina, Bethune Cookman University Student Newspaper
2016 Featured in HBCU Buzz for 2016 First-Year Class, Bethune Cookman University
2016 Featured in Chronicle for Higher Education for Largest Class in University History, Bethune Cookman University
2010 Staff Member of the Year, Student Choice Awards, Stillman College
2009 Staff Member of the Year, Student Choice Awards, Stillman College
2007-2010 Largest Freshman Class Enrollment, Stillman University

Professional Affiliations

Member, National Association of College Admissions Counselors (NACAC)
Member, Louisiana Office of Student Financial Aid
Member, Southern Association of Colleges and Schools (SACAS)
Member, Zeta Phi Beta Sorority, Inc.
Director of Enrollment Student Services

Job Description:

The Director of Enrollment Student Services reports to the Executive Director of Admissions & Recruitment. This position plays a critical role in the recruitment and application processes of initial applicants, serving as the initial point-of-contact for applicants. The Director must be familiar with successful marketing practices, processing a naturally enthusiastic and persuasive manner to recruit applicants. The Director will work closely with the Executive Director and the University academic departments to recruit and admit a robust, diverse pool of applicants to the various degree programs.

Job Responsibilities:

As the first line of contact for prospective students, recruit and engage prospective applicants by responding to all incoming requests (i.e., phone calls, emails, interest forms, etc.). Ensure that targeted response times and accuracy guidelines are consistently met via a multichannel approach. Proactively interact with prospects at every stage of the admissions pipeline, with the goal of transforming prospective learners into quality applicants, and quality applicants into enrolled students.

ESSENTIAL JOB FUNCTIONS

1. Provide strategic performance management for the Enrollment Services Call Center ensuring exceptional service in resolving applicant and student related issues.
2. Provide or facilitate training, guidance, support, and resources for call center personnel; providing, encouraging and ensuring exemplary customer service, across all delivery methods, as well as the use of computer systems and technology in processing, recruiting, communicating, and reporting.
3. Manage and coach the Call Center team and/or others with functions related to assisting and supporting Admissions Operations, Recruitment, International Student Programs, Financial Aid, and/or Events and Tours.

4. Collaborate with the Executive Director and VC on projects and events to recruit and provide enhanced experiences to interested applicants.

5. Facilitate other related projects and/or workgroups, under the guidance of the Executive Director and often in collaboration with other office and/or campus leadership.

6. Serve as a point-of-contact, and maintain updated memberships information, with various professional membership organizations, in collaboration with the Executive Director.

7. Serve as the liaison along with the Executive Director for the Southern University Alumni Federation, alumni chapters and recruiting committees.

8. Understand and use the student information systems, related software and databases, according to applicable practices and guidelines shared in training and documentation and stays current with practices, to facilitate the following: contact/communication, tracking activities, and document/data tracking, record updates, application movement, evaluations, decision-rendering, communications, recruitment efforts, event and tour support, status/progress reporting and monitoring, and more.

9. Correspond effectively and accurately with prospective students, parents, high schools, colleges, alumni, and other appropriate agencies conveying information about the University.

10. Interpret and communicate the University's vision, mission, and philosophies, as well as admission, academic, and student service policies and procedures.

11. Provide a variety of support to the Recruitment team, including maintenance of centralized location for some Recruitment pop-ups, tablecloths, and other items, coordinating a check-in / check-out system, and more.

12. **ADDITIONAL DUTIES AND RESPONSIBILITIES**

1. Assume additional responsibilities and performs special projects as needed or directed.

2. Serve on various committees and workgroups and attends various meetings related to enrollment as assigned.

3. Serve as additional support for Events & Tours to assist with programming, events and/or tours, as needed.

4. Serve in various roles, when warranted, during Events and Tours designed to promote the University.

5. Exhibits student centeredness in performance of all job duties.

6. Demonstrates sensitivity toward colleagues, contacts, and students, their needs, issues, and concerns.
7. Treats all others with respect; understands the impact of culture/background on the behavior of others; respects differences among the Southern University community and demonstrates inclusive behavior.

8. Anticipates, listens to, understands and responds to customer needs. Delivers work products and services to customers in a way that reflects positively upon the department and the University.
June 23, 2020

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor/
Senior associate Vice Chancellor for Academic Affairs
J.S. Clark Adm. Bldg., Suite 301
Baton Rouge, LA 70813

Dear Dr. Sahoo:

I am asking that the university waive the search for the executive director of Admission and Recruitment and appointment of Mrs. Heather Freeman to permanently fill the post. Specifically, this action consolidates the Office of Admission and Recruitment and potentially provides a savings of $45,000 if approved. I believe that Mrs. Freeman will be a great asset to the team and help us increase our student enrollment and customer service while enhancing our overall admission processes. Mrs. Freeman has served as director of Outreach and Engagement for the Division of Student Affairs and has also served the division for six years as director of Student Media. She worked nine years for Cox Communications as a lead supervisor, directing teams of representatives responsible for customer service interaction and initiatives. I have attached her resume so that you can review her achievements and leadership experience.

I am recommending that she receive an annual salary of $75,000. I am submitting this request for your consideration and consideration of the Board of Supervisors.

Sincerely,

Edward Willis
Interim Vice Chancellor for Student Affairs
And Enrollment Management/Assistant Vice Chancellor
for Student Success

Approved: ___________________________  Date: June 23, 2020
Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor
Senior Assoc. Vice Chancellor for Academic Affairs

Approved: ___________________________  Date:
Ray L. Beuker, Ph.D.
President-Chancellor
SOUTHERN UNIVERSITY SYSTEM
Personal Action Form

EMPLOYMENT CATEGORY: X 12-MONTH

Profile of Person Recommended

Length of Employment: 
From Date: 
To

Name: Heather Freeman
SS#: 
Ser: 
F: 
Race: 

Position Title: Executive Director of Admission and Recruitment

Department: Division of Student Affairs

Check One: X Existing Position

Net Position: 

Expiration Date:

Years Experience: 17
Southern University Experience: 8

Degree(s): Type/Discipline
Institution/Location (SUB/ Baton Rouge)
Year

Master of Public Administration
Southern University and A&M College
2000

Current Employer: Southern University and A&M College

Personnel Action

Recommended Salary: $75,000

Source of Funds: State

Position:

Status:

Salary Adjustment:

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds: 
Amount: 

Comments: (Use back of form)

*See Revenue Side

Graduate School signature (if applicable):

Supervisor: 
Date: 4/23/2020

Dean/Unit Head: 
Date: 

Chancellor: 
Date: 

Vice President/Finance: 
Date: 

Business Affairs/Controller: 
Date: 

Chairman/SLU Board of Supervisors: 
Date: 

*See Revenue Side
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 Latina
- Non-Hispanic or Non-Latina

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, Thailand, and Vietnam
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains Tribal affiliation or community recognition.

COMMENTS: Effective August 1, 2020, Mrs. Heather Freeman will serve as the executive director for Admissions and Recruitment.

EMPLOYEE REGULAR WORK SCHEDULE: M-T-F-S-S

EMPLOYEE DIRECT SUPERVISOR: [Signature]

SUPERVISOR/DEPARTMENT CONTACT NUMBER: [Number]

NUMBER OF EMPLOYEES SUPERVISED: (If any)

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to the Human Resources office any employment that is in addition to work they are to be doing at the University that is not specifically authorized by the Human Resources Department. All employees are to bring in their I-9 forms to the Financial Aid office, the Statement of Account (for students) and a class schedule. All prospective employees/students must bring a picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, HI-B, and J-1 Visa approval, and F-129. The above guidelines 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 (USCIS STATUS):

<table>
<thead>
<tr>
<th>TYPE</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States Citizen/Certificate of Naturalization</td>
<td>US</td>
</tr>
<tr>
<td>Resident Alien</td>
<td>RA</td>
</tr>
<tr>
<td>H-1 Visa (Distinguished Academic Ability)</td>
<td>H1</td>
</tr>
<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
<td>J1</td>
</tr>
<tr>
<td>F-1 Visa (Student/Exchange Student at S.U.)</td>
<td>F1</td>
</tr>
<tr>
<td>OPT (J-1 Visa-INS Prior Approval-Practical Work Experience)</td>
<td>EO</td>
</tr>
</tbody>
</table>

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

AT APPROVAL PROCESS CHECKLIST (must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (posted in UH, if applicable)
- Application for Employment Form (Administrative Position)
- Application for Employment Form (Employee Civil Service, Applications for classified employees)
- Authority to Release (signed by employee) (app份 to the Human Resources office, Clinical/Background Check Form)
- Supervisory Criminal/Background Check Form (completed by employer, witnessed and signed by supervisor)
- Exemptions Survey Form (signed by employer and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)
Executive Director of Admission and Recruitment

Southern University and Agricultural & Mechanical College is a world class research institution and America’s oldest and only historically Black University system. For 138 years Southern has educated, nurtured and empowered citizens of the world focused on global change, leadership and service. Southern University and A&M seeks an Executive Director of Admission and Recruitment to help the Vice Chancellor for Enrollment Management and Student Success establish a framework for meeting institutional recruitment goals.

The Executive Director reports to the Vice Chancellor for Enrollment Management and Student Success and serves as a senior member of the Enrollment Management administrative team and a key representative to constituencies throughout the state and nation. The major responsibilities of the position include:

1. Provides day-to-day oversight of application review and recruitment operations, and directly supervises members of the professional staff.
2. Provide data-informed application and recruitment strategies and acts as a liaison with campus (internal) and community (external) partners.
3. Supervise, hire, mentor, and train all regionally based admissions counselors and recruiters.
4. Work with the V.C. for Enrollment Management and Student Success to develop/implement a recruitment and marketing strategy, determine enrollment goals, and assess progress towards enrollment goals.
5. Plan, implement, and assess all on and off-site recruitment and yield events.
6. Assist the V.C. for Enrollment Management and Student Success with developing a strategy to enhance new and transfer students, including plans for hosting group sessions, special groups, and attendance at college fairs, high school visits, Baton Rouge and other area college events, and other events.
7. Co-coordinate admissions processes for TOPS, SUSLA Connect, and other programs with liaisons.
8. Develop relationships with area principals and external partners.
9. Serve as a liaison to the Director of Strategic Communications for the Division of Student Affairs & Enrollment Management in conjunction with the Vice Chancellor, ensuring timely updates of recruitment materials, the admissions website, admissions emails and other forms of communication.
10. Develop, maintain, and assess a long-term calendar of admissions events, communications, timelines, and processes.
11. Serve as the liaison relative to upcoming technology tools in recruitment including a CRM and admissions funnel surveys in conjunction with the Director of Strategic Communications.
12. Use data-driven decision making to assist the Vice Chancellor for Enrollment Management and Student Success in achieving the yearly enrollment goal.
13. Serve as a liaison to special projects with the Office of Admissions and internal and external stakeholders.
14. Coordinate Scholarship Committee with the Vice Chancellor for Enrollment Management and Student Success.
15. Assist with the development and implementation of a one-stop-shop to improve the quality and speed of service to students and stakeholders.
16. A collegial, friendly, flexible and collaborative approach to student development, leadership and campus culture, provide a strong commitment to the advancement of student and staff diversity, staff professional development and training.

17. Demonstrate an active knowledge of marketing services and research, prospect management, electronic marketing, promotion, events, and the evaluation/tracking of outcomes necessary for the division.

18. Knowledge of regulatory and professional and ethical guidelines in enrollment management and financial aid to ensure compliance with college, state, federal, and other outside agency rules and regulations.

19. A commitment to shared governance and sensitivity, fairness, compassion, empathy, objectivity, and transparency in decision-making.

20. Excellent communication, strategic planning, assessment skills and ability to build and manage budgets and use financial resources wisely.

21. A demonstrated passion for students focusing on their well-being, development and learning, and a personal track record of continuous learning to stay current on new ideas and technologies relevant to the position.

22. A desire to work in a complex environment that values both data-driven decision making and innovation. Demonstrated ability to understand, evaluate, analyze, interpret, and effectively communicate information on various topics from diverse sources, and to use data and information effectively in planning and decision making.

23. Working knowledge of PC and mainframe based information systems and customer relations management (CRM) programs.
Heather O. Freeman
MPA

CONTACT

hfreem3@gmail.com

EDUCATION

Master of Public Administration,
Louisiana State University
Baton Rouge, LA

Bachelor of Arts, Mass Communications
Southern University and A&M College
Baton Rouge, LA

PROFESSIONAL EXPERIENCE

10/2018-Present | Director of Outreach and Engagement
Southern University and A&M College, Baton Rouge, LA

- Develop and implement overall communications/marketing plan for the Student Affairs & Enrollment Management.
- Maintain and produce artwork for digital signs using PowerPoint and design software.
- Designs and maintains email blast programs to enhance communication to staff, students, parents, and other key stakeholders.
- Provides photography and videography as needed, including editing for a variety of purposes, while maintaining organizational files.
- Must comply with branding guidelines provided by the University, including getting approval for using any trademarked or licensed brand and getting approval for all scripts.
- Write, edit, design and produces articles for print and web publication including press releases, brochures, invitations, advertisements, flyers, and newsletters to promote Student Affairs & Enrollment Management.
- Work with Communications to disseminate press releases, public service announcements, digital advertisements, to print, television, radio and other electronic-based media.
- Arranges media appearances for departmental staff.
- Maintains, proofs, edits, develops and updates Student Affairs & Enrollment Management websites in pursuit of quality comparable to websites of top-tiered higher education institutions.
- Investigates and recommends use of new/emerging technologies to reach local, national and international audiences.
- Manages all departmental social media and is responsible for overseeing student workers and intern participation in social media.
- Assists in grant writing for marketing support.
- Plan, implement and promote special events in coordination with senior administrators as related to major events and programs.
- Assist in donor and supporter cultivation and recognition events.
- Assist in promotion and implementation of educational tours, programs, workshops, other educational events.
- Represents the department at the Division Marketing Committee meetings

ACCOMPLISHMENTS

- Successfully planned and coordinated six “Fireside Chats” between students and Senior Administration
- Coordinated a visit between the President/Chancellor and Scotlandville Magnet High School as a core team member of Capital Area Promise
PROFESSIONAL EXPERIENCE Cont...

