

SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS

MEETING

9 a.m.

Friday, October 26, 2018

2nd Floor
J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, Louisiana



PERSONNEL AFFAIRS COMMITTEE

(Following the Internal Audit Committee)
Friday, October 26, 2018

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

AGENDA

- 1. Call to Order
- 2. Roll Call
- 3. Adoption of the Agenda
- 4. Public Comments
- 5. Action Items
 - A. Request Approval of Personnel Action on Positions greater than \$60,000

Name	Position/Campus	Salary
1. John Barrileaux	Assistant Professor Tenure-Track (SUNO)	\$ 70,000.00
	(From 12-month to 9-month)	
2. Kelly Carmena	Clinical Assistant Professor/Supervisor of the Criminal Law Clinic	\$ 91,880.00
	(12-month stipend of \$30K via grant renewal)	
3. Laura Douresseaux	Assistant Professor/Clinical Coordinator (SUNO)	\$70,000.00
	From 12-month to 9-month)	
4. Yun Doo Lee	Assistant Professor of Business Administration (SUNO)	\$78,000.00
	(new appointment)	
5. Dawn Mitchell Harris	Director of Human Resources (SUBR)	\$90,000.00
	(new appointment)	
6. Leslie McClellon	Special Assistant to the Chancellor for Economic Development (SUSLA)	\$84,048.00
	(title change only)	
7. Jason Ordogne	Senior Banner Systems Analyst (SUBR)	\$75,000.00
G	(new appointment)	
8. Yolander Smith	Project Manager (DXC)	\$108,000.00
	(new appointment)	
9. Kerii Landry Thomas	Title IX Coordinator/Director of Career Services (SULC)	\$90,000.00
,	(new appointment)	
10. Tavares Walker	Executive Director for Compliance and Ethics (SUS)	\$105,000.00
	(new appointment)	

- 6. Other Business
- 7. Adjournment

MEMBERS

Atty. Patrick Magee-Chair, Rev. Joe R. Gant, Jr.-Vice Chair, Atty. Tony Clayton, Dr. Curman L. Gaines, Rev. Donald R. Henry, Dr. Leon R. Tarver II Mrs. Ann A. Smith- Ex Officio



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

OFFICE OF THE CHANCELLOR

September 28, 2018

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

Dear Dr. Belton,

Please find enclosed recommendations from the Director of Health Information Management Systems in the College of Arts and Sciences to re-designate two 12-month Faculty positions to 9-month. Enrollment in the program during Summer semesters has declined drastically such that only one Faculty, the Program Director, is needed to be placed on a 12-month salary structure. The re-designation is accepted in writing by each faculty and it saves the University a total of \$22,200.00 annually in basic salary costs.

I seek your kind approval and submittal for approval of the Southern University Board of Supervisors at the October 2018 meeting.

Sincerely yours,

Lisa Mims-Devezin, Ph.D.

Chancellor

APPROVAL

Ray L. Belton, Ph.D. President-Chancellor

for - Derzi



SOUTHERN UNIVERSITY at NEW ORLEANS

Pharissa Robinson, Interim Director/Assistant Professor Health Information Management Systems Program 6400 Press Drive New Orleans, Louisiana 70126 (504) 286-5083 (504) 286-5203

AUG 28 2018

Academic Alia

To: David Adegboye, Vice Chancellor of Academic Affairs

FROM: Pharissa Robinson, Interim Director

HIMS Program

CC: Evelyn Harrell, Arts & Sciences, Dean

RE: Faculty Re-Designation Justification & Cost Saving Measure.

DATE: August 21, 2018

\$22,200 Annual Cost Savings Proposal:

This cost savings proposal was initiated in response to challenges associated with assigning faculty *full* teaching loads over the summer, a period when the University faces low student enrollment. Under the current staffing model, HIMS has employed three full-time faculty to teach over the summer which is unprecedented. Such a staffing model has prevented the Department from accomplishing full course loads for professors over the summer. Current 12-month salaries for John Barrilleaux and Laura Douresseaux are \$80,000 and \$82,000, respectively. *Under the proposal, the Department will cut annual salary costs by \$22,200*.

Currently, the department has three 12-month faculty and one 9-month faculty member: Interim Director/Assistant Professor--Pharissa Robinson; Clinical Coordinator/Assistant Professor--John Barrilleaux are 12-month. Sharon McGee---Assistant Professor is a 9-month faculty member in the department. The current number of staff supports the accreditation and pedagogical needs of the program during the fall and spring semesters. However, financial aid is typically not available to students during the summer months and as such, the program has historically experienced low enrollment numbers during the summer period. With exception to its online offerings, on average, we expect two to six students to enroll per ground class during summers.

Under the proposal, faculty in non-leadership positions are re-designated as 9-month faculty who will avail themselves each summer on a rotating basis to teach course(s) on an as needed basis. In doing so, the Department will employ a maximum of one 9-month faculty and the Director (full-time) during summers and three 9-month faculty and one full-time Director during fall and spring. This staffing model is in keeping with current practices in the Arts &

Sciences College programs and divisions. No other program in the College has faculty in 12-month positions unless they also occupy leadership roles, i.e., Director, Dean. The salary recommendation is \$70,000, a flat rate adjustments for newly re-designated 9-month faculty across the board. This is consistent with the only other 9-month faculty member's pay. Sharon McGee earns \$70,000. This proposal will not change current teaching loads. Current 12-month salaries for John Barrilleaux and Laura Douresseaux are \$80,000 and \$82,000, respectively. Under the proposal, the Department will cut annual salary costs by \$22,200.

Affected faculty are John Barrilleaux, Assistant Director/APAR Coordinator and Laura Douresseaux, Assistant Director/Clinical Coordinator. Under the proposal, John Barrilleaux's full course load will continue at three courses with a one course release time to carry out APAR Coordinator duties. John Barrilleaux will continue to be responsible for reporting annual program assessment requirements (APAR), including assessment of student learning outcomes, attrition, student/employer satisfaction survey rates and graduate data throughout the academic year as a part of his 9-month faculty duties. Professor Barrilleaux will engage with the Registrar's office, students, employers, faculty, Admissions and IT to compile and submit an accurate and timely APAR report annually. In conjunction with the Director, Professor Barrilleaux will continue to report Program effectiveness for annual analytical evaluation and submission in a narrative and statistical format to CAHIIM, the Program's accreditation agency.

Laura Douresseaux will continue her full teaching load of three courses, with one course release time to carry out Clinical Coordinator duties. Laura Douresseaux will continue to identify and recruit internship and clinical sites for year-long student placement. Upon site acceptance and student placement, she will coordinate insurance, drug testing, vaccination, and contract administration and execution.

Pharissa Robinson, Interim Director/Assistant Professor

Evelyn Harrell, Arts & Sciences, Dean

David Adegboye, Vice Chancellor of Academic Affairs

Lisa Mims, Chancellor



SOUTHERN UNIVERSITY at NEW ORLEANS

Pharissa Robinson, Interim Director/Assistant Professor Health Information Management Systems Program 6400 Press Drive New Orleans, Louisiana 70126 (504) 286-5083 (504) 286-5203

To:

John Barrilleaux, Assistant Professor/APAR Coordinator

FROM:

Pharissa Robinson, Interim Director

HIMS Program

CC:

Evelyn Harrell, Arts & Sciences, Dean

David Adegboye, Academic Affairs, Vice Chancellor

RE:

Faculty Re-Designation Justification

DATE:

August 21, 2018

Your position has been re-designated from 12-month to 9-month faculty. The salary for this position is \$70,000 for 9 months, pending approval of the President of the Southern University System and the Board of Supervisors. In this re-designated position your full course load will remain the same, three courses or 9 hours with one course release time for coordinator duties. You may be requested to teach summer courses. Consistent, with all 9-month University faculty positions, you will not earn annual leave under this re-designation. However, all other current position duties, rights, privileges, and benefits will remain the same, including sick leave and health insurance. For further explanation of this, please meet with your human resources benefits specialist.

Please indicate below your acceptance of this re-designated 9 month position by signature.

John Barrilleaux, Assistant Professor APAR Coordinator

Pharissa Robinson, Interim Director

JOB CLASS	
	SOUTHERN UNIVERSITY SYSTEM
JOB CODE	Personnel Action Form POSITION
`CAL ID	NUM-BER 1 1 1 1
CALID	
CAMPUS: SUS	SUBR SULAC SUAREC SUNO * SUSLA
EMPLOYMENT CATEGORY	Y: 9-MONTH 12-MONTH x OTHER (Specify)
_x Academic Temporary	Non-Academic Civil Sector Civil
Tenured	Undergraduate Student Job Appropriate SEP
X Tenured Track	Graduate Assistant Probationary
Other (Specify)	Retiree Return To Work
Previous Employee John	Retiree Return To Work Reason Left Re-designated to 9 Vontage Park Selective Park Selective Red Section 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Date Left 12/31/2018	Salary Paid \$80,000.00
	Profile of Person Recommended
ength of Employment	July 1, 2016 To 12/31/2018
Effective Date January 1,	2019
Name John Barrilleaux	SS# xxx-xx-9294 Sex Male Race* White
Position Title: Assistant Pro	ofessor/APAR Coord. Department: Health Information Management
Check one Existing	g Position *Visa Type (See Reverse Side): US
X New Pos (Position vacance	sition Expiration Date: y authorization form must be processed and approved to fill
	positions. Position must be advertised before processing PAF, if
Years Experience 21	Southern University Experience 2
Degree(s): Type/Discipline	(BA-Education): Institution/Location (SU-Baton Rouge): Year:
Degree(s): Type/Discipline (Master of Educati	
5 1, 1.	tion University of Southern Mississippi 2000
Master of Educati Bachelor of Educati	tion University of Southern Mississippi 2000
Master of Educati Bachelor of Educ RHIA, Registered	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997
Master of Educati Bachelor of Educ RHIA, Registered	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA
Master of Educati Bachelor of Educ RHIA, Registered	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action
Master of Educati Bachelor of Educati Bachelor of Educati RHIA, Registered Current Employer Southe	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action Opointment Continuation Sabbatical Leave of Absence
Master of Educati Bachelor of Educ RHIA, Registered	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action Oppointment Continuation Sabbatical Leave of Absence Per Replacement x Other (Specify) Re-designation
Master of Educati Bachelor of Educati Bachelor of Educati RHIA, Registered Current Employer Southe Check One New Ap Transfel	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action Opointment Continuation Sabbatical Leave of Absence Programment Toucher
Master of Educati Bachelor of Educati Bachelor of Educati RHIA, Registered Current Employer Southe Check One New Ap Transfer Recommended Salary \$70,00	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action Opointment Continuation Sabbatical Leave of Absence Programment Toucher
Master of Educati Bachelor of Educati Bachelor of Educati RHIA, Registered Current Employer Southe Check One New Ap Transfer Recommended Salary \$70,00 Source of Funds State	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action Oppointment Continuation Sabbatical Leave of Absence er Replacement x Other (Specify) Re-designation Occupant Salary Budgeted \$82,400.00 General Location 41101-42531-61003-41000
Master of Educati Bachelor of Educati Bachelor of Educati Bachelor of Educati RHIA, Registered Current Employer Souths Check One New Ap Transfel Recommended Salary \$70,00 Source of Funds State Form Code:	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action Opointment Continuation Sabbatical Leave of Absence er Replacement x Other (Specify) Re-designation On Salary Budgeted \$82,400.00
Master of Educati Bachelor of Educati Bachelor of Educati Bachelor of Educati RHIA, Registered Current Employer Southe Check One New Ap Transfel Recommended Salary \$70,00 Source of Funds State Form Code:	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action Oppointment Continuation Sabbatical Leave of Absence er Replacement x Other (Specify) Re-designation Occupy Salary Budgeted \$82,400.00 General Location 41101-42531-61003-41000 Bor Page 6 Item # 214
Master of Educati Bachelor of Educati Bachelor of Educati Bachelor of Educati RHIA, Registered Current Employer Southe Check One New Ap Transfer Recommended Salary \$70,00 Source of Funds State Form Code: Change of:	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action pointment Continuation Sabbatical Leave of Absence er Replacement x Other (Specify) Re-designation 00.00 Salary Budgeted \$82,400.00 General Location 41101-42531-61003-41000 BOR Page 6 Item # 214
Master of Educati Bachelor of Educati Bachelor of Educati Bachelor of Educati RHIA, Registered Current Employer Southo Check One New Ap Transfer Recommended Salary \$70,00 Source of Funds State Form Code: Change of: 155 1	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action Oppointment Continuation Sabbatical Leave of Absence er Replacement x Other (Specify) Re-designation Occupy Salary Budgeted \$82,400.00 General Location 41101-42531-61003-41000 Bor Page 6 Item # 214
Master of Educati Bachelor of Educati RHIA, Registered Souther Check One New Ap Transfer Recommended Salary \$70,00 Source of Funds State Form Code: Change of: Cha	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action Opointment Continuation Sabbatical Leave of Absence er Replacement x Other (Specify) Re-designation O0.00 Salary Budgeted \$82,400.00 General Location 41101-42531-61003-41000 BoR Page 6 Item # 214 From To Assistant Prof./APAR Coord. (12 mon) RE TRACK - 12 mos. TENURE TRACK - 9 mos.
Master of Educati Bachelor of Educati RHIA, Registered Souther Check One New Ap Transfer Recommended Salary \$70,00 Source of Funds State Form Code: Change of: Cha	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action Opointment Continuation Sabbatical Leave of Absence er Replacement x Other (Specify) Re-designation Occupy Salary Budgeted \$82,400.00 General Location 41101-42531-61003-41000 BoR Page 6 Item # 214 From To Assistant Prof./APAR Coord. (12 mon) RE TRACK - 12 mos. The North Track of Specify and Specific Specify and Specific
Master of Educati Bachelor of Educati RHIA, Registered Souther Check One New Ap Transfel Recommended Salary \$70,00 Source of Funds State Form Code: Change of State Position Assista Status TENUF	tion University of Southern Mississippi 2000 cation, Nicholls State University 1997 d Health Info Admin. University of Toledo 2012 tern University at New Orleans, New Orleans, LA Personnel Action Opointment Continuation Sabbatical Leave of Absence er Replacement x Other (Specify) Re-designation Occupy Salary Budgeted \$82,400.00 General Location 41101-42531-61003-41000 BoR Page 6 Item # 214 From To Assistant Prof./APAR Coord. (12 mon) RE TRACK - 12 mos. To To TENURE TRACK - 9 mos. The Track - 12 mos.

Comments: (Use back of form)

Graduate School signature (if, applicable);

*See Reverse Side	Graduate School	signature (if, applicable);	
discontinue 1. U	oon 9/4/18 De		red globs
Vice Chancellor	69-25-18 B	La plan Day	9/27/18 Date
Director Personnel Status	9-27-18 Di		Date
19 1/1	10/19/18	Business Affairs/Comptroller	

President Date

Chairman/S,U. Board
Of Supervisor

NUDGRT OFFICIAL

Date

10-2-18

or Non-Latino original people of Europe, North Africa, or the Middle East of the Black racial groups of Africa. uth American, or other Spanish culture or origins, Il peoples of the Par East, Southeast Asia, the Indian Japan, Korea, the Philippine Islands, and Samoa. my of the original peoples of North American, and wh ty recognitions. the to a 9-month Faculty. Paculty Schedule-M-F 8-5 rissa Robinson
original people of Europe, North Africa, or the Middle East of the Black racial groups of Africa. uth American, or other Spanish culture or origins, Il peoples of the Par East, Southeast Asia, the Indian Japan, Korea, the Philippine Islands, and Samoa. my of the original peoples of North American, and with the conginal peoples of North American, and with the congruence. the to a 9-month Faculty. Faculty Schedule-M-F 8-5 rissa Robinson
of the Black racial groups of Africa. uth American, or other Spanish culture or origins, Il peoples of the Par East, Southeast Asia, the Indian Japan, Korea, the Phillippine Islands, and Samoa. my of the original peoples of North American, and w ty recognitions. th to a 9-month Faculty. Faculty Schedule-M-F 8-5 rissa Robinson
of the Black racial groups of Africa. uth American, or other Spanish culture or origins, Il peoples of the Par East, Southeast Asia, the Indian Japan, Korea, the Phillippine Islands, and Samoa. my of the original peoples of North American, and w ty recognitions. th to a 9-month Faculty. Faculty Schedule-M-F 8-5 rissa Robinson
uth American, or other Spanish culture or origins, I peoples of the Par East, Southeast Asia, the Indian Japan, Korea, the Philippine Islands, and Samoa. ny of the original peoples of North American, and w ty recognitions. th to a 9-month Faculty. Paculty Schedule-M-F 8-5 rissa Robinson
I peoples of the Far East, Southeast Asia, the Indian Japan, Korea, the Philippine Islands, and Samoa. ny of the original peoples of North American, and we ty recognitions. the to a 9-month Faculty. Paculty Schedule-M-F 8-5 rissa Robinson
Japan, Korea, the Philippine Islands, and Samoa. my of the original peoples of North American, and we ty recognitions. the to a 9-month Faculty. Faculty Schedule-M-F 8-5 rissa Robinson
ty recognitions. th to a 9-month Faculty. Paculty Schedule-M-F 8-5 rissa Robinson
Faculty Schedule-M-F 8-5 rissa Robinson
Faculty Schedule-M-F 8-5 rissa Robinson
rissa Robinson
rissa Robinson
NON-EXEMPT
NON-EXEMPT
NON-EXEMPT
y Human Resources before employment
72
<u>CODES</u> <u>EXPIRES</u>
FUNDS AVAILAB
KA OCT A O OCT
JI COO COLLEGE
FI ADMINISTRATION & FINANC
ore any employment is the from the Financial A employees/students must lization, resident alien of the apply to U.S. Citizens. Y Human Resources before the supply to the

BUDGETOFFICER DAIE, W. 2



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

Office of the Chancellor (225) 771-2552 FAX (225) 771-2474 October 12, 2018

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

> > RE: Renewal Salary Stipend for Clinical Assistant Professor Kelly Carmena

Dr. Belton:

Kelly Carmena, a Clinical Assistant professor and supervisor of the Criminal Law Clinic at the Southern University Law Center has secured a second \$45,000 grant from the East Baton Rouge Parish Public Defender's office. The grant is for the Criminal Clinic to serve as one of several conflict counsels to represent indigent criminal defendants whose representation by the Public Defender may pose a conflict of interest. This grant is for a one-year period renewal that I anticipate will be renewed annually.

The funds enabled the Criminal Clinic to increase the level of services it offers to indigent criminal defendants and expand experiential learning opportunities for law students. The funding would also allow the clinic to ostensibly operate on a year round basis as opposed to a semester-by-semester basis, with very little summer activity.

This unique opportunity for the Law Center to partner with the East Baton Rouge Public Defender office, especially at a time when there are serious questions concerning the adequacy of indigent defender services in Louisiana is crucial. I therefore am requesting that the Southern University Board of Supervisors allow the Law Center to provide a salary stipend of \$30,000 plus benefits for twelve months from the grant funds. The salary stipend would end if the grant was not renewed.

Professor Carmena engaged in significantly more work during the 2017-2018 academic year and 2018 summer session. This work entailed a twelve-month commitment of time, instead of the customary nine-month commitment of time. The remaining funds would be used to fund a

Dr. Ray Belton October 12, 2018 Page -2-

paid summer internship for a law student under the supervision of Professor Carmena. Professor Carmena is also required to teach a summer criminal clinic law course.

I would appreciate if you would place this item on the agenda for the Board of Supervisors to consider at the October 26, 2018 meeting of the Board. If you have any questions, please feel free to contact me.

