

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

BATON ROUGE • NEW ORLEANS • SHREVEPORT

## **BOARD OF SUPERVISORS MEETING**

July 19, 2024

Southern University New Orleans  
Millie Charles School of Social Work  
6801 Press Drive, New Orleans, LA.  
9:00 a.m.

## **Mission Statement**

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## **SPECIAL RECOGNITION COMMITTEE**

**July 19, 2024**

**Southern University New Orleans**

Millie Charles School of Social Work

6801 Press Drive, New Orleans, LA

## **AGENDA**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Special Presentation (s)
  - A. Swearing in of New Student Board Member
  - B. Commendation for Retired LTC David Marshall, AROTC
  - C. Special Presentations (SUNO)
  - D. Above and Beyond
4. Adjournment

## **MEMBERS**

Mr. Myron K. Lawson – Chairman, Dr. Rani Whitfield – Vice Chair, Dr. Leon Tarver, II,  
Ms. Ann Smith Atty. Domoine Rutledge, Mr. Sam Gilliam, Rev. Dr. Samuel Tolbert, Atty. Tony Clayton,  
Atty. Edwin Shorty and Dr. Arlanda Williams  
Mr. Myron K. Lawson – Ex Officio

## **Mission Statement**

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## **ACADEMIC AFFAIRS COMMITTEE** **(Following Special Recognition Committee)**

### **AGENDA**

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

#### **A. Request Approval of Tenure and Promotion Recommendations (SUAREC)**

<b>Applicant</b>	<b>Department</b>	<b>Present Rank</b>	<b>Action</b>
Dr. LaShunda A. Hodges	SUAREC	Associate Research Professor	Promotion - Full Research Professor

#### **B. Request Approval of Tenure Track recommendation (SUBR)**

<b>Applicant</b>	<b>Department</b>	<b>Present Rank</b>	<b>Action</b>
Jasmine Berry	College of Business	N/A	Assistant Professor

#### **C. Request Approval of Data Science Degree Program, Data Science Proposal and Data Science Budget (SUNO)**

#### **D. College of Science and Engineering Revised Organizational Structure (SUBR)**

#### **E. Request Approval of SUBR Attendance Policy (SUBR)**

#### **F. Request Approval of School of Education Educational Leadership Program - Revised Admissions Policy, Tracs, On-Campus Delivery Program (SUBR)**

G. Request Approval of Separating Commencement Exercises for Master's, Doctoral, and Professional Degree Candidates from Commencement Exercises for Bachelor's Degree Candidates beginning in December 2024 at Southern University and A&M College (SUBR)

H. Request Approval for Executive Ph.D. Hooding Ceremony (SUBR)

6. Other Business

7. Adjournment

**MEMBERS**

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





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Consumer Sciences  
Plant and Animal Production Systems  
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**Office of the Vice Chancellor  
For Research**

Ashford O. Williams Hall  
P. O. Box 10010  
Baton Rouge, LA 70813  
(225) 771-2262  
(225) 771-4464 Fax  
www.suagcenter.com

## MEMORANDUM

**To:** Dr. Orlando F. McMeans, Chancellor-Dean SUAREC-CAHES

**From:** Jose U. Toledo, Ph.D., Vice Chancellor for Research SUAREC

**Date:** June 11, 2024

**Re:** Requesting Approval of Evans-Allen Project and Granting of Tenure and Promotion for Dr. LaShunda Hodges

I previously recommended to you, via my letter of findings associated with the Tenure and Promotion evaluation for Dr. LaShunda Hodges, that before granting promotion to the rank of full research professor, she was to actively participate as a Principal Investigator in the Evans-Allen program.

In fact, I encouraged Dr. Hodges, over a year ago, to assemble and submit a proposal to be considered for the Evans-Allen program. Dr. Hodges has successfully written a research proposal for the Evans-Allen program (**Project Title: Evaluating the Potential Applications of Climate-Smart Technology in Dynamic Soil Properties Disaster Response and Relief**). The project has been properly vetted internally and externally and was recently further endorsed by an external research peer administrator, upon my request for an overall evaluation.