8/2012-10/2018 | Director of Student Media Services
Southern University and A&M College, Baton Rouge, LA

- Lead; supervise the execution of high-level institutional collateral.
- Oversee departmental operations managing multiple roles within division.
- Lead 100+ student staff members for execution of student produced print and web-based media.
- Manage half million-dollar budget and payroll, while responsible for all fiscal affairs.
- Develop and maintain short and long-term departmental goals.
- Recruit and train student staff members ensuring execution of institutional wide goals.
- Consult and advise executive leadership on media affairs, evolving trends and university affairs.
- Serve on multiple committees while coordinating advisory board for student media.
- Develop and oversee new revenue initiatives, including media services.
- Analyze trends within department, maintaining expert awareness of program information and change.
- Collaborate across departments to develop new programs, opportunities and enrichment for student growth and development.
- Generate and analyze data for SACS reporting compliance and departmental reports and updates.

ACCOMPLISHMENTS

- Restored yearbook publishing after 5 years of non-production prior to appointment
- Streamlined internal processes and improved recruitment and retention
- Numerous awards for Newspaper and Magazine
- Increased advertising revenue annually

10/2003-8/2012 | Cox Communications, Baton Rouge, LA

Lead Supervisor 2/2007-8/2012

- Directed teams of 25+ representatives responsible for customer service interactions and initiatives.
- Conducted, coordinated and executed training and team building activities.
- Developed and monitored the application of policies and procedures within division.
- Managed auditing adjustments averaging $30k per month.
- Developed, implemented and enhanced processes through operational sales identification.
- Harmonized department budget to ensure cost effective operations were met.
- Managed special projects designed to enhance service.
- Partnered with stakeholders to communicate business observations, feedback and consumer trends.

ACCOMPLISHMENTS

- Maximum Achiever Award-Top Supervisor
- Sales Blitz Head Coach Award
- Cox Spirit Award
- Customer Service 100% Quality Care
- Top Customer Satisfaction Score
TEACHING EXPERIENCE

1/2019 - Current | Instructor
Southern University and A&M College, Baton Rouge, LA

- Planning and teaching classes as assigned and as outlined in the course descriptions and course syllabi.
- Supervising the study and learning activities of students assigned.
- Submitting requests through the department head, program coordinator, or lead teacher for equipment, supplies, textbooks, and other instructional aids.
- Evaluating the academic progress of students.
- Demonstrating knowledge of services, regulations, and procedures as defined in the Adjunct Faculty Handbook.
- Submitting course grades and performing other administrative duties as required.
- Scheduling office hours.

6/2012 - 8/2014 | Instructor
Virginia College, Baton Rouge, LA

- Developed coursework for assigned courses based on ACICS and department criteria.
- Instructed materials in relation to instruction careers and employer expectations.
- Earned highest review possible through Program Director observation.
- Achieved consistent established results while maintaining collegiate standards of satisfaction.
- Maintained course satisfactory experiences and retention rates.
- Participated in collaborative efforts for department promotion events as required by the College.

ACCOMPLISHMENTS

- Earned highest review possible through observation by Program Director
- 100% positive ratings through student survey responses

COMMITTEES AND APPOINTMENTS

- Co-Chair, Special Events Committee
- Member, Student Technology Fee Committee
- Member, Customer Service Communications Committee
- Core Team Member, Capital Area Promise
- Former Board Member/Public Relations, Upstage Theatre Board of Directors
- Chair, Search Committee for Associate Vice Chancellor of Student Affairs
- Member, Search Committee for Director of Admissions and Recruitment
- Member, Search Committee for Assistant Director of Student Leadership & Engagement
- Former Mentor, Southern University iLead Capstone Project
- Former Member, Southern University Homecoming Planning Committee
- Former Member, Southern University Springfest Planning Committee
- Communications Chair, Louisiana State University PAISA
- Former Member, Employee Relations and Morale Committee, Cox Communications
- Former Mentor, Baton Rouge Area Association of Black Journalist
Dr. Ray L. Belton  
President/Chancellor  
Southern University System and Baton Rouge Campus  
J. S. Clark Administration Building  
Fourth Floor  
Baton Rouge, L.A.

Re: Off-Campus Instructional Site (OCIS) Working Group Appointments & Salary Adjustments

Dear Dr. Belton:

During the past three months, the Southern University System Board of Supervisors, Louisiana Board of Regents, and Caddo Parish Commission have reviewed the Pathway to Legal Education Opportunities in Shreveport/Northwest Louisiana proposal offered by the Southern University Law Center (SULC). All of the aforementioned governing bodies have signaled approval of the proposed plan developed by SULC. Since there has been approval, SULC must begin a process to execute the steps outlined in the plan to ensure successful implementation.

The first step is to create a SULC OCIS working group that consists of SULC employees and stakeholders from Shreveport community to include Southern University System Board members from the Shreveport area. As to the working group members from the SULC faculty and staff, I am requesting salary adjustments for those individuals to take on additional duties.

The individuals whose salary adjustments require approval by the Board of Supervisors and the roles are as follows:

"An Equal Educational Opportunity Institution"
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Current Salary</th>
<th>Adjustment Propose</th>
<th>Adjusted Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deless Alford</td>
<td>OCIS Director</td>
<td>$121,000</td>
<td>$14,000</td>
<td>$135,000</td>
</tr>
<tr>
<td>Gregory Speyer</td>
<td>OCIS Technology Coordination</td>
<td>$75,000</td>
<td>$12,000</td>
<td>$87,000</td>
</tr>
<tr>
<td>Angela Gaines</td>
<td>OCIS Facilities Coordination</td>
<td>$87,000</td>
<td>$9,000</td>
<td>$96,000</td>
</tr>
<tr>
<td>Andrienne Shields</td>
<td>OCIS Library Resource Coordination</td>
<td>$81,000</td>
<td>$9,000</td>
<td>$90,000</td>
</tr>
</tbody>
</table>

While SULC would initially fund the proposed salary adjustments, I have begun engaging in discussions with members of the Caddo Parish Commission for that body to fund the salary adjustments and other associated costs and expenditures as part of that body’s January 1, 2021 – December 31, 2021 budget and budgets in future years. I would like these salary adjustments to become effective August 1, 2020.

If you have any questions, please feel free to contact me. I respectfully ask that this request be presented to the Southern University System Board of Supervisors meeting in July 2020.

Sincerely,

[Signature]

John K. Pierre
Chancellor and Vanne Lacour Endowed Law Professor
SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

Position Number: 3 1 9 9 7 9

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

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

Academic ___ Non-Academic ___
Temporary ___ Part-time (___ % of Full Time) ___
Tenured ___ Undergraduate Student ___
Tenured Track ___ Job Appointment ___
Other (Specify) ___ Probationary ___
Referee Return To Work ___ Permanent Status ___

Previous Employee: NA ___
Date Left: N/A ___
Reason Left: N/A ___
Salary Paid: N/A ___

Profile of Person Recommended

Length of Employment: 08/01/2020 To 06/30/2021
Effective Date: 08/01/2020

Name: Angela S. Gaines
SS# XXX-XX-5246
Sex: F Race*: R

Position Title: Director of Facilities
Department: Law Center - Institutional Support

Check One: X Existing Position

*Visa Type (See Reverse Side):

New Position

Explosion Date:

Years Experience: 28
Southern University Experience: 28

Degree(s): Type/Discipline (BA-Education):
B.S. - Consumer Science
M.S. - Computer Science

Institution/Location (SU-Baton Rouge):
Southern University 1993
University of Phoenix 2000

Current Employer: Southern University Law Center

Personnel Action

Check One: New Appointment X Continuation ___ Substantial ___ Transfer ___ Replacement ___ Other (Specify) ___ Leave of Absence ___

Recommended Salary: $56,000.00
Salary Budgeted: $56,000.00

Source of Funds: General Appropriation

Identify Budget:
Form Code: BOR18
Page 1 Location: 311601-36210-6102-37000

Change of:
From: ___
To: ___

Position:
Status:
Salary Adjustment: $87,200.01

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):

Supervisor:___
Date:___

Vice Chancellor:___
Date:___

Director/Assistant:___
Date:___

President:___
Date:___

Chairman/K.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 peoples of Europe, North Africa, or the Middle East.
- [X] 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:** Pay Adjustments for Southern University Law Center Off-Campus Instructional Site (OCIS) additional duties.

**EMPLOYEE REGULAR WORK SCHEDULE:**

| Daily |

**EMPLOYER DIRECT SUPERVISOR:**

- Y/C Terry Hall

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

- 10

**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 (for 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-1B and J-1 visas, passport, and F-1/1-94. 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):**

United States Citizen/Certificate of Naturalization
Resident Alien
H-1 Visa (Distinguished Prof. & Ability)
J-1 Visa (Exchange Visitor Program)
P-1 Visa (Student Exp. ft. Student at S.U.)
OPT (F-1 Visa-IVS 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 (prior to advertising before processing PAF, if applicable)
- Application for Employment Form Admin/Par/Non-Par Positions (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/CIS Rule 5.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS

Rev. 02/15/2020
DATE: June 22, 2020

TO: Dr. Bijoy Sahoo  
Interim Executive Vice Chancellor

FROM: Dr. Sandra C. Brown  
Dean, College of Nursing and Allied Health

RE: Request to Waive Advertisement and Hire Assistant Professor for the Graduate Nursing Program,  
College of Nursing and Allied Health

This communication serves as a request for permission to waive advertisement and hire Dr. Ruby Sherree Miller  
as Assistant Professor in the Graduate Nursing Program for the College of Nursing and Allied Health. Prior  
existing vacancies has left a deficit of graduate faculty to fulfill the teaching requirements for the Graduate  
Nursing Program, particularly in the Doctor of Nursing Practice (DNP Program). Currently, Dr. Miller serves  
as an Adjunct Professor in the Graduate Nursing Program and has served in this capacity since Fall 2019. As  
a doctoral prepared, board certified family nurse practitioner, with extensive clinical and higher education  
experience, she brings a wealth of knowledge to the program. Her work ethics are commendable, and she  
fulfilled her teaching responsibilities with excellence, garnering the respect of the faculty who have unanimously recommended to hire Dr. Miller for this faculty position.

In her role as adjunct professor, Dr. Miller has proven herself as a highly intellectual and dependable faculty.  
I personally mentored her to assume the courses that I had previously taught prior to becoming Dean, and she  
surpassed my every expectation with her ability to process and learn expeditiously. Additionally, Dr. Miller is  
credentialed and has experience with the American Association of Colleges of Nursing’s Commission on  
Collegiate Nursing Education’s (CCNE) self-study process of evaluation for academic programs. She is currently  
serving on the CCNE DNP Self Study for our program.

Dr. Miller has been the lead faculty and course coordinator for several of our courses in the Doctor of Nursing  
Practice (DNP) Program. The students have given Dr. Miller outstanding course evaluation ratings on her  
creative teaching learning strategies, her level of enthusiasm and mastery of content, and her ability to teach  
complex material in a relatable format. Dr. Miller has taught at the graduate level in other universities. She  
has been approved for Graduate Faculty Status by the SUBR Graduate Council and meets the Louisiana State  
Board of Nursing requirements for teaching.

Your favorable approval of this request is appreciated. Should you need any additional information, please  
let me know. Attached is a copy of the Position Vacancy Authorization Form, the Position Vacancy  
Announcement, curriculum vita and the recommendation for hire by the DNP faculty.

Approved:  
Dr. Ray Bolton  
President/Chancellor
CURRICULUM VITAE

Ruby Sheree Miller DNP APRN FNP-BC
Adjunct Faculty

EDUCATION

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Year</th>
<th>Specialization</th>
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<tbody>
<tr>
<td>Loyola University</td>
<td>DNP</td>
<td>2014</td>
<td>Doctorate in Nursing Practice</td>
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<td>Loyola University</td>
<td>MSN</td>
<td>2005</td>
<td>MSN/Family Nurse Practitioner</td>
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<td>Loyola University</td>
<td>BSN</td>
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<td>Bachelor Science in Nursing</td>
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</table>

Dissertation/Thesis: Implementation of Group Medical Visits in Rural Diabetic Patients

LICENSURE(S)/CREDENTIALING/CERTIFICATION(S)

<table>
<thead>
<tr>
<th>Year</th>
<th>Certification</th>
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<tbody>
<tr>
<td>2005-Present</td>
<td>Board-Certified Family Nurse Practitioner/ANCC</td>
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<tr>
<td>2014-Present</td>
<td>Quality Matters (QM) Certification for On-Line Teaching</td>
</tr>
<tr>
<td>1988-Present</td>
<td>Registered Nurse (RN) Louisiana State Board of Nursing</td>
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EMPLOYMENT

<table>
<thead>
<tr>
<th>Years</th>
<th>Role and Responsibilities</th>
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<tbody>
<tr>
<td>2014 to Present</td>
<td>Assistant Professor, Graduate level- Advanced Health Assessment, Family Health I (OB/PEDS), Family Health II (Adult Health). Southeastern Louisiana University, Hammond, Louisiana</td>
</tr>
<tr>
<td>2015 to 12/1019</td>
<td>Adjunct Faculty, Graduate level- Advanced Health Assessment, Pediatrics Hertzing University Online</td>
</tr>
<tr>
<td>2019 to Present</td>
<td>Adjunct Faculty, Graduate level- Doctorate in Nursing Practice Southern University, Baton Rouge, Louisiana</td>
</tr>
<tr>
<td>2015 to Present</td>
<td>Part-time Family Nurse Practitioner, Total Healthcare Associates Hammond, Louisiana</td>
</tr>
<tr>
<td>2006 to Present</td>
<td>PRN Family Nurse Practitioner, Teche Action Clinic/School Based Clinic Edgard, Louisiana</td>
</tr>
<tr>
<td>2010 to 2012</td>
<td>Family Nurse Practitioner, Multi-practice Clinic Independence, Louisiana</td>
</tr>
<tr>
<td>2008 to 2015</td>
<td>Family Nurse Practitioner, Healthcare Clinic at Walgreens, Mandeville, Louisiana</td>
</tr>
</tbody>
</table>
HONORS AND AWARDS