Yours sincerely,

Min K. Pierre, Chancellor &

Vanue B. Lacour Endowed Professor of Law

Personnel Action Form POSITION CAL ID NUMBER CAMPUS: SUS SUBR SULAC X SUAREC SUSLA SUNO 9-MONTH X 12-MONTH OTHER __ EMPLOYMENT CATEGORY: (Specify) Non-Academic Civil Service Academic Temporary Part-time (% of Full Time) Restricted Undergraduate Student Tenured Job Appointment Tenured Track Graduate Assistant Probationary Retiree Return To Work Permanent Status Other (Specify) Previous Employee N/A Reason Left Salary Paid Date Left N/A Profile of Person Recommended To 09/30/2019 10/01/2018 Length of Employment Effective Date 10/01/2018 Name Kelly Carmena xxx-xx-4992 Race* (Last 4 digits only) Department: Law Center - Instruction Position Title: Professor Check One X Existing Position *Visa Type (See Reverse Side): **Expiration Date: New Position** (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.) Years Experience Southern University Experience 21 Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Degree(s): Southern University Law Center 2009 Current Employer Southern University Law Center Personnel Action New Appointment X Continuation Sabbatical Leave of Absence Replacement Other (Specify) Recommended Salary \$30,000 Salary Budgeted \$30,000 Source of Funds Grant Identify. Budget: Location 327548-31240-61003-34100 Form Code: BOR10 Item # 1_ Change of: From <u>To</u> Position Status Salary Adjustment Financial Aid signature (if, applicable): Amount List total funds currently paid this employee by Source of Funds 311001-31240-61003-34100 Southern University: *See Reverse Side 7548-31240-61603-3410 Comments: (Use back of form) *See Reverse Side Graduate School signature (if, applicable):

ce President/Finance Husiness Affairs/Comptroller

Chairman/S.U. Board of Supervisors

Date

SOUTHERN UNIVERSITY SYSTEM

JOB CLASS3

Director/Personne

JOB CODE

Laws and does not affect employment consideration.	is pose of meter mixing compliance with rederal Civil Kights
ETHNIC ORGIN (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 people of Europe, North Africa, or the Middle East.
Black. not of Hispanic Origin. A person having o	rigins in any of the Black racial groups of Africa.
Hispanic. A person of Mexican, Puerto Rican, Cub regardless of race.	an, Central or South American, or other Spanish culture or origins,
	n any of the original peoples of the Far East, Southeast Asia, the Indian for example, China, Japan, Korea, the Philippine Islands, and Samoa.
American Indian or Alaskan Native. A person hav maintains cultural identification through tribal affiliation	ing origins in any of the original peoples of North American, and who are community recognition.
COMMENTS Contract for Conflict Public Defense Services, super October 01, 2018 through September 30, 2019.	ervised by Kelly Carmena/Professor Law Clinic, effective
EMPLOYEE REGULAR WORK SCHEDULE:	Daily
EMPLOYEE DIRECT SUPERVISOR:	Virginia Listach
NUMBER OF EMPLOYEES SUPERVISED, (if any)	7
HR USE ONLY: STATUS (circle one):	EXEMPT NON-EXEMPT
of Account (fee receipt), and a class schedule. Al ID, social security card, birth certificate, certificates, passport, and F-1/I-94. The latter six (6) do Documentation must be provided for review and a	hem clearance from the Financial Aid office, Statement l prospective employees/students must bring a pictured ate of naturalization, resident alien card, H1-B and J-1 cuments do not apply to U.S. Citizens. Approval by Human Resources before employment is
offered.	
CLASS OF EMPLOYMENT (VISA STATUS):	SOUTHERN UNIVERSITY LAW CENTER
TYPE	EKODENBERED / FURNDRAMILABLE
United States Citizen/Certificate of Naturalization	US 10/12/12
Resident Alien H-1 Visa (Distinguished Merit & Ability)	BHI MOLONY
J-1 Visa (Exchange Visitor Program)	
F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Expe	F1 F0
Do <u>Not</u> Write	Dolow This Ana
For Human Resource and	Budgetary Control Use Only!
PAF APPROVAL PROCESS CHECKLIST (Must Approved Position Vacancy Authorization F Position Vacancy Announcement (position ac Application for Employment Form Admin/Fac/Ut Authority to Release (signed by employee) (su Supervisory Criminal/Background Check Fo Exemptions Survey Form (signed by employee Proposed Employee Appointment Proposed Employee Clearance	Budgetary Control Use Only! thave the information outlined below): form (applicable for new and replacement positions) divertised before processing PAF, if applicable) not Positions(Civil Service Application for classified employees) bmitted to Campus Police with Criminal/Background Check form) arm (completed by employee/ verified and signed by supervisor)

CONTINGENT UPON AVAILABILITY OF FUNDS

Rev. 10/12/2018



SOUTHERN UNIVERSITY at NEW ORLEANS

Pharissa Robinson, Interim Director/Assistant Professor
Health Information Management Systems Program
6400 Press Drive New Orleans, Louisiana 70126
(504) 286-5083 (504) 286-5203

To: Laura Douresseaux Collins, Assistant Professor/Clinical Coordinator

FROM: Pharissa Robinson, Interim Director

HIMS Program

CC: Evelyn Harrell, Arts & Sciences, Dean

David Adegboye, Academic Affairs, Vice Chancellor

RE: Faculty Re-Designation Justification

DATE: August 21, 2018

Your position has been re-designated from 12 month to 9 month faculty. The salary for this position is \$70,000 for 9 months, pending approval of the President of the Southern University System and the Board of Supervisors. In this re-designated position your full course load will remain the same, three courses or 9 hours with one course release time for coordinator duties. You will no longer earn leave. However, all other current position duties, rights, privileges, and benefits will remain the same, including sick leave and health insurance. For further explanation of this as well as an proposed effective date of August 2019, please meet with your human resources benefits specialist.

Please indicate below your acceptance of this re-designated 9 month position by signature.

Laura Douresseaux Collins Assistant Professor/Clinical Coordinator

Pharissa Robinson, Interim Director

JOB CLASS SOUTHERN UNIVE	PRITY SYSTEM
JOB CODE Personnel A	
40 40 64	
CAMPUS: SUS SUBR SULAC	SUAREC SUNO SUSLA
x Academic Non-Academic	Probat mar,
Profile of Perso	on Recommended
Length of Employment July 1, 2016	To 12/31/2018
Effective Date January 1, 2019	
Name Laura Douresseaux SS	S# xxx-xx-1649 Sex Female Race* Black
Position Title: Assistant Professor/Clinical Coord.	Department: Health Information Management
Check One Existing Position	*Visa Type (See Reverse Side): US
X New Position (Position vacancy authorization form must be processe existing and new positions. Position must be advertised be applicable.)	Expiration Date:
Years Experience 14	Southern University Experience 5
	tion/Location (SU-Baton Rouge): Year: sity of New Orleans 2004
	sity of Louisiana Lafayette 1993
RHIA, Registered Health Info Admin. Americ	can health Information Management 1993
Current Employer Southern University at New Orleans, New	y Orleans, LA
Personi	nel Action
Check One New Appointment Continuation	
Transfer Replacement	x Other (Specify) Re-designation
Recommended Salary \$70,000.00	Salary Budgeted \$82,400.00
Source of Funds State	
'. Identify Budget;] . General BoR	Location 41101-42531-61003-41000 Page 6 ltem # 214
Change of the time code:	1466 1644 //
From	To
Position Asst. Prof./Clinical Coordinator Status TENURE TRACK - 12 mos.	Asst. Prof./Clinical Coordinator TENURE TRACK - 9 mos.
Salary Adjustment \$82,400.00	\$70,000.00
	ature (if, applicable):
List total funds currently paid this employee by Southern University:	Source of Funds Amount 410 1 42531
*See Reverse Side	61003 41000 \$70,000
Comments: (Use back of form)	
*See Reverse Side Graduate Sch	ool signature (if, applicable):
Supervisor An True 09-254	18 Date Deno Chil Hend Estry Hours 9/21/8
Vice Chancellor Wir a 9 199	Date Chancellor W No 5 Date
Director/Personnel	Bate Vice President/Finance Date Business Affairs/Comptroller
President 10/10/11	Date Chairman/S.U. Board Date Of Supervisor RUDGET OFFICER: DATE DATE D -2-18

RACE (Please check all that apply): White. Not of Hispanic origin. A person having origin x Black. Not of Hispanic Origin. A person having o Hispanic: A person of Mexican, Puerto Rican, Cuban, regardless of race.	on-Hispanic or Non-Latino is in any of the original people of Europe, North Africa, or the Middle East origins in any of the Black racial groups of Africa. Central or South American, or other Spanish culture or origins,
RACE (Please check all that apply): White. Not of Hispanic origin. A person having origin Black. Not of Hispanic Origin. A person having of Hispanic. A person of Mexican, Puerto Rican, Cuban, regardless of race.	is in any of the original people of Europe, North Africa, or the Middle East origins in any of the Black racial groups of Africa.
RACE (Please check all that apply): White. Not of Hispanic origin. A person having origin Black. Not of Hispanic Origin. A person having origin Hispanic: A person of Mexican, Puerto Rican, Cuban, regardless of race.	is in any of the original people of Europe, North Africa, or the Middle East origins in any of the Black racial groups of Africa.
x Black. Not of Hispanic Origin. A person having o Hispanic. A person of Mexican, Puerto Rican, Cuban, regardless of race.	rigins in any of the Black racial groups of Africa.
Hispanic: A person of Mexican, Puerto Rican, Cuban, regardless of race.	
Hispanic: A person of Mexican, Puerto Rican, Cuban, regardless of race.	
	, ,
	y of the original peoples of the Far East, Southeast Asia, the Indian
	cample, China, Japan, Korea, the Philippine Islands, and Samoa. Ing origins in any of the original peoples of North American, and who It or community recognitions.
COMMENTS: OVP FIN&BUS AFFAI OCT 11 PM12:00	-month to a 9-month Faculty.
1001 321 1120-10	
EMPLOYEE REGULAR WORK SCHEDULE:	8am-5pm 9 month
EMPLOYEE DIRECT SUPERVISOR:	Ms. Pharissa Robinson
NUMBER OF EMPLOYEES SUPERVISED, (if any)	0
HR USE ONLY: STATUS (circle one):	EXEMPT NON-EXEMPT
visas, passport, and F-1/I-94. The latter six (6) docum <u>Documentation must be provided for review and a</u> <u>offered.</u> <u>CLASS OF EMPLOYMENT (VISA STATUS):</u>	•••
TYPE	CODES <u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US FLINIDO AVAILAD
Resident Alien	RA FUNDS AVAILAB
I-1 Visa (Distinguished Merit & Ability) -1 Visa (Exchange Visitor Program)	H1 0CT 0 2 2018
7-1 Visa (Exchange Visitor Frogram) 7-1 Visa (Student Emp. FT Student at S.U.) DPT (F-1 Visa-INS Prior Approval-"Practical Work Experience	FI ADMINISTRATION & FINAN
PAF APPROVAL PROCESS CHECKLIST (Must have Approved Position Vacancy Authorization Form Position Vacancy Announcement (position advert	(applicable for new and replacement positions) tised before processing PAF, if applicable) e Application for classified employees)
Pre-Employment Application Form (Civil Service Supervisory Criminal/Background Check Forms Exemptions Survey Form Proposed Employee Appointment Proposed Employee Clearance Restricted/ Job Appointment/CS Rule 6.5g Letter	



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

OFFICE OF THE CHANCELLOR

September 7, 2018

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

Dear Dr. Belton,

I am pleased to hereby enclose relevant documents in support of the recommendation of Dr. Yun Doo Lee as Assistant Professor of Business Administration in the College of Business & Public Administration.

I seek your kind approval and submittal for the approval of the Southern University Board of Supervisors at the September 2018 meeting.

Thank you.

Sincerely yours,

Lisa Mims-Devezin, Ph.D.

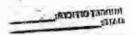
Chancellor

APPROVAL:

Ray L. Belton, Ph.D. President-Chancellor

Profile of Person Recomment Length of Employment August 16, 2018 Effective Date August 16, 2018 Name Yun Doo Lee SS# xxx-xx-24 Position Title: Assistant Professor Department New Position (Position vacancy authorization form must be pracessed and approved to existing and new positions. Position must be advertised before processing PAI applicable.) Years Experience 4 Southern University, Seoul, University of Cincinnati, PhD-Financial Economics University of Cincinnati, PhD-Financial Economics University of New Orlest Current Employer SUNO (Temporary Appointment) = Title CIII P. Personnel Action Check One New Appointment Continuation Sabbat Transfer X Replacement Other (Recommended Salary \$78,000.00 (see pg. 2 for source \$alary Source of Funds State / Federal Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: From Position Temporary Assistant Professor From Status Temporary Salary Adjustment Salary Adjustment Salary Adjustment Salary Adjustment Salary Adjustment Southern University: Source of Funds Courrently paid this employee by Southern University:	OTHER (Specify) Civil Service Restricted: Job Appointment X Probationary Permanent Status on Left Death y Paid \$74,970.00 ded To Sect. 30, 2019
EMPLOYMENT CATEGORY: 9-MONTH X 12-MONTH X Academic Temporary Part-Time (% of Full Time) Tenured Tenured Graduate Student Cother (Specify) Retire Return To Work Previous Employee Dr. Amaresh Das Reas Date Left December 31, 2017 Sala Profile of Person Recomment Effective Date August 16, 2018 Name Yun Doo Lee SS# xxx-xx-24 Position Title: Assistant Professor Deposition Rev Position (Position vacancy authorization form must be precessed and approved to existing and new positions. Position must be advertised before processing PAI applicable.) Years Experience 4 Degree(s): Type/Discipline (BA-Education): Institution/Location (SI MBA-Monetary Economics MS - Marketing University of Cincinnati, PhD-Financial Economics University of New Orlest Transfer X Replacement Other (Current Employer SUNO (Temporary Appointment) = Title CIII P. Personnel Action Check One New Appointment Continuation Sabbat Transfer X Replacement Other (Secommended Salary S78,000.00 (See pg. 2 for Source-Salary Source of Funds State / Federal Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: Temporary Assistant Professor Form Code: BoR 10 Page Change of: Temporary Assistant Professor Form Code: BoR 10 Page Change of: Temporary Assistant Professor Form Code: BoR 10 Page Change of: Temporary Salary Adjustment Fennorary Assistant Professor Financial Aid signature (if, applies Comments: (Use back of form)	OTHER (Specify) Civil Service Restricted: Job Appointment X Probationary Permanent Status on Left Death y Paid \$74,970.00 ded To Sect. 30, 2019
X Academic Temporary Part-Time (% of Full Time) Tenured Tenured Undergraduate Student Graduate Assistant Retiree Return To Work Previous Employee Dr. Amaresh Das Reas Date Left December 31, 2017 Sala Profile of Person Recomment Length of Employment August 16, 2018 Name Yun Doo Lee SS# xxx-xx-24 Position Title: Assistant Professor Deposition *V New Position (Position vacancy authorization form must be precessed and approved to existing and new positions. Position must be devertised before processing PAI applicable. MBA-Monetary Economics Southern University of Cincimati, University of Cincimati, University of Cincimati, University of New Orlest Current Employer SUNO (Temporary Appointment) = Title III P. Personnel Action Check One New Appointment Continuation Sabbat Transfer X Replacement Other (Recommended Salary \$78,000.00 (see pg. 2 for source-\$alary Source of Funds State / Federa1 Lentify Budget: Gen. Fund Form Code: Bor 10 Page Change of: Position Temporary Assistant Professor Against Temporary Salary Adjustment \$73,542.00 Source of Funds State / Federa1 List total funds currently paid this employee by Source of Funds Source of Funds Salary Adjustment \$73,542.00 Source of Funds	Civil Service Restricted: Job Appointment X Probationary Permanent Status on Left Death y Paid \$74,970.00 ded o Se t. 30, 2019
Temporary Tenured Tunter Undergraduate Student X Tenured Track Graduate Assistant Other (Specify) Retiree Return To Work Previous Employee Dr. Amaresh Das Reas Oate Left December 31, 2017 Sala Profile of Person Recomment August 16, 2018 Length of Employment August 16, 2018 Length of Employment August 16, 2018 Length of Employment August 16, 2018 Seffective Date August 16, 2018 Name Yun Doo Lee SS# xxx-xx-24 Position Title: Assistant Professor Deposition Position (Position Versity and new position Position Retaining and new position Position Position Resisting and new positions. Position must be advertised before processing PAI applicable.) Cears Experience 4 Southern University of Cincinnati, University of Cincinnati, University of Cincinnati, University of Cincinnati, University of New Orlest Orlest Current Employer SUNO (Temporary Appointment) Title III Processor Office of Funds State / Federal Lidentify Budget: Gen. Fund Form Code: Bor 10 Page Change of: From Code: Bor 10 Page Change of: From Temporary Assistant Professor Adjustment Status Stat	Restricted: Job Appointment X Probationary Permanent Status on Left Death y Paid \$74,970.00 ded To Sept. 30, 2019
Temporary Tenured Tunered Tune	Restricted: Job Appointment X Probationary Permanent Status on Left Death y Paid \$74,970.00 ded To Sept. 30, 2019
Commended Salary Source of Funds Substant Retiree Return To Work	X Probationary Permanent Status on Left Death y Paid \$74,970.00 ded To Sept. 30, 2019
Other (Specify) Previous Employee Dr. Amaresh Das Reas Pate Left December 31, 2017 Sala Profile of Person Recomment August 16, 2018 Siffective Date August 16, 2018 Name Yun Doo Lee SS# xxx-xx-24 Position Title: Assistant Professor Department Check One X Existing Position New Position (Position vacancy authorization form must be pracessed and approved to existing and new positions. Position must be advertised before processing PAI applicable. Progree(s): Type/Discipline (BA-Education): MBA-Monetary Economics MBS-Marketing PhD-Financial Economics University of Cincinnati, PhD-Financial Economics Current Employer SUNO (Temporary Appointment) = Title TII P. Personnel Action Check One New Appointment Continuation Sabbat Transfer X Replacement Other (Recommended Salary \$78,000.00 (see pg. 2 for sources Salary Source of Funds State / Federal Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: Prom Temporary Assistant Professor From Personal Aid signature (if, application of the position of the	Permanent Status on Left Death y Paid \$74,970.00 ded to Sect. 30, 2019
Previous Employee Dr. Amaresh Das Reas Parte Left December 31, 2017 Sala Profile of Person Recomment August 16, 2018 Augus	pn Left Death y Paid \$74,970.00 ded to Sect. 30, 2019
Profile of Person Recomment August 16, 2018 Ss# xxx-xx-24 Position Title: Assistant Professor Dep Check One X Existing Position New Position (Position vacancy authorization form must be processed and approved to existing and new positions. Position must be advertised before processing PAI applicable.) August 16, 2018 Avx-xx-24 Position Title: Assistant Professor Dep August 16, 2018 Avx-xx-24 August 16, 2018 Avx-xx	y Paid \$74,970.00 ded o Sept. 30, 2019
Profile of Person Recomment August 16, 2018 Same Yun Doo Lee SS#xxx-xx-24 Position Title: Assistant Professor Dep Check One X	ded To Sept. 30, 2019
August 16, 2018 August	°o <u>Seat. 30, 2019</u>
August 16, 2018 Jame Yun Doo Lee SS#xxx-xx-24 Josition Title: Assistant Professor Dep Check One X	
SS# XXX-XX-24 Solition Title: Assistant Professor Dept	10 Can Mala Basa* Ast
Check One X Existing Position *V New Position (Position vacancy authorization form must be processed and approved to existing and new positions. Position must be advertised before processing PAI applicable.) Pegree(s): Type/Discipline (BA-Education): Institution/Location (SI MBA-Monetary Economics Korea University, Seoul, MS - Marketing University of Cincinnati, PhD-Financial Economics University of New Orless Current Employer SUNO (Temporary Appointment) = Title (III P. Personnel Action Check One New Appointment Continuation Sabbat Transfer X Replacement Other (Recommended Salary \$78,000.00 (see pg. 2 for source Salary Source of Funds State / Federal Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: Position Temporary Assistant Professor Action From Code: From Status Temporary Sasistant Professor Action Financial Aid signature (if, applica Southern University: See Reverse Side Comments: (Use back of form)	10 Can Mala Dasa* Ast
New Position (Position vacancy author)zation form must be processed and approved to existing and new positions. Position must be advertised before processing PAI applicable.) (Cears Experience 4 Southern University of Cincinnati, PhD-Financial Economics Korea University, Seoul, MS - Marketing University of Cincinnati, PhD-Financial Economics University of New Orleans of New Appointment Sunday (See Pg. 2 for Source Salary Source of Funds State / Federal Identify Budget: Gen. Fund Form Code: Bor 10 Page Change of: From Code: Financial Aid signature (if, application of Comments: (Use back of form) **Voluments: (Use back of form)	18 Sex Male Race* Asian
New Position New Position P	artment: Business Administration
New Position (Position vacancy author)zation form must be processed and approved to existing and new positions. Position must be advertised before processing PAI applicable.) Pears Experience 4 Southern University of Southern University of Cincinnati, MBA-Monetary Economics Korea University, Seoul, MS - Marketing University of Cincinnati, PhD-Financial Economics University of New Orless Current Employer SUNO (Temporary Appointment) Title III P. Personnel Action Check One New Appointment Continuation Sabbat Transfer X Replacement Other (Recommended Salary \$78,000.00 (See pg. 2 for Source Salary Source of Funds State / Federal Identify Budget: Gen. Fund Form Code: Bor 10 Page Change of: Personnel Action Page State / Federal Identify Budget: Gen. Fund Form Code: Bor 10 Page Status Temporary Assistant Professor Identicated and Signature (if, application to the Imporary Adjustment \$73,542.00 See Reverse Side Comments: (Use back of form)	sa Type (See Reverse Side): H1
(Position vacancy authorization form must be processed and approved to existing and new positions. Position must be advertised before processing PAI applicable.) Years Experience 4 Southern University of Cincinnation (St. MBA-Monetary Economics Korea University, Seoul, MS - Marketing University of Cincinnati, PhD-Financial Economics University of New Orless (University of New Orless) Current Employer SUNO (Temporary Appointment) Transfer X Replacement Other (Cincinnation Sabbat Transfer X Replacement Other (Cincinnation Sabbat Transfer X Replacement Processalary (State / Federal Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: From Code: BoR 10 Page Change of: From Code: From Code: Gen. Fund Form Code: From Code: Gen. Fund Form Code: Gen. Fund	
existing and new positions. Position must be advertised before processing PAI applicable.) Years Experience 4 Southern Universety of Continuation (SI MBA-Monetary Economics Korea University, Seoul, MS - Marketing University of Cincinnati, PhD-Financial Economics University of New Orless Current Employer SUNO (Temporary Appointment) = Title (III Proceedings) Personnel Action Check One New Appointment Continuation Sabbat Transfer X Replacement Other (Secommended Salary \$78,000.00 (see pg. 2 for source Salary Source of Funds State / Federal Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: Prom Temporary Assistant Professor Adjustment Temporary Assistant Professor Identity States (Inc. Special Add signature (if, application total funds currently paid this employee by Source (If) application total funds currently paid this employee by Source (If) application total funds currently paid this employee by Source (If) application total funds currently paid this employee by Source (If) application total funds currently paid this employee by Source (If) application total funds currently paid this employee by Source (If) application total funds currently paid this employee by Source (If) application total funds currently paid this employee by Source (If) application to the sour	Expiration Date: Nov 2018
Southern University of Cincinnati, PhD-Financial Economics MBA-Monetary Economics MS - Marketing PhD-Financial Economics Current Employer SUNO (Temporary Appointment) Check One New Appointment Transfer MS - Marketing PhD-Financial Economics Current Employer SUNO (Temporary Appointment) Check One New Appointment Transfer MS - Marketing University of Cincinnati, University of New OrLes Current Employer SUNO (Temporary Appointment) Continuation Sabbat Transfer M Replacement Other (Continuation Sabbat Transfer M Replacement Transfer Transfer M Replacement Transfer Transfer M Replacement Trans	ii.
regree(s): Type/Discipline (BA-Education): MBA-Monetary Economics MS - Marketing PhD-Financial Economics University of Cincinnati, PhD-Financial Economics University of New Orles University of New Orles University of New Orles Personnel Action Transfer New Appointment Transfer X Replacement Other (Stecommended Salary \$78,000.00 (see pg. 2 for source \$alary) Ource of Funds State / Federal Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: From Osition Temporary Assistant Professor tatus Temporary \$73,542.00 Financial Aid signature (if, applica ist total funds currently paid this employee by Outhern University: See Reverse Side Comments: (Use back of form)	ersity Experience 3
MS - Marketing University of Cincinnati, PhD-Financial Economics University of New OrLess Orle	
PhD-Financial Economics Current Employer SUNO (Temporary Appointment) Personnel Action Check One New Appointment Transfer X Replacement Other (Secommended Salary \$78,000.00 (see pg. 2 for sources Salary ource of Funds State / Federal Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: From Osition Temporary Assistant Professor tatus Temporary Salary Adjustment Financial Aid signature (if, application outlern University: See Reverse Side Comments: (Use back of form)	South Korea 1995
Current Employer SUNO (Temporary Appointment) = Title (III Processor	
Check One New Appointment Continuation Sabbat Transfer X Replacement Other (Recommended Salary \$78,000.00 (see pg. 2 for source \$alary Source of Funds State / Federal Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: From Coastion Temporary Assistant Professor Status Temporary Salary Adjustment \$73,542.00 Source of Funds State / Federal Source of Fund From Status Temporary Source of Fund So	2015
clecommended Salary \$78,000.00 (see pg. 2 for source Salary ource of Funds State / Federal Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: From Code: BoR 10 Page Salary Adjustment From Temporary Assistant Professor Identity States Temporary States	
Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: Position Temporary Assistant Professor Idatus Temporary Idalary Adjustment Financial Aid signature (if, application to the funds currently paid this employee by fourthern University: See Reverse Side Comments: (Use back of form)	
Identify Budget: Gen. Fund Form Code: BoR 10 Page Change of: Position Temporary Assistant Professor Status Temporary Status Financial Aid signature (if, application and the status of the status Financial Aid signature (if, application and the status of	3udgeted <u>\$7.8,</u> 0.00.00
Form Code: BoR 10 Page	
Change of: Position Temporary Assistant Professor Status Temporary Salary Adjustment \$73,542.00 Financial Aid signature (if, applica signature (if) applica si	Location 411001-42320-61003-41000
From Temporary Assistant Professor tatus Temporary \$73,542.00 Financial Aid signature (if, applica sist total funds currently paid this employee by outhern University: See Reverse Side Comments: (Use back of form)	Item#
Position Temporary Assistant Professor Itatus Temporary Italiary Adjustment \$73,542.00 \$3 Financial Aid signature (if, applica List total funds currently paid this employee by Source of Funds Couthern University: See Reverse Side Comments: (Use back of form)	То
Financial Aid signature (if, applica sist total funds currently paid this employee by southern University: See Reverse Side Comments: (Use back of form)	ssistant Professor (tenure-track)
Financial Aid signature (if, applica sist total funds currently paid this employee by southern University: See Reverse Side Comments: (Use back of form)	enure-Track 78,000,00
ist total funds currently paid this employee by outhern University: See Reverse Side Comments: (Use back of form)	
outhern University: See Reverse Side Comments: (Use back of form)	le):
See Reverse Side Comments: (Use back of form)	le):
	Amount 3-41410+ \$73,542.00
See Reverse Side Graduate School signature (If,	Amount
Chast 388 whithere	Amount 3-41410+ \$73,542.00
CONTRACT CONTRACT	Amount 3-41410+ \$73,542.00
upervisor Date Dean	Amount 3-41410+ \$73,542.00
16 Changellar 17-18	Amount 3-41410+ \$73,542.00
Too by Altaly 08.17.19	Amount \$73,542.00 13-46000
Date Vice	Amount 3-41410+ \$73,542.00
	Amount \$73,542.00 13-41410
5/11/18	Amount \$73,542.00 13-41410
Date Chair Of St.	Amount \$73,542.00 Amount \$73,542.00 Amount \$73,542.00 Amount \$73,542.00 Amount Am