Therefore, I would like to recommend that Dr. Hodges' proposal be officially approved. Upon your approval, a project initiation will also be officially accepted in the NIFA reporting system to be further reviewed and approval by NIFA.

Furthermore, upon official approval of the proposal by NIFA, I am also recommending that Dr. Hodges be granted tenure and promotion to full research professor, beginning August 1, 2024. This promotion will be accompanied by a respective salary increase of \$95,500 to be consistent with the CAHES faculty promotion's incentives.

I thank you for your attention, time, and continued support in the research endeavors.

Approved:

Dr. Orlando F. McMeans  
Chancellor-Dean

6/12/2024  
Date:





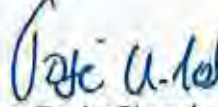
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## MEMORANDUM

**To:** Dr. Orlando F. McMeans, Chancellor-Dean  
**From:** Jose U. Toledo, Ph.D. Vice Chancellor for Research   
**Re:** Tenure and Promotion Review and Recommendations – Dr. LaShunda Hodges  
**Date:** March 14, 2024

The Tenure and Promotion committee (TPC) of the Southern University Agricultural Research and Extension Center (SUAREC) reviewed Dr. LaShunda Hodges' application for tenure and promotion on November 29, 2023, based on the established policies and procedures as outline in the 2005 SUAREC's Faculty Handbook.

First, the committee reviewed Dr. Hodges' application for eligibility and deemed it as qualified to be evaluated for tenure and promotion. Dr. Hodges was hired as a Research Associate Professor in March 2020, on a tenure track. Associate faculty members are eligible to apply and be considered for promotion, following a 3-year probationary period. Thus, Dr. Hodges was considered fully eligible to apply as the committee agreed that she met the established period of compliance criterium.

Second, the committee reviewed the application based on accomplishments and merits. The TPC's found Dr. Hodges' application complete and meriting, based on the research and academic accomplishments achieved during the probationary period. In terms of research, the faculty member has successfully attained extramural funding from NRCS and managed these external sponsored grants. Dr. Hodges has also been active in extension activities associated with soil and water consulting, and drone training with farmers in Louisiana and Mississippi. Finally, Dr. Hodges has assisted the College of Agricultural, Human and Environmental Sciences with some teaching activities and involved other faculty members in her research work.

However, during my review, I found that salient accomplishments associated with the chief research program, known as the Evans-Allen program, are lacking from the main application and accomplishment's report.

Therefore, based on the committee's findings and recommendations, consultation with peers at other 1890 Universities, and my own findings, and after a long deliberation, I concluded that because the application lacked the fundamental component associated



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with direct participation in the Evans-Allen program as a principal investigator; I am proposing that Dr. Hodges be considered for tenure and promotion to a full professor, but only after she has successfully established an Evans-Allen program and managed it for at least 6 months. In fact, Dr. Hodges has already submitted an Evans-Allen proposal which is currently under external review and in the final stages of approval. This proposal's program will be presented to you for final approval at the end of this month. If you approved of it, the program could begin as soon as April 1, 2024. If successfully managed within the next 6 months, I proposed that the tenure and promotion be granted to Dr. Hodges by October 1, 2024.

At that time, I further recommend a salary increase from \$88,581 to \$95,000. This salary level is within the 92 percentile, compared to the average salary of his peers, who have at least 15 years tenure, as full professors.

Finally, I recommend leaving her appointment as is (75% research and 25% extension) to allow her to continue participating in extension activities associated with her field of expertise. Moreover, as a full faculty member, Dr. Hodges will be encouraged to take on greater responsibilities, including the development and leadership of the new research area focused on *Climate Change and Climate Smart Agriculture (and direct the Research and Educational Complex for Climate Change and Climate Smart Agriculture, when established)*.

I thank you for the opportunity to provide these findings and recommendations. Should you need additional information or would like to further discuss this matter, please let me know.