- 2019  
  Delta Sigma Theta Sorority, INC.  
  Delta Woman in Business Award

- 2014  
  Sigma Theta Tau International  
  Xi Psi-at-Large Chapter

- 2010  
  Nurse Practitioner of the Year  
  Healthcare Clinic at Walgreens/  
  New Orleans Market

SCHOLARSHIP

Miller, R., Mars, Dell. “Effectiveness of a Diabetic Education Intervention with Faith-Based  
Brignac, T., Miller, R., Mars, D. “The effectiveness of diabetes education in rural clinical  

Research

Funded Grants: Delta Sigma Theta, INC/ North Tangipahoa Area Alumnae Chapter  
2019 Diabetic Bootcamp in Rural Louisiana

Other Research Activities  
“Perceived stressors of the coronary bypass graph patient in the intensive care unit”-  
Research in progress  
“Perceived stressors of Nurses during COVID19 Pandemic Crisis”- Research in progress

Supervised Research (Dissertations, DNP Capstones, Theses, and Clinical Research Projects)

PRESENTATIONS

COVID19 Pandemic- Impact and Intervention, May 2020- Tangipahoa Parish Health Coalition

Diabetic Education Intervention with Faith-Based Organization utilizing AADLE7, July 2018  
Louisiana Conference AMEZion
Implementation of Group Medical Visits in Rural Diabetic Patients
Louisiana Primary Care Association, New Orleans, October 2015

Group Medical Visits: An Innovative Approach to Diabetes Self-Care Management
Poster Presentation- 2016 LANP Annual Primary Care Conference, New Orleans, Louisiana

Group Medical Visits: An Innovative Approach to Improving Diabetes Control
Poster Presentation-October 2016 NCNP Chicago, Illinois

PROFESSIONAL DEVELOPMENT ACTIVITIES:

2015  Bugs and Drugs Pharmacology of Infectious Disease Management

2015  Mental Health Medications

2015  PriMed Southwest Conference Houston, Texas

2016  LANP Conference, New Orleans - NCNP Conference, Chicago IL

2017  Making a Connection: A program Evaluation Workshop

2017  Psychopharmacology: A comprehensive Review

2018  The Basics of Pharmacology-An Overview Concerns in the Management of Chronic Heart Failure

2019  Biennial Convention November 6-10, 2019
PROFESSIONAL
AND PERSONAL
DEVELOPMENT  2015/2019 Medical Healthcare Consultant
Common Ground Community Health Center
New Orleans, Louisiana

Greater You Counseling LLC
LaPlace, Louisiana

Shoulders of Strength LLC
Baton Rouge, Louisiana

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

2000 - present  Delta Sigma Theta Sorority, INC.
2013 - present  American Association of Diabetic Educators (AADE)

2016 - present  Rho Zeta Chapter of Sigma Theta Tau International
Governance Chair 2018-19
President Elect 2019-20

2018 - present  Southeastern Louisiana Black Nurses Association
Chartered member & Vice-President

2005 - present  Louisiana Nurse Practitioner Association (LANP)
2005 - present  American Nurses Association
2005 - present  American Association Nurse Practitioner (AANP)

UNIVERSITY COMMITTEES

2016/2018  Graduate Faculty Organization Chairperson
2016-present  DNP Curriculum Committee
DNP Evaluation Oversight Committee (Chairman) Fall 2019
Faculty Affairs Committee
ICMSN Curriculum Committee
ICMSN Communication Committee
COMMUNITY SERVICE

2020  “COVID19-Impact and intervention Symposium” Webinar, May 10, 2020

2019  Diabetes Awareness Month- November 2, 2019
      Diabetes Boot Camp- Amite, Louisiana

2016/2019  WHOM Healthcare Coordinator
           Health Fairs Feb 2018, March 2018, March 2019

2016/2019  Delta Sigma Theta Sorority, Inc/Healthcare Team Director
           Southeastern Louisiana Black Nurses Association - Vice President

2018/2020  North Tangipahoa Area Alumnae Chapter of Delta Sigma Theta Inc. –
           (Assistant Treasurer)

2017  Stop the Bleed Campaign
       Church Security
       Beacon Light Baptist Church of Hammond

2015  Tangi 100 Diabetes 5K Kick Off
       DCS Family Health Center, Hammond, La.

2015  Breast Cancer Awareness Expo
       Total Healthcare Associates, Hammond, La
SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Assistant / Associate Professor AS DESCRIBED BELOW BE AUTHORIZED AS A VACANCY FOR School of Nursing/Graduate Nursing Program (Department or Unit)

X Replacement □ New Position □ Unclassified Source of Funds
□ Civil Service □ Temporary □ Faculty □ Grant-in-Aid □ Tenured □ Probationary (For Faculty this is same as tenure track) □ 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).

Teaching responsibilities in graduate programs (MSN, DNP, and PhD); maintaining a profile of scholarly productivity including research, publications, professional presentations; active involvement in school of nursing, college, and university committees as well as service activities; advisement, supervision, and mentoring of students; provides quality instruction and utilizes evidence-based, innovative teaching pedagogies to facilitate student learning; participates in design and review of nursing curriculum; evaluates student attainment of student learning in classroom and/or clinical setting; maintains life-long learning and has active membership in professional nursing organizations at local, state and national levels.

Salary/Range $70,000

Approved ______ Disapproved ______

Previous Incumbent (if replacement):

Sandra C. Brax Date: June 18, 2020

Department Head

Sandra C. Brax Date: June 18, 2020

Dean/Director/Supervisor of Budget Unit

FINANCE/BUDGET OFFICE ONLY
Funds Available

Yes ______ No ______

Signature ______ Date ______

Budget Number ______

HUMAN RESOURCES OFFICE ONLY
Existing/Approved Position

Yes ______ No ______

Employee Class: ______ Job Class: ______

Verified By: ______ Date: ______

Approved ______ Disapproved ______

Vice Chancellor

Date: ______

Approved ______ Disapproved ______

Chancellor/Vice President

Date: ______

Approved ______ Disapproved ______

President

Date: ______

An Equal Opportunity Employer

Rev. 3/05/2013
Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: June 18, 2020  Department: School of Nursing Graduate Nursing Program

SUS  ☑ SUBR  ☑ SULC  ☐ SUAREC  ☐ SUNO  ☐ SULSA  ☐

Application Deadline: Date position to be filled: August 2020

Position Title: Assistant/Associate Professor  Civil Service Pay Level: 

Salary (annual): Commensurate with required experience and qualifications  or Salary Range: to 

Please check all categories that apply to this position:

<table>
<thead>
<tr>
<th>States:</th>
<th>Faculty Position</th>
<th>Unclassified Position</th>
<th>Classified Position</th>
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<tr>
<td>☑ Full-Time</td>
<td>Tenure Track (Probationary)</td>
<td>Administrative</td>
<td>Probationary</td>
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<tr>
<td>☑ Grant</td>
<td>Temporary</td>
<td>Temporary</td>
<td>Job Appointment</td>
</tr>
<tr>
<td>☑ Contract</td>
<td>Permanent</td>
<td>Permanent</td>
<td>Provisional Appointment</td>
</tr>
</tbody>
</table>

FOR HR USE ONLY:

Contact Person: Dean Sandra C. Brown  Telephone No: 225.771.3266 or 225.771.2666

Contact Email Address: sandra_brown@subr.edu

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

Teaching responsibilities in graduate programs (MSN, DNP, and PhD), maintaining a profile of scholarly productivity including research, publications, professional presentations; active involvement in school of nursing, college, and university committees as well as service activities; advancement, supervision, and mentoring of students; provides quality instruction and utilizes evidence-based, innovative teaching pedagogies to facilitate student learning; participates in design and review of nursing curricula; evaluates student attainment of student learning in classroom and/or clinical setting; maintains life-long learning and has active membership in professional nursing organizations at local, state and national levels.

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

Minimal rank at the level of Assistant Professor, hold a terminal degree in nursing. APRN Licensure preferred. Minimum of three years teaching experience at the level of assistant professor, and a current license or certification in the field. Applicant must possess a strong commitment to teaching, scholarship, practice, and service. Demonstrates excellent oral and written communication skills.

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, send employment application, a cover letter, curriculum vita, official transcripts and three letters of recommendation to Dean Sandra C. Brown. Submit via email to: sandra_brown@subr.edu

rev 03/11/06
June 24, 2020

Bijoy Sahoo, PhD
Interim Executive Vice Chancellor
Southern University and A&M College
801 Harding Blvd.
Baton Rouge, LA 70813

Re: Conditional Offer of Employment to Dr. Jennifer Page

Dear Dr Sahoo,

I am pleased to report that Dr. Jennifer Page has accepted our conditional offer of employment (COE) for the Instructional Designer position, which is assigned to the Office of E-Learning. The offer was extended at the maximum rate of $75,000 and it includes teaching two online courses per year for SU Online. The teaching requirement satisfied our need for qualified online instructors and provides a mechanism for the candidate to maintain the Quality Matters Peer Reviewer Certification. The Peer Reviewer Certification is necessary for our campus capacity building.

This search proved challenging. There has been an increased demand for instructional designers in response to the COVID-19 mandated shift to online learning at all educational levels. After two attempts, the search failed to identify a candidate who met the originally stated criteria. We reviewed 6 candidates from iteration number one of the vacancy announcement and 4 candidates from iteration number two. We extended invitations to interview to 4 candidates; the top two candidates declined the interview invitation after accepting offers at other institutions. After the interviews on Wednesday, June 3rd, the search committee deemed a revision of the position description was necessary based on the current market and applicant pool. After the revision, Dr. Page emerged as the top candidate.

Dr. Page has the requisite combination of education and experience as an instructional designer. She will bring value to the Office of E-Learning and the university. Please find attached the Revised Instructional Designer Position Description which includes an experience and education combination criteria. If this is acceptable, please advise me on the next steps.

Regards,

Tracy Barley, Director
Office of E-Learning

Approved: Bijoy Sahoo
**Profile of Person Recommended**

**Length of Employment:** Continuous

**Effective Date:** August 17, 2020

**Name:** Jennifer K. Page

**Position Title:** Instructional Designer

**Sex:** F

**Race:** W

**Department:** Office of E-Learning

**Check One:** [ ] Existing Position [X] New Position

**Visa Type (See Reverse Side):**

**Expiration Date:**

**Years Experience**

<table>
<thead>
<tr>
<th>Degree(s)</th>
<th>Southern University Experience</th>
<th>Year</th>
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<tbody>
<tr>
<td>B.A. - English</td>
<td>Nicholls State University</td>
<td>2005</td>
</tr>
<tr>
<td>M.A. - English</td>
<td>University of Louisiana at Lafayette</td>
<td>2009</td>
</tr>
<tr>
<td>PhD - English</td>
<td>University of Louisiana at Lafayette</td>
<td>2014</td>
</tr>
</tbody>
</table>

**Current Employer:** Edmonds Community College Lynnwood, Washington

**Personnel Action**

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

**Recommended Salary:** $75,000

**Salary Budgeted:** $75,000

**Source of Funds:** Title III

**Identify Budget:** Form Code: Location: Item #: From: To:

**Position Status:**

**Salary Adjustment:**

**Total funds currently paid this employee by Southern University:**

<table>
<thead>
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<th>Source of Funds</th>
<th>Amount</th>
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<tbody>
<tr>
<td>121002-22092-6000-24104</td>
<td>75.00</td>
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</tbody>
</table>

**Commence:** (Back of form)

**See Reverse Side**

**See Reverse Side**

---

**Tracy Bailey 5-24-2020**

**Date:** June 24, 2020

**Vice Chancellor:**

**Date:**

**Director/President:**

**Date:**

**President:**

**Date:**

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

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

ETHNIC ORIGIN (Please check one):

___ Hispanic or Latino _________________________ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

x ____ White, not of Hispanic Origin. A person having origins in any of the original peoples of Europe, South 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 origin, 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:

9:00 AM - 5:00 PM

EMPLOYEE DIRECT SUPERVISOR:

Trey Bailey

SUPERVISOR/DEPARTMENT CONTACT NUMBER

225-771-2304

NUMBER OF EMPLOYEES SUPERVISED, if any:

None

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 picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1B and J-1 visas, passport, and F-1, I-485. 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):

<table>
<thead>
<tr>
<th>TYPE</th>
<th>CODE</th>
<th>EXPIRES</th>
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<td></td>
</tr>
<tr>
<td>Resident Alien</td>
<td>RA</td>
<td></td>
</tr>
<tr>
<td>H-1 Visa (Distinguished Merit &amp; Ability)</td>
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<td></td>
</tr>
<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
<td>J1</td>
<td></td>
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<tr>
<td>F-1 Visa (Student, FT Student &amp; R.O.)</td>
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<tr>
<td>OPT (F-1 Visa-INS Prior Approval-&quot;Practical Work Experience&quot;)</td>
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<td></td>
</tr>
</tbody>
</table>

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 Applicant/Part Time Position/Civil Service Application for classified employees
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Bacground Check form)
- Supervisory Criminal Background Check Form (completed by employee and verified and signed by supervisor)
- Exemption 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. 03/04/2007
Jennifer K. Page, Ph.D.