ETHIC ORGIN (Please check one):			
· · · · · · · · · · · · · · · · · · ·	lon-Hispanic or No	n-Latino	
RACE (Please check all that apply):	von Priopanio o, 730	a, Battilo	
White. Not of Hispanic origin. A person having origin	ns in any of the origina	I neanle of Europe North	Africa or the Middle Fast
Black. Not of Hispanic Origin. A person having			
Hispanic. A person of Mexican, Puerto Rican, Cuban, regardless of race.	•		
Asian or Pacific Islander. A person having origins in at X Subcontinent, or the Pacific Islands. This area includes, for e			
American Indian or Alaskan Native. A person havi maintains cultural identification through tribal affiliatio	ng origins in any of t	he original peoples of I	
COMMENTS: Dr. Yun Doo Lee was granted two years of service He will be eligible to apply for tenure by the Fall semester of 2021.	. 3		
Breakdown of Dr. Lee's Salary: (83,5)	3,542.00 - T 1,458.00 - G	4201 itle III eneral Funds/	73-41410- 61003-46000 411001-42320-
EMPLOYEE REGULAR WORK SCHEDULE:	Monday-Frida	ıy, 8:00am-5:00 pm	61003-4100
EMPLOYEE DIRECT SUPERVISOR:	Dr. Charles A		
NUMBER OF EMPLOYEES SUPERVISED, (if any)	0	. <u>51166</u>	
			TAKEN AND
HR USE ONLY: STATUS (circle one):	EXEMPT	NON	-EXEMPT
are to report to and be cleared by the Human Res starting to work. All students are to bring with the of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate	sources <u>before</u> a m clearance fro rospective emplo e of naturalization	ny employment is om the Financial A oyees/students mu on, resident alien	offered and <u>before</u> Aid office, Statement at bring a pictured card, H1-B and J-1
are to report to and be cleared by the Human Restarting to work. All students are to bring with the of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a	sources <u>before</u> a m clearance fro rospective emple e of naturalization nents do not app	ony employment is om the Financial a oyees/students mu on, resident alien by to U.S. Citizens.	s offered and <u>before</u> Aid office, Statement st bring a pictured card, H1-B and J-1
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a offered.	sources <u>before</u> a m clearance fro rospective emple e of naturalization nents do not app	ony employment is om the Financial a oyees/students mu on, resident alien by to U.S. Citizens.	s offered and <u>before</u> Aid office, Statement st bring a pictured card, H1-B and J-1
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a offered. CLASS OF EMPLOYMENT (VISA STATUS):	sources <u>before</u> a m clearance fro rospective emple e of naturalization nents do not app	ony employment is om the Financial a oyees/students mu on, resident alien by to U.S. Citizens.	s offered and <u>before</u> Aid office, Statement st bring a pictured card, H1-B and J-1
are to report to and be cleared by the Human Restarting to work. All students are to bring with their for Account (fee receipt), and a class schedule. All p (D), social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a offered. CLASS OF EMPLOYMENT (VISA STATUS):	sources <u>before</u> a m clearance fro rospective emple e of naturalization nents do not app	any employment is om the Financial acceptance of the Financial acceptance on the Financial acceptance of the Finan	s offered and <u>before</u> Aid office, Statement st bring a pictured card, H1-B and J-1 efore employment is EXPIRES
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a offered. CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization	sources <u>before</u> a m clearance fro rospective emple e of naturalization nents do not app	any employment is om the Financial a coyees/students muston, resident alien by to U.S. Citizens.	s offered and <u>before</u> Aid office, Statement st bring a pictured card, H1-B and J-1 efore employment is EXPIRES
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a offered. CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability)	sources <u>before</u> a m clearance fro rospective emple e of naturalization nents do not app	any employment is om the Financial acceptance of the Financial acceptance on the Financial acceptance of the Finan	s offered and <u>before</u> Aid office, Statement st bring a pictured card, H1-B and J-1 efore employment is EXPIRES
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a 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)	sources <u>before</u> a m clearance fro rospective emple e of naturalization nents do not app	any employment is om the Financial acceptance of the Financial acceptance on the Financial acceptance of the Finan	s offered and <u>before</u> Aid office, Statement st bring a pictured card, H1-B and J-1 efore employment is EXPIRES
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a poffered. CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) I-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.)	sources <u>before</u> am clearance fro rospective emple of naturalization nents do not appi approval by Hui	any employment is om the Financial acceptance of the Financial acceptance on the Financial acceptance of the Finan	s offered and <u>before</u> Aid office, Statement st bring a pictured card, H1-B and J-1 efore employment is EXPIRES
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a 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.)	sources <u>before</u> am clearance fro rospective emple of naturalization nents do not appi approval by Hui	any employment is om the Financial acceptance of the Financial acceptance on the Financial acceptance of the Finan	s offered and <u>before</u> Aid office, Statement st bring a pictured card, H1-B and J-1 efore employment is EXPIRES
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a offered. CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experient	sources <u>before</u> am clearance from clearance from clearance from conspective employed from a constant of the c	any employment is on the Financial poyees/students must on, resident alien by to U.S. Citizens. CODES CODES	s offered and <u>before</u> Aid office, Statement st bring a pictured card, H1-B and J-1 efore employment is EXPIRES
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a 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.)	sources before a m clearance from clearance from clearance from conspective employed from the constant of the	any employment is on the Financial Acceptance of the Financial Acceptance of the Financial Acceptance of the Financial Acceptance of the Fundament of the Funda	s offered and <u>before</u> Aid office, Statement at bring a pictured card, H1-B and J-1 efore employment is EXPIRES S AVAILABLE SEP 07 2018
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a conferred. CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) I-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experient Do Not Write 1 For Human Resource And 1	sources before a m clearance from clearance from clearance from conspective employed from the constant of the	any employment is on the Financial poyees/students must on, resident alien by to U.S. Citizens. Man Resources be resulted by the Codes Area Control Use	s offered and <u>before</u> Aid office, Statement at bring a pictured card, H1-B and J-1 efore employment is EXPIRES S AVAILABLE SEP 07 2018
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a coffered. CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experien To Human Resource And I	sources before a m clearance from clearance from clearance from conspective employed from the construction of the construction	Area Control Use no utlined below): ew and replacement essing PAF, if apple classified employee	s offered and before Aid office, Statement at bring a pictured card, H1-B and J-1 efore employment is EXPIRES S AVAILABLE SEP 17 2018 CIRATION & FINANCE I positions) icable) es)
are to report to and be cleared by the Human Restarting to work. All students are to bring with their of Account (fee receipt), and a class schedule. All p ID, social security card, birth certificate, certificate visas, passport, and F-1/I-94. The latter six (6) documentation must be provided for review and a coffered. CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experient Do Not Write I For Human Resource And I PAF APPROVAL PROCESS CHECKLIST (Must ha Approved Position Vacancy Authorization Form Position Vacancy Announcement (position adverse Exemptions Survey Form Proposed Employee Appointment	sources before a m clearance from clearance from clearance from conspective employed from the construction of the construction	Area Control Use no utlined below): ew and replacement essing PAF, if apple classified employee	s offered and before Aid office, Statement at bring a pictured card, H1-B and J-1 efore employment is EXPIRES S AVAILABLE SEP 17 2018 CIRATION & FINANCE I positions) icable) es)
PAF APPROVAL PROCESS CHECKLIST (Must ha Approved Position Vacancy Authorization Form Position Vacancy Announcement (position adve Pre-Employment Application Form (Civil Servic Supervisory Criminal/Background Check Forms Exemptions Survey Form	sources before a m clearance from clearance from clearance from conspective employed from the construction of the construction	Area Control Use noutlined below): ew and replacement essing PAF, if apple classified employe Release (signed by	e offered and before Aid office, Statement at bring a pictured card, H1-B and J-1 efore employment is EXPIRES S AVAILABLE SEP 17 2018 CONIV! I positions) icable) es) employee)



SOUTHERN UNIVERSITY AND ARM COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION ANNEX BUILDING

Office of Human Resources Southern University System CAMPUS

Office (225) 771-2680 Fax (225) 771-5617

P.O. Box 10400

Baton Rouge, Louisiana 70813

tracie_woods@sus.edu

October 12, 2018

Mr. Flandus McClinton, Jr. Vice President for Finance and Business Affairs Southern University System 4th Floor, J.S. Clark Administration Building Baton Rouge, LA 70813

RE: Human Resources Director - SUBR Land Mass

Dear Mr. McClinton:

I would like to request permission to waive the search for the Human Resources Director position at Southern University-Baton Rouge. It is my proposal that we waive the search and expand the scope and services of this position to the Baton Rouge landmass.

It is my recommendation to waive the search and appoint Ms. Dawn Harris-Mitchell as the Human Resources Director for the Baton Rouge land mass.

Since 2006, Ms. Harris-Mitchell has worked in Human Resources for various Louisiana government agencies. During this period, she has served as a Human Resources Supervisor, Director of Client Services and Human Resources Specialist. Ms. Harris-Mitchell will transition in this new role with ease because she has vast Human Resources experience and her current working relationships with other state agencies such as OGB, Civil Service and the Division of Administration. For all the above-stated reasons, please consider Ms. Dawn Harris-Mitchell for this position. Please see the job description and resume for your consideration.

Tracie Je Woods, Esq.

sociale Vice President for Human Resources

APPROVED: Flandus McClinton, Jr.

Vice President for Finance and Business Affairs

APPROVED:

President-Chancellor

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAR		USLA
POSITION VACANCY AU	THORIZATION	

	The second secon	SCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR Office of Human Reso		
(Department or	Source of Fu	nds
Replacement New Position X Ur	classified X State	
	culty Grant -in	
☐ Tenured ☐ Probationary (For Faculty this is sa		evenue und State
VACANCY DESCRIPTION A		
<u>VACANCY DESCRIPTION A</u> (Include rank (for faculty) and approximate salary; initiator of form r		y/solomy manga with
the appropriate Vice-Chancellor, Chancellor and/or President. Salarie		
Human Resources).	tor crassifica positions made oc	upprovou unougn
This position is responsible for guiding and directing the da	aily operations for Human Res	sources services and
programs for the Southern University Baton Rouge land ma	ss. Specifically, this position	oversees and directs
all onboarding, recruiting, employee relations, and benefits a		
Salary/Range: \$90,000 - 98,000 Previous Incumbent-	1	
Approved Disapproved		10/12/10
	partment Head	Date,
		11/
Approved Disapproved		10/12/18
Dean/Director/	Supervisor of Budget Unit	Date *
FINANCE/BUDGET OFFICE ONLY	HUMAN RESOURCES	OFFICE ONLY
Funds Available	Existing/Approved	l Position
Yes No	Yes	No
- 2m9797 -		
1072	Employee Class: Job	Class:
40000es 10.15.18		
Signature Date	2	
Budget Number 21/0/2640/26000) Yorified By:	Date:
Approved Disapproved	tull	
	ce Chandellop	Date
		2440
Approved Disapproved	1//	
Change	flor Vice President Zm	Date
	11/1	
Approved Disapproved	000	
An Equal Opportunity E	President	Date

HUMAN RESOURCES DIRECTOR

111

CAMPUS: SOUTHERN UNIVERSITY BATON ROUGE LAND MASS

ACCOUNTABILITY: Reports to the Associate Vice President for Human Resources

JOB SUMMARY

This position is responsible for guiding and directing the Human Resources daily operations and services, and programs for the Southern University Baton Rouge land mass. Specifically, this position manages and directs all onboarding, recruiting, employee relations, and benefits administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for managing the implementing, enforcing and administering federal and state employment regulations as well as university and system policies and procedures.
- Oversee and manage the development of a performance evaluations program for all three (3) campuses.
- Manage, oversee and develop operational efficiencies within the HR department and SULC and Ag Center.
- Review and develop a process for implementation for ensure accurate and written job descriptions with clear job accountabilities, reporting structures and career paths for employees at all three campuses.
- Provide oversight to establish salary guidelines for hiring and performance evaluations for each position within the organization.
- Develop and implement a centralized onboarding process for the Baton Rouge landmass
- Provide oversight for recruiting, and hiring support to SUBR, SULC and Su Ag Center's supervisors, and mangers for classified and unclassified employees.
- Provide support by developing recruitment plans and implementing activities such as internal communication, placement of ads; reviewing resumes, conducting screening interviews, and reference and background checks.
- Serves as the Affirmative Action/EEOC compliance officer
- Oversee the development of an efficient process to compile current and accurate employee files.
- Provide oversight of the administration of all corporate and employee benefits and services to include health care programs, 401k, life insurance, disability insurance, leave management and benefits.
 - Periodic evaluation of programs to ensure the most effective and high quality programs; administration of all benefits programs
 - Development and distribution of employee benefits packages, handbooks and materials
 - Manages all benefits suppliers
- Manage all drug testing and substance abuse programs
- Collaborate with management and staff to drive workforce planning initiatives within colleges and departments.
- Assist with providing proactive guidance and counsel to managers and employees on employee relations issues.
- Introduce, lead and influence change management initiatives with SULC and SU AG
 Center staff in order to address issues that will enhance overall employee performance.
- Develop and manage of workplace safety programs- at all facilities and show-site operations and overall environmental conditional
 - Develop and manage all safety programs as well as incident/accident reporting
 - o Ensure adherence of OSHA rules and regulations

- Provides oversight for all worker's compensation claims and represents the company at worker's compensation hearings as needed.
- Directly manages and supervises the Human Resources and indirectly manages designated staff at SULC and SU Ag Center.
- Performs other duties as assigned and deemed necessary under the direction of the AVP for Human Resources.

SKILL AND EDUCATIONAL REQUIREMENTS

- Bachelor's degree in Business Administration, Human Resources or other related field from an accredited university is required. MBA in Human Resources preferred
- Ten (10) +years' experience of strategic Human Resource leadership experience with recent experience supporting large, complex organizations.
- Strong working knowledge of federal and state employment regulations
- Demonstrated success in all Human Resources functional areas within a fast-paced, technically focused environment is essential. Must be hands-on and capable of producing work with limited support staff.
- Must be results-oriented and demonstrate strategic thinking, innovation, flexibility in dealing with changing and ambiguous situations.
- Demonstrated success working in a highly collaborative, global environment, with a track record of accomplishment with measurable business impact.
- Demonstrated success conducting comprehensive needs analysis, organization design and development initiatives, implementing change models and developing organization structures while proactively driving ongoing optimization efforts. Above average accounting skills
- Excellent project management skills including successful leadership of projects from planning phase through completion.
- Excellent leadership skills including; superb communication, delivery of results, consultative skills, partnership skills and team building.

SUPERVISORY RESPONSIBILITIES

The Director has the direct responsibility for the supervision of the Human Resources Department including completing performance evaluations, rewarding, counseling, and reprimanding staff members. This individual will also assist management or administer disciplinary action to employees in order to support policies and procedures. The individual will have high accountability and responsibility for the Human Resources position.

INTER-RELATIONSHIPS

The Human Resources Director maintains an open line of communication with all Southern University Land mass staff. This person interfaces regularly with other colleges and departments. In addition, the Director interacts with management and supervisors on a daily basis to ensure corporate policies are being followed.

Dawn M. Harris, MBA, MS

HUMAN RESOURCES PROFESSIONAL

- Complete Generalist HR Affairs, utilizes discipline and flexible problem-solving approach that balances business goals with employee needs. Extensive experience garnering a high performance culture that emphasizes goal attainment, superior customer service, high efficiency and productivity
- > Demonstrated success in developing team building programs, compliance and writing personnel manuals, corporate policies, job descriptions and management reports
- > Change Management for HR initiatives, organizational development, HRIS technology and building support through communication and effective preparation

PROFESSIONAL EXPERIENCE

LOUISIANA BOARD OF REGENTS, Baton Rouge, LA

Higher Education Management Board

Human Resources Specialist, 2017 - Present

Responsible for staffing, training, compensation, benefits, and employee administration. Recruited to implement LA Gov technologies to improve analysis, reporting, and planning capabilities while streamlining dally IHR functions. Processes new hires, benefits orientations, termination, and payroll paperwork ensuring compliance with the Governor's Executive Orders, Civil Service Rules and guidelines, State and Federal laws, OSUP, OGB, LASERS, TRSL, VOYA and Board of Regents rules and policies.

GOVERNOR'S DIVISION OF ADMINISTRATION, Baton Rouge, LA

Control agency and management arm for Louisiana state government

Human Resources Supervisor, 2009 - 2015; 2016 - 2017

Supervised ten employees for effective administration and implementation of agency policies and procedures; managed timely and accurate entry of personnel actions, benefits administration, and HR records management utilizing SAP ERP and HCM technologies; ensured compliance with Civil Service, State, and Federal laws and regulations. Served as subject matter expert for State Public Retirement Systems (LASERS, TRSL, LSERS) and Office of Group Benefits.