Type text here





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

**OFFICE OF THE CHANCELLOR-DEAN**

Ashford O. Williams Hall  
 P. O. Box 10010  
 Baton Rouge, LA 70813  
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 (225) 771-2861 Fax  
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**Request Approval for Tenure and Promotion, SUAREC**

Applicant	Department	Present Rank	Action
Dr. LaShunda A. Hodges	SUAREC	Associate Research Professor	Promotion - Full Research Professor



College of Sciences and  
Engineering  
P.O. Box 9969  
Baton Rouge, LA 70813  
Office: (225) 771-5290  
[www.subr.edu/cse](http://www.subr.edu/cse)

July 1, 2024

Dennis J. Shields, President  
Southern University System  
4<sup>th</sup> Floor, JS Clark Administration Building  
Baton Rouge, Louisiana 70813  
*Via Email: [dennis.shields@sus.edu](mailto:dennis.shields@sus.edu)*

Re: *Support for the Appointment of Dr. Jasmine Berry as a Tenure-Track Assistant  
Professor in the College of Sciences and Engineering*

Dear President Shields,

I write this letter in support of the recommended appointment of Dr. Jasmine Berry for the position of Tenure-Track Assistant Professor in the Department of Computer Science in the College of Sciences and Engineering (the "College"), effective August 15, 2024, subject to a nine-month contract and annual salary of Ninety Thousand Dollars and No Cents (\$90,000.00). Additionally, I support the requested waiver of search for the recommended appointed position.

Dr. Berry graduated summa cum laude from Norfolk State University in Virginia, and her subsequent achievements underscore the benefits of an HBCU education. She went on to earn a Master of Science (2016) and a Doctor of Philosophy (2020) from the University of Southern California, with the distinction of being the first African-American woman to be conferred with a PhD in Computer Science from that institution.

Dr. Berry's research is at the forefront of current advances and innovation in Artificial Intelligence ("AI") and related fields. In 2021, she received the prestigious and competitive Computing Innovation Fellowship ("CIFellow") award. The CIFellow program is funded through the National Science Foundation and run by the Computing Research Association and the Computing Community Consortium to serve as a career-enhancing bridge experience for recent post-doctoral graduates to on their way to distinguished careers in computing research. This award is a key indicator of Dr. Berry's bright future as an academic and researcher, and of what would be an impactful and transformative career at Southern.

As a CIFellow, AI is Dr. Berry's primary research interest, with practical applications to robotics, neuroscience, and healthcare. She is currently conducting post-doctoral research in Neuro-AI in the Robotics Institute at the University of Michigan, which boasts the most preeminent and largest AI and robotics programs in the United States. With her mentor, Dr.

Chad Jenkins, Dr. Berry has worked to extend concepts from Theory of Mind research into computational models and algorithms that enable robots to better collaborate with humans. Dr. Berry has posed particularly compelling intellectual questions about identity and artificial intelligence and the implications for multi-robot coordination. With the rapid proliferation of large language models and diffusion models across society, such questions are of critical relevance to robotics and AI and our promise to have a positive and equitable impact.

In pursuit of these questions, Dr. Berry has made inroads in modeling Leslie's Theory of Mind as factor graphs (Markov Random Fields, specifically) for decentralized inference of multi-robot coordination performed by belief propagation. Her ideas for understanding AI identity, combined with established work in the Jenkins Laboratory on efficient nonparametric belief propagation, have unlimited potential to provide a tractable model for explainable robot collaboration with a flexible underlying factor graph model – noting that the effectiveness of explainability depends on one's own identity.

Dr. Berry proposes to build a research program that is at the forefront of current advances and innovation in AI and related fields. She seeks to bridge gaps and understanding between self-aware computing in autonomous systems and precision health. When I spoke with Dr. Berry during her recent visit to the Southern University campus as a Google Innovation Lecturer in the College of Sciences and Engineering, she expressed her commitment to advancing personalized disease treatment through innovative applications of Human-Robot Interaction and AI. Her approach involves an interdisciplinary strategy that draws from the fundamentals of Computer Science, Cognitive Science, Psychology, and Neuroscience. Her research has the potential to result in seminal contributions in Brain-Inspired AI, Robotics and Human-Robot Interaction ("HRI"), and Machine Learning ("ML") in healthcare. It is my belief that Dr. Berry's intellectual depth would be an asset to any major university, and that the College and the University would be fortunate to secure such a strong candidate.