Employment History
2019-present  Instructional Technology Training & Development Coordinator
                Edmonds Community College, Lynnwood, WA
2014-2019  Assistant/Associate Professor of English
               Northwestern Oklahoma State University, Alva, OK
               2018 Distinguished Teaching & Service Award recipient
2013-2014  Dissertation Editor
               Graduate School, University of Louisiana at Lafayette
2012-2013  Teaching Assistant
               Department of English, University of Louisiana at Lafayette
2008-2013  Instructor of Record
               Department of English, University of Louisiana at Lafayette

Online Courses Designed
Designed/Redesigned: American Political Culture; Elementary Astronomy; Federal, State, and Local Government; General Biology

Designed & Delivered: Composition I & Lab (hybrid), Composition II, Gender in Contemporary Media (hybrid), History of the English Language, Medieval Literature, Renaissance Drama, Restoration Literature, Restoration & 18th Century Literature

Technical Proficiencies
HTML
LMS  Blackboard, Canvas, Moodle
CMS  Publishpath, Liquidfish, OU Campus
Ed Tech  Screen-capture (Panopto, Screencast-O-Matic); Synchronous delivery (Google Meet, Zoom, Big Blue Button); Online proctoring (Honorlock); Origination Software (Turnitin, Vericite); Design/Editing (Canva, Kani, working knowledge of Photoshop); Presentation (Prezi, PowerPoint, Google Slides); Microsoft Office Suite; Google Suite
Accessibility  Familiar with UDL, WCAG 2.1 guidelines; working knowledge of JAWS, NVDA; Proficient with video captioning (YouTube, Panopto); audio transcription (Soundcloud); style sheets in Microsoft/Adobe; alt text in LMS/CMS; color contrast

Education
2014  Ph.D., English, University of Louisiana at Lafayette
2009  M.A., English, University of Louisiana at Lafayette
2006  B.A., English, Nicholls State University (Thibodaux, LA)

Online Pedagogy Certification
2020  Applying the Quality Matters Rubric
               Quality Matters, Maryland Online
2020  Quality Matters Coordinator Training
               Quality Matters, Maryland Online
2019  OER 101: How to Use Open Education Resources
               Washington State Board of Community & Technical Colleges
2018  Certified Learning Environment Architect program
               Institute for Learning Environment Design, University of Central Oklahoma
2013  "Successful Online Outcomes: Academic Integrity"
      Sloan Consortium (now the Online Learning Consortium)
2012  "Dismantling the Barriers to Digital Literacy for Students with Disabilities"
      Sloan Consortium (now the Online Learning Consortium)
2012  "Getting Started: The First Steps in Online Teaching"
      Sloan Consortium (now the Online Learning Consortium)

Professional Development Designed & Delivered
2020  "Equitable Syllabus Design": using tech to make syllabi accessible, user-friendly
2019  "Adapting your Grounded Courses for Hybrid Delivery": special session for
      international education faculty
2019  "Academic Integrity in Online Courses": how to use Vericite and Honorlock to
      detect and deter academic dishonesty
2019  "Promoting Persistence in Online Learning": how to build community and
      encourage student completion in online classes
2018  "Introduction to Blackboard Design and Digital Accessibility": two sessions at new
      faculty orientation
2017  Accessibility by Design: a series of three professional development sessions
      focused on designing accessible online course content
2016  "Enhancing the User Experience in Blackboard Courses": a session on
      Blackboard design tools and tips
2016  "Online Teaching and Learning Day": multiple sessions on online academic
      integrity, user experience, accessibility, and design

Selected Administrative/Committee Experience
2019-present  Chair, eLearning Strategy Team, EdCC
2019-present  Quality Matters Coordinator, EdCC
2016-19      Chair, NWOSU Honors Program
2016-18      Member/Secretary, NWOSU Faculty Senate
2015-19      NWOSU English Department Webmaster
2015-19      Member, NWOSU Online Education Committee
2015-18      Secretary, AAUW—Alva, OK branch
2015-16      Member, NWOSU Strategic Planning Steering Committee

Relevant Publications
2017  "Digital Tools, New Media, and the Literature Survey." New Approaches to
      Teaching the Literature Survey. James Lang (ed.). Morgentown, WV: West
      Virginia University Press.
2013  Editor, Media, Technology and the Imagination. United Kingdom: Cambridge
      Scholars Publishing.

Relevant Conference Presentations
2018  "Teaching Shakespeare in the Age of Fandoms." South Central Modern
      Language Association, San Antonio, TX.
2018  "Do you Even Meme? Decoding the Visual Language of Internet Pop Culture."
      Curiosity Fest (Oklahoma Humanities), Oklahoma City.
2017  "#CompClass: Teaching Creative Research Techniques with Social Media in
      First-Year Writing." South Central Modern Language Association, Tulsa, OK.

Teaching and Research Interests
Scholarship of teaching and learning; accessible technology; online course design

References available upon request

Jennifer K. Page · 2
June 23, 2020

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

Dear Dr. Belton:

We have completed the search and interview processes for the vice chancellor for Enrollment Management and Student Success at Southern University and A&M College. I am recommending that the university appoint Dr. Jacqueline Preastly as the new vice chancellor for Enrollment Management and Student Success based on her experience, background and leadership skills.

Dr. Preastly currently serves as vice president for Student Affairs and Enrollment Management at Mississippi Valley State University where she manages multiple budgets totaling $13 million. Prior to that appointment, she was assistant vice president of Student Engagement and Leadership Development at Kentucky State University where she collaborated across divisions to implement programs for the enhancement of student success, development, retention and graduation. She served as Dean of Students, director of the Learning Resource Center and director of Student Life at Lincoln University. At Georgia State University, she served as director of the Ronald E. McNair TRIO Program.

Dr. Preastly started her career in higher education in 2009 as an instructor in the Department of Communications at Georgia State University. She has a bachelor’s degree in English from Mississippi Valley State University, M.A. in organizational communication and Ed.D. in higher education administration from the University of Akron.

I am recommending a 12-month full-time salary of $130,000. I am submitting this recommendation for your consideration and for consideration by the Board of Supervisors.

With Kindest Regards,

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor/
Senior Associate Vice Chancellor for Academic Affairs
SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

Position Number: 28741

Campus: SVA
Sub: Exempt
Employment Category: 12-Month

Profile of Person Recommended

Length of Employment: July 1, 2020
Effective Date: July 1, 2020

Name: Jacqueline Gibson
Position Title: Vice Chancellor for Enrollment Management
Department: Division of Student Affairs

Degree(s):
- B.A. in English, Mississippi Valley State, 1981
- M.A. in Organizational Comm., University of Akron, 1994
- Ph.D. in Higher Ed Administration, University of Akron, 1998

Current Employer: Mississippi Valley State University

Personnel Action

Check: New Appointment
Recommended Salary: $130,000

Change of: From: To:
Position
Salary, Adjustment

List total funds currently paid to employee by:
*See Reserve Side
Source of Funds
Amount

Supervisor: 4/13/2020
Dean/Unit Head: 4/13/2020
Vice Chancellor: 4/13/2020
Chairman/S.O. Board of Supervisors: Date

Director/Personnel: 4/13/2020
Chancellor: Date
Vice President/Finance: 4/13/2020
Business Affairs/Controller: Date

Financial Aid signature (if applicable):

Graduate School signature (if applicable):

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
- Black, not of Hispanic origin
- Hispanic: A person having origins in any of the original peoples of Europe, North Africa, and the Middle East
- Asian or Pacific Islander: A person having origins in any of the original peoples of the Pacific Islands, Southwest Asia, the Indian Subcontinent, or Southeast Asia. This area includes, for example, China, Japan, Korea, the Philippines, and Japan
- American Indian or Alaska Native: A person having origins in any of the original peoples of North America, and who maintains social and cultural identification through membership or other affiliation with one or more American Indian or Alaska Native groups

**COMMENTS:** Effective August 1, 2020, the Jacqueline Gibson Pension will serve as Vice-Chancellor for Enrollment Management and Student Success.

**EMPLOYEE REGULAR WORK SCHEDULE:**
M-F, 8:30-5:30

**EMPLOYEE DIRECT SUPERVISORS:**
Dr. John Smith

**SUPERVISOR/DEPARTMENT CONTACT NUMBER:** 555-1234

**NUMBER OF EMPLOYEES SUPERVISED:**
(1-4)

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

**GUIDELINES:** All employees, students, and other individuals being employed through the use of this form are to report fraud to be referred to the Human Resources before any employment is offered and before starting to work. All individuals are required to provide their Social Security number and to answer all questions on this form.

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

<table>
<thead>
<tr>
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<th>CODE</th>
<th>EXPIRES</th>
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<td>Resident Alien</td>
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<tr>
<td>J-1 Visa (Distinguished Artist &amp; Ability)</td>
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</tr>
<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
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<tr>
<td>F-1 Visa (Student Exchange Visitor)</td>
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<tr>
<td>OPT (J-1 Visa/Degree+Practical Work Experience)</td>
<td>F1</td>
<td></td>
</tr>
</tbody>
</table>

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

**PAF APPROVAL PROCESS CHECKLIST** (Must have these documents attached below):
- Position Vacancy Authorization Form (applicable for contract and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment (non-union/union personnel, non-civil service positions (for classified employees)
- Authorization to Hire (signed by employee) (completed in full and returned to Human Resources)
- Supervisory Criminal Background Check Form (completed by employee, certified, and signed by supervisor)
- Exempt Employee Approval Form (signed by employee and manager)
- Proposed Employee Appointment
- Proposed Employment Confirmation
- Restricted/Job Appointment/Work (for classified, if applicable)

Rev 07/2009
Education:
1998, Ed.D., University of Akron, Higher Education Administration
1994, M.A., University of Akron, Organizational Communication
1991, B.A., Mississippi Valley State University, English

Professional Experience:

Nov. '13 to present: Vice President of Student Affairs & Enrollment Management, Mississippi Valley State University

- Guide strategic planning, administrative direction, and assessment for a comprehensive Student Affairs Division as member of senior leadership team in support of the academic mission of the University
- Negotiate and forge effective working relationships among University faculty, staff, student body, and community
- Organize and execute all matters related to recruitment, enrollment, student success, student behavior/discipline, and program assessment
- Foster an environment to ensure all students are prepared mentally, physically, and socially to assume civic responsibility
- Administer the implementation of campus activities and programs that foster recruitment and enrollment, student development, community relations, and diversity/inclusion
- Partner with Academic Affairs and other campus entities to enhance collaboration ensuring promotion of Student Affairs mission
- Direct and supervise the following areas: Admissions, Student Records, Financial Aid, University Fund, Career Services, Counseling Services, Health Services, Housing and Residential Life, University Police, Office of Violence Against Women, Campus Violence/Prevention and Intervention grant, Student Leadership and Engagement, Intramural Sports, Community Service, Federal TRIO Programs, Judicial Affairs, Financial Aid, Student Records, Admissions, Title IX Compliance, the Behavioral Intervention Team, and the Enrollment Management Task Force

- Build and manage multiple budgets totaling $13,000,000
- Teach Public Speaking in the Department of Mass Communication

Nov. '12 - Nov. '13: Assistant Vice President of Student Engagement and Leadership Development, Kentucky State University

- Directed and supervised the following areas: New Student Orientation, Student Government Association, Counseling Services, Career Services, Greek Affairs, Judicial Affairs, Residence Life, University Police, and Health Services
• cultivated collaborations across divisions to implement programs for the enhancement of student success, student development, retention, and graduation

• reviewed, revised, and authored policy and procedure manuals for Health Services, Counseling Services, Greek and Student Life, Judicial Affairs, Student Handbook, and Student Government Association

• managed the Division of Student Success and Enrollment Management in the absence of the Vice President

July '10 - Nov. '12: Dean of Students, Lincoln University Of Pa.

• recruited, hired, and supervised directors in the following areas: Upward Bound TRIO Program, Judicial Affairs, Minority Male Health, New Student Orientation, SGA, Counseling Services, Women’s Center, Student Life and Development, Greek Affairs, and Religious Activities

• supervised the Division of Student Affairs in the absence of the Vice President

• executed and implemented all major and special projects related to the enhancement and promotion of student services

• modified and implemented the policies of the Student Code of Conduct, and chaired the Judicial Board administering and presiding over sanctions levied

• partnered with community hospital (Janesville Regional Hospital) on Advisory Board to ensure effective provision of health care services to students

• administered implementation of CAS (Council for the Advancement of Standards) for all departments in the Division of Student Affairs

• forged relationships with constituent groups, including students, local community, faculty, staff and parents to resolve issues involving one or more offices and/or constituents

• edited and published the Student Handbook for the years 2010-2012

July '09 - July '10: Interim Associate Dean of Students/Director of Student Life, Lincoln University Of Pa.

• facilitated leadership of the following areas: Upward Bound TRIO Program, Health Services, Counseling Services, Women’s Center, Minority Male Health Program, Student Life and Development, Greek Affairs, Religious Activities and Chaplain Services

• supervised the Division in the absence of the Vice President and Dean of Students

• resolved conduct violations as member on the Judicial Board and enforced student compliance with the Student Code of Conduct

• administered implementation of CAS (Council for the Advancement of Standards) for all departments in the Division of Student Affairs

• partnered and negotiated dining services for students with Sodexo Food and Dining Services

• navigated relationships between students, community, faculty/staff and parents to resolve student concerns

Aug. '08 -July '10: Director of Student Life and Development, Lincoln University Of Pa.