- HR Organization Leadership: Worked on Lean Six Sigma projects and the State Affordable Care Act Employer Response Team
- HR Operations: Worked with information technology programmers to implement Onboarding module, and electronic personnel action request program

EDUCATION

MBA Degree - Human Resource Concentration - New York Institute of Technology, 2007

MS Degree - Sport'& Fitness Management - Troy State University, 2002

BS Degree – Recreation Therapy – Southern University & A & M College, 2000

PROFESSIONAL HR AFFLIATIONS

Member - Society for Human Resource Management (SHRM)

Member – International Public Management Association for Human Resources (IMPA – HR

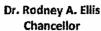
CALID Campus Subar Suba	JOB CLASS	COLUM	HEDNITIMI	AEDCITY C	WCTEN <i>I</i>			
CALID NUMBER NU	JOB CODE	20011				T _ T		1
Academic X Non-Academic Civil Service Temporary Part-time (% of Full Time) Restricted Job Appointment Temporary Part-time (% of Full Time) Restricted Job Appointment Temporary Part-time (Job Appointment Joh Appointment Probationary Personius Employee Retiree Return To Work Permanent Status Probationary Retiree Return To Work Permanent Status Probationary Retiree Return To Work Permanent Status Probationary Resource Director Reson Left Salary Paid Reson	CALID		a Digonillor	2002012 2 02 111		2 m	97	91
Academic X Non-Academic Civil Service Temporary Part-time (% of Full Time) Restricted Job Appointment Temporary Part-time (% of Full Time) Restricted Job Appointment Temporary Part-time (Job Appointment Joh Appointment Probationary Personius Employee Retiree Return To Work Permanent Status Probationary Retiree Return To Work Permanent Status Probationary Retiree Return To Work Permanent Status Probationary Resource Director Reson Left Salary Paid Reson	ESSO							
Academic X Non-Academic Civil Service Temporary Part-time (% of Full Time) Restricted Job Appointment Temporary Part-time (% of Full Time) Restricted Job Appointment Temporary Part-time (Job Appointment Joh Appointment Probationary Personius Employee Retiree Return To Work Permanent Status Probationary Retiree Return To Work Permanent Status Probationary Retiree Return To Work Permanent Status Probationary Resource Director Reson Left Salary Paid Reson	CAMPUS: SUS	SUBR X	SULAC	SUAREC	s	UNO	SUSI	LA
Academic X Non-Academic Civil Service Temporary Part-time (% of Full Time) Restricted Job Appointment Temporary Part-time (Job Appointment Joh Appointment Joh Appointment Probationary Permanent Status Probationary Permanent Status Probationary Permanent Status								
Temporary	EWIPLOTWIENT CATEG	JRY: 9-MON.	IH 12-1	MONIH A		•		
Temporary	Academic	XN	lon-Academic			Civil Serv	ice	
Tenured Track Other (Specify) Retiree Return To Work Permanent Status Previous Employee Reason Left Salary Paid Profile of Person Recommended Length of Employment Luly 1, 2018 Siffective Date November 1, 2018 Name Dawn M. Harris SS# XXX.XX. Sex F Race* AA Class dilight only) Department: Office of Human Resources Position X New Position Chalican vasang-substriction must be advertised before processing PAF, if Degree(s): Type/Discipline (BA-Bducation): Southern University and A&M College Reprince Recommended Salary Southern University Southern University Size Reverse Side Commended Salary Size Reverse Side Graduate School signature (if, applicable): Southern University Size Reverse Side Commended Salary Side Size Side Commended Salary Size Reverse Side Commended Salary Size	Temporary	P	'art-time (_%_ of Full Tin	ne)	Restricted	1	
Other (Specify) Retiree Return To Work Permanent Status Previous Employee Reason Left Salary Paid Length of Employment July 1, 2018 To June 30, 2019 Streetive Date Nevember L 2018 Name Davn M. Harris SS\$ XXX-XX- Sex F Race* AA Cosition Titlet Human Resources Director Department: Office of Human Resources Check One Existing Position Existing Position Check One Existing Position X New Position Check One Existing Position Check One Existing Position X New Position Check One Existing Position Check One Existing Position Check One Existing Position X New Position Check One Existing Position Check One Existing Position Check One Existing Position X New Position Check One Existing Position Check One Existing Position X New Position Check One Existing Position Check One Existing Position A New Appointment Try State University Experience Depreceded Try State University Check One Existing Position Check One Exis		G	Fraduate Assistar	nt		Probation	iarv	
Profile of Person Recommended								
Profile of Person Recommended	Provinus Employee			R	eason Left		150	
Length of Employment July 1, 2018 To June 30, 2019	Date Left			Se	-			
Length of Employment July 1, 2018 To June 30, 2019		75. 60	470 70				_	-
Name Dawn M. Harris SS# XXX.XX. Sex F. Race* AA	f 4L - E T1					2010		
Name Dawn M. Harris SS# XXX-XX. G. Sex F. Race* AA Position Title: Human Resources Director Department: Office of Human Resources Check One Existing Position X New Position Check One Existing Position Check One Internation Ch					10 June 30,	2017		
Position Title: Human Resources Director Department: Office of Human Resources Check One			ggt				D 4	
Check One Existing Position Existing Position Existing Position Expiration Date:	Name Dawn M. Harris		88#	(Last 4 digit	s only)	x	Kace*	_AA
X New Position Chasilian vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAE, if applicable.)	Position Title: Human	Resources Director				f Human Re	sources	
X New Position Chasilian vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAE, if applicable.)		20. ***		4Y79 PT	(C D	6:3-5	fr Te	
Casilian vacency authorization from must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)				* VISA 1				
cars Experience 15 Degree(s): Type/Discipline (BA-Education): Institution/Location Year: Southern University Experience Southern University and A&M College 2000 MS Sport & Fitness Management Troy State University and A&M College 2000 MBA Human Resource Concentration New York Institute of Technology 2007 Current Employer Louisiana Board of Regents Personnel Action Check One X New Appointment Continuation Sabbatical Leave of Absence Transfer Replacement Other (Specify) Check One State General Fund Identify Budget: Page Item # Change of: Page Item # Change of:			must be awasseed	and appeared to		on Date:		
Southern University Experience 15	existing and ne							
Degree(s): Type/Discipline (BA-Education): Southern University and A&M College 2000 MS Sport & Fitness Management Troy State University 2002 MBA Human Resource Concentration New York Institute of Technology 2007 Current Employer Louisiana Board of Regents Personnel Action Check One X New Appointment Continuation Sabbatical Leave of Absence Transfer Replacement Other (Specify) Recommended Salary \$90,000.00 Salary Budgeted Source of Funds State General Fund Identify Budget: Page Location Form Code: Page Item # Change of: Page Item # Southern University: See Reverse Side Graduate School signature (if, applicable): Source of Funds Amount Spondould Sp				Southern Unive	ersity Experienc	re		
MS Sport & Fitness Management Troy State University 2002 MBA Human Resource Concentration New York Institute of Technology 2007 Current Employer Louisiana Board of Regents Personnel Action Check One X New Appointment Continuation Sabbatical Leave of Absence Transfer Replacement Other (Specify) Recommended Salary \$90,000.00 Salary Budgeted Source of Funds State General Fund Identify Budget: Location Form Code: Page Item # Change of: Change of: Position Status Salary Adjustment Financial Aid signature (if, applicable): List total funds currently paid this employee by Source of Funds Amount Southern University: See Reverse Side Graduate School signature (if, applicable): Supervisor Other (Specify) Leave of Absence Leave of Absence Item # Location Page Item # Source of Funds Amount Southern University: Source of Funds Amount Southern University: See Reverse Side Graduate School signature (if, applicable): Supervisor Date Date Thance Date	Degree(s): Type/Discipl	ine (BA-Education):	: Institutio	n/Location	~			
Current Employer Louisiana Board of Regents Personnel Action	Recreation 7	herapy	Southern					
Current Employer Louisiana Board of Regents Personnel Action			n New Yor	te University	chnology			
Personnel Action Check One X New Appointment Continuation Sabbatical Leave of Absence Transfer Replacement Other (Specify) Recommended Salary \$90,000.00 Salary Budgeted Source of Funds State General Fund Identify Budget: Location Form Code: Page Item # Change of: Page Item # Position Status Salary Adjustment Financial Aid signature (if, applicable): Southern University: Page Reverse Side Comments: (Use back of form) See Reverse Side Graduate School signature (if, applicable): Supervisor Page Item # Director/Personnel Supervisor Date	MDA Hullan Rest	urce Concentration	I HEW LOI	A HISTITUTE OF A	camoregy			
Check One X New Appointment Continuation Sabbatical Leave of Absence Transfer Replacement Other (Specify) Recommended Salary \$90,000.00 Salary Budgeted Source of Funds State General Fund Identify Budget: Location Form Code: Page Item # Change of: Position Status Salary Adjustment Financial Aid signature (if, applicable): List total funds currently paid this employee by Source of Funds Amount Southern University: See Reverse Side Comments: (Use back of form) Supervisor Date Page Item # Location Page Item # Location Page Item # Total Continuation Sabbatical Continuation Sabbatical Continuation Salary Budgeted Leave of Absence Sabatical Content of Salary Budgeted Leave of Absence Item # Location Page Item # Source of Funds Amount Salary Adjustment Southern University: See Reverse Side Comments: (Use back of form) Supervisor Date Page Item # Location Page Item # Locat	Current Employer Lou	isiana Board of <u>Re</u> g	<u>gents</u>					
Check One X New Appointment Continuation Sabbatical Leave of Absence Transfer Replacement Other (Specify) Recommended Salary \$90,000.00 Salary Budgeted Source of Funds State General Fund Identify Budget: Location Form Code: Page Item # Change of: Position Status Salary Adjustment Financial Aid signature (if, applicable): List total funds currently paid this employee by Source of Funds Amount Southern University: See Reverse Side Comments: (Use back of form) Supervisor Date Page Item # Location Page Item # Location Page Item # Total Continuation Sabbatical Continuation Sabbatical Continuation Salary Budgeted Leave of Absence Sabatical Content of Salary Budgeted Leave of Absence Item # Location Page Item # Source of Funds Amount Salary Adjustment Southern University: See Reverse Side Comments: (Use back of form) Supervisor Date Page Item # Location Page Item # Locat			Dorgony	al Action		_		_
Transfer Replacement Other (Specify) Recommended Salary \$90,000.00 Salary Budgeted Source of Funds State General Fund Lidentify Budget: Location Form Code: Page Ifem #				,				
Recommended Salary \$90,000.00 Salary Budgeted Source of Funds State General Fund Identify Budget: Location Form Code: Page Item #	Check One X New A	appointment	Continuation	Sabbat	ical		eave of Abs	sence
Identify Budget:	Trans	ier	Керіасетелі	Other	(Specity)			
Identify Budget: Form Code: Page Item# Change of: Position Status Salary Adjustment Financial Aid signature (if, applicable): Southern University: See Reverse Side Comments: (Use back of form) Supervisor Chancellor Date Chancellor Chanc	Recommended Salary	90,000.00		Salary	Budgeted _			
Identify Budget: Form Code: Page Item# Change of: Position Status Salary Adjustment Financial Aid signature (if, applicable): Southern University: See Reverse Side Comments: (Use back of form) Supervisor Chancellor Date Chancellor Chanc	Source of Funds State	Conoral Fund						
Form Code: Change of: Page Item # Change of: Position Status Salary Adjustment Financial Aid signature (if, applicable): List total funds currently paid this employee by Southern University: See Reverse Side Comments: (Use back of form) See Reverse Side Graduate School signature (if, applicable): Supervisor Date Chancellor Date Vice Chancellor Date Da	Source of Pulls State	General Fund						_
Change of: Position Status Salary Adjustment Financial Aid signature (if, applicable): List total funds currently paid this employee by Southern University: Psee Reverse Side Comments: (Use back of form) Financial Aid signature (if, applicable): Comments: (Use back of form) Financial Aid signature (if, applicable): Director/Personnel Date President/Finance Date Da					Location			
Position Status Salary Adjustment Financial Aid signature (if, applicable); List total funds currently paid this employee by Southern University: See Reverse Side Comments: (Use back of form) Pose Reverse Side Graduate School signature (if, applicable): Supervisor Date Date Pean/Unit Head Date Director/Personnel Date		0.00		Page _		Item#		
Position Status Salary Adjustment Financial Aid signature (if, applicable); List total funds currently paid this employee by Southern University: See Reverse Side Comments: (Use back of form) Pese Reverse Side Graduate School signature (if, applicable): Supervisor Date Date Director/Personnel Date Date Vice President/Fibrance Date	Change or:	Fre	m			To		
Salary Adjustment Financial Aid signature (if, applicable): List total funds currently paid this employee by Source of Funds Southern University: See Reverse Side Comments: (Use back of form) Graduate School signature (if, applicable): Supervisor Date Date Chaptellor Chaptellor Date Director/Persondel	Position	220	57.5					
Financial Aid signature (if, applicable): List total funds currently paid this employee by Source of Funds Amount Southern University: See Reverse Side Comments: (Use back of form) Financial Aid signature (if, applicable): Source of Funds Amount \$90,000.00 Spec Reverse Side Graduate School signature (if, applicable): Date Date Chaptellor Date Director/Personnel Date Date Date Date Date Director/Personnel Date Dat	_							
Southern University: See Reverse Side Comments: (Use back of form) Supervisor Compared this employee by Source of Funds Amount \$90,000.00 Source of Funds \$90,000.00 Supervisor \$90,000.00 Comments: (Use back of form) Date Chancellor Chance	Salary Adjustment	Fi	inancial Aid sign	ature (if. applic	able):			
Southern University: See Reverse Side Comments: (Use back of form) Supervisor Date Chancellor Director/Persondel Date Date Vice President/Finance Date	List total funds currently		_			Amoun	t	
Comments: (Use back of form) See Reverse Side Graduate School signature (if, applicable): Date Dean/Unit Head Date Chancellor Cha	Southern University:		1211	10111 . 204111	61000.261	\$90,000	.00	
Supervisor Date Dean/Unit Head Date	See Reverse Side		1000	parent Economico		2007		
Supervisor Date Dean/Unit Head Date	Comments: (Use bac	k of form)	-			-		
Supervisor Date Dean/Unit Head Date	*Can Davanna Cida	C	raduata Sabaal s	gnoture (if one	liachle).	_	_	_
Supervisor Date Date Date Chancellor Chancellor Date Vice Chancellor Date Vice President/Finance Date	A See Reverse Side	9.	- 4	ignature (ii, app	incaule).		-	_
Vice Chancellor Date President/Fibance Date		2	10/12/11	7	4	1	1	10/10/
Vice Chancellor Date President/Fibance Date	Supervisor		Date	i Dean	Unit Head	11		Date
Vice Chancellor Date Chancellor Mile Mile Date	U.S.)	1 1	BY.	U	N	5.9	2.
	Vice Chancellor	-	/ Pare /		cellor	MA.	1 44	110/46
	ZW.	X/	17/5//	1 STY	endur	Mill	DU	10//
	Director/Personnel	//	Date					Date

Chairman/S.U. Board of Supervisors

Date

	does not affect employment consideration.		
	ETHNIC ORGIN (Please check one):		
	Hispanic or Latino N	n-Hispanic or Non-Latino	
	RACE (Please check all that apply):		
	White, not of Hispanic origin. A person having origins is	any of the original people of Europe, North Africa, o	or the Middle East.
x	Black. not of Hispanic Origin. A person having orig	ns in any of the Black racial groups of Afr	ica.
	Hispanic. A person of Mexican, Puerto Rican, Cuban regardless of race.	Central or South American, or other Spanish	h culture or origins,
· . · — .	Asian or Pacific Islander. A person having origins in a Subcontinent, or the Pacific Islands. This area includes, for		•
	American Indian or Alaskan Native. A person having maintains cultural identification through tribal affiliation o		American, and who
COM	IMENTS:		
-			
	PLOYEE REGULAR WORK SCHEDULE:	8:00 AM -5:.00PM	
	PLOYEE DIRECT SUPERVISOR:	Tracie J. Woods	
	ERVISOR/DEPARTMENT CONTACT NUMBER IBER OF EMPLOYEES SUPERVISED, (if any)	225.771.2680	
	USE ONLY: STATUS (circle one);	EXEMPT NON-EXEMP	Т
repo All s and	DELINES: All employees, students, graduate assis rt to and be cleared by the Human Resources <u>befor</u> tudents are to bring with them clearance from the a class schedule. All prospective employees/stude ficate, certificate of naturalization, resident alien ca	e any employment is offered and <u>before</u> Financial Aid office, Statement of Acco its must bring a pictured ID, social sec	starting to work. ount (fee receipt),
six (t	b) documents do not apply to U.S. Citizens.	d, H1-B and J-1 visas, passport, and F-	
_	 documents do not apply to U.S. Citizens. umentation must be provided for review and approved 		1/I-94. The latter
Doc:	 documents do not apply to U.S. Citizens. umentation must be provided for review and approved 		1/I-94. The latter
Doc:	io) documents do not apply to U.S. Citizens. Internation must be provided for review and appred. SS OF EMPLOYMENT (VISA STATUS):	roval by Human Resources before en	I/I-94. The latter nployment is PRESYSTEM
Doctoffer CLA TYP Unite	o) documents do not apply to U.S. Citizens. Someonic description must be provided for review and appred. SS OF EMPLOYMENT (VISA STATUS): Ed States Citizen/Certificate of Naturalization	CODE THERN UNIVERS BUDGET OF	I/I-94. The latter nployment is PRESYSTEM
Doci offer CLA TYP Unite Resid	of documents do not apply to U.S. Citizens. Internation must be provided for review and appred. SS OF EMPLOYMENT (VISA STATUS): Ed States Citizen/Certificate of Naturalization lent Alien	CODE THERN UNIVERS BUDGET OF US RA OCT 1.5 20	I/I-94. The latter nployment is PRESYSTEM FICE
Doce offer CLA Unite Resid H-1 V	o) documents do not apply to U.S. Citizens. Internation must be provided for review and apped. SS OF EMPLOYMENT (VISA STATUS): Ed States Citizen/Certificate of Naturalization lent Alien Visa (Distinguished Merit & Ability) Tisa (Exchange Visitor Program)	CODE THERN UNIVERS BUILDET OF US RA HI 11 11 11 11 11 11 11 11 11 11 11 11 11	I/I-94. The latter nployment is PRESYSTEM FICE
Unite Resid	o) documents do not apply to U.S. Citizens. Internation must be provided for review and apped. SS OF EMPLOYMENT (VISA STATUS): International description of Maturalization lent Alien Visa (Distinguished Merit & Ability)	CODE THERN UNIVERS BUDGET OF US RA HI J1 FI J1 J1 J1 J1 J1 J1 J1 J1 J1 J	I/I-94. The latter nployment is PRESYSTEM FICE
Unite Resid	of documents do not apply to U.S. Citizens. Internation must be provided for review and appred. SS OF EMPLOYMENT (VISA STATUS): Ed States Citizen/Certificate of Naturalization lent Alien Visa (Distinguished Merit & Ability) Cisa (Exchange Visitor Program) Visa (Student Emp. FT Student at S.U.) (F-1 Visa-INS Prior Approval-"Practical Work Experience	CODE THERN UNIVERS BUDGET OF US RA HI JI PI WMLS FO FOR THERN UNIVERS BUDGET OF US RA HI FI FO FOR THE PROPERTY OF THE PROPERT	I/I-94. The latter I/I-94. The latter
Unite Resid	of documents do not apply to U.S. Citizens. Internation must be provided for review and appred. SS OF EMPLOYMENT (VISA STATUS): Ed States Citizen/Certificate of Naturalization lent Alien Visa (Distinguished Merit & Ability) Cisa (Exchange Visitor Program) Visa (Student Emp. FT Student at S.U.) (F-1 Visa-INS Prior Approval-"Practical Work Experience	CODE THERN UNIVERS BUDGET OF US RA HI JI PI	I/I-94. The latter inployment is PRESYSTEM FICE 118 CREE 118







Office Of The Chancellor

October 9, 2018

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

RE: Approval for Appointment of Special Assistant to the Chancellor for Economic Development – Ms. Leslie R. McClellon

Dear Dr. Belton:

Please accept this request to appoint Ms. Leslie R. McClellon to the position of *Special Assistant* to the Chancellor for Economic Development. Ms. McClellon will assume these duties at her current salary beginning November 1, 2018.

It is my pleasure to recommend Ms. Leslie McClellon for this position as her resume will prove that she is more than capable of carrying out all obligations that will be required for this position. I am therefore requesting your endorsement and that of the SU Board of Supervisors to move forward with placing her in this position.

Respectfully submitted,

Dr. Rodney A. Ellis Chancellor

Approved:

Dr. Ray L. Belton, President

Date:

RAE/lw

Attachments

Disapproved:

Dr. Ray L. Belton, President

Date

JOB CLASS	SOUTHERN UNIVERS	ITY SYSTEM
JOB CODE	Personnel Action	
CALID		NUMBER
CAMPUS: SUS SUBR		AREC SUNO SUSLA X
EMPLOYMENT CATEGORY:	9-MONTH 12-MONTH	X OTHER (Specify)
Academic Temporary Tenured Tenured Track Other (Specify)	X Non-Academic Part-time (% of) Undergraduate Student Graduate Assistant Retiree Return To Work	Full Time) Civil Service Restricted Job Appointment Probationary X Permanent Status
Previous Employee N/A Date Left		Reason Left NA Salary Paid
	Profile of Person Recomm	mended
	ber 1, 2018	To June 30, 2019
Name Leslie R McClellon	SS# xxx-	
Position Title: Special Assistant		ast dts only) Department: Chancellor Office
For Economic	Development	
Check One Existing Position	D n	*Visa Type (See Reverse Side):
existing and new position	rization form must be processed and app is. Position must be advertised before proces	
applicable.) Years Experience 20 years		rn University Experience 1.5 years
Degree(s): Type/Discipline (BA-	Education): Institution/Lecat	tion (SU-Baton Rouge): Year:
BA Psychology M Ed-Urban Educat	ion Langston Uni, La	angston, OK
W Da Orban Educati	Dangton eng Da	angion, or
Control D. James Control D.	t of Oliver and	10
Current Employer Southern Un	i at <u>Shreveport</u>	
	Personnel Ac	ction
Check One X New Appointm	Continuation Replacement	Sabbatical Leave of Absence Other (Specify)
Recommended Salary \$84,048		Salary Budgeted S84,048
Source of Funds State and Gran	nt (WISE) Funds	
Identify Budget:		Location
Form Code:		Page Item#
Change of:		
Position Chief Admin	From histrative & Operations Officer	Special Assistant to the Chancellor for Economic Development
Status	11-11	- 190x
Salary Adjustment	Financial Aid signature (if,	annlicable):
List total funds currently paid this		
Southern University:	511001 551	10 56000 (State) \$29,048
		0 5300 (Grant) \$55,000
*See Reverse Side	525223 554	1
*See Reverse Side Comments: (Use back of form		*
		e (if, applicable):
Comments: (Use back of form	1)	e (if, applicable):
*See Reverse Side	Graduate School signature	i dem
Comments: (Use back of form	1)	Dean/Unit Head Dean/Unit Head
*See Reverse Side	Graduate School signature O-(8-/8) Date Date	The state of the s
*See Reverse Side	Graduate School signature	Dean/Unit Head Date/0-/3

Chairman/S.U. Board of Supervisors

Date

Résumé of Leslie R. McClellon



EDUCATION:

- Doctor of Education, Community College Leadership Program, Roueche Graduate Center, National American University, Austin, TX; Completion date, August 2018
- Doctor of Education, Higher Education, Oklahoma State University, Stillwater, OK; 2006, Completed
 42 hours
- 1997, Master of Education in Urban Education, Langston University, Langston, OK
- 1989, Bachelor of Arts in Psychology, Langston University, Langston, OK

PROFESSIONAL EXPERIENCE:

11/2017 – Current: Chief Administrative/Operations Officer, Southern University-Shreveport, Shreveport, LA

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

Responsibilities:

Provides leadership and administrative oversight for the Division of Administration and Operations. Administrative duties include assisting the Chancellor with institutional initiatives, institutional policy/procedure development, and acting as the liaison for Southern University at Shreveport and the Southern University System Board of Supervisors. Operations responsibilities include oversight and management of Institutional Technology, Campus Police Department, and Facilities Department. Manages a wide range of institutional initiatives while serving as the liaison between the Chancellor and executive leadership team, faculty, staff, students, and community/business leaders.

- Serves as the liaison for the institution to the Southern University Board of Supervisors.
- Serves as the liaison with institutional supporters and providing general governance of the organization in the absence of the Chancellor.
- Collaborates with executive leadership team to monitor the progress of college initiatives that improve organizational efficiency, effectiveness, visibility, and leadership capabilities.
- Acts as project manager for special projects or major events for the institution.
- Drafts Chancellor's speeches and/or talking points for speaking engagements, major reports, individual and donor correspondence, program overviews and narratives.
- Monitors vital public policy and legislative issues.
- Leads the development of College strategies for policy development and implementation.