With her excellent academic and research credentials, Dr. Berry is exactly what Southern University needs among its faculty. As an HBCU alumna, she learned first-hand that students' individual needs and personal development are just as important as their academic performance. This background, enhanced by her experiences and stellar work at prestigious and well-funded institutions, means that she has the understanding, expertise, and know-how to support the College's students while contributing to its objectives, including the goal of becoming a top producer of Computer Science graduates.

Retaining a candidate of Dr. Berry's caliber will increase the College's and the University's visibility among other potential candidates, will and inspire future students to excel and soar as per her example. The resulting ripple effect on new faculty hires, innovation in Computer Science, and advancement in the College at-large cannot be overstated. For these reasons and for the potential transformative energy that she brings, I emphatically

Support - Dr. Jasmine Berry

July 1, 2024

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state my unreserved support and recommendation for Dr. Jasmine Berry as an Assistant Professor of Computer Science on a tenure-track.

Thank you so much for your support and consideration in this matter.

Sincerely,



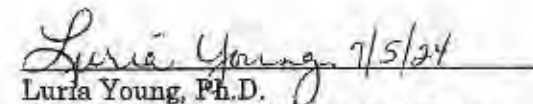
Lealon L. Martin

Dean

College of Sciences and Engineering

Southern University and A&M College

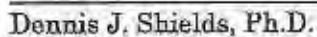
Approved by:



Luria Young, Ph.D.

Vice Chancellor for Academic Affairs

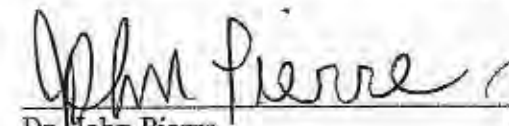
Southern University and A&M College



Dennis J. Shields, Ph.D.

President

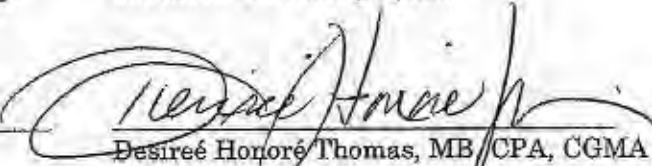
Southern University System



Dr. John Pierre

Chancellor

Southern University and A&M College



Desiree Honoré Thomas, MB/CPA, CGMA

Associate Vice President/Senior

Administrative Operations Officer

Southern University and A&M College





## SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive  
New Orleans, LA 70126  
Phone: (504) 286-5311 Fax: (504) 286-5000  
[www.suno.edu](http://www.suno.edu)

### Office of the Chancellor

July 3, 2024

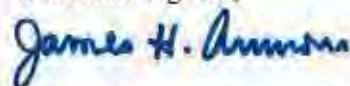
President Dennis Shields  
Southern University and A&M College System  
4<sup>th</sup> Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70713

Dear President Shields:

Please consider approving the submission of the Bachelor of Science in Data Science proposal to the Louisiana Board of Regents for approval to begin Spring 2025. This degree program allows interested students an opportunity to enroll in and earn a professional degree in Data Science that will support their advancement in the workforce and meet the critical needs in Louisiana and across the United States. The proposed program will provide a high-quality, affordable degree that fosters innovation and includes support services to ensure student success. The program curriculum is aligned with the standards of the Accreditation Board for Engineering and Technology, Incorporated. Support services are designed to facilitate on-time degree completion, career planning and advising, and provide innovative pedagogies. Attached is a copy of the final proposal for submission to the Southern University System and A&M College Board of Supervisors and the Louisiana Board of Regents for review and approval.