• succeeded in the development and implementation of all campus life activities and assessment
• planned and assessed seminars for the Freshman Year Experience Program, New Student Orientation, and Sophomore Year Experience Program
• trained Greek Affiliates and campus organizations, their executive boards, and student organization advisors
• designed, assessed, and evaluated training and development workshops for student leaders
• built and monitored budgets totaling approximately $400,000
• served as senior level manager for the operation of the University Student Union Building
• administered implementation of CAS (Council for the Advancement of Standards) for all departments in the Division of Student Affairs
• developed and implemented Student Leadership Model for student leaders

Oct. '06 – Aug. '08: Director of Learning Resource Center, Lincoln University Of Pa.
• directed tutoring, advising, and counseling services in the Learning Resource Center and Act 101 Program to enhance retention strategies for student athletes, students in developmental English and Education courses, students on probation, and the general Lincoln University student population
• collaborated with Academic Department Chairs/Directors, Office of Student Services, Women's Center, Office of Admissions, and Athletic Departments to implement retention strategies
• developed, implemented, and conducted student development workshops
• monitored 2 program budgets totaling approximately $618,000
• supervised 7 full time staff, 12 part time staff, and 3 student workers
• resolved conduct violations as member on the Judicial Board and enforced student compliance with the Student Code of Conduct
• partnered with Academic Affairs and member of Academic Standing Committee Board and Middle States Task Force Accreditation Committee
• secured Act 101 Program Grant for $208,000 for 2007-2008 & 2008-2009 academic years
• edited policies and procedures manual; defined and assessed Student Learning Outcomes; and developed mission and vision statements
• spearheaded implementation of Level I and Level II Certification of the Reading, Math, and Writing Tutoring Program through the College Reading and Learning Association

Nov. '01 – Oct. '06: Director of Ronald E. McNair TRIO Program, Georgia State University
• assessed program goals/objectives; prepared and managed the program budget
• facilitated partnerships with the Program Advisory Board, Vice President for Student Services, Dean of Students, Academic Department Chairs and Deans, Director of Admissions, Director of Financial Aid, faculty, staff, and community leaders
• assessed and evaluated program effectiveness and outcomes
• mentored and advised program participants
• secured a 4 year, multi-million dollar grant - funded 2005 through 2008
• authored Student Handbook and policies/procedures manual for the program

Jan. '95 - Oct. '06: Instructor, Emerging Leaders Program, Georgia State University
• programmed leadership development for freshmen students
• monitored retention of new students helping them make successful transition into university life
• promoted student involvement in extra-curricular, intellectual, and cultural activities
• coordinated Emerging Leaders Panther Camp and taught the course with emphasis on understanding multicultural issues of diversity and an appreciation of others

Jan. ’93 - Dec. ’94: Instructor, Department of Communication, Georgia State University
• taught Human Communication and Business and Professional Communication

Faculty Teaching Experience:
• 3 years, Mississippi Valley State University, Department of Mass Communication
• 3 years, University of Akron, Department of Communication
• 1 year, Morris Brown College, Department of Journalism
• 1 year, DeVry University, Business Writing
• 2½ years, Georgia State University, Department of Communication/Student Life & Leadership, Emerging Leaders Program
• 5 years, Shorter College, Basic Speech and Theories of Communication

Fundraising/Grant Proposal Accomplishments:
• Greenwood Chamber of Commerce Leadership Greenwood 2015 Fundraising
• MVSU 2nd Annual First Lady’s Scholarship Luncheon (Honorary Chair)
• National Council of Negro Women’s 1st Annual Scholarship Banquet
• McNair URI Program 4 year Grant secured (2003-2006) approximately $1,044,000; named Principal Investigator
• Secured $308,000 for Act 101 Program Annual Grant (2006-2007, 2008-2009); and named Principal Investigator

Professional Organizations, Committees, Board Memberships:
• 2015 NASPA “Phenomenal Woman” Recognition
• 2015 Board Member, Greenwood Leflore County Chamber of Commerce
• 2016 Community Ambassador, Greenwood Leflore County Chamber of Commerce
• 2016 Women in Business Council Member, Greenwood Leflore County Chamber of Commerce
• Mississippi Economic Council’s Leadership Mississippi Class of 2017
• Member of the American Association of State Colleges and Universities Millennium Leadership Initiative’s Class of 2016
• Chair of Student Services Subcommittee, Mississippi Valley State University - SACSCOC 5th Year In-Process Review Committee (2016-present)
• President, Class of 2015 Leadership Greenwood - Greenwood Leflore County Chamber of Commerce
• Program Board Member, National Council of Negro Women (2015-present)
• Member, Parents for Public Schools of Greenwood & Leflore County, MS (2015-present)
• Chair/Founder, Enrollment Management Task Force (Mississippi Valley State University, 2014-present)
• Chair/Founder, Title IX Compliance Committee (Mississippi Valley State University, 2013-present)
• Board Member, Itta Benne Community Project (2013-present)
• ACE Women’s Leadership Forum (2012)
• NASPA/SACSA Mid-Manager’s Institute (2006)
• Member, NASPA (2001-present)
• Member, Association for Student Conduct Administration (2006-2012)
• Member, Middle States Commission on Higher Education Committee (Lincoln University, 2006-2008)
• Jennersville Regional Hospital Advisory Board (Jennersville, PA, 2008-2012)
• Act 101 Advisory Board (PA Department of Education, 2006-2008)
• Health and Safety Committee (Lincoln University, 2006-2012)
• Academic Standing Committee (Lincoln University, 2006-2012)

Professional Awards:
• New Professional of the Year Award (2008)
• Counseling Services Phenomenal Leader Award (2011)
• Women’s Center and Counseling Services Leadership Award (2012)
• Student Affairs Commitment and Service Award (2012)
• Student Leaders Outstanding Support Award (2013)
• Student Leadership and Engagement Support Award (2014)
• Men and Women of Color: Leadership Summit Award (2015)
June 15, 2020

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

Re: Off-Campus Instructional Site (OCIS) Working Group Appointments & Salary Adjustments

Dear Dr. Belton:

During the past three months, the Southern University System Board of Supervisors, Louisiana Board of Regents, and Caddo Parish Commission have reviewed the Pathway to Legal Education Opportunities in Shreveport/Northwest Louisiana proposal offered by the Southern University Law Center (SULC). All of the aforementioned governing bodies have signaled approval of the proposed plan developed by SULC. Since there has been approval, SULC must begin a process to execute the steps outlined in the plan to ensure successful implementation.

The first step is to create a SULC OCIS working group that consists of SULC employees and stakeholders from Shreveport community to include Southern University System Board members from the Shreveport area. As to the working group members from the SULC faculty and staff, I am requesting salary adjustments for those individuals to take on additional duties.

The individuals whose salary adjustments require approval by the Board of Supervisors and the roles are as follows:

"An Equal Educational Opportunity Institution"
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Current Salary</th>
<th>Adjustment Propose</th>
<th>Adjusted Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delesso Alford</td>
<td>OCIS Director</td>
<td>$121,000</td>
<td>$14,000</td>
<td>$135,000</td>
</tr>
<tr>
<td>Gregory Spayrer</td>
<td>OCIS Technology Coordination</td>
<td>$75,000</td>
<td>$12,000</td>
<td>$87,000</td>
</tr>
<tr>
<td>Angela Gaines</td>
<td>OCIS Facilities Coordination</td>
<td>$87,000</td>
<td>$9,000</td>
<td>$96,000</td>
</tr>
<tr>
<td>Andrienne Shields</td>
<td>OCIS Library Resource Coordination</td>
<td>$81,000</td>
<td>$9,000</td>
<td>$90,000</td>
</tr>
</tbody>
</table>

While SULC would initially fund the proposed salary adjustments, I have begun engaging in discussions with members of the Caddo Parish Commission for that body to fund the salary adjustments and other associated costs and expenditures as part of that body’s January 1, 2021 – December 31, 2021 budget and budgets in future years. I would like these salary adjustments to become effective August 1, 2020.

If you have any questions, please feel free to contact me. I respectfully ask that this request be presented to the Southern University System Board of Supervisors meeting in July 2020.

Sincerely,

[Signature]

John K. Pierre
Chancellor and Vanue Lacour Endowed Law Professor
**Profile of Person Recommended**

**Personnel Action**

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

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>311001-31200-61000-34500</td>
<td>$31,000.00</td>
</tr>
</tbody>
</table>

**Signature:**

- **Supervisor:**
- **Vice Chancellor:**
- **Director, OSU:**
- **President:**
- **Chairman, S.U. Board of Supervisors:**
This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

____ Hispanic or Latino _______ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

____ White, not of Hispanic origin. A person having origins in any of the original 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.

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COMMENTS: Pay Adjustments for Southern University Law Center Off-Campus Instructional Site (OCIS) additional duties.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Phone Podyra

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 (for 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-1B and J-1 visas, passport, and I-797. The latter six (6) documents do not apply to U.S. Citizens.

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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)
I-1 Visa (Student Emp. Ft Student at SU)
CPT (6-month INS Prior Approval - "Practical Work Experience")

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

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

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____ Exemplaria 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

Rev. 6/26/2001
Dr. Ray L. Belton  
President/Chancellor  
Southern University System and Baton Rouge Campus  
J. S. Clark Administration Building  
Fourth Floor  
Baton Rouge, LA

Re: Off-Campus Instructional Site (OCIS) Working Group Appointments & Salary Adjustments

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Sincerely,

[Signature]

John K. Pierre
Chancellor and Vasnie Lacour Endowed Law Professor
SOUTHERN UNIVERSITY SYSTEM

PERSONAL ACTION FORM

CAMPUS: SUS _ SUBR _ SULAC _ SHAREC _ SUNO _ SUSLA

EMPLOYMENT CATEGORY: 2-MONTH _ 12-MONTH _ OTHER (Specify)

- Academic
- Temporary
- Tenured
- Tenured Track
- Other (Specify)

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

PROFILE OF PERSON RECOMMENDED

Length of Employment 06/01/2010 To 09/30/2011
Effective Date 06/01/2010

Name Gregory P. Satter
SS# XXX-XX-9999
Sex M Race* W

Position Title: System Analyst
Department: Law Center - IT

Check One X Existing Position

New Position

Expiration Date:

Years Experience:
Southern University Experience:

Degree(s): Type/Discipline (BA-Retirement): Institution/Location (SU-Human Resource):
B.S., Computer Science Future University 1986
B.A. History University of New Orleans 2000
M.A. Technology Management University of Phoenix 2001

Current Employer Southern University Law Center

PERSONAL ACTION

Check One X Continuation _ Substantial _ Leave of Absence

Recommended Salary $87,000.00
Salary Budgeted $87,000.00

Source of Funds Strengthening HR/IT

Identity Number: State DOR/0 Location Page 1

Change of:

From

To

Salary Adjustment $75,000.00

Financial Aid signature (if applicable): $87,000.00

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

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</tbody>
</table>

Graduate School signature (if applicable):

Supervisor
W. Chancellor
Director/Personal
President

Chairman/S.U. Board of Supervisors

Date Date Date Date
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- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
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**COMMENTS:** Pay Adjustments for Southern University Law Center Of-Campus Instructional Site (OCIS) additional duties.

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<tr>
<th>EMPLOYEE REGULAR WORK SCHEDULE:</th>
<th>Daily</th>
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</thead>
<tbody>
<tr>
<td><strong>EMPLOYEE DIRECT SUPERVISOR:</strong></td>
<td>Latra Johnson</td>
</tr>
<tr>
<td><strong>NUMBER OF EMPLOYEES SUPERVISED:</strong></td>
<td>(Any)</td>
</tr>
<tr>
<td><strong>HR USE ONLY:</strong></td>
<td>STATUS (circle one):</td>
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<tr>
<td></td>
<td>EXEMPT</td>
</tr>
<tr>
<td></td>
<td>NON-EXEMPT</td>
</tr>
</tbody>
</table>

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<th>TYPE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>United States Citizen/Certificate of Naturalization</td>
<td>ENGINERED / FUND AVAILABLE</td>
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<tr>
<td>Resident Alien</td>
<td></td>
</tr>
<tr>
<td>F-1 Visa (Distinguished Merit &amp; Ability)</td>
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</tr>
<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
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</tr>
<tr>
<td>F-1 Visa (Student Emp. FT Student at S.U.)</td>
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<tr>
<td>OPT (J-1 Visa-INS Prior Approval&quot;Practical Work Experience&quot;)</td>
<td></td>
</tr>
</tbody>
</table>

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 Advisor/Paraprofessional (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 lead)
- 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
Date:        April 16, 2020

To:          Dr. Bijoy Sahoo
             Interim Executive Vice Chancellor

From:        Dr. Sandra C. Brown
             Dean, College of Nursing and Allied Health

RE:          Change in Position Status for Dr. Cheryl Taylor

Based on Dr. Taylor's performance evaluation, it is my recommendation that effective May 31, 2020 her position status officially changes from a 12-month Chair of the Graduate Nursing Program position to a 9-month faculty position at her current rank of Associate Professor with a salary adjustment from $107,299 to $80,000.

X         Approve  4/17/2020  Date

Dr. Bijoy Sahoo
Interim Executive Vice Chancellor
**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

<table>
<thead>
<tr>
<th>Position Number</th>
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<th>F</th>
<th>9</th>
<th>7</th>
<th>3</th>
<th>1-60</th>
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<td>SUBR</td>
<td>X</td>
<td>SULAC</td>
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<td>SUNO</td>
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<th>Salary Paid</th>
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**Profile of Person Recommended**

<table>
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<tr>
<th>Name</th>
<th>Cheryl Taylor</th>
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<tr>
<td>SS#</td>
<td>01775010</td>
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<tr>
<td>Sex</td>
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<td>Race*</td>
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<table>
<thead>
<tr>
<th>Position Title</th>
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<tr>
<td>Department</td>
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<td>PhD</td>
<td>Texas Women's University</td>
<td>University of Washington</td>
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<td>MN</td>
<td>Dillard University</td>
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**Personnel Action**

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<td>Replacement</td>
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<th>Recommended Salary</th>
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<th>Source of Funds</th>
<th>State</th>
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<th>211001 22406 61001 21000</th>
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<td>Form Code</td>
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<td>Item #</td>
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</table>

<table>
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<tr>
<th>Change of:</th>
<th>From</th>
<th>To</th>
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<table>
<thead>
<tr>
<th>Position</th>
<th>Chairperson, Graduate Program</th>
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<tbody>
<tr>
<td>Status</td>
<td>Associate Professor</td>
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<table>
<thead>
<tr>
<th>Salary Adjustment</th>
<th>$107,219</th>
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<th>Financial Aid signature (if applicable):</th>
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Source of Funds

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<th>Amount</th>
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*See Reverse Side: Comments: (Use back of form)

5/28/2020 5/28/2020

5/28/2020 5/28/2020

5/28/2020 5/28/2020

Vice President, Finance
Business Affairs/Controller

Chairman, S.U. Board of Supervisors
This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):
- Hispanic or Latino: Non-Hispanic or Non-Latino

RACE (Please check all that apply):
- White, not of Hispanic origin. A person having origins in any of the original 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 origin 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:
Change in Position Status from a 12 month Chair of the Graduate Nursing Program position to a 9 month faculty position at current rank of Associate Professor with a salary adjustment from $197,299 to $200,000.