- Develops or assists in creating institutional policy and procedures.
- Provides leadership for Operations Departments that include Information Technology, Facilities, and Campus Police to insure effective delivery of services.

1/2016 - 6/2017: Senior System Director, Minnesota State Colleges and Universities System, St. Paul, MN

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

Responsibilities:

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

Specific duties include:

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

7/2014 - 1/2016: President, Rochester Community and Technical College, Rochester, MN

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

Responsibilities:

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

Major Accomplishments (under my leadership):

System and College Development

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

College and Community Engagement

- Hosted Centennial celebration activities throughout the year, including a Centennial Founder's Day,
 Centennial Art Exhibit to memorialize the year.
- Hosted grand opening of the Rochester Regional Stadium and ground breaking for the Career and Technical Education Center at Heintz (CTECH) building.
- Hosted PathPro Chinese Delegation to enhance opportunity for exchange collaboration.
- Enhanced visibility of College and administrators in the community for key economic initiatives, Destination Medical Center and Journey to Growth.
- Established new partnerships with business/industry in key areas to include Hospitality, Construction, and Automotive to begin or enhance academic programs.
- Established a College-wide Diversity and Inclusion Task Force to advance the goals of the College.
- Established new public relations and marketing strategies to include social media, print, and television.
- Produced RCTC Centennial documentary in collaborated with PBS. This included fundralsing efforts for the project.

Academic and Workforce Program Development

Received \$438,768 continuation grant from Minnesota Job Skills Partnership (MJSP) Grant to

- provide job skills training to Schmidt Printing incumbent employees.
- Received \$545,369 multi-year Department of Labor Bridges to Healthcare, Minnesota Job Skills Partnership (MJSP) to partner with Adult Basic Education and Workforce Development, Inc. for Rural Healthcare Competencies to develop career pathways.
- Awarded \$303,537 Minnesota Job Skills Partnership Grant to train 289 health care employees of three health care facilities in region.

Finance and Budgetary Management

- Partnered with Minnesota State University-Mankato for institutional research assistance to streamline cost to College.
- Created a long-range budget plan to balance College budget to reduce or eliminate the use of reserves for this process.

Academic Program Development and Enhancement

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

Program Development

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

Policies, Procedures and Systems

- Established a Strategic Planning Task Force and completed the new strategic plan for the College.
- Established a Strategic Enrollment Management Council with workgroups to address data collection/analysis, enrollment, retention, completion, and long-term budgeting for growth and community needs.
- Produced an Annual Planning Guide to ensure better communication, planning, implementation, and tracking of activities and outcomes.

- Developed "A Vision in Progress" vision document to provide internal and external constituents the
 opportunity to view in executive summary the College's accomplishments, initiatives, priorities, and
 purpose.
- Updated and implemented processes, policies and procedures for travel abroad programs to reduce or eliminate risk management issues.
- Collaborated with System Safety Administrators to implement new online safety training system that allows courses/training to be completed monthly, based on a rotating three-year schedule.
- Implemented a Mass Email Policy, thus insuring email follows state statutes and MnSCU Policies.
- Launched the new RCTC Emergency Alert system and classroom E911 phone system as part of campus safety communication initiatives.
- Developed cooperative agreement with Riverland Community College to enhance safety compliance and engaged OSHA consultant as part of safety enhancement.
- Developed and deployed VAWA training for all employees and students to support compliance and programming.
- Created academic sustainability process to assess health of academic programs for continuation.

Human Resource Development

- Conducted searches and hired key management personnel (two Academic Deans, Director of Marketing/Public Relations, Director of Admissions, and Chief Institutional Effectiveness/Advancement Officer).
- Provided professional development for Leadership Council and mid-level managers.
- Re-established and re-organized the division of Institutional Effectiveness and Advancement Officer and PR/Marketing department.
- Created Athletic Director position and new supervision model for department.

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

The Community College of Denver, a Hispanic-serving institution, enrolls 12,000 students each semester. CCD shares space; with two universities on the unique Auraria campus. It is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Responsibilities:

Provided strong, visionary leadership and management in the division of student affairs by performing leadership duties personally or through subordinate supervisors in the following areas: Enrollment Services, Student Development and Retention, Student Life, and Creative Services and sub-departments. This position had full authority for overseeing more than 220 Student Affairs employees, created 34 new positions to address the needs in the division, and participated in collective bargaining procedures and hearings. Oversight included areas of recruitment and orientation, student requests, student records, financial aid, retention, career and transfer services, academic advising, student life, student success resources, internships, student conduct and behavioral intervention, and college publications. Evaluated operations, staff, programs support services and activities to ensure areas were efficient and effective in achieving divisional, college and Colorado Community College System goals and strategies. Ensured Student Affairs was prepared for and committed to serving the unique and diverse needs of students. This was achieved through utilizing data to develop goals and objectives for departments to

assist in the college in achieving its mission. Served as a leading member of the Auraria Higher Educational Center's Emergency Planning Committee to ensure the safety of students, employees and visitors to Auraria campus as well as a member of the Policy Development and Shared Operations Committee to ensure equity of space and policy development for all institutions at Auraria. Collaborated with external organizations and constituencies who provided support for the institution and System to advance a culture of inclusiveness and innovation.

Major Accomplishments (under my leadership):

Academic and Workforce Program Development

- Established interdepartmental alliances to develop special services programming to close achievement gap for underserved and critical populations to the college.
- Planned and executed faculty professional development for classroom, conduct and crisis management.
- Led the successful development and execution of the urban male program, a program designed to enhance retention, graduation and completion rates of male students.
- Led and supervised implementation of the successful development of the 50 Plus program designed to provide targeted success services and job identification to students in this population.
- Strengthened international services and programs by traveling to China to enhance and develop an international recruitment and student-staff exchange program.

Fiscal and Budgetary Management

- Enhance fiscal management practices by utilizing System funds of \$250,000 to create and intensify special services programming.
- Secured general fund budget of \$230,000 to create and intensify international recruitment strategies.
- Secured general fund budget to provide mandatory divisional professional development.
- Enhanced budget to accommodate needs of the division by creating 34 new positions.

Policies, Procedures and Systems

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

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

Responsibilities:

Provided strong, visionary leadership and management for student retention and support services in the Division of Student Services by performing leadership duties personally or through subordinate supervisors in the following areas: Advising, Athletic Advising Coordination, Accessibility Resource Services, Single Parent Services, Transfer Services, violence Prevention Program, TRiO Programs — Upward Bound, Educational Talent Search, Student Support Services and Orientation. This position had full authority for overseeing faculty, staff and athletic advising, retention planning, developing and implementing the college orientation program, execution and accountability of grant funds and curriculum design. Coordination of activities, programs and services that supported student access, success and life-long learning by collaborating with faculty. Enhanced college readiness and expanded curriculum for entering freshman by facilitating the college-wide summer bridge program with faculty. Collaborated with internal and external stakeholders for grant writing opportunities. Initiated and maintained communication with constituencies through presentations, serving boards and participating in community activities.

Major Accomplishments (under my leadership):

- Provided intrusive advising with improved customer service to students with the implementation of eAdvising.
- Participated in restructuring the college-wide strategic enrollment management committee to
 forecast enrollment growth and budget development.
- Facilitated the development of the transfer center and programming, including transfer week activities, course curriculum, a transfer admission guarantee program and fiscal support from universities.
- Executed the redesign of an early alert process for 100% outreach to all developmental and lower-100-level courses.
- Provided transportation for Summer Bridge program for entering freshman; decreased remediation need for participants in a range of 74-95% in the areas of Reading, English and math.
- Redesigned and implemented freshman orientation, resulting in a 300% increase in attendance of students and parents.
- Assisted with the development of Student Services Learning Outcome program.
- Designed academic advisement for year-round services to students.

Fiscal Support

- Assisted in securing continued grant funding for Violence Prevention Program for \$899,974 from the U.S. Department of Justice.
- Secured operational funding for college Transfer Center and programming.

Policies, Procedures and Systems

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

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

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

Responsibilities:

Provided strong, visionary leadership, supervision and management for four unite directors as the student services area of the division of Student Affairs in the following areas: TRIO - Upward Bound, Educational Talent Search and Student Support Services, GEAR UP. This position had full authority for developing and executing the university's retention programming, faculty, staff, and student mentoring program, support services or referrals to the university community. Initiated grant writing and monitored grant compliance for TRiO programs and executed programming related to a national Red Cross agreement and acted as Dean of Women. Led training for the Division of Student Affairs in budget preparation and management, program planning/development and assessment/evaluation. Taught Academic Achievement and Critical Thinking courses to incoming freshman and collaborated with Academic Affairs in assisting with Implementing Campus Compact initiative (Service Learning/State of Oklahoma). Within the university, established leadership development and systems utilization, assisting with development of policies and procedures that governed support services and enrollment services specific to academic progress and probation and suspension. Assisted with development and implementation of policies and procedures that governed support services and enrollment services specific to academic progress and probation and suspension, and participated in recruitment, admissions, marketing and transfer orientation for the Enrollment Management department. Also participated in the development of the university campus safety program and county-wide mock exercise (disaster/terrorism preparedness) and was designed as the building emergency coordinator.

Major Accomplishments (under my leadership):

Community Outreach

- Established a comprehensive TRiO newsletter for all grant program participants, campus leadership and public officials.
- Coordinated and executed the Oklahoma state-wide higher education voter registration drive for which Langston University won.
- Established a partnership with Logan County Red Cross to become a county disaster relief site.

- Established the university as a national leader in blood and bone marrow donations with the development and implementation of the Red Cross/NAFEO (National Association for Equal Opportunity in Education) Blood and bone Marrow initiative.
- Established blood and bone marrow drives on all Langston University campuses which included Langston-Tulsa-Oklahoma City, OK.
- Recognized in the American Red Cross online newsletter.
- Panelists for National Convention of American Red Cross on Blood and Bone Marrow donation participation programming.
- Participated in the HBCU Blood and bone Marrow Summit (Raleigh/Durham, NC).

<u>Program Development</u>

- Developed and implemented university retention program.
- Established the university's blood and marrow donation program with quarterly donations.

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

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

Responsibilities:

Provided office management leadership to the Division of Student Affairs while assisting the Vice President for Student Affairs/Affirmative Action Officer. This position had full authority in assisting the vice president with oversight, policy and procedure, fiscal management and communications for Student Life, Greek Life, Housing, Enrollment Services, Support Service, Counseling Services, Health Services, Athletics, Police Department and Student Conduct processing and tracking. Coordinated proceedings and guiding principles for Affirmative Action Officer during related proceedings, created housing tables during the university's transition to SIS software, designed and provided training to housing staff, and maintained housing data base and established and successfully implemented university's Red Cross/NAFEO (National Association for Equal Opportunity in Education) Blood and Bone Marrow initiative university and community wide to increase blood and bone marrow donations in African Americas.

Major Accomplishment (under my leadership):

Community Outreach

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

Systems Development

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

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

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

Responsibilities:

Developed academic progress and success plans for medical students, who were more than, 50% of the student body, for matriculation and graduation during their 10-month program. Monitored student matriculation by collaborating with faculty and participated in staff and student development. Resources were solicited internally and externally to assist students in various academic and personal needs. Due to an increase in student volume, hired and supervised the assistant to the dean of students. Prepared daily reports of attendance and progress to administration. Instructed preparatory and professional development classes for all students.

Major Accomplishment (under my leadership):

Academic Development and Staff Development

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

08/95-03/96: Financial Aid Counselor, University of Central Oklahoma, Edmond, OK University of Central Oklahoma is one of the top public universities and offers innovative learning to its more than 18,000 students as Oklahoma's metropolitan university. With more than 450 full-time and 650 adjunct faculty and staff, it is accredited by the Higher Learning Commission.

Responsibilities:

Assisted students in securing federal and state aid to the institution. Counseled prospective and returning students and parents on financial aid processes, procedures and updates. Conducted workshops and assisted with completing forms and securing documentation from students and parents for awarding.

Major Accomplishments:

Community Outreach

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

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

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

Responsibilities:

Assisted students in securing federal and state aid on the main campus and two satellite campuses of the institution. Counseled prospective and returning students and parents on financial aid processes, procedures and updates. Conducted workshops and assisted with completing forms and securing documentation from students and parents for awarding. Worked with veterans and vocational rehabilitation coordinators.

Major Accomplishments:

Community Outreach

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

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

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

Responsibilities;

Managed a caseload of more than 60 chronically mentally ill clients developing needs assessments alming to promote patient growth. Clients were assisted in adapting to society, securing housing and monitored to review their stability. Collaborated with doctors and nurses to form treatment teams to execute and review treatment plans for each client. Acted as coordinated and liaison as clients utilized community resources. Assisted in revising policies, procedures, goals and objectives for the Center and program.

Major Accomplishments:

Systems & Client Support

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

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

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

Responsibilitles:

Established and managed the special recruitment program to increase the involvement of African American big brothers. This involved marketing and fundraising campaigns with local television station, participation in public relations initiatives with United Way on behalf of the agency and other marketing strategies to garner interest in the program. Solicited financial support from business and professional communities. Case management involved screening volunteers, children and parents through intensive interviews, home visits and reference and background checks. Because of screening and program acceptance, volunteers and children were "matched" with support and monitoring provided to participants. Volunteer and parent meetings were conducted for information purposes.

Major Accomplishments:

Community Outreach

- Increased minority participation by 477%.
- Raised funds and gained donations for organization.

SELECTED AWARDS

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

CURRENT PROFESSIONAL MEMBERSHIPS

- American Association of Community Colleges
- National Council on Black American Affairs
- President's Round Table
- American Association of Women in Community Colleges

SELECTED COLLEGE COMMITTEES

Southern University - Shreveport, 10/2016-Present

- Chancellor's Leadership Team
- Chancellor's Cabinet
- Strategic Planning Quality Team-Improve Resources, Infrastructure, and Facilities
- Operations Team Lead

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

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

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

- Member, Executive Staff
- Member, President's Collaboration Council
- Member, AQIP Committee
- Chair/Facilitator, Commencement Committee
- Chair, Student Affairs Council
- Member, C-3 Team
- Member, Community Response Team
- Member, Auraria Response Team
- Member, Policy Development & Shared Operations
- Member, Auraria Phoenix Center Advisory Board
- Member, Community College Colorado System Vice President's Council

Arizona Western College, 08/06-08/10

- · Member, President's Council
- Member, Academic Standards Committee
- Member, Strategic Enrollment Management Council
- Member, Enrollment, Processing and Procedures Committee
- Member, Student Services Council
- Co-Chair, Transfer Admission Guarantee
- Member, Wellness Committee
- College-Wide Objective Committees
 - o Chair, College Student Email Committee
 - o Chair, Faculty/Staff Advisement Model
 - o Member, Student Survey
 - o Member, College-Wide Communication Committee
- Member, Commencement Committee
- Member, AQIP Committee
- Member, Learning Excellence Assessment Process (LEAP) Committee
- Member, Learning Services Council
- Member, Learning Services Reorganization Committee

- Member, Campus Climate Committee
- Member, Title V Grant Committee
- Member, CAMP Grant Committee
- Member, AVID Grant Writing Committee

Langston University, 03/98-08-06

- Member, Student Affairs Council
- Chair, Retention Program
- Chair, Red Cross Committee
- Member, Campus Compact Committee (Service Learning)
- · Chair, Voter Registration Committee
- Member, Marketing Committee
- Member, Admissions/Recruitment Committee
- Member, Campus Safety/Security Committee
- Member, Miss Langston Pageant Committee in coordination with Miss Oklahoma & Miss America
- Member, Presidential Search Visitation Committee
- Member, Student Welfare Committee
- Member, Give Five Hurricane Katrina Relief Committee
- Member, Homecoming Committee
- Member, Student Success Center Committee
- Member, University Senate
- Member, Violence in the work Place Committee
- Member, Probation/suspension (Academic) Committee
- Advisor, Alpha Zeta Chapter of Alpha Kappa Alpha Sorority, Inc.

SELECTED COMMUNITY SERVICE ACTIVITIES

Minnesota, 07/14-01/16

- Member, Minnesota College Athletic Conference
- Ethical Practices Board
- Rochester Areas Chamber of Commerce
- Rochester Area March of Dimes
- Greater Rochester Arts and Cultural Trusts
- Olmsted Medical Center Institutional Review Board
- American Association of Community Colleges Diversity and Inclusion Commission
- Rochester Area Boys and Girls Club 01/15-current

Denver, 08/10-07/14

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

- Member, Teacher's Task Force (K-12 System and College)
- Board Member, Yuma County Family Advocacy Coalition, Inc. Amberly's Place

Oklahoma, 01/91-09/06

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

LEADERSHIP INSTITUTE PARTICIPATION

- Participant, Colorado Community College System Aspiring Presidents Academy (2011)
- Participant, American Association of Community Colleges Future Presidents Institute (2012)
- Participant, Thomas Lakin Institute for Mentored Leadership (2012)
- Greater Shreveport Chamber of Commerce Leadership Program, 41st Class (2018)

INVITED PRESENTATIONS

- League for Innovations in the Community College Innovations 2018 Conference, "Purpose and Grit" (March 18-21, 2018, National Harbor, MD)
- National Women's Studies Association 38th Annual Conference, "The Chocolate Truth": The Experiences of Black Women in Community Colleges (November 16-19, 2017, Baltimore, MD)
- Rochester Area Chamber of Commerce, Women in Leadership Series, "Mentoring" (December 3, 2015, Rochester, MN)
- Career and Technical Education Conference, Ted Talk (November 5, 2015, Minneapolis, MN)
- Thomas Lakin Institute for Mentored Leadership, First Year as a President Panel (October 2015, Atlanta, GA)
- Rochester Area Chamber of Commerce, Education Leadership Panel (October 9, 2015, Rochester, MN)
- Federal Medical Center, "Diversity in the Community" (August 5, 2015, Rochester, MN)
- DEED: Governor's Workforce Development Council, "Regional Planning, Managing Change, and Innovation/Opportunities" (June 10, 2015, Rochester, MN)
- HealthForce Minnesota, Girls ConnectZ Day (May 19, 2015, Rochester, MN)
- Martin L. King, Jr. Day, National Association for the Advancement of Colored People, "Told is Not Taught" (January 19, 2015, Rochester, MN)
- Women on Wednesdays: Women and Leadership, Rochester Civic Theatre/Diversity Council (October 2, 2014, Rochester, MN)
- MnSCU Leaders Conference "So You Wanna Be a College or University President?" Stores from the field Panel (September 18, 2014, St. Paul, MN)
- 93rd American Association of Community Colleges Annual Convention, "Fire and Shooting in the Rockies" (April 19-23, 2013, San Francisco, CA)
- Rocky Mountain Council on Black American Affairs, "African American Leadership in the 21st Century" (March 2013, Aurora, CO)
- Society for College and University Planning 2013 Pacific Regional Conference, "Place Transforms the Learning Environment at Community College of Denver" (March 24-27, 2013, Denver, CO)
- Kappa Alpha Psi, Fraternity, Inc., Denver Alumni Chapter, "State of Black Colorado,

- Community & Education" Panel (November 8, 2011, Denver, CO)
- Auraria Higher Education Diversity Summit, "Inclusive Excellence in Higher Education" Panel (April 4, 2011, Denver, Colo.)
- ACT. 24TH Annual Enrollment Planners Conference, "Walking the Strategic Tightrope: Do You Have a Net?" (July 2009, Chicago, IL.)
- 6th Annual Symposium on Pursuing Excellence in Student Preparation, Access and Success, "Sharing Ideas and Best Practices" (February-March 2007, New Orleans, LA.)
- Rocky Mountain Educational Research Association, "The Study of the Higher Educational System in Belize" (October 2005, Stillwater, OK)
- National Convention for the American Red Cross, Discussion on involving African-American students in the Blood and Bone Marrow donation process (June 2002, Phoenix, AZ)

PUBLISHED WORKS

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

SOUTHERN UNIVER	RSITY SYSTEM
JOB CODE Personnel Action	on Form POSESTION
CAL ID	NUMB ER
CAMPUS: SUS SUBR SULAC S	SUAREC SUNO SUSSELA
	TH X OTHER (Specific Fig. 1)
Academic X Non-Academic	Civil Service
Temporary Part-time (of Full Time) Restricted
Tenured Undergraduate Studen	
Tenured Track Graduate Assistant Other (Specify) Retiree Return To Wo:	Probationary X Permanent States
Previous Employee	Reason Left
Date Left	Salary Paid
Profile of Person Reco	mmended
Length of Employment October 1, 2018 Effective Date October 1, 2018	To <u>September 30, 2019</u>
1/2	
Name Jason Ordogne SS#	Sex M Race* AA (Last 4 digits only)
Position Title: Sr. Banner Systems Analyst	Department: Division of Information Technology
Check OneExisting Position	*Visa Type (See Reverse Side):
X New Position (Position vacancy authorization form must be processed and	Expiration Date: TC C T approved to fill rocessing PAF, if
existing and new positions. Position must be advertised before prapplicable.)	
-	hern University Experience 20 Years Cartion (SU-Baton Rouge):
	eation (SU-Baton Rouge): Year Resity 1995 9
Current Employer Division of Information Technology	
Personnel A	Action Action
Check One X New Appointment Continuation Transfer Replacement	Sabbatical Leave of Absence Other (Specify)
Recommended Salary \$75,000.00	Salary Budgeted \$75,000.00
Source of Funds Title III 220385-21091-24100	
	OO Location
Identify Budget: Title M 220385-21091-241 Form Code: Title M	Page Item#
Change of:	To D W
Position Systems Analyst	Sr. Banner Systems Analyst
Status Full-Time	Full-Time
Salary Adjustment \$59,751.00 Financial Aid signature	\$75,900.00
List total funds currently paid this employee by Source of	
	220385-21091-24100 \$75,000.00
*See Reverse Side	
Comments: (Use back of form)	
*See Reverse Side Graduate School signa	ture (if, applicable):
114/1/11	0 10 10 20
M8/29/201/ 10/8/18	Don/Unit Wood
Supervisor Ban 10/10/18	Dean/Unit Head Date
Vice Chancellor Date 10	Chancellor Date
Director/Personnel Date	Vice President/Finance Date
1 VI Malate	Business Affairs/Comptroller
President	Chairman/S.U. Board Date