Thank you for considering this recommendation and submitting it for approval at the July 19, 2024, meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,



James H. Ammons, Jr., Ph.D.  
Chancellor  
Southern University at New Orleans

Approval: \_\_\_\_\_

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





## Academic Degree Program Proposal Form

A.A. Policy 2.04: Academic Planning and Degree Program Proposals

### A. Overview

Institution Name: Southern University at New Orleans(SUNO)		Designation (flagship, statewide, regional, HBCU, 2-year): HBCU		
College/School/Division: College of Arts and Sciences		Academic Department: Data Science		
Degree Designation <sup>a</sup> : Bachelor of Science	Proposed Degree Name: Data Science	CIP Code: 307001	Credit Hrs <sup>b</sup> : 120	Contact Hrs <sup>c</sup> :
Planned Implementation Semester/Term & Year: Spring 2025		Was this program listed in the most recent three-year Academic Plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<sup>a</sup> See AA Policy [2.11 Approved Academic Terms & Degree Designations](#)

<sup>b</sup> If the program exceeds the standard 60 credits for associate or 120 credits for baccalaureate, you must provide justification and evidence of management board approval according to system policy.

<sup>c</sup> If applicable.

1. Provide a brief description and reason for developing the proposed program, identifying its purpose and primary objectives.

The Department of Natural Science at the Southern University of New Orleans (SUNO) is proposing a Bachelor of Science (BS) program in Data Science. The program equips students with the necessary knowledge and skills to pursue professional careers or graduate studies. The program curriculum aligned with the Accreditation Board for Engineering and Technology, Incorporated (ABET) Computing Accreditation Commission's (CAC's) Data Science criteria, is comprehensive and rigorous, covering the data science lifecycle, including data ethics, governance, statistical and mathematical concepts, computing, and advanced data science coursework, such as machine learning (ML) and data mining. Students complete a capstone project to demonstrate their understanding and mastery of the coursework. The program is designed to be hands-on, project-based, and highly practical, focusing on using data to address social and economic inequities and promote equitable decision-making in various sectors, such as government and healthcare. The program also includes professional development featuring guest speakers from relevant industries to further support students' professional pursuits and encourage industry collaboration.

Graduates of this program assume the roles of data scientists and data analysts. Data scientists are typically involved with designing data modeling processes and creating algorithms and predictive models to extract the information needed by an organization to solve complex problems. Data analysts examine large datasets to identify trends, develop charts, and create visual presentations to help businesses make more strategic decisions.

This proposal aligns with SUNO's mission of promoting diversity and empowering traditional and nontraditional students through quality academic programs, teaching, research, and service. The proposed program aims to increase accessibility for Louisiana residents, especially those from underrepresented minorities, by offering online and hybrid options. Additionally, it promotes affordability by using Open Educational Resources for research and teaching.

Furthermore, the program addresses the need for more diversity in the technology industry, particularly in computer-related fields in Louisiana and the wider region. According to data from the U.S. Bureau of Labor Statistics (BLS), as of May 2020, African Americans comprised only 11.7% of computer and mathematical science occupations in the South region (including Louisiana). In contrast, whites and Asians accounted for 63.8% and 13.3% of these occupations, respectively. By offering accessible and affordable options, this program can help bridge the gap in minority participation in STEM fields and promote equitable opportunities for students of all backgrounds.

There is a growing need for professionals with expertise beyond statistics and computer science skills to transform complex data into valuable products. In fact, since 2017, data scientists have consistently ranked in the top 10 of Glassdoor's list of the 50 best jobs in the country. Additionally, the U.S. Bureau of Labor Statistics (BLS) projects that job opportunities for data analysts will increase by at least 19% from 2016 to 2026. The proposed program will play a critical role in supplying well-trained graduates to support this essential element of the city, state, and national economy, thus helping to meet the rising demand for skilled data professionals.



2. Describe specialized accreditation requirements associated with the program if applicable (refer to Board of Regents A.A. Policy 2.13: Program Accreditation). If optional, describe whether the institution will seek any voluntary accreditation or certification for the program.

Once there are graduates from the program (about four years after the start of the program), SUNO plans to pursue accreditation through the Accreditation Board for Engineering and Technology, Incorporated (ABET) Computing Accreditation Commission (CAC's). ABET is a nonprofit, non-governmental organization recognized by the Council for Higher Education Accreditation for global accreditation of post-secondary programs in applied and natural science, computing, engineering, and engineering technology. 4,361+ programs at 850+ colleges and universities in 41+ countries have received ABET accreditation.