EMPLOYEE REGULAR WORK SCHEDULE:
9 Month Faculty
Employee Direct Supervisor:
Dean Sandra C. Brown
Supervisor/Department Contact Number:
125.771.3266
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 picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1B, and J-1 visas, passport, and F-1, J-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):

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<th>TYPE</th>
<th>CODE</th>
<th>EXPIRES</th>
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<tr>
<td>Resident Alien</td>
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<tr>
<td>H-1 Visa (Distinguished Merit &amp; Ability)</td>
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<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
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<tr>
<td>F-1 Visa (Student F Humph. &amp; Exchange Visitor Program)</td>
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- 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 03/24/2007
EDUCATION (PhD, MN, BSN)

Texas Woman's University  PhD  1989  Nursing Theory & Research

University of Washington  MN  1980  Systems-Oriented Community Mental Health: minor Business Administration

Dillard University of New Orleans  BSN  1977  Nursing

Doctoral Dissertation:
Life Is Hard: A Phenomenological Study of Homeless Women Diagnosed with Mental Illness
1989 Dissertation — Texas Woman's University

Master's Thesis:
Psychiatric Patients in Nursing Homes: A study of staff's opinions of the mental health services they receive
1980 Thesis (M. Nur.) — University of Washington

LICENSE(S)/CREDENTIALING/CERTIFICATION(S)

1977- current  Registered Nurse (RN)

Louisiana State Board of Nursing

EMPLOYMENT

2001- current  Associate Professor

Southern University and A&M College, School of Nursing

Baton Rouge, Louisiana

Chair, Graduate Programs, 2013- current
Interim Dean, School of Nursing, 2012
Director, Office of Nursing Research

Graduate Programs in Nursing (Tenured)
Interim Chair, Graduate Nursing Programs Director

2001-2007  Principal Investigator

REACH@Heart of New Orleans Community-Based

Reducing CVD Risk Factors among African-Americans; Black Women Health Imperative
**HONORS, AWARDS AND LEADERSHIP**

**HONORS AND AWARDS**

<table>
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<tr>
<th>Year</th>
<th>Description</th>
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<td>2017</td>
<td>HBCU Female Faculty of the Year</td>
<td>Hbcurligest.com</td>
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<td>2012</td>
<td>Inductee Fellow</td>
<td>American Academy of Nursing</td>
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<tr>
<td>2011</td>
<td>Inductee Nightingale Nurses Hall of Fame</td>
<td>Louisiana State Nurses Association</td>
</tr>
<tr>
<td>2010</td>
<td>Nightingale Award: Outstanding Nurse Researcher of the Year in Louisiana</td>
<td>Louisiana State Nurses Association</td>
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<tr>
<td>2009-2013</td>
<td>National League of Nursing Consultant to the National Student Nurses Association</td>
<td>National Student Nurses Association, Inc. Mid-Year and Annual Conventions</td>
</tr>
<tr>
<td>2009</td>
<td>Sigma Theta Tau International Honor Society Daniel J. Pesut Spirit of Renewal Award</td>
<td>Sigma Theta Tau International Honor Society of Nursing</td>
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</table>
2008--2011 National League of Nursing Ambassador to School of Nursing
2007 National Black Nurses Association past Presidents Pfizer Inc. Leadership Award.
2006 Katrina National Justice Hearings: Commissioner
2006 Black Bag Medicine Foundation "Doing What It Takes to Eliminate Health Disparities Award" Xavier University
2004 Howard University School of Nursing: Emerging Nursing Star in Health Disparities Research, Washington, DC
2002 Phi Delta Kappa Outstanding Educator Award Recipient
2000 Authorine Lucy Foster Award for Mentoring Undergraduate Students, Award Recipient
1994 New Orleans District Nurses Association – J.B. Hickey Memorial Community Service Award
1990 The Louisiana Association of Student Nurses, Leaders and Leaders Awards.
1986--1989 Louisiana State Board of Regents Graduate Fellowship Award

LEADERSHIP

- **Faculty leader for PhD & DNP programs & Faculty Mentor National Student Nurses’ Association**, involved in curriculum design, mentoring students, teaching methods and collaborative research partners with Pennington Biomedical Research Center and University of Pittsburgh School of Nursing, Chronic Disease Center. Supervising PhD student research internships, NLN Consultant and Mentor to undergraduate nursing students elected annually by NSNA Board. Leadership University faculty mentor to chapter advisors/consultants.

- **Director-at-large**, Louisiana Council of Administrators of Nursing Education (LACANE), 2018-current.

- **Research Consultant**, Our Lady of the Lake Regional Medical Center Research Council and Reviewer for staff and students research proposals involving human subjects 2016-current.

- **Chair Person**, University Graduate Council, 2013-2018, led graduate faculty representatives in collaborative, shared governance model in graduate programs policy review, development, and implemented to support
graduate mission. Participated on appeals committee and development of graduate faculty status criteria for levels one and two.

- **Member Appointed by the Governor** Louisiana Department of Health and Hospitals Institutional Review Board 2012–current.

- **Community-Based Health Policy Leadership** Louisiana State Health Commissions’ Nursing Supply and Demand Council 2008–current.


- **Senior Producer of School of Nursing, 2001–2014, Annual Health Disparities Research Symposia in Partnership with Tau Pi Chapter of Sigma Theta Tau International and Regional Hospitals, Baton Rouge, Louisiana**

- **Research Leadership** Principal Investigator 2000–2007 Black Women’s Health Imperative REACH 2010@ the Heart of New Orleans, a community based participatory research study in 40 African American Churches focused on designing and testing interventions to reduce cardiovascular health disparities. Principal Investigator—Bless Your Heart: Health Education and Risk Trial for Black Women: Intervention Study in Five Cities 2007–2009, Black Women’s Health Imperative, Washington, DC [www.blackwomenishealth.org](http://www.blackwomenishealth.org)

- **Academic policy refinement and implementation**—review and implementation of master’s and doctoral program policies concerning programs of study, development of clinical and research proposals, and evaluation and implementation of graduate nursing program curricula, MSN, PhD and DNP.

- **Faculty development and director of Office of Research** leads students and faculty in research methods, proposal development, collaborative partnership initiating mentors new and continuing faculty for continuing faculty development initiatives; annual research symposia and initiatives that involve improving and promoting graduate faculty growth, development, accomplishments and productivity. Two graduate faculty serve as NLN Health Information Technology scholars on several faculty national boards and participated in collaborative research.

**SCHOLARSHIP**

**PUBLICATIONS**


Taylor, C.; Cole, Ferdinand D. Cost-effective, community-based strategies targeting cardiovascular disease and diabetes risk factors among women

Preventing Chronic Disease: Public Health Research Practice and Policy. Volume 2, Heart & Soul Magazine 2004

Taylor, C., REACH 2010 Coalitions: Reaching for Ways to Prevent Cardiovascular Disease and Diabetes

Journal of Women’s Health 2002-2003


Heart & Soul Magazine December/January 2003


Nursing Workforce Washington DC, ANA. 1999


August, Slack, Inc., New Jersey, 1993

BOOKS/BOOK CHAPTERS


Taylor, C., Langley, M. & Jack, L. (2010) Chapter 17, Church-based Health Promotion to Address Chronic Diseases among s in

Diabetes in Black America: Public Health and Clinical Solutions to a National Crisis


ABSTRACTS – NATIONAL CONFERENCES

National Student Nurses Association (NSNA) Leadership University Presenter at Mid-Year and Annual Conventions Faculty Advisors and Consultants Workshops, 2009-2015.

NSNA CONFERENCES AND LEADERSHIP UNIVERSITY CERTIFICATE PROGRAM
Senior faculty advisory for faculty development teaching over 100 faculty shared governance and fiduciary responsibility skills for effective student organization management and building leadership capacity through formal educational session at mid-year and annual conferences for continuing education credits.


April 4-8, 2019 NSNA 66th Annual Conference Get Hooked Incite Inspiration Ingenuity Nashville, TN

April 3-7, 2019 NSNA 67th Annual Conference Ignite Your Passion: Lighting the Way for Excellence Salt Lake City, UT

November 1-3, 2016 American Academy of Nursing Conference Transforming Health, Driving Policy Conference Washington D.C.

April 5-9, 2017 NSNA 65th Annual Conventions Think Big: Nursing on A Global Scale Dallas, TX

March 30-April 3, 2016 NSNA 64th Annual Convention Where Imaginations and Journeys Meet Orlando, FL

April 8-12, 2015 NSNA 63rd Annual Convention Bright Horizons: Rising to New Opportunities Phoenix, AZ
April 11-13, 2014  NSNA 62nd Annual Convention Strong Voices and Big Dreams Influencing the Future Nashville, TN

April 3-7, 2013  NSNA 61st Annual Convention Health Campaign - Healing, Enlightening, and Loving the Health You Charlotte, NC


"Barriers to Health in Communities of Color," The Regions VI Conference Weighing Down Obesity New Orleans, LA, August 7-8 2003, Regional.


"Emerging Opportunities for Health Promotion and Education: Community Lifeguards of Black Women's Heart Health." The Association of State and Territorial Directors of Health Promotion and Public Health Education San Diego, California, May 21-23 2003, National.

Journal: Progress in Community Health Partnerships: Research Education and Action
Associate Guest Editor
CDC REACH Special Issue

Editorial Advisory Panel and Guest Editor 2010–2011

JOURNAL PEER-REVIEWER

Health Promotion Practice  Member: Journal Reviewer  2006–current
Preventing Chronic Disease  Member: Journal Reviewer  2006–current
Health Education and Behavior  Journal Reviewer  2006–2010
Health Promotion Practice Member  Journal Reviewer  2006–2009
Health Education and Behavior  Member: Journal Reviewer  2006–2008

GRANT PEER-REVIEWER

Louisiana DHHS Bureau of Primary Care and Rural Health  Member: Grant Reviewer  2009

United States Department of Health and Human Services, Health Resources and Services Administrator, Bureau of Health Professionals, Division of Nursing Special Projects Sections  Peer Grant Reviewer  1999

RESEARCH

a. Funded Grants – Research Grants, Contracts, and Cooperative Agreements

1. **All of Us: Precision Medicine Research Program**
   Date: 2018–2019
   Amount of Funds: $9,000
   Role – Principle Investigator

2. **Jonas Scholars Mentors Program: Support for PhD students**
   Date: 2016–present
   Amount of Funds:
   Role – Jonas Scholar Mentor Advisor
   Source: AACNNLN Jonas Scholars program
3. **Louisiana Action Coalition: Primary Care Family Nurse Practitioner Tuition Reimbursement Grant for Minority NPs**
   - Date: 2014-2015
   - Funding: Louisiana State Board of Regents
   - Amount of Funds: $15,000
   - Role: Program Director

4. **SDS Scholarships for Disadvantaged Students**
   - Date: 2012
   - Funding: US DHHS
   - Amount of Funds: $2,200,000.00
   - Role: Principal Investigator

5. **Family First Responders: Community Based Health Education Intervention**
   - Date: 2006
   - Funding: NIH, National Library of Medicine
   - Amount of Funds: $15,000
   - Role: Principal Investigator

6. **Bless Your Heart: Health Education & Risk Tests for Black Women: A National Community Cardio Prevention Plan**
   - Date: 2007/2008
   - Funding: USDHHS Office of Women's Health
   - Amount of Funds: $200,000 annually
   - Role: Principal Investigator

7. **Reducing Cardiovascular Health Risk Factors in African American Women Community-Based Participatory Research**
   - Date: 2001–2007
   - Funding: Center for Disease Control and Prevention/Black Women's Health Imperative
   - Amount of Funds: $950,000/per year
   - Role: Principal Investigator

8. **Southern University System REACH for Health Online with the National Library of Medicine**
   - Date: 2005/2004
   - Funding: United Negro College Fund Special Programs in Cooperation with National Library of Medicine
   - Amount of Funds: $20,000
   - Role: Principal Investigator

**b. Other Research Activities**

**DISSERTATION CHAIR FOR THE FOLLOWING PHD STUDENTS**

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
<th>Title of Dissertation</th>
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<tbody>
<tr>
<td>Pamela R. Potter, PhD, RN</td>
<td>Fall</td>
<td>A Correlational Study of Self-Efficacy and Supportive Factors</td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>Among Licensed Practical Nurses Pursuing RN Education</td>
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</tbody>
</table>
Tania Hicks, PhD
Spring 2017
Acceptability of Microbicides as a Means of HIV Prevention Among Women: A Cross-Sectional Research (Environmental Toxicology Department)

Terrelle Foster, PhD, RN
Spring 2015
Evidence-based Mentoring Practices in Nursing Organizations: A Descriptive Study (Proposal Development and Defense Stage)

Sharon Bator, PhD, RN, PNP
Summer 2011
Adoptive Parents’ Lived Experience of Bonding with Their Adopted Infants: A Phenomenological Study

Vonda Gaitor, PhD, RN, FNP
Summer 2011
African American Adolescents Dimensions of Family Functioning and Body Mass Index

Betty Bennett, PhD, RN
Spring 2008
Relationship between African American Women’s Symptom Experience with Myocardial Infarction and Perceptions of Menopause

Lenetra Jefferson, PhD, RN
Spring 2008
Exploring Effects of Therapeutic Massage and Patient Teaching in the Practice of Diaphragmatic Breathing on Blood Pressure, Stress, and Anxiety in Hypertensive African American Women: An Intervention

Staci Anderson, PhD, RN
Fall 2007
Knowledge, Spirituality, and Cancer Fatalism as Predictors of Breast Cancer Screening Practices for African American and Caucasian Women

DISSERTATIONS COMMITTEE MEMBERSHIPS

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
<th>Title of Dissertation</th>
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</thead>
<tbody>
<tr>
<td>Michael Celestin, MPHCHES</td>
<td>2018-2019</td>
<td>Improving Clinical Practice Examining Factors Influencing Treatment of Tobacco Use Among Clinicians in Louisiana’s Public Hospital System</td>
</tr>
<tr>
<td>Twila Sterling Guillory, PhD, RN</td>
<td>Spring 2011</td>
<td>The Influences of Dietary Patterns, Physical Activity, and Self Perception on Health-Related Quality of Life in Overweight and Normal-Weight, Adolescent Females</td>
</tr>
<tr>
<td>Wendi Palermo, PhD, RN</td>
<td>Spring 2011</td>
<td>An Examination of Factors Which Impact Infant Mortality Rates among Louisiana Parishes</td>
</tr>
<tr>
<td>Mary Meg Brown, PhD, RN</td>
<td>Fall 2009</td>
<td>Perceived Stress, Social Support, and Health Promoting Behaviors among African American and Caucasian Women with Type 2 Diabetes Living in a Rural Community in Southwest Mississippi</td>
</tr>
</tbody>
</table>
Gwenneth Simmonds, PhD, RN  Fall 2008  Sexual Refusal/Negotiation Skills, Educational Aspirations, and Intent to be Sexually Active: Is There a Difference between Southern and Midwestern Adolescents?