ETHNIC ORGIN (Please check one): Hispanic or Latino Non			
	-Hispanic or Nor	ı-Latino	
RACE (Please check all that apply):	•		
White, not of Hispanic origin. A person having origins in an	ny of the original peo	ple of Europe, Nor	th Africa, or the Middle Bast.
Black. not of Hispanic Origin. A person having origin			
Hispanic. A person of Mexican, Puerto Rican, Cuban, Cregardless of race.	•		•
Asian or Pacific Islander. A person having origins in any	of the original peo	oples of the Far E	ast, Southeast Asia, the Indian
Subcontinent, or the Pacific Islands. This area includes, for	example, China, Ja	apan, Korea, the I	Philippine Islands, and Samoa
American Indian or Alaskan Native. A person having o maintains cultural identification through tribal affiliation or o			s of North American, and who
COMMENTS: Consolidation of IT services.			
EMPLOYEE REGULAR WORK SCHEDULE:	8:00am - <u>5:00p</u>	m Monday thr	u Friday (On Call)
EMPLOYEE DIRECT SUPERVISOR:	Dr. Gabriel Fa	gbeyiro	
	225-771-5091		
NUMBER OF EMPLOYEES SUPERVISED, (if any)			
HR USE ONLY: STATUS (circle one):	EXEMPT	NON-	EXEMPT
ocumentation must be provided for review and app. ffered.	roval b <u>y</u> Huma	n Resources l	efore employment is
CLASS OF EMPLOYMENT (VISA STATUS):	2	ODE	EXPIRES
CLASS OF EMPLOYMENT (VISA STATUS):	Q U	0.000	EXPIRES
CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien	U R.	S A	EXPIRES
CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability)	บ	S A 1	EXPIRES
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.)	U R. H JI Fi	S A 1	<u>EXPIRES</u>
CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experient Do Not Write B For Human Resource and Bi	UR.H.J.I.F.Ce") F(Area	AC .
CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experient Do Not Write B For Human Resource and But PAF APPROVAL PROCESS CHECKLIST (Must have Approved Position Vacancy Authorization Form	U R. H JI ce'') F(elow This udgetary) we the information (applicable for	Area Control I con outlined be new and replace	Jse Only! clow): ement positions)
CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience Do Not Write B For Human Resource and B PAF APPROVAL PROCESS CHECKLIST (Must have	ce") For elow This udgetary we the information (applicable for stised before processing the state of the stat	Area Control U ion outlined beinew and replace essing PAF, if a	Jse Only! clow): coment positions) pplicable)
CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience Do Not Write B For Human Resource and But Approved Position Vacancy Authorization Form Position Vacancy Announcement (position advertage) Application for Employment Form Admin/Fac/Uncl P Authority to Release (signed by employee) (submit)	ce") For this udgetary of the information (applicable for this depositions (Civil Serviced to Human Reserved)	Area Control U ion outlined beinew and replace essing PAF, if a vice Application is ources with Criminal Courses with Course w	Jse Only! clow): coment positions) pplicable) for classified employees) inal/Background Check form)
CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) H-1 Visa (Exchange Visitor Program) R-1 Visa (Student Emp. FT Student at S.U.) DPT (F-1 Visa-INS Prior Approval-"Practical Work Experience Do Not Write B For Human Resource and But PAF APPROVAL PROCESS CHECKLIST (Must have Approved Position Vacancy Authorization Form Position Vacancy Announcement (position adverted Application for Employment Form Admin/Fac/Uncl P Authority to Release (signed by employee) (submit Supervisory Criminal/Background Check Form	elow This udgetary of the information (applicable for processitions (Civil Serviced to Human Rese (completed by empleted by empleted by empleted by empleted by empleted to Human Rese (completed by empleted by e	Area Control U ion outlined beinew and replace essing PAF, if a vice Application is ources with Criminal Courses with Course w	Jse Only! clow): coment positions) pplicable) for classified employees) inal/Background Check form)
CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience Do Not Write B For Human Resource and But PAF APPROVAL PROCESS CHECKLIST (Must have Approved Position Vacancy Authorization Form Position Vacancy Announcement (position adverted Application for Employment Form Admin/Fac/Uncl P Authority to Release (signed by employee) (submit)	elow This udgetary of the information (applicable for processitions (Civil Serviced to Human Rese (completed by empleted by empleted by empleted by empleted by empleted to Human Rese (completed by empleted by e	Area Control U ion outlined beinew and replace essing PAF, if a vice Application is ources with Criminal Courses with Course w	Jse Only! clow): coment positions) pplicable) for classified employees) inal/Background Check form)
CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experient Do Not Write B For Human Resource and Bu PAF APPROVAL PROCESS CHECKLIST (Must hav Approved Position Vacancy Authorization Form Position Vacancy Announcement (position advert Application for Employment Form Admin/Fac/Unel P Authority to Release (signed by employee) (submit Supervisory Criminal/Background Check Form Exemptions Survey Form (signed by employee and Proposed Employee Appointment Proposed Employee Clearance	elow This udgetary of the information (applicable for processitions (Civil Serviced to Human Rese (completed by emid budget head)	Area Control (ion outlined be new and replace essing PAF, if a vice Application fources with Crimiployee/ verified a	Jse Only! clow): coment positions) pplicable) for classified employees) continuable conti
United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) I-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experient Too Not Write B For Human Resource and Bu PAF APPROVAL PROCESS CHECKLIST (Must have Approved Position Vacancy Authorization Form Position Vacancy Announcement (position advert Application for Employment Form Admin/Fac/Uncl P Authority to Release (signed by employee) (submit Supervisory Criminal/Background Check Form Exemptions Survey Form (signed by employee and Proposed Employee Appointment Proposed Employee Clearance	elow This udgetary ve the informati n (applicable for costions(Civil Serv ted to Human Res (completed by em d budget head)	Area Control U ion outlined be new and replace essing PAF, if a vice Application is ources with Crimiployee/ verified a	Use Only! Slow): Sement positions) pplicable) For classified employees) inal/Background Check form) and signed by supervisor)
United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) I-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experient Too Not Write B For Human Resource and Bu PAF APPROVAL PROCESS CHECKLIST (Must have Approved Position Vacancy Authorization Form Position Vacancy Announcement (position advert Application for Employment Form Admin/Fac/Uncl P Authority to Release (signed by employee) (submit Supervisory Criminal/Background Check Form Exemptions Survey Form (signed by employee and Proposed Employee Appointment Proposed Employee Clearance	elow This udgetary ve the informati n (applicable for costions(Civil Serv ted to Human Res (completed by em d budget head)	Area Control U ion outlined be new and replace essing PAF, if a vice Application is ources with Crimiployee/ verified a	Jse Only! clow): cment positions) pplicable) for classified employees) inal/Background Check form) and signed by supervisor)
CLASS OF EMPLOYMENT (VISA STATUS): TYPE United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) H-1 Visa (Exchange Visitor Program) G-1 Visa (Student Emp. FT Student at S.U.) DPT (F-1 Visa-INS Prior Approval-"Practical Work Experien Do Not Write B For Human Resource and Bi PAF APPROVAL PROCESS CHECKLIST (Must have Approved Position Vacancy Authorization Form Position Vacancy Announcement (position advert Application for Employment Form Admin/Fac/Uncl P Authority to Release (signed by employee) (submit Supervisory Criminal/Background Check Form Exemptions Survey Form (signed by employee and Proposed Employee Appointment Proposed Employee Clearance GEREFICE OF THE ASSOCIATI COMPTROLLER GERIFFICE OF THE ASSOCIATION COMPTROLLER	elow This udgetary ve the informati n (applicable for costions(Civil Serv ted to Human Res (completed by em d budget head)	Area Control U ion outlined be new and replace essing PAF, if a vice Application is ources with Crimiployee/ verified a	Use Only! Slow): Sement positions) pplicable) For classified employees) inal/Background Check form) and signed by supervisor)
United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience Do Not Write B For Human Resource and Bu PAF APPROVAL PROCESS CHECKLIST (Must have Approved Position Vacancy Authorization Form Position Vacancy Announcement (position adverted Application for Employment Form Admin/Fac/Uncl P Authority to Release (signed by employee) (submit Supervisory Criminal/Background Check Form Exemptions Survey Form (signed by employee and Proposed Employee Appointment Proposed Employee Clearance PRESCRIPTION INNERSITY STATEM (I confirm that the above purchase dails, the) allowable, under the terms and conditions of the appropriation, budget or award agreement)	elow This udgetary ve the informati n (applicable for costions(Civil Serv ted to Human Res (completed by em d budget head)	Area Control U ion outlined be new and replace essing PAF, if a vice Application ion ources with Crimi ployee/ verified a	Jse Only! Slow): Sement positions) pplicable) For classified employees) inal/Background Check form) and signed by supervisor)

Systems Analyst for Banner STUDENT & FINANCIAL AID

Systems Analyst for Banner Student and Financial Aid with extensive experience designing, coding, testing and supporting a Unix and IBM Mainframe operating environment and next-generation database solutions.

Proficient in an assortment of technologies, including applications in SQL, PL/SQL, ODS, COBOL, FOCUŞ, EXE

Technical skills include:

- Oracle and Unix
- **BDMS**
- Qless(JagQ)
- NextGen Forms
- Data Security
- SQL, PL/SQL

- Oracle Forms and Reports Development
- WorkFlow
- **ARGOS**
- DegreeWorks
- AUTOMIC(UC4)
- **HOBSONS**



EXPERIENCE

4/2011 - Present

Southern University and A&M College, Baton Rouge, La, Systems Analyst for Banner Student and Financial Aid

Serves as chief liaison with Banner functional users to assists in determining programming requirements. Responsible for directing and coordinating the activities involving of Banner Student and Financial Aid modules. Additional Banner responsibilities include module security planning and management, conversion planning and testing, student module functional support, process oversight and scheduling, functional module training coordination, ad hoc reporting, etc..

Key projects:

- Developed and implemented application reports that were instrumental to the success of high-priority departmental projects(Board of Regents' SSPS, Space Utilization, Student Credit Hour, Completers, IPEDS, FADS, TOPS, National Student Clearinghouse and College Board Annual Survey reports).
- Served as IT project lead in the implementation of Qless and UC4 applications.
- Served as IT project lead in the Banner Students data migration.
- Worked with an implementation team to migrate SIS/PLUS legacy system data successfully to the new Banner Student system.
- Enhanced end user understanding of the Banner application system by conducting pre-implementation workshop, delivering group and individual training sessions and creating user-friendly training materials.

Southern University at New Orleans,

8/2007 - 4/2011

Interim Programming Manager/Project Leader

Served as chief liaison with functional users to assists in determining programming requirements. Responsible for the supervision of all application programming personnel. Planed, organized, directed and controlled programming services for the university, including system analysis and programming in the development, maintenance, and revision of application systems, selection and implementation of application software products, standards development and maintenance. Prepared long and short range plans for application development within the university. Participated in the negotiation of contracts and agreements with consultants and vendors; prepared and participated in the development of specification, invitations to bid and request for proposal to secure software and/or services for application development projects. Performed employee planning, review and evaluations. Established policies and procedures for all application development and maintenance activities. Functioned in the higher capacity of ITC management, as directed in their absence.

Key projects:

- Served as IT project lead in the Banner Students Financial and Account Receivables data migration.
- Served as the IT project lead in the automation of the Lenel/Pharos Badge ID card program implementation, this is the payment tool use to manage, deposit financial aid refunds and technology services for students.

- Developed, coordinated and tested a Web-enabling tuition payment system via SIS/PLUS for the university, allowing students to view and make tuition payments using their financial aid award.
- Coordinated and implemented the E-print reporting application system, this allowed all functional users to retrieve all reports from a secure centralized repository.

Southern University at New Orleans, Application Analyst/Project Leader

1/2001 - 7/2007

Evaluated user's requests and the design, testing, production, introduction and activation of software and programs to effectively meet departmental requirements. Provided subsequent follow-up and customer support. Developed, maintained, controlled, audited, analyzed and managed a variety of information systems. Formulated and defined system scope and objectives, devised strategies, developed or modified procedures, and resolved complex problems and related issues. Instructed, coordinated and check work of other application analyst staff and lead projects with moderate to large budgets.

Key projects:

- Enhanced end user's understanding of the SIS/PLUS systems by conducting pre-implementation workshop, delivering group and individual training sessions and creating user-friendly training materials
- Developed and tested custom ad hoc Financial Aid, Admissions, Records and Bursar reports using Focus and COBOL.
- Innovated and coordinated a time-saving, robust report-extract system that allows SIS/PLUS functional users to expeditious execute departmental reports from the database.

Collegis-Tulane University, New Orleans, LA Application Analyst

3/2000 - 10/2000

Selected for a competitive Application Analyst consulting position with a leading consulting firm. Experienced in proving system support and application support for internal and external customers. Developed, converted, tested, new or modified programs and job functions and compiled computer source code for the legacy SIS/PLUS test and production system.

Key projects:

Developed and designed several custom ad hoc reports using JCL, COBOL and Focus report writer.

Southern University at New Orleans, LA Application Programmer

1/1998 - 1/2000

Provided programming skills in a Mainframe operating environment, supported applications in COBOL, FOCUS, EXEC, CICS, VSE, and VM. I handled a wide variety of support services as it relates to programming skills with specific emphasis on the SIS/PLUS application system. Participated in modifying program logic, codes necessary programming instructions, analyzed program performance during execution, and testing. Priority area of programming involved students' record which consists of Admissions and Registrars Offices. At times I was required to programmed in other areas of student information such as Billings/Receivables (Comptrollers), Planning, Research and Evaluation (IPEDS) AND Financial Aid.

Key projects:

- Assisted with the implementation and installation of the SIS/PLUS system.
- Worked with an implementation team to migrate legacy system data to the new SIS/PLUS system.
- Developed and implemented applications, reports that were instrumental to the success of high-priority departmental projects

EDUCATION & TRAINING

Southern University at New Orleans, LA Master of Science, Major in Management Information Systems Pending -

Dillard University, New Orleans, LA Bachelor of Arts, Major in Accounting

12/1996

Workshops: BDMS, UC4, Qless, Next Gen Forms, Project Management, PHP, Intro to Oracle, Oracle Database 10g Administration, Advanced Oracle DBA, Banner Security, Oracle Forms, Oracle SQL, Oracle PL/SQL, ARGOS

TOB CLASS TOB CODE CALID	SOUTHERN UNIVERSE	Action Form POSEC	A 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
CAMPUS: SOS SOBI	U_XSULAC	NOARIO:	SUNO SUSTA
EMPLOYMENT CATEGORY:	9-MONTH (2-)	мояти <u>х</u> опп	& (Specify)
Agadende Temporary Tenured Tenured Track Other (Spreify)	X Mon-Academic Part-time (Undergraduate St Graduate Assista Referee Return To	udent	Civil Service Restricted Job Appointment Productionary Postgueral Status
Previous Emptoyee N/A Date Left		Reason Left Swlary Pold	76 - S
· · · · · ·	Profile of Person R	ecommended	验 7 8
Length of Roydoymentluly : Effective Date October 29, 201	1, 201 H	Tolu	1979,2002 高度。
Name Wolander Smith		xxx-xx1672 (tant 4 digits only)	Nex 프를 유턴 유턴
Position Title: Project Manager		Department: Off	les <u>of Academie Mandrs E. R.</u>
Check One Existing Position X New Position Position vacancy mills saliding and new position applicable.)	fort efeation form until be processed is. Position your he edges dised hel	and approved to Bill	everse Slite):
Years Experience 28 Degree(x): Type/Discipline: Masters, Haman Resour	Institutio	Southern University Expe m/Location :	Year:
fastractional Design Co DS, Computer Science	accentration (Caprain 8	University	2002 1990
Current Employer			
,	Personn	el Action	" ""
Check One X New Appoints	 -	Sabbatical	Laave of Absonce
Recommended Salary \$108,000	•	Salary Hudgeted	\$108,000
Source of Funds			
Identify Budgett 🧓 Korns Code:	295 JO5 -11201-2	<i>[_p()C()</i> Luca Page	tion Rem #
Change of:		a nya	
Position	From		<u>To</u>
Status Safacy Adjustinent	engk biA falsioniN	ifure (if, applicable):	
List total funds energinly paid this Southern University; *See Reverse Side Community (Use buck of form		rey of Funds	\$108,000
"See Reverse Side	Graduate School si	goators (if, opplicable);	
Dames H. Annus	10/16/18	?	
James H. James	10/16/18	Bean/Unli Head	Dar J. And J. And
Director/Perxonal	10/19/18	Vice President/F	-
un. XA 1//	10/22/16		

This information is requested solely for the purpose of and does not affect employment consideration.	determining complisare	with Kalenal Civit Rights Laws
ETHNIC ORGIN (Please check one);		
·	ng-Hispania or Non Latine	,
RACE (Please check all that apply):		
White, not of Hispanic origin. A person having origina in	any of the original people of the	rape, North Africa, or the Middle East
X Black, not of Hispanic Origin. A person having original	ins in any of the Black the	ial groups of Africa.
Hispanite A porson of Mexicum Poento Raem, Cuban, reportless of race.	Central or South America	a, or other Spinish culture or origins,
Asium or Pacific Islander. A person having origins in an Subsymbolit, or the Pacific Islands. This mea includes, to	ny of the original peoples of cessimple, China, Inpun, Kor	the For Bost, Southeast Asia, the Indian res, the Philippine Usbards, and Soupon.
American Indian or Aluskan Native. A person boying maintains caltural identification through tenhal affiliation or	origins in any of the origin: community recognition.	R peoples of North American, and who
COMMENTS:		
EMPLOYEE REQUEAR WORK SCHEDULE	8:00#m - 5:00pm	
EMPLOYEE DIRECT SUPERVISOR:	Dr. Jagges II, Antogory	<u> </u>
SOPERVISOR/DEPARTMENT CONTACT NUMBER	(225) 771-4095	
NUMBER OF EMPLOYEES SUPERVISED, (Francy)	Noire	
HR USE ONLY: STATUS (circle one):	EXEMPT	NON-EXEMPT
report to and be cleared by the Human Resources better All students are to bring with them clearance from the and a class selectule. All prospective employees/stude certificate, certificate of naturalization, resident alien cosix (6) documents do not apply to U.S. Citizens.	Pinancial Ald office, Sints must bring a pictor (cd, UJ-11 and d-1 visus,)	atement of Account (for receipt), ed 1D, social security card, birth passport, and F-1/I-94. The latter
Decementation must be provided for review and apoffered.	ргимаг од типпал теся	mixes before employment is
CLASS OF EMPLOYMENT (VISA STATOS):		
XXRM	сорн	EXCRES 50:284 GT 100 ST.
United States Catizen/Certificate of Naturalization Resident Alien	UN RA	төннө синжигн ал олгах
FGI Visa (Distinguished Merit & Ability)	111	
I-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. PT Student at S.U.)	. l - 1	
OPT (F.1 Vigo-INS Prior Approval-"Practical Work Experie		
Do <u>Not</u> Write I For Human Resource and J		
PAF APPROVAL PROCESS CHECKLIST (Must be Approved Position Vacancy Authorization For Position Vacancy Announcement (position adversarial Application for Employment Form Admin/FacAlnel Authority to Release (signed by employee) (submission Supervisory Criminal/Background Chesselfs) (1981) (Examptions Survey Form (signed by sandosress) (hospital)	neve the information out on (applicable for new an orised before processing t Position (Civil Service App inted to Hangan Resonners w	lined helow); I replacement positions) *AF, if applicable), iteation for classified employees) alt Cranina/Utackground Check form) artified and signed by supervisor) I FR 1000

parliamental functional description of the second of the s



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor Baton Rouge, LA 70813 Phone: (225) 7804665 17 AM 8: 23

October 16, 2018

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



RE: Project Manager for DXC Hughes Education Grant

Dear Dr. Belton:

This is a request for permission to waive the search for the Project Manager for the DXC Hughes Education Grant at Southern University-Baton Rouge.

It is my recommendation to appoint Yolander A. Smith as the Project Manager for the DXC Hughes Education Grant.

Ms. Smith's experience includes working in human resources, student development, and academic counseling support, recruiting of high school and college school students. Her experience has helped her develop strong interpersonal skills with students and faculty. As such, Ms. Smith has managerial and decision making skills to provide leadership in this position.

Sincerely,

James H. Ammons, Jr.

Executive Vice President/

James H. annum

Executive Vice Chancellor

APPROVED:

Dr. Ray L. Belton

President-Chancellor



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President for Academic Affairs and Provost J.S. CLARK ADMINISTRATION BUILDING, THIRD FLOOR PHONE: (225) 7801-4005 AM 8: 23

MEMORANDUM

TO:

Mr. Benjamin Pugh

Vice Chancellor for Finance and Administration

FROM:

Dr. James H. Ammons Johnson H. Jummons Executive Vice President/Executive Vice Chancellor

RE:

DXC Higher Education Grant Program

October 16, 2018 DATE:

Louisiana Economic Development (LED), an agency of the State of Louisiana, has entered into a Memorandum of Understanding with Southern University System to Implement objectives outlined by Computer Services Corporation which will be working through and represented by its subsidiary DXC Technology Services LLC (DXC). state, through LED, has awarded SUS with an initial grant of \$1 million for this project. Southern University and A&M College (SUBR) will receive \$475,000. DXC will be working with SUBR, providing input to LED.

As a result of this agreement, the DXC Higher Education Grant requires SUBR to establish personnel to manage and execute the grant. SUBR must hire a project manager who will be the lead on all activities related to the DXC Higher Education Grant Program, including both recruiting and curriculum development. In addition to covering the salary for the project manager, funds from the grant will be used to hire a recruiting manager and a student success specialist; and support other program-related activities outlined in the grant.

Consequently, I am asking that an account code be established for the project.