In preparation for the accreditation, the program must have the following:

**Program Educational Objectives** – These are broad statements that describe what graduates are expected to attain within a few years of graduation and are based on the needs of the program's constituencies.

**Student Outcomes** – Student outcomes describe what students are expected to know and be able to do by graduation, knowledge, skills, and behaviors students acquire as they progress through the program. These should follow the ABET Student Outcomes for a Data Science program.

**Assessment** – Assessment is one or more processes that identify, collect, and prepare data to evaluate the attainment of student outcomes.

**Evaluation** – Evaluation is one or more processes for interpreting the data and evidence accumulated through assessment processes. Evaluation determines the extent to which student outcomes are attained—evaluation results are used in decisions and actions regarding program improvement.

**Continuous Improvement:** The program must regularly use appropriate, documented processes for assessing and evaluating the extent to which the student outcomes are being attained. The results of these evaluations must be systematically utilized as input for the program's continuous improvement actions.

**Curriculum:** The curriculum must combine technical, professional, and general education components to prepare students for a career, further study, and lifelong professional development in the computing discipline associated with the program.

**Faculty:** Each faculty member teaching in the program must have the expertise and educational background consistent with the contributions to the program expected from the faculty member. Such factors must demonstrate the competence of faculty members as education, professional credentials and certifications, professional experience, ongoing professional development, contributions to the discipline, teaching effectiveness, and communication skills. The faculty must have the breadth and depth to cover all curricular areas of the program.

**Facilities:** Classrooms, offices, laboratories, and associated equipment must be adequate to support the attainment.

**Institutional Support:** Institutional support and leadership must be adequate to ensure the quality and continuity of the program. Resources, including institutional services, financial support, and staff (both administrative and technical) provided to the program, must be adequate to meet program needs.

3. Specify **SACSCOC** or other accreditation organization requirements. Mark all that apply.
  - ☐ Substantive change requiring notification only
  - ☐ Substantive change requiring approval prior to implementation
  - ☐ Level Change
  - ☒ None
  
4. Has the program been designed to align with any Board of Regents or other statewide initiatives? Check all that apply.
  - ☐ MJ Foster Promise Program
  - ☐ Cyber-security Initiatives
  - ☐ Louisiana Transfer Pathways
  - ☐ Other: \_\_\_\_\_
  
5. If this proposal is for a Master's or Doctoral program, provide a list below (name, institution, email address, brief summary of qualifications) for at least three external review candidates. Reviewers should be active or retired full time faculty member from an accredited institution; have experience developing and/or administering a program like the proposed program; and should not have direct affiliation with a Louisiana institution. **N/A**
  
6. How does the program align with your institution's strategic plan and academic program portfolio?
 

The proposed Data Science program is a valuable addition to SUNO's program portfolio as it aligns with the university's strategic goals, including:

**Goal 1: Continuing to Develop and Expand the Student Recruitment, Admissions, Enrollment, and Retention Strategies**  
 Developing and expanding student recruitment, admissions, enrollment, and retention strategies. The program aims to attract a new segment of students, meet industry needs, leverage technology to enhance student learning and partner with industry leaders. These strategies can increase the number of qualified applicants, leading to increased enrollment in the program.

**Goal 3: Continuing to Build Institutional Capacity to Support Teaching, Research, and Service**  
 The program enhances research capabilities, increases collaboration opportunities with prospective employers through the External Advisory Board, integrates with existing programs, and improves teaching methods by providing hands-on and project-based learning. These strategies can increase the institution's capacity to support academic programs.

**Goal 4: Continuing to Enhance Student Success and Competitive Edge in Academic Excellence and Career Pursuits**  
 The program provides in-demand skills, improves critical thinking skills, provides hands-on learning opportunities, and develops interdisciplinary expertise. These strategies help students achieve the academic, professional, and social skills necessary to secure employment, achieve academic excellence, and pursue successful careers in the data science industry.

**Goal 5: Continuing to Enhance Institutional Effectiveness and Accountability**  
 The program meets market needs, aligns with institutional goals, increases enrollment, enhances research output, and improves student outcomes. These strategies can lead to continued accreditation of the university, academic programs, and efficient use of resources while remaining relevant and competitive.