Charlene Smith, PhD, RN  Fall 2008  Evaluating the Effectiveness of a Culturally Sensitive Educational Program in Increasing Breast Cancer Knowledge and Screening Practices among African American Women

Faye Cady, PhD, RN  Spring 2006  Perceived Caregiver Burden, and Coping Strategies Used by Informal Caregivers of Adults with Developmental Disabilities

Kim Brannagan, PhD, RN  Spring 2006  Roles of Event-Related Stress, Perceived Exertion, Exercise Self-Efficacy and Demographic Factors in Predicting Physical Activity Among College Freshmen: A Path Analysis

CAPSTONE PROJECT COMMITTEE MEMBER FOR THE FOLLOWING STUDENTS

Ghenet Ghebreaw, MSN, FNP, DNP  Fall 2014  Design of an Evidence-Based Breast Cancer Survivors' Plan of Care after Completion of Primary Care Treatment

Michelle Robins Nelson, MSN, FNP, DNP  Fall 2014  Information Technology and Social Media among Nurse Practitioner Students in Accessing Health Care Information: Impact on Patient Safety and Quality of Health Care

Mandy Ball, MSN, DNP  December 2013  The DNP Nurse Practitioner as Entrepreneur Leader: An Evidence-Based Guide to Establishing a Primary Health Care Clinic in Rural Louisiana

Grace Dinwaut, MSN, DNP  Fall 2013  The Design of an Evidence-Based Asthma Protocol for Rural School-Based Health Clinic Children

DOCTORATE IN NURSING PRACTICE
DNP CAPSTONE PROJECT CHAIR FOR THE FOLLOWING STUDENTS

Angelia Hanaya, MSN, DNP  Fall 2018  Evaluation Knowledge, Attitudes and Barriers among Primary Care Providers in the Management of Childhood and Adolescent Obesity
### Dissertation Chair for the Following Ph.D. Students

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
<th>Title of Dissertation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nina Jackson Batiste, MSN, DNP</td>
<td>Fall 2014</td>
<td>Teaching African-American College Students to protect Themselves from Sexually Transmitted Disease: An Educational Intervention</td>
</tr>
<tr>
<td>Staci Bland, MSN, DNP</td>
<td>December 2013</td>
<td>Designing an Emergency Preparedness Guide for Primary Care Providers: Managing Patients with Hypertension and Diabetes</td>
</tr>
<tr>
<td>Tanya Hicks, PhD</td>
<td>Spring 2017</td>
<td>Acceptability of Microbicides as a Means of HIV Prevention Among Women: A Cross-Sectional Research (Environmental Toxicology Department)</td>
</tr>
<tr>
<td>Terrelle Foster, PhD, RN</td>
<td>Spring 2015</td>
<td>Evidence-based Mentoring Practices in Nursing Organizations: A Descriptive Study (Proposal Development and Defense Stage)</td>
</tr>
<tr>
<td>Vonda Cairor, PhD, RN, FNP</td>
<td>Summer 2011</td>
<td>African American Adolescents Dimensions of Family Functioning and Body Mass Index</td>
</tr>
<tr>
<td>Sharon Bator, PhD, RN, PNP</td>
<td>Summer 2011</td>
<td>Adoptive Parents’ Lived Experience of Bonding with Their Adopted Infants: A Phenomenological Study</td>
</tr>
<tr>
<td>Lenitra Jefferson, PhD, RN</td>
<td>Spring 2008</td>
<td>Exploring Effects of Therapeutic Massage and Patient Teaching in the Practice of Diaphragmatic Breathing on Blood Pressure, Stress, and Anxiety in Hypertensive African American Women: An intervention</td>
</tr>
<tr>
<td>Betty Bennett, PhD, RN</td>
<td>Spring 2008</td>
<td>Relationship between African American Women’s Symptom Experience with Myocardial Infarction and Perceptions of Menopause</td>
</tr>
<tr>
<td>Staci Anderson, PhD, RN</td>
<td>Fall 2007</td>
<td>Knowledge, Spirituality, and Cancer Fatalism as Predictors of Breast Cancer Screening Practices for African American and Caucasian Women</td>
</tr>
<tr>
<td>Yolanda M. Fawell-Young, PhD, RN</td>
<td>Fall 2005</td>
<td>Self-Perception, Obesity, and Health Promoting Behaviors among African American Adolescent Females: A Predictive Equation</td>
</tr>
</tbody>
</table>
Daphne Ferdinand, PhD, RN  Spring 2004  Obesity, Psychological Factors, and the Metabolic Syndrome in African American Women: A Correlational Study

Cynthia Bienemy, PhD, RN  Spring 2004  Chronic Stress Antecedents to Depression in Hypertensive Women: Role of Social Support and Spiritual Well-Being
## Dissertations Committee Memberships

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
<th>Title of Dissertation</th>
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</thead>
<tbody>
<tr>
<td>Michael Celestin, MPH, CHES</td>
<td>2018-2019</td>
<td>Improving Clinical Practice Examining Factors Influencing Treatment of Tobacco Use Among Clinicians in Louisiana’s Public Hospital System</td>
</tr>
<tr>
<td>Wendi Palermo, PhD, RN</td>
<td>Spring 2011</td>
<td>An Examination of Factors Which Impact Infant Mortality Rates among Louisiana Parishes</td>
</tr>
<tr>
<td>Twila Sterling Guillory, PhD, RN</td>
<td>Spring 2011</td>
<td>The Influences of Dietary Patterns, Physical Activity, and Self Perception on Health-Related Quality of Life in Overweight and Normal-Weight Adolescent Females</td>
</tr>
<tr>
<td>Mary Meg Brown, PhD, RN</td>
<td>Fall 2009</td>
<td>Perceived Stress, Social Support, and Health Promoting Behaviors among African American and Caucasian Women with Type 2 Diabetes Living in a Rural Community in Southwest Mississippi</td>
</tr>
<tr>
<td>Gwenweth Simmonds, PhD, RN</td>
<td>Fall 2008</td>
<td>Sexual Refusal/Negotiation Skills, Educational Aspirations, and intent to be Sexually Active: Is There a Difference between Southern and Midwestern Adolescents?</td>
</tr>
<tr>
<td>Chardene Smith, PhD, RN</td>
<td>Fall 2008</td>
<td>Evaluating the Effectiveness of a Culturally Sensitive Educational Program in Increasing Breast Cancer Knowledge and Screening Practices among African American Women</td>
</tr>
<tr>
<td>Kim Brannagan, PhD, RN</td>
<td>Spring 2006</td>
<td>Roles of Event-Related Stress, Perceived Exertion, Exercise Self Efficacy and Demographic Factors in Predicting Physical Activity Among College Freshmen: A Path Analysis</td>
</tr>
<tr>
<td>Faye Cady, PhD, RN</td>
<td>Spring 2006</td>
<td>Perceived Caregiver Burden and Coping Strategies Used by Informal Caregivers of Adults with Developmental Disabilities</td>
</tr>
<tr>
<td>Shireen Trabeaux, PhD, RN</td>
<td>Spring 2005</td>
<td>Effects of Age, Physical Health and Social Resources on Self Care capacity among Community-Dwelling Older Women</td>
</tr>
</tbody>
</table>

## Capstone Project Committee Member for the Following Students

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
<th>Title of Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ghenet Ghebrezics, MSN, FNP, DNP</td>
<td>Fall 2014</td>
<td>Design of an Evidence-Based Breast Cancer Survivorship Plan of Care after Completion of Primary Care Treatment</td>
</tr>
<tr>
<td>Mandy Bail, MSN, DNP</td>
<td>December 2013</td>
<td>The DNP Nurse Practitioner as Entrepreneur Leader: An Evidence-Based Guide to Establishing a Primary Health Care Clinic in Rural Louisiana</td>
</tr>
<tr>
<td>Grace Dinwaut, MSN, DNP</td>
<td>Fall 2013</td>
<td>The Design of an Evidence-Based Asthma Protocol for Rural School-Based Health Clinic Children</td>
</tr>
<tr>
<td>Institution / Journal / Organization</td>
<td>Role / Task</td>
<td>Date</td>
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<td>-------------------------------------</td>
<td>-------------------------------------------------</td>
<td>---------------</td>
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<tr>
<td>National Student Nurses Assn., Inc.</td>
<td>Career Counselor for Undergraduate</td>
<td>2009–current</td>
</tr>
<tr>
<td>Mid-year and Annual Conventions</td>
<td>Student Nurses</td>
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<td></td>
<td>Faculty Member, Leadership</td>
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<td>University</td>
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<tr>
<td>Health Promotion Practice</td>
<td>Member: Journal Reviewer</td>
<td>2006–current</td>
</tr>
<tr>
<td>Preventing Chronic Disease</td>
<td>Member: Journal Reviewer</td>
<td></td>
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<tr>
<td>National Institutes of Health, National Library of Medicine, Environmental Health Information Project</td>
<td>Official SUBR Representative</td>
<td>2003–current</td>
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<tr>
<td>National Student Nurses Assn., Inc.</td>
<td>National League of Nursing</td>
<td>2009–2013</td>
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<tr>
<td>Senior Faculty Member: Leadership</td>
<td>Consultant to the National Student</td>
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<tr>
<td>University, National Student Nurses Assn., Inc.</td>
<td>Nurses Association</td>
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<tr>
<td></td>
<td>Coordinator / Teacher</td>
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</tr>
<tr>
<td>Bristol Meyer Squibb Foundation</td>
<td>Expert Consultant, Together on</td>
<td>2012</td>
</tr>
<tr>
<td></td>
<td>Diabetes Grantee Summit:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communities Uniting to Meet</td>
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</tr>
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<td></td>
<td>America’s Diabetes Challenge</td>
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<tr>
<td>Louisiana DHHS Bureau of Primary Care and Rural Health</td>
<td>Member: Grant Reviewer</td>
<td>2009</td>
</tr>
<tr>
<td>Health Education and Behavior</td>
<td>Member: Journal Reviewer</td>
<td>2006–2008</td>
</tr>
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</table>

**CLINICAL RESEARCH PROJECTS CHAIR**

<table>
<thead>
<tr>
<th>Name</th>
<th>Fall 2018</th>
<th>Project Description</th>
</tr>
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<tbody>
<tr>
<td>Sang Huynh</td>
<td></td>
<td>Evidence Based Outcomes of Family Visitation for ICU Patients: A Literature Review</td>
</tr>
<tr>
<td>Brandon Campbell</td>
<td></td>
<td>Family Presence During Resuscitation: An Integrated Literature Review</td>
</tr>
</tbody>
</table>
James Thomas  Fall 2018  Evidence Based Practices for Managing Osteoporosis Among Women: An Integrated Literature Review

Shonte Daniels  Spring 2018  Evidence Based Practices to Manage and Reduce Caregiver Stress: A Review of Literature

Germaine Thurmond  Fall 2017  Evidence Based Practices in Early Education for Cancer Patients

Emma Wicker  Fall 2017  Novice Transition: The Efficacy of Nurse Internship and Residency Programming

Jornel Dixon  Fall 2017  Evidence Based Practices in Early Education for Cancer Patients

Brittany Bell, RN, MSN  Spring 2013  Best Practice Models for Caregivers of People with Dementia

Deborah Romero Astford, RN, MSN  Spring 2011  Nursing Analysis of Use of Diabetes “Apps” for Mobile Technology: A Comprehensive Review

Brice Sylvas, RN, MSN  Spring 2011  An Analysis of Gulf Coast Hospitals’ Readiness to Treat Acute Stroke Patients: A Systematic Review

Lakesha Thomas, MSN  Spring 2011  Diabetes Management and Prevention: A Review of Promising Interventions Targeting African Americans

MARGARET RICHARD SPIKES HONORS COLLEGE HONORS THESIS ADVISOR / CHAIR

Jaylin Myles  Fall 2016 – Spring 2017  A Systematic Review of Compassion Fatigue Among Emergency Room Nurses


PRESENTATIONS

“How to Take Care When Your Plate is Full.” The National Black Women’s Health Project First Ladies Health Advisory Council, May 19, 2003. Local.


CREATIVE CONTRIBUTIONS TO NURSING AND PUBLIC HEALTH

<table>
<thead>
<tr>
<th>Work</th>
<th>Date</th>
<th>Dissemination</th>
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<tbody>
<tr>
<td>Embracing Mentors and Facing Tormenters in Nursing (Article in imprint)</td>
<td>2010</td>
<td>NSNA Members and Website</td>
</tr>
<tr>
<td>Senior Student Nurse to Senior Citizen Nurse (Article in imprint)</td>
<td>2010</td>
<td>NSNA Members and Website</td>
</tr>
<tr>
<td>Created Spirit of Health Living well with Diabetes program Design, Developed and Tested Church Profile</td>
<td>2009–2010</td>
<td>New Orleans, LA</td>
</tr>
<tr>
<td>Co-Developed “Ten Commandments of Heart Health” Church Fan: Disseminated heart health promotion messages to over 10,000 African-Americans in Faith-based Communities</td>
<td>2006</td>
<td>New Orleans, LA</td>
</tr>
<tr>
<td>Developed Piloted Research Evaluation Protocols Pre- and Post-Disaster</td>
<td>2001–2007</td>
<td>New Orleans, LA</td>
</tr>
<tr>
<td>Developed &amp; Replicated Annual CPR Training Day for Church Ushers</td>
<td>2002–2006</td>
<td>New Orleans, LA</td>
</tr>
</tbody>
</table>
CONFERENCE PARTICIPANT: LIFELONG TEACHING AND LEARNING ACTIVITIES

2014  Sigma Theta Tau International Nursing Honor Society Biennial Conference, Indianapolis, Indiana

2012  Sigma Theta Tau International Nursing Honor Society Biennial Conference, Grapevine, Texas

2011–  NLN Nursing Education Summits, Orlando Florida, Philadelphia Penn, Washington, DC, Phoenix, Arizona

2010  NLN Nursing Education Summit: Shaping History, Reforming Health Care: September 27–October 12, Las Vegas, Nevada

2010–  National Student Nurses Association Annual and Mid-Year Conventions, Orlando, Florida; Cincinnati, Ohio; Nashville, Tennessee; Portland, Oregon

2009  NLN Faculty Research Conference: Building the Science of Nursing Education: Attaining Excellence through Scholarship, New Orleans, Louisiana