4 pproved

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813	WILL STATE
SUS SUBR SULAC SUAREC SUNO	SUSLA [
资业业场投资资金的实现的企业企业企业企业企业企业企业企业企业企业企业企业企业企业企业企业企业企业企业	****
POSITION VACANCY AUTHORIZATION I	7 AM 8: 23
的安全,我们的人们的人们的人们的人们的人们的人们的人们的人们的人们的人们的人们的人们的人们	*****
	S DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR Office of Academic Affairs	
(Department or Unit)	ofFinds 😂 👙
☐ Replacement ☑ New Position* ☑ Unclassified ☑ Stat	是 表
☐ Civil Service ☐ Temporary ☐ Faculty ☐ Gra	nCineAid S 3
	ney Eund State
*requires the approval of System President	of Funds e ST ON PTROLLER nt Fine Aid State nev Fund State
	10 Table 1 Table 1
VACANCY DESCRIPTION AND JUSTIFICATION	N S S
(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of	salary sange with
the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions mu	ist be approved thru
Human Resources). The Project Manager will work directly with DXC and report to the Governance Board to ens	ure deliverables:
be responsible for achieving the project recruiting and curriculum goals; meet with clients to	
briefs and clarify specific requirements of each project; delegate project tasks based on junior	staff members*
individual strengths, skill sets and experience levels; track project performance, specifically to	analyze the successful
completion of short- and long-term goals; meet budgetary objectives and make adjustments to	project constraints
based on financial analysis; develop comprehensive project plans; use and continually develo	p leadership skills.
Salary/Range: \$90,000 - \$125,000 Previous Incumbent (if replacement):	
0 11 1	ماليات
Approved Disapproved James H. anno	10/16/18
U Department Head	Date
Approved Disapproved	
Approved Disapproved Dean/Director/Supervisor of Budget U	nit Date
AM 1917	an 2000
	CES OFFICE ONLY
Funds Available Existing/App	proved Position
Yes No Yes	No
10/19/2018 Job Code: M Cal Id:	U Job Class: 24551
Signature Date William	NO 10/17/18
Budget Number 415/05-11101-26000 Verified By:	Date:
1 0 11 1	- lula
Approved Disapproved James N. Lungho	10/16/18
Vice Charcellor	Date
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Approved Disapproved Disapproved	Date
Chancellor/Vice President	Date
Approved Disapproved	
Fresident /	Date
An Equal Opportunity Employer	7.40

Yolander A. Smith

Career Summary

Student Development professional with over 15 years of experience in leadership training, career coaching, managing highly functioning teams, designing and delivering corporate and student training, executing recruiting strategies and building cross-functional relationships with university leaders; results-driven, consistently exceeding goals; strong capabilities to develop innovative programs and improve operational efficiency.

Functional expertise:

- Program Management
- Project Management
- Business Development
- Team Leadership

- Student Development
- Application Assessment
- Benchmarking
- Mentoring

- Training Design and Delivery
- University and Corporate Recruiting
- Human Resources
- Operational Efficiency

Professional Accomplishments

Student Leadership and Engagement

- Rice University: Served as advisor for the Black Business Student Association and National Association of Women MBAs, coaching on strategy, fundraising, community engagement and scholarship administration; chaired the committee to host the national conferences for the National Black MBA Association and the National Association of Women MBAs; led a career services team who placed 80% of students annually in fortune 100 companies in finance, consulting, healthcare, marketing and real estate
- Duke University: Created and advised the Diversity Liaison Team to encourage students of color to use career services; served as academic advisor for freshmen and sophomore students; participated in admissions round discussions for incoming students; coached over 250 undergraduate and graduate students annually on career planning and job search strategies over 4 years; advised student groups on fiscal responsibility, student engagement and community involvement; managed recruiting team to place over 85% of students annually in internship and full-time positions annually
- INROADS: Provided academic and career coaching for high school and college students, placing them in corporate internships and full-time positions at a 90% placement rate
- Procter and Gamble: Mentored interns, new hires and mid-career professionals
- Wachovia Bank: Advised managers and employees on human resource policies, compensation and conflict resolution
- Developed training modules and internship programs for fortune 500 companies, including Dr Pepper-Snapple, AT&T, Gulf States Toyota and Hewlett-Packard

Recruiting

- Recruited high school and college students for INROADS internships from over 50 schools in the Ohio and Georgia markets
- Planned career fairs and interview super days for INROADS, Duke University and Rice University, hosting over
 150 employers at each event
- Led campus recruiting teams at Procter and Gamble and Wachovia Bank
- Managed MBA campus recruiting and undergraduate campus recruiting at both Rice and Duke Universities, exceeding placement goal of 80% annually

Industry Expertise

- Worked as a Systems Analyst for Procter and Gamble, writing code, supporting end-users and training employees on system functionality
- Advised commercial, retail and business banking clients at Wachovia Bank; coached managers and employees on banking policies, compensation and conflict resolution
- Led corporate United Way campaign at Procter and Gamble; built a 20-person team to increase employee participation to raise over 1 million dollars for the organization
- Implemented MBA recruiting strategy at Kurt Salmon Associates consulting firm, staffing the healthcare, consumer goods and supply chain client service teams
- Developed the business case with the Director of Admissions for Rice to become a FORTE partner (leading women's MBA development organization)
- Managed employer relations and student development for South America and China Study Abroad Courses

Employment History

Stanford University School of Medicine

Admissions Consultant 2017-Present

Review and evaluate medical school applications, making recommendations to faculty and deans for admission

Rice University - Jones Graduate School of Business Career Management Center

Admissions Consultant 2017-Present

Review and evaluate MBA applications, making recommendations to faculty, staff and deans for admission

Director, Employer Relations 2008-2016

Managed a team of 4 career center staff, leading employee relations, staffing, career counseling and recruiting functions

National Black MBA Association

Director, University and Chapter Relations 2016-2017

Developed partnerships with universities and 36 chapters, creating scholarship and career development opportunities

Duke University Career Center

Associate Director, Employer Relations 2004-2008

Managed a team of 5 staff to implement campus recruiting and employer relations functions

Wachovia Bank

Human Resources Business Partner 2001-2004

Served as employee relations business partner to commercial, consumer and small business teams in the organization

Kurt Salmon Associates Consulting Firm

MBA Recruiter 2000-2001

Implemented campus and experienced-hire recruiting for the Healthcare, Consumer Goods and Supply Chain practices

INROADS, Inc.

Operations Manager 1993-2000

Managed a team of 9 staff to recruit, train, mentor and place talented minority students into corporate internships and fulltime positions

The Procter and Gamble Company

Systems Analyst and Technical Trainer 1990-1993

Provided system support and training on sales and stockholder systems

Professional and Community Affiliations

Energy People Connect Women in Energy

MBA Career Services Council American Marketing Association

National Association of Colleges and Employers The Fort Bend Church

Society of Human Resource Managers Southern University Alumni Federation

Leadership Houston Class XXIX Delta Sigma Theta Sorority, Inc.

National Black MBA Association National Association of Women MBAs

Service and Leadership

Employment Ministry Leader - The Fort Bend Church

Delta Sigma Theta Sorority National Convention Volunteer

Southern University Alumni Federation Scholarship Fundraiser

Susan G. Komen Foundation Volunteer and Walk-a-thon Participant

The Fort Bend Church Women's Chorus Director

Education

Georgia State University – Master of Science in Human Resources; Instructional Design Concentration

Southern University - Bachelor of Science in Computer Science

Suggested Job Descriptions and Responsibilities: Project Managers

Project Manager: This should be a mid- to senior-level administrator with experience supervising staff members and reporting to a board. The Project Manager is ultimately responsible for achieving the project recruiting and curriculum goals. The successful candidate will work directly with DXC and report to the Governance Board to ensure deliverables. Must manage project budget and ensure all aspects of the project are compatible and flowing smoothly. She or he will coordinate with other university systems and manage the curriculum board and its processes. Campus DXC Recruiting Manager and Student Success Manager will report to the Project Manager.

General Responsibilities:

- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels
- Track project performance, specifically to analyze the successful completion of short- and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills

DXC Project Specific Duties:

- 1. The Project Manager will be the lead on all activities related to the DXC Higher Education Grant program, including both recruiting and curriculum development.
- 2. Responsible for utilizing the grant monies to provide the best possible candidates for DXC. This might include hosting special events, such as hack-a-thons, as a way to identify non-computer science students as potential candidates.
- 3. Working with community training programs such as Operation Spark, Girls Who Code, Boys and Girls Clubs, 4-H, Girl Scouts, high school computer science clubs, coding clubs for adults, to identify potential candidates for DXC.
- 4. Instrumental in ensuring exceptional curriculum development to create and/or upgrade current IT, computer science, and related courses of study.
- 5. Responsible for assisting college in faculty retention and recruiting to provide exceptional IT, computer science, and related course offerings.
- 6. In charge of getting student involvement in project-based DXC work, internships, testing systems, pilot programs and other DXC activities.
- 7. Accountable for getting DXC branded campus sites focused on technology and collaboration established at their campus. This includes providing activities at the education centers to attract both students and community members to visit them and participate in activities at them.
- 8. Responsible for including their other campus sites in the DXC higher Education Grant activities.

- 9. Work collaboratively within the system and with institutions in the state to share resources, ideas and best practices.
- 10. Expected to provide creative and innovative solutions to reach the recruitment and other goals of the DXC Higher Education Grant program.
- 11. Explore use of other training avenues to supplement/enhance students' skills.
- 12. Project Managers are responsible for the success of their campus team at meeting project objectives, but also play a role in ensuring state-wide objectives are met.

Suggested Minimum Requirements

- 5 years' experience in project management
- Experience in college setting and/or working with business and industry
- Familiarity with PM software, collaboration and time management tools
- Experience with process improvement; KPIs; and metrics
- PMP Certification
- Advanced time management and analytical skills
- Excellent client-facing communication skills
- Strong decision-making skills
- Innovative and creative
- Driven to achieve goals
- MS or PhD

JOB CLASS SOUTHERN UNIVERSITY SYSTEM JOB CODIC Personnel Action Form | POSITION CAL ID NUMBER CAMPUS: SUS . . SUBR . . SULAC X ... SUAREC SUNO ... SUSLA ____ EMPLOYMENT CATEGORY: 9-MONTH ____ 42-MONTH 12 OTHER ____ (Specify) _____ _ _X ___ Non-Academic Civil Service ... Temparkry Part-time (..... Rexfrieles % of Full Time) Terrored Undergraduate Student __ Job Appointment ____ Graduate Assistant Tennied Track Probationary Retirce Return To Work Other (Specify) Permanent Status Previous Employee Thyores Walker Reason Left Transferred to SDS Campus 500,000 Date Laft Decomber 31, 2018 Profile of Person Recommended Length of Employment 01/01/2019 To 08/39/2019 Effective Date - 01/01/2019 Name Kerll Thomas P (Gaeo* 1) (Last 4 digits only) Position Title: Director office of Cureer Services and Title X1 Department: Southern University Law Center Coordinator Check One | K | Existing Position "Visa Type (See Reverse S(de): New Position Repiration Dates (Position vicency authorizating form must be processed and approved to fill relating and new positions. Position must be advertised before processing PAO, if *ppffcAble.) Years Experience 16 Southern University Experience 4 Degree(s): Type/Discipline (DA-Education): Institution/Location (SD-Batno Rosge): Year: 2008 Southern University Law Center Current Employer | LealsNexis Practico Area Consultant Personnel Action New Appointment Continuation Subbotteal Leave of Absence _____Transfer X Replacement ___ Other (Speelty) Recommended Salary \$90,000 \$50,000 Salary Badgeted Source of Funds Sing Identify Budget: Grant 311001-38330-61002-35000 Loration BORTO Form Code: Hem# 1 Change of: Franc Position Меженя Salary Adjustment Pinancial Aid signature (if, applicable): List total finds currently paid lids employer by Source of Funds Amount Southern University: See Reverse Side Comments (Use buck of form) *See Reverse Side Graduate School signiture (if, applicable):

Vice President/Financy Business Affairs/Comptender Chairmon/S.D. Haard of Supervisors

Date .

This information is requested solely for the pur- Laws and does not affect employment consideration.	pine of detect	cionag somplianco with Federal Civil Right	5
ETHNIC ORGIN (Please check one):			
Hispanic or Latino	on-l'tispanie or	or Non-Latino	
RACE (Please check at) that apply):			
White, not of Hispanie origin. A person having original	any of the origon	aral people of Korope, North Africa, or the Middle Kast.	
x Block, pot of Hispanie Origin. A person having original	gios in way of t	The Black racial groups of Africa.	
Hispanic. A person of Mexican, Pherio Ricen, Cubas regardless of race.	, Chathal or So	South American, or other Sponish collect or origina	۴,
Asian or Pacific Islander. A person towing origins in a Subcontinent, or the Pacific Islands. This men includes, it			
American ladian or Alaskan Native. A person laving manusins calcord identification through tribal affiliation of			'n
COMMENTS: Korii Thomas will replace Tavares Walker breause of January 01, 2019.		promofing for him to the SO System, effective	
EMPLOYER REQULAR WORK SCHEDULE:	Daily		
EMPLOYER DIRECT SUPERVISOR:	-	er, John Pierre	
NUMBER OF EMPLOYEES SHEERVISED, (if any)			
HR USE ONLY: STATUS (circle one):	EXEMPT	NON-EXEMPT	
GUIDELANES: All employees, students, graduate are to report to and be cleared by the Human Restarting to work. All students are to bring with the of Account (fee receipt), and a class schedule. All 1D, social security ment, birth certificate, certificate visas, passport, and F-1/1-94. The latter six (6) does	guirees <u>hefor</u> em clearance prospective t e of naturali	org any employment is offered and before the from the Financial Aid office, Statement employees/students most bring a picture lization, resident alien eard, UI-B and J-	e H d
Pagamentation must be provided for review and ap offered.	proval by H	luman Resources before employment is	
CLASS OF EMPLOYMENT (VISA STATUS):		SOUTHERN UNIVERSITY LAW CENTER	
TYPE		ENGUMBERED / FUNDS AVAILABLE	
United States Citizen/Certificate of Naturalization	Ď×	DOC 10 4 19/18/18	
Resident Alien	D/	1981 (1988)	
II-1 Visa (Distinguished Merit & Ability) I-1 Visa (Exchange Visitor Program)	61	BY H SINGLOSE	
F-1 Visa (Student Ento, FT Student at S.U.)		FI	
OP FMERY MINS Vior Approval "Practical Work Experi	enco")	PO	
Do Not Write l	Below T	This Area	
For Human Resource and I			
PAF APPROVAL PROCESS CHECKLIST (Must I			
Approved Position Vacancy Authorization For Position Vacancy Announcement (position adv Application for Employment Porm Administraction Authority to Release (signed by employee) (sub-	ffii (applicable ortised before (Podesss(Civi	le for new and replacement positions) c processing PAF, if applicable) di Service Application for classified employees)	

For Human Resource and Budgetary Court	
PAF APPROVAL PROCESS CHECKLIST (Must have the information outline	d bolow):
Approved Position Vacancy Authorization Form (applicable for new and rep	slacement positions)
Position Vacancy Announcement (position advortised before processing PAF	, if applicable)
Position Vacancy Announcement (position advortised before processing PAF Application for Employment Form Admin/FacAlnet Positions (Civil Service Application	on for classified employees)
 Authority to Release (signed by employee) (submitted to Carapas Puller with Crin 	stanMisnekground Check Iorm)
Supervisory Criminal/Background Check Form (completed by employee/ veriti	ed 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 class	sified, if applicable)

The Prince vote of the Prince vo

SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR (225) 771-2552 FAX (225) 771-2474

October 17, 2018

VIA HAND DELIVERY

Dr. Ray L. Belton System President and Chancellor Southern University and A&M College System J. S. Clark Administration Building, 4th Floor Baton Rouge, Louisiana 70813

RE: Announcement Waiver Request

Dear Dr. Belton:

Tavares Walker has served the Southern University Law Center well as the Director of Career Services and the Title IX Coordinator. Because of a proposed promotion for him to the SU System, I would like to replace Tavares A. Walker, the Director of Career Services and Title IX with Kerry Landry-Thomas. Mrs. Thomas has the requisite experience and education to serve as a Title IX Coordinator and her experience as an attorney and in higher education make her an excellent candidate to replace Mr. Walker. The total annual compensation for both roles would be \$90,000.00 effective January 1, 2019.

Therefore, this letter is to request a Vacancy Announcement Waiver and appointment for Director – Office of Career Services and Title IX Coordinator, and an authorization to waive an employment search. This would allow us to permanently appoint Mrs. Landry-Thomas to this position and negate the long and unnecessary process of conducting interviews and screening.

Thank you and with kind regards, I am,

Sincerely.

ohn K. Pierre, Chancellor &

Vanue B. Lacour Endowed Professor of Law

Approved:

Dr. Ray/L. Belton, President/Chancellor

"An Equal Educational Opportunity Institution"

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SUL	AC SUAREC SUN	O SUSLA S
POSITION	VACANCY AUTHORIZATI	ION
******	***	******
	Director, Office of Career Services & Title 1X Coordinator	AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR	Southern University Law Center	
	(Department or Unit)	G 7 - 1 / 1 / 2 / 2 / 2 / 2
□ Replacement □ New Posi	tion N. Unabasidad	Source of Funds
Civil Service Tempora	Action and a second a second and a second and a second and a second and a second an	⊠ State □ Grant -in-Aid
	nary (For Faculty this is same as tenure track)	System Revenue
		Agency Fund State
VI CINCY N		E LINE E L
	ESCRIPTION AND JUSTIFI	
(Include rank (for faculty) and approximate sala	ry; initiator of form must have prior ap	proval of salary/salary range with
the appropriate Vice-Chancellor, Chancellor and Human Resources).	d/or President. Salaries for classified po	sitions must be approved through
Hold primary responsibility for operation of office and supervision	on of staff. Plan, organize, and present seminars, works	Ports, name occupantations, and other programming
Counsel students and alumni regarding short-term and long-term organize on and off-campus recruiting and national job fair prog	professional development. Counsel students and alum	of on regume and cover latter preparation. Plan and
to, NALP, the ABA, and SACSCOC accreditation. Draft and Impl	ement strategic plans for the affice I east the Office of	Career Services in developing strategic initiations
employer relations, and marketing strategies. Educate employe services the office provides, and to encourage an expanding a	reav of employers to recruit from SULC. Work to ast	ablish strong relationships with other departments
throughout the school to promote the best interest of students, organizations and travel to conferences for training and developed	Participate in professional development activities, inclu	ding, but not limited to, membership in professional
Providing information and assistance to those who wish to raise	a complaint or have concerns relating to the University's	compliance with Title IX. Facilitating the
University's compliance with Title IX, including responding effect responding to and investigating complaints, identifying and address.	ively to each complaint. Providing assistance and suppo-	of to University programs responsible for
and outreach. Where appropriate, responding to or conducting as dedicated to Title IX compliance.	investigation of complaints. Participating in and provid	ing support for committees and other programs
Salary/Range: 90,000.00 -90,000.00	Previous Incumbent (if replacement):	Tavares Walker
	101 110	1.10
X Approved Disapproved	John & Hosa	0 10/18/10
	Department flead	Bate
		Date
X Approved Disapproved	Clerus Chall	10/12/18
	Dean/Director/Supervisor of B	udget Unit Date
FINANCE/BUDGET OFFICE ONLY		Proprieta Suntar Street
Funds Available		RESOURCES OFFICE ONLY sisting/Approved Position
T HIGH STATISTICS	-	/ cisting/approved residen
x Yes No	1	Yes No
		_ 10
None 10/10/	Employee Class	MU Job Class: 32840
DM61019e 10/18/	anin 1	1 11
Signature Date Budget Number 23/160/-38	michaele	William 10/19/18
Budget Number 23/1601-38	130-61002-35000 V	erified By: Date:
y Annuared Disserved	Loedernt Whit	e intertor
_x Approved Disapproved _		10/18/18
	Vice Chanceflor	Date
x Approved Disapproved	Jellaw # 110	11/10/18
	Chancellar Nice Presid	14/1/10
	- distinction vice presid	Date
Approved Disapproved	11 6 / 1///	10/22/18
CALLY CALL CONTRACTOR	President	Date
A	n Equal Opportunity Employer	2000