2008  National League for Nursing Education Summit, The power of Diversity in Nursing Education, San Antonio, Texas

2007  Southern Nursing Research Society 21st Conference: Translational Research: Bridge or Destination, Galveston, Texas

2003  UNC-Chapel Hill Song School of Nursing Continuing Education Program, "Writing for Publication", Chapel Hill, North Carolina


2000  Sigma Theta Tau Postdoctoral institute of Knowledge Base Building

1999  Management of Organization Behavioral, Diversity, Authority and Leadership in the Community from a Social Systems Perspective, A.K. Rice Group Relations Conference, Delray Beach, Florida
1998  Authority & Leadership in Organizational Life, A.K. Rice Institute, Group Relations Conference, Howard University, Washington, DC

1997  Organizational Behavior & the Consultants Role, A.K. Rice Institute, Group Relations Conference, Delray Beach, Florida

PROFESSIONAL DEVELOPMENT ACTIVITIES

ONGOING TEACHING AND MENTORING ACTIVITIES FOR ACADEMIC PROGRESSION

<table>
<thead>
<tr>
<th>Theory</th>
<th>Research Methodology</th>
<th>Service Learning, Internships &amp; Graduate Student Development</th>
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<tbody>
<tr>
<td>N700 History and Philosophy of Science and Nursing Science</td>
<td>N712 Advanced Nursing Research</td>
<td>NLN Jonas Scholar Mentor for Doctoral Students</td>
</tr>
<tr>
<td>N704 Health Policy</td>
<td>N714 Application of Research Methods</td>
<td>SUBR D. M. Richard Spikes Honors College, Specialized Instructor</td>
</tr>
<tr>
<td>N732 Issues in Health care</td>
<td>N720 Research Practicum</td>
<td>Pennington Biomedical Research Institution, Baton Rouge, Louisiana, Mentor</td>
</tr>
<tr>
<td>N733 Policy and Strategies</td>
<td>N799 Advanced Research</td>
<td>Black Women's Health Imperative Research Mentor</td>
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<tr>
<td>N604 Issues in Advanced Practice</td>
<td>N800 Dissertation Research</td>
<td>Tulane University, School of Public Health Capstone Student, Preceptors</td>
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<td></td>
<td>N696 Clinical Research Project</td>
<td>Shiloh Missionary Baptist Church, Summer Enrichment Program for high school students, Mentor</td>
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<td></td>
<td></td>
<td>National Student Nurses Board of Directors Orientation, and student leadership development, New York, New York, Advisor Consultant</td>
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<tr>
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<td></td>
<td>Leadership University of the National Student Nurses Association Senior Faculty <a href="http://www.nsnaleadership.org">www.nsnaleadership.org</a></td>
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</tbody>
</table>

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

- American Academy of Nursing
- Louisiana State Nurses Association
- American Holistic Nurses Association
- American Nurses Association
- National League for Nursing
**National Black Nurses Association**
**Sigma Theta Tau International Honor Society, Tau Pi Chapter**
**Society for Public Health Education**
**Southern Nursing Research Society**
**Dillard University Professional Organization of Nursing**
**Baton Rouge District Nurses Association**

**ELECTED POSITIONS/OFFICES HELD IN PROFESSIONAL ORGANIZATION(S) SERVICE ON A COMMITTEE(S)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Position/Consultant</th>
<th>Organization/Committee</th>
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<tbody>
<tr>
<td>2011–2014</td>
<td>President</td>
<td>Tau Pi Chapter of Sigma Theta Tau International</td>
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<td></td>
<td></td>
<td>Black Women’s Health Imperative</td>
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<tr>
<td>2010</td>
<td>Interdisciplinary National Membership</td>
<td>Society for Public Health Education Annual Conference Planning Committee</td>
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<tr>
<td>2009–current</td>
<td>National League for Nursing Consultant to NSNA</td>
<td>National Student Nurses Association, Inc.</td>
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<tr>
<td>2008–current</td>
<td>Appointed Representative Member</td>
<td>State of Louisiana: Nursing Supply and Demand Council of the Health-Works Commission</td>
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<td>2009–current</td>
<td>Career Counselor for Undergraduate Student Nurses</td>
<td>National Student Nurses Assn. Inc.</td>
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<td>Faculty Member, Leadership University</td>
<td>Mid year and Annual Conventions</td>
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<td>2004–current</td>
<td>Institutional Representative</td>
<td>Environmental Health Information Partnership</td>
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<td>National Institutes of National Library of Medicine</td>
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<tr>
<td>2003–current</td>
<td>Official SUBR Representative</td>
<td>National Institutes of Health, National Library of Medicine Project</td>
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</table>
2012  Expert Consultant, Together on Diabetes Grantee Summit: Communities Uniting to Meet America’s Diabetes Challenge
<table>
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<tr>
<th>Year(s)</th>
<th>Role/Position</th>
<th>Organization/Activity</th>
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<tbody>
<tr>
<td>2009–2010</td>
<td>Member</td>
<td>National Alliance of State and Territorial AIDS Directors (NASTAD) Women's Regional Forums</td>
</tr>
<tr>
<td>2009–2011</td>
<td>Chair, Member, Nominating Council</td>
<td>Tau Pi Chapter, Sigma Theta Tau International Honor Society of Nursing</td>
</tr>
<tr>
<td>2009–2011</td>
<td>Leadership Progression Chairperson</td>
<td>Southern University School of Nursing Tau Pi Chapter Sigma Theta Tau International Honor Society of Nursing</td>
</tr>
<tr>
<td>2009</td>
<td>Principal Investigator</td>
<td>&quot;Outcomes of National Community Organization Cardiovascular Prevention Programs for High-Risk Women&quot; in Journal of Cardiovascular Translational Research, 2009, 2 PI acknowledged on page 318 for Substantive Role in &quot;Bless Your Heart&quot;</td>
</tr>
<tr>
<td>2005–2009</td>
<td>Graduate Counselor</td>
<td>Tau Pi Chapter, Sigma Theta Tau International Honor Society of Nursing</td>
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<tr>
<td>2008–2009</td>
<td>Facilitator</td>
<td>Community/Public Health Nursing Online Forum, Sigma Theta Tau International Nursing Honor Society</td>
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<tr>
<td>2006</td>
<td>Consultant</td>
<td>Community Program Development, Community Health Advocate Training Programs, Association of Black Cardiologists Inc, Atlanta, Georgia</td>
</tr>
<tr>
<td>2006–2009</td>
<td>Graduate Faculty Advisor</td>
<td>Southern University School of Nursing, Tau Pi Chapter</td>
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<tr>
<td>2006–2007</td>
<td>Chairperson</td>
<td>Community Advisory Board REACH@ The Heart of New Orleans Coalition to Reduce Cardiovascular Risk Factors</td>
</tr>
</tbody>
</table>
1997 Contributing Consultant/Member  National panel on managed mental health services for consumers of African Descent. Consumer-Driven Standards and guidelines in managed mental health for populations of African Descent

1994–1995 First Alternate Institute of Medicine of the National Academy of Sciences. Office of Health Policy Programs and Fellowships First Alternate; Robert Wood Johnson Health Policy Fellows Program

1991–1993 President  President -- Epsilon Nu Chapter of Sigma Theta Tau, International Nursing Honor Society

UNIVERSITY COMMITTEES

NATIONAL, STATE, AND UNIVERSITY COUNCILS / COMMITTEES / BOARDS

2019 Member of Planning Committee  Xavier University College of Pharmacy 12th Health Disparities Conference

2019 Educator of The Year Award  Louisiana State Nurses Association

2009-2019 NLN Consultant to NSNA Certificates of Recognition 10 Annual Conventions  National Student Nurses Association

2009–current Career Counselor for Undergraduate Student Nurses Faculty Member, Leadership University  National Student Nurses Assn., Inc. Mid-Year and Annual Conventions

2008–current Appointed Representative Member  State of Louisiana Nursing Supply and Demand Council

2012–current Member  State of Louisiana, DHHS Institutional Review Board

2011–2014 President  Tau Pi Chapter of Sigma Theta Tau International

2011–2012 Interim Dean  College of Nursing & Allied Health, Southern University & A&M College, Baton Rouge

2012 Inductee Fellow  American Academy of Nursing
<table>
<thead>
<tr>
<th>Year</th>
<th>Title</th>
<th>Organization</th>
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<tr>
<td>2012</td>
<td>Expert Consultant, Together on Diabetes Grantee Summit: Communities</td>
<td>Bristol Meyer Squibb Foundation</td>
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<td></td>
<td>Uniting to Meet America's Diabetes Challenge</td>
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<tr>
<td>2011</td>
<td>Inductee Nightingale Nurses Hall of Fame</td>
<td>Louisiana State Nurses Association</td>
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<tr>
<td>2010</td>
<td>Nightingale Award: Outstanding Nurse Researcher of the Year in</td>
<td>Louisiana State Nurses Association</td>
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<td>Initiative</td>
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<td>2010</td>
<td>CDC National Racial and Ethnic Approaches to Community Health (REACH)</td>
<td>CDC National REACH Coalition</td>
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<td>Coalition: Dr. C. Taylor Leadership and Vision Pianemaker Award*</td>
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<td>2009</td>
<td>Sigma Theta Tau International Honor Society Daniel J. Pesut Spirit</td>
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<td>National League of Nursing Consultant to the National Student Nurses</td>
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<td>Inc.</td>
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<td>Faculty Member; Leadership University,</td>
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<td>National Student Nurses Assoc. Inc.</td>
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<td>2008–2011</td>
<td>National League of Nursing Ambassador to School of Nursing</td>
<td>National League of Nursing</td>
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<td>2008</td>
<td>National League of Nursing Diversity Think Tank (Taskforce) Member</td>
<td>National League of Nursing</td>
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<td>2007</td>
<td>National Black Nurses Association past Presidents Pfizer Inc. Leadership</td>
<td>National Black Nurses Association</td>
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<td>2006</td>
<td>Katrina National Justice Hearings: Commissioner</td>
<td>Houston, Texas; New Orleans, Louisiana</td>
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<td>2006</td>
<td>Black Bag Medicine Foundation &quot;Doing What It Takes to Eliminate</td>
<td>Xavier University</td>
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<td>Health Disparities Award&quot;</td>
<td>New Orleans, Louisiana</td>
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<td>2004</td>
<td>Howard University School of Nursing: Emerging Nursing Star in Health</td>
<td>Howard University</td>
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<td>Disparities Research, Washington, DC</td>
<td>Washington, DC</td>
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<tr>
<td>2003–2004</td>
<td>Southern University and A&amp;M College, Baton Rouge: Outstanding Mentor</td>
<td>Southern University and A&amp;M College</td>
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<td>Award.</td>
<td>Baton Rouge, Louisiana</td>
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</tbody>
</table>
2002  Phi Delta Kappa Outstanding Educator Award Recipient  
Southern University and A&M College  
Baton Rouge, Louisiana

2001--Present  Member, CDC's Racism and Health Work Group  
Center for Disease Control  
Atlanta, Georgia

2000 authurine Lucy Foster Award for Mentoring Undergraduate Students—Award Recipient  
University of Alabama  
Tuscaloosa, Alabama

1994 New Orleans District Nurses Association – J.B. Hickey Memorial Community Service Award  
New Orleans District Nurses Association  
New Orleans, Louisiana

1990 The Louisiana Association of Student Nurses: Leaders and Leaders Awards  
Louisiana State Association of Student Nurses

1986–1989 Louisiana State Board of Regents Graduate Fellowship Award  
Louisiana Board of Regents  
Baton Rouge, Louisiana

1989–1990 Congressional Science Fellowship  
American Nurses Association Ethnic Minority Fellow, Washington, DC

### NURSING EDUCATION / FACULTY / STUDENT DEVELOPMENT

<table>
<thead>
<tr>
<th>Institution/Organization</th>
<th>Location</th>
<th>Faculty/Title</th>
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<tbody>
<tr>
<td>National Student Nurses Association Leadership University</td>
<td>2009–current</td>
<td>Faculty Consultant/Advisor</td>
</tr>
<tr>
<td>Southern University and A&amp;M College, School of Nursing, Baton Rouge, LA</td>
<td>2000–current, 2002–2016</td>
<td>Associate Professor Director of the Office of Research</td>
</tr>
<tr>
<td>University of Alabama, Capstone College of Nursing</td>
<td>1998–2000 Tuscaloosa, Alabama</td>
<td>Visiting Associate Professor</td>
</tr>
<tr>
<td>North Carolina A&amp;T State University, School for Nursing</td>
<td>1994–1998</td>
<td>Associate Professor (Tenured)</td>
</tr>
</tbody>
</table>
Cheryl Taylor, PhD, RN, MN, BSN, FAAN

Tulane University School of Public Health and Tropical Medicine Maternal Child Health Programs  
Greensboro, North Carolina  
1992–1994  
New Orleans, Louisiana  
Adjunct Assistant Professor

Louisiana State University, Health Sciences Center, School of Nursing  
1983–1994  
New Orleans, Louisiana  
Assistant/Associate Professor (Tenured)  
Coordinator of Grants and Contracts

University of Georgia, Valdosta State College, Division of Nursing  
Valdosta, Georgia  
Lecturer-Instructor/Course Coordinator

University of Washington  
School of Nursing  
1976–1978  
Seattle, Washington  
Lecturer, Academic Advisor

COMMUNITY SERVICE

• Community mobilization of AACN’s All of Us / Precision Medicine Research Nov 2018–Feb 2019
• Louisiana Action Coalition Future of Nursing Campaign for Action 2013–current
• Jaguar Nation Safe Water Donation for the children of Tensas Parish, Louisiana 2019
• Shiloh Missionary Baptist Church Summer Youth Enrichment Camp, 2010–current
• Mississippi Freedom Summer, 50 years 1964–2014 Intergenerational Action Volunteer
• Community Service Volunteer: Health Recovery Week, New Orleans, Louisiana
• Faith-Based Community Health Screenings and Counseling Consultant
• Louisiana Association of Student Nurses Mentor
• Spirit of Health Diabetes Screening and Counseling
• Southern University Alumni Federation Health Workshops
• The Louisiana Diabetes Coalition
• East Baton Rouge Public Library, Scotlandville Branch Community Partner for Health Programs