SOUTHERN UNIVERSITY S	PYSTEM
CAL ID Personnel Action Form	POSITION NUMBER
CAMPUS: SUS X SUBR SULAC SUAREC	SUNO SUSIA
EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH	(УЛНКК (Specify)
	Civil Service Restricted Job Appointment Probationary Permanent Status mann LeP N/A Inty Paid N/A
Profile of Person Recommende	xd
Length of Employment July 1, 2018 Effective Date: January 1, 2019	To June 30, 2019
Name Thypres A. Walker SSB XXX-XX-74	84 Sex M Rate* B
Position The: System Director of Compliance & Public / Associate Control Departing	•
	ype (See Reverse Side):
X New Position (Fortion variety approved to cataling and new positions. Position must be processed and approved to cataling and new positions. Position must be advented before processing PAI applies ble.)	7, IC
Years Experience 10 Southern University Theorems (S): Type/Discipline (BA Education): Institution/Location BA Communications Louising State University	rsity Experience 7.5 Year: 17 and A&M College 2005 2 School 2008
Current Employer Southern University Law Centre	
Personnel Action	
Personnel Action	
Clicck One X New Appointment Configuration Subbat Other Configuration Replacement	lcal Leave of Absence Specify) Budgeted \$105,000
Clicck One X New Appointment Configuration Subbat Transfer Replacement Other of	(Specify)
Check One X New Appointment Confirmation Subbat Check One X New Appointment Replacement Other Confirmation Subbat Subset	(Specify)
Check One X New Appointment Confibration Subbat Charger Replacement Other College Source of Funds State Budget Page Change of College of Change of College of Change	Specify) Budgeted \$105,000 Location Item#
Check One X New Appointment Confirmation Subbat Other Concernment Salary \$105,000 Salary Source of Funds State Budget Page Change of Conf. Page Page	Specify) Budgeted \$105,000
Check One X New Appointment Confirmation Subbat Other Courselver Replacement Other College Source of Funds State Budget Page Change of Funds State Budget Page Change of Funds Other College Change of Funds Other College Change of Funds Other State IX Courdinator States Subset Adjustment \$90,000	Specify) Budgeted \$105,000 Location Item # To System Director of Compliance & Ethics /Associate General Counse)
Check One X New Appointment Confinantian Sabbat Transfer Replacement Other Collect Source of Funds State Budget Page Change of: Position Director & Title IX Coordinator States	Specify State St
Check One X New Appointment Confibration Subbat Transfer Replacement Other of Recommended Salary \$105,000 Subary Source of Funds State Budget Page Change of: Page Page Change of: Page Page Change of: Prometor & Tatle IX Coundinator States Subary Adjustment \$90,000 Financial Aid signature (if, applies Southern University: SULC - 311061-38)	Specify State St
Check One X New Appointment Confibration Subbat Transfer Replacement Other of Recommended Salary \$105,000 Salary Source of Funds State Budget Form Code: Page Change of: Position Director & Title IX Coundinator Status Sulary Adjustment \$90,000 Financial Aid signature (if, applies List total Bunds currently paid this coundinator by Southern University: \$100.231 [1031-383] *See Reverse Side \$100.500	Specify State St
Check One X New Appointment Londbandian Subbat Transfer Replacement Other of Recommended Salary \$105,000 Salary Source of Funds State Budget Page [Identify Budget: Form Code: Page Change of: Page Change of: Promode	Specify
Check One X New Appointment Confibration Subbat Transfer Replacement Other Collected Subset State Sudget	Specify
Check One X New Appointment Londbandion Subbat Transfer Replacement Other Collections of Funds State Budget Page Change of Funds State Budget Page Change of: Page From Cade: Page Change of: Page From Cade: Page Change of: Page Suite Substitute (If, applies Substitute (If, appl	Specify State State State State State System Director of Compliance & Palice Amount System Director of Compliance & Palice Amount Sy5,000 State Stat
Check One X New Appointment Continued Subbat Transfer Replacement Other Cotter Recommended Salary \$105,000 Salary Source of Funds State Budget Grant Code: Page	Specify

	information is requested s does not affect employment		of determining com	pliance with Federal Civil Rights Laws
	ETHNIC ORGIN (Please	check one);		
	Hispanic or Cation	×	Non-Hispanic or Non	-Latino
	RACE (Please check off the	hat opply):		
	White, not of Hispanic orig	gin. A person landing origin	is in any of the original peop	ole of 19cope, North Africa, or the Middle Past
. x	Black, not of Hispanic Ori	igin. A person having s	origins in any of the B1	sek racial groups of Africa
	Hispanic. A person of Me regardless of race.	wienn, Poerto Ricon, Co	lian, Conital or South A	ancream, or other Spanish culture or origins,
				ples of the Far East, Southeast Axia, the Indian war, Kowa, the Philippine Islands, and Samon,
	American Indian or Alaski popintains cultural identification			original peoples of North American, and who ion.
Tava	MMRNTS: area Walker will transfer from the offective January 1, 2019		System Director for	Compliance and Ethics/Associate General
EMI	PLOYEE REGULAR WOR	K SCHEDULE:	8:00 AM - 5:00	PM Monday then Felday
	PLOYER DIRECT SUPERV			t, General Coursel
	ERVISOR/DEPARTMENT			
	ABER OF EMPLOYEES ST			• • •
FIR	USK ONLY: STATUS	s (circle one):	BXEMPT	NON-EXEMPT
All s and certi six (c	dudents are to bring with the a class schedule. All pros ficale, certificate of natural fidecuments do not apply to	diem elearance fram pective employees/stu fization, resident aften o U.S. Citizens.	the Financial Aid off idents mils? Schig id reard, 111-B and J-1	is offered and before storting to work, for Shienein of Recontivited veccipi), old to the following the following the following the first the latter stage, passing and F-1/1-94. The latter
<u>Dac</u> offe		ded for review and	approyal by Humai	Resources before employment is
	SOURCE	Carridonymatery Ly	AW CENTER	
CLA	ESS OF EMPLOYMENT (N E 500 (1)	TSA STATUS): リワラ	AVAILABLE	
		10 / - /	9 - 67302- Kot	2 日本
Unit	ed States Chinan/Combinate, 9	u Nataralization	θ υ8	CORFRANCE & BUSINESSEE AND
Rusic	dentAlien BY_ 📈	HIIL LONGIS	RA	
	Visa (Distinguished Merit & 7 Zisa (Rechange Visitor Progra		JI	10117118
P-1 V	Visa (Sludent Emp. F.) Studer (F-1 Visa-INS Prior Approve	nt at S.U.) if-"Practical Work Exp	erience") P0	10 17 18 11(005-1115-7-6)000 4-15,000
		Do <u>Not</u> Write		
	ror numan .	Resource and	і виаделягу с	Control Use Only!
PAF	Position Vacancy Anno Application for Employe Authority to Release (s Supervisory Criminal/) Exemptions Survey Fo Proposed Employee Ay Proposed Employee CI	esney Authorization foundement (position a neat Form Admin/Faz/U signal by amployee) (sa Background Check Form (signed by amploye ppointment learance	Form (applicable for indeptional divertised before prices full Positions (Civil Servicement of Homan Resourcement (completed by employee and budget head)	www.and.replacement.positions)



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING 4TH FLOOR BATON ROUGE, LOUISIANA 70813

OFFICE OF THE PRESIDENT - CHANCELLOR (225) 771-4680

FAX NUMBER (225) 771-5522

October 17, 2018

Dr. Ray L. Belton President-Chancellor Southern University System Baton Rouge, LA 70813

RE:

Position Vacancy Authorization and Announcement Waiver Request

Dear Dr. Belton:

This letter is submitted to request authorization to waive the search for the position of System Director of Compliance & Ethics/Associate General Counsel for the Southern University System. It is imperative that this position be filed immediately due to the growing volume of federal and state regulatory compliance matters and the structuring of the General Counsel's Office to best serve the legal needs of the entire Southern University System.

The System Director of Compliance & Ethics/Associate General Counsel will serve to reduce liabilities and losses associated with failures to comply with applicable laws and regulations, and to fulfill other legal duties as assigned. Reporting to the General Counsel, the position is responsible for overseeing and coordinating system-wide compliance activities, including the evaluation and monitoring of the university's operational and strategic risks, as well as seeking to ensure that the university and its employees are complying with federal and state regulatory requirements, as well as internal policies and procedures.

I am available to clarify any inquiries you may have.

Best regards,

Deidre Deculus Robert

General Counsel

Southern University System

s / Deidre D. Robert

Approved:

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC :	SUAREC SUNO	SUSLA
	Y AUTHORIZATION	
**********	*****	****
REQUEST THAT THE POSITION TITLE System Direct Associate Gen	or for Compliance & Ethics/ eral Counsel	AS DESCRIBED BELOW
DE MOTTO MELEO MOTO MANOR MANO	nt's Office	
(Depart	ment or Unit)	ce of Funds
Replacement x New Position		State
☐ Civil Service ☐ Temporary	☐ Faculty ☐ C	Frant -in-Aid
☐ Tenured ☐ Probationary (For Facult		System Revenue Agency Fund State
WACANCY DESCRIPTION		
VACANCY DESCRIPT		
Include rank (for faculty) and approximate salary; initiator of the appropriate Vice-Chancellor, Chancellor and/or President	Salaries for classified positions	must be approved through
Human Resources).	. Sataries for classified positions	must be approved unough
See Attached Job Description		
Salary/Range: 105,000 - 130,000 Previous Inc	cumbent (if replacement):	
Approved Disapproved		
	Department Head	Date
Pr	esident/Chancellor Dr. Ray Belton	10/17/2018
Approved Disapproved	X	10 22-18
Dean/Di	rector/Supervisor of Budget	Unit Date
		CHICAGO SANDAR MIN SI
FINANCE/BUDGET OFFICE ONLY		URCES OFFICE ONLY Approved Position
Funds Available	Extende	Approved rushion
Yes No	Y	es No
		Law et al.
241 10/19/10	Employee Class:	Job Class:
DMCLOIGE 10/18/18 Signature 31100/- 38130-61002-3 Budget Number 31100/- 38130-61002-3 322-111005-11157 61004-415,005 AN 1, 20, Approved Disapproved		
Signature 21101 20 Date	5000	
Budget Number 3/100/- 38/30-6/002-3	Verified	By: Date:
322-111005-11157 61000-113/05 AN 1, 201	19 through June so,	2017
Approved Disapproved	Nice Chancellor	Date
	vice Chancellar	Date
Approved Disapproved	8 / 1/1/	
Disapproved	Chancello Vice President	Date
	The state of the s	Date
Approved Disapproved /	1///	
	President	Date
An Equal Oppo	rtunity Employer	20,000

Job Description

System Director for Compliance & Ethics/Associate General Counsel

Purpose:

To support Southern University and A&M College System's leadership in fulfilling its mission and commitments to the highest standards of ethics and integrity and to the principles of equal access and equal opportunity. To that end, the candidate will work cooperatively with campuses within the system to:

- 1. Promote and enhance a climate that ensures equal access and equal opportunity for all members of the University community and participants in its activities and services.
- 2. Promote and enhance a culture of ethical behavior and compliance with applicable policies, laws and regulations.
- 3. Reduce liabilities and losses associated with failures to comply with applicable laws and regulations.

Reporting to the General Counsel, the position is responsible for overseeing and coordinating system-wide compliance activities, including the evaluation and monitoring of the university's operational and strategic risks, as well as seeking to ensure that the university and its employees are complying with federal regulatory requirements, as well as internal policies and procedures.

Knowledge, Skills, Abilities:

- 1. Working knowledge of higher education laws and regulations, including: Title IX, FERPA, Clery Act, and ADA;
- 2. Experience in state and federal regulatory oversight;
- Knowledge in conducting risk assessments;
- 4. Excellent written and verbal communication skills;
- 5. Fosters a university culture that does not tolerate illegal or unethical behavior and prompts faculty and staff to consider the potentially adverse consequences of unethical conduct;
- 6. Solves problems by improving collaboration, and communication;
- 7. Demonstrated skill in multi-tasking, organization, and planning;
- 8. Demonstrated fiscal responsibility;
- 9. Reduces the risks of non-compliance, while increasing the likelihood of early detection and correction; and
- 10. Provides a source of best practices and assistance for the entire university community.

Minimum Qualifications:

- JD degree and a licensed member in good standing with the Louisiana State Bar Association;
- 2. 2+ years of relevant experience as inside or outside counsel, ideally supporting universities;
- 3. Experience in structuring, drafting and negotiating a wide variety of commercial contracts;
- 4. Demonstrated ability to prioritize and handle multiple tasks, and deliver results in a fast-paced, deadline-driven environment;
- 5. Experience working on compliance with Title IX regulatory requirements in a higher education environment will be considered highly valuable;
- 6. Investigatory experience, excellent verbal and written communication skills required as are strong presentation, interpersonal skills, and an ability to work collaboratively with various campus representatives. Member in good standing of the Georgia Bar Association:
- 7. Previous experience as a Title IX Coordinator;
- 8. Successful record resolving Title IX issues; and
- 9. Energetic, self-starting problem-solver who can work collaboratively and autonomously.

Compensation:

\$105,000 - \$130,000 - Based on a review of similarly situated universities, both in size and scale of operations.

Job Duties and Responsibilities:

- Develop and modify as appropriate the compliance and ethics organizational structure, establish practices, and lead the development of policies to implement and manage a comprehensive compliance and ethics program;
- Build collaborative relationships with compliance personnel across the university system, and in collaboration with Internal Audit, Risk Management, and others, develop, update and maintain the university's compliance efforts associated with Title IX and ADA;
- 3. Monitors the internal and external compliance environments to identify potential risks and vulnerabilities across the university system in order that the university is compliant with federal, state and local laws, rules and regulations, as well as institutional policies;
- 4. Participation in the design of enterprise risk assessments and lead implementation of such assessments;
- 5. Oversee the development of the annual compliance work plan that reflects the institution's compliance and regulatory risks that will be monitored by the compliance function as determined by conducting a periodic system-wide risk assessment;
- 6. Institute and maintain an effective compliance communications strategy for the university, including developing, coordinating, and participating in a multifaceted educational and training program that focuses on the elements of the compliance

- program, and seeks to ensure that all appropriate employees and management are knowledgeable of, and comply with, pertinent federal and state standards;
- 7. Advise senior leadership and the Board of Supervisors on the operation and effectiveness of the university's compliance efforts; prepare and present the results of university compliance activities to the President and to the Board of Supervisors, or its designee;
- 8. As assigned, respond to government investigations and inquiries;
- Coordinates and monitors a prompt and equitable Title IX investigatory process in cases
 of sexual misconduct, including assignment and supervision of Title IX investigators in
 accordance with University policy;
- 10. Meets with complainants and respondents to provide information regarding the Title IX complaint process, available resources, interim measures, and reporting and resolution options;
- 11. Provides training and technical assistance on University policies and develop programs, such as assemblies or trainings, on issues related to Title IX to assist the University in making sure that students and staff are aware of their rights and obligations under Title IX. Also regularly assess the adequacy of current training opportunities and programs and propose improvements as appropriate;
- 12. Maintains and monitors data related to complaints and investigative activities, and provides periodic and annual reports as appropriate. This responsibility includes monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate;
- 13. Maintains and updates Title IX content for the University's webpage in collaboration with the IT Department;
- 14. Participates in the drafting and revision of University policies and procedures to help ensure that they comply with the requirements of Title IX;
- 15. Continuously identifies and integrates Title IX best practices into the campus knowledge base and practice;
- 16. Regularly attends Title IX education programs to understand best practices as they relate to Title IX and sexual misconduct issues;
- 17. Monitors students' participation in athletics and across academic fields to ensure compliance with Title IX;
- 18. Reviews recruitment materials, admission forms, and policies and practices in these areas to ensure compliance with Title IX; and
- 19. Insures that the University maintains the appropriate number of well-qualified, trained Title IX deputy coordinators, investigators and hearing officers.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- 1. Draft terms and conditions in agreements;
- 2. Research legal issues impacting the organization by identifying applicable statues, judicial decisions, and codes;
- 3. Perform pre-litigation work to minimize risks and maximize legal rights;
- 4. Develop solutions to legal questions;

Page 3 of 4

- 5. Provide training to company and its affiliates on substantive legal topics;
- 6. Assumes additional responsibilities and performs special projects as needed or requested;
- 7. Anticipates, listens to, understands and responds to the needs of members of the University community; and
- 8. Delivers work products and services in a way that reflects positively upon the department and the University.

EDUCATION

Certificate, Judge Advocate Officer Basic Course

June 2012

The Judge Advocate General's Legal Center and School, Charlottesville, Virginia

Juris Doctor

May 2008

Southern University Law Center, Baton Rouge, Louisiana

Bachelor of Arts, Communications

August 2005

Louisiana State University and A&M College, Baton Rouge, Louisiana

BAR ADMISSIONS/SECURITY CLEARANCES

• Louisiana

October 2008

• Secret, US Government

July 2011

• US Courts of Military Justice

April 2012

• US District Court, Middle District - Louisiana

March 2015

ADMINISTRATIVE EXPERIENCE

Director & Title IX Coordinator

Interim Director

November 2016 – present

September 2015 - November 2016

Office of Career Services

Southern University Law Center

- Primary supervisor for 6 employees; responsible for training, development, and assignments of each employee. Serves a member of the Chancellor's management team.
- Acts as lead administrator for career services operations and policy development including goals, vision, marketing, budgeting, and strategic planning.
- Assists Law Center management team in the resolution of student issues.
- Works independently to identify external programs with potential employers and stakeholders.
- Directs the development of professional development activities and programs.
- Responsible for managing the compilation and submission of all career service data reporting including ABA, SASCOC, NALP, and all state regulatory reporting requirements.
- Created and manages law school funded summer fellowships opportunity program for current students.
- Primary interface with faculty, staff, and alumni regarding development of career service strategy and opportunities.
- Manages and develops a comprehensive employer relations and development plans.
- Collaborates with senior management to identify resources and constituencies that are dedicated to the employment our graduates and student.
- Serves as the advisor for SULC Chapter of American Inns of Court and Lenoir Senate, Delta Theta Phi Fraternity, International.
- Serves as the primary administrator for Title IX issues and investigations.
- Tracks and monitors incidents, including sex discrimination and sexual misconduct ensuring that the University responds effectively to each complaint; and where appropriate, conducting investigations of particular situations.
- Provides information and assistance to those who wish to raise a complaint or have concerns relating to the University's compliance with Title IX.
- Facilitates the University's compliance with Title IX, including responding effectively to each complaint by providing assistance and support to University programs responsible for responding to and investigating complaints.
- Identifies and addresses any patterns or systemic issues relating to Title IX compliance and facilitates university-wide training and outreach.

Coordinator/Counselor Office of Career Services

March 2011 – August 2015

Southern University Law Center

- Responsible for the delivery of career advising of students providing tools, resources and career strategies.
- Primary advisor for third law students and recent graduates.
- Assisted the director the overall operation of the Career Services office.
- Managed the career services management database, marketing and recruiting materials.
- Collaborated with faculty regarding the development and execution of externship opportunities.
- Managed the Chancellor's Public Service Fellowship Stipend Program.

TEACHING EXPERIENCE

Adjunct Professor of Law

June 2012 - Present

Southern University Law Center

- Courses taught: Legal Research, Family Law, Conflicts of Law, Education Law, Constitutional Law II, Lawyering Process, and Statutory Analysis.
- Prepares analytical lessons and assessments that cover course topics.
- Responsible for development assessment methods and tools for learning outcomes.

Writing Fellow - Supplemental Bar Prep Program Southern University Law Center

May 2011 - August 2013

• Assists with the development of bar exam writing strategies and analysis techniques.

- Facilitates individual counseling sessions with students.
- Responsible for providing the students with an assessment of writing samples and exams.

LEGAL EXPERIENCE

Staff Attorney

July 2010 - March 2011

Acadiana Legal Services Corporation

- Represented indigent clients in family law matters in a 9 parish districts and city courts.
- Handled and managed a caseload of approximately 60 cases from inception to conclusion.
- Display maturity, judgment and knowledge necessary to advocate or formulate policy options clients.
- Handled unit administrative matters such as intake process, case management and review.

Conflicts Attorney

June 2010 - August 2010

17th Judicial District Indigent Defender

- Possess a broad knowledge of and expert experience necessary to serve as a recognized authority on legal issues, programs and policies, and of relevant practices related to indigent defense.
- Litigated felony grade case with minimal supervision and oversight.
- Identified potential defenses and negotiated resolutions to various criminal matters.

Attorney & Notary Public

October 2008 - June 2010

Law Office of Tavares A. Walker, Attorney at Law, LLC

- Prepared and notarized official and legal documents for clients.
- Represented clients in family, civil, personal injury, minor criminal law matters.
- Drafted and argued pleadings and motions before courts of law and administrative agencies.

Law Clerk

February 2007 - May 2008

LA State Board of Elementary and Secondary Education

- Prepared legal memoranda on issues related to school accountability, choice, and charter schools.
- Assisted the Policy Development Attorney Director with various legal research projects and board related issues.
- Drafted documents and executive recommendations for board consideration.

MILITARY EXPERIENECE

Captain - Senior Trial Counsel

July 2015 - Present

225th Engineer Brigade, U.S. Army, La National Guard

- Serves as senior judge advocate on brigade staff advising commander and subordinate commanders regarding all matter related to equipment, assets, and personnel.
- Provides advice to various commanders on issues related to federal and state regulations, military
 justice, operations, and fiscal law.
- Services as the recorder of all administrative boards and separation proceedings.

Captain – Defense Counsel

January 2013 - June 2015

399th Regional Trial Defense Service Team, U.S. Army, La National Guard

- Served primarily as legal counsel to soldiers involving military justice matters.
- Provided advice for issues dealing with adverse administrative & personnel actions.
- Served as defense counsel for military tribunals and Court Martials.

1st Lieutenant – Operational Law Counsel July 2011 – December 2012 256th Infantry Brigade Combat Team, U.S. Army, La National Guard

- Served primarily as legal advisor to the command to which assigned.
- Provided advice for issues dealing with fiscal, administrative, military, & personnel law.
- Responsible for providing legal assistance to soldiers in all areas of law.
- Served as an investigating officer for various administrative, codes of conduct, and criminal inquiries.

PROFESSIONAL MEMBERSHIPS

- American Bar Association
- Louisiana State Bar Association (Board of Governors 2015-2017)
- Baton Rouge Bar Association SUNBELT Minority Law Regional Job Fair Committee
- American Inns of Court
- National Bar Association Region V
- Louis Martinet Society of Greater Baton Rouge
- Delta Theta Phi Law Fraternity, Int.
- National Association of Law Career Professionals
- Louisiana National Guard Officers Association
- Thurgood Marshall College Fund, Campus Coordinator
- Southeastern Minority Job Fair and Recruitment Consortium (Executive Board 2017-2018)

COMMUNITY ENGAGEMENT

- Parliamentarian, Xi Nu Lambda, Alpha Phi Alpha Fraternity, Inc.
- Member, Louisiana State Bar Association 2014-2015 Leadership Class
- Regional Coordinator/Chair, Baton Rouge Bar Association Mock Trial Committee
- Member, Baton Rouge Bar Association Teen Court Committee
- Member: Louisiana State Bar Association Bar Governance Committee, Committee on the Profession, Practice Assistance and Improvement Committee, and Publications Subcommittee

UNIVERSITY SERVICE

- Member, SU System Wide Title IX Committee
- Chair, SU System Wide Grievance Committee
- Member, SU Police Department Hiring Board
- Member: SULC Loan Reduction Assistance Program Committee, Institutional Effectiveness Committee, and Strategic Planning Committees

REFERENCES

Colonel Connell L. Archey, Esq. State Judge Advocate

Louisiana National Guard U.S. Army, Judge Advocate General's Corps 6400 Saint Claude Avenue – Jackson Barracks New Orleans, Louisiana 70117 (225) 383-4703 connell.archey.mil@mail.mil

Mr. Donald R. Cravins, Jr., Esq.

Senior Vice President for Policy & Executive Director National Urban League Washington Bureau 1805 7th Street, NW, Suite 520

Washington DC 20001

(202) 629-5755

dcravins@nul.org

Ms. Alfreda S. Diamond, Esq.

Vice Chancellor for Institutional Accountability & Professor of Law

Southern University Law Center Office of the Chancellor 2 Roosevelt Steptoe Drive, Suite 261 Baton Rouge, Louisiana 70813 (225) 771-2552 adiamond@sulc.edu

Ms. Michelle A. Jackson, Esq.

Director of Diversity Education, Outreach & Alumni Advising

Vice President for Member Services and Education, National Association of Law Placement (NALP)
Northwestern Pritzker School of Law
McCormick Hall - Room 166
375 E. Chicago Avenue
Chicago, IL 60611
(312) 503-0785
michelle.jackson@law.northwestern.edu

Ms. Andrea Horton

Vice President of Programs

Thurgood Marshall College Fund 901 F. Street NW, Suite 300 Washington, DC 20004 (202) 507-4851 Andrea.horton@tmcf.org