The proposed BS in Data Science program fits SUNO's program portfolio well. It equips students with specialized data analysis, machine learning, and statistical modeling skills that are highly sought-after in various fields. This program can complement and enhance several existing programs in the university's portfolio, making it a valuable addition to the program offerings.



Once approved, SUNO will offer data science courses as electives to supplement students' coursework in other majors, providing exposure to data science concepts without fully committing to a data science major. Additionally, SUNO will create data science certificates open to students from any major, enabling them to take a set of courses focused on data science while fulfilling the requirements for their major. These certificates will cover essential data science concepts and techniques, equipping students with valuable skills to enhance their career opportunities.

7. How does the program align with the priorities of the Board of Regents Master Plan for Higher Education? Provide brief descriptions for each. Additional details will be required later in the proposal.

- Accessibility (mode of delivery, alternate course scheduling)

The Louisiana Board of Regents is committed to promoting equitable access to higher education for all state residents, especially those from underrepresented groups, low-income backgrounds, and nontraditional student populations. One way to achieve this goal is to expand enrollment in high-demand fields, including healthcare and STEM. The proposed Data Science program aligns with this priority by increasing access to high-demand areas, providing online and hybrid options that meet the needs of nontraditional students, and promoting diversity and inclusion. These strategies help improve access to higher education, ensuring that more students have the opportunity to pursue successful careers in data science. By offering a range of flexible options for learning, the program can help remove barriers to education and create pathways to success for students from diverse backgrounds. By providing access to a rapidly growing field, the program can also help meet the needs of the state's workforce, which requires skilled professionals in data science and related fields.

- Affordability (use of OER, transfer agreements, prior learning assessment, employer funded)

The Louisiana Board of Regents recognizes that higher education affordability is critical to ensuring that all residents have access to the opportunities that come with a college degree. To this end, the Board is committed to increasing financial aid and scholarship opportunities, promoting cost-saving initiatives, and reducing the overall cost of higher education for students and their families. The proposed Data Science program aligns with this priority by offering flexible online and hybrid learning options that eliminate the need for students to commute to campus, thereby reducing transportation and housing costs. The program also uses Open Educational Resources (OER), freely available digital materials that can replace costly textbooks and other course materials. The program can help students from all backgrounds achieve economic mobility and job prospects by providing affordable pathways to a high-demand field. With reduced financial barriers, students can focus on their studies and develop the skills needed to succeed in the data science industry.

- Partnerships (with industry, community-based organizations, other institutions)

The Louisiana Board of Regents recognizes the importance of collaboration among higher education institutions to enhance the quality and effectiveness of higher education programs and services. Institutions can pool their resources and expertise through partnerships and alliances to create innovative educational experiences that prepare students for successful careers. The proposed Data Science program embodies this collaborative spirit by including a professional development series that brings industry experts to share the latest trends and technologies with students. Through this course, students can gain a deeper understanding of the data science industry and create valuable connections that can lead to internship and employment opportunities. By strengthening collaborations with industry leaders, the program can enhance the quality and relevance of higher education programs and services, ensuring that students have the skills and knowledge needed to succeed in the workforce. In addition, these collaborations can promote economic development and position Louisiana as a hub for innovation in the data science industry.

- Work-based learning (paid or experiential internships, apprenticeships, etc.)

The Louisiana Board of Regents is committed to supporting economic development by preparing students with the skills and knowledge they need to succeed in the workforce. To achieve this goal, the Board promotes partnerships between higher education institutions and industry, fosters entrepreneurship and innovation, and provides work-based learning opportunities for students. The proposed Data Science program aligns with this priority by offering applied learning opportunities, including capstone projects, case studies, and other hands-on experiences that enable students to apply their knowledge and skills to real-world problems. By working on practical projects and engaging with industry leaders, students can gain valuable insights into the data science industry and prepare themselves for successful careers. Through work-based learning, the program can improve student outcomes, enhance the quality of higher education, and promote economic development in Louisiana. By fostering collaboration between academia and industry, the program can create opportunities for students to gain practical skills and make valuable connections that can lead to employment opportunities.

- Other program attributes that contribute to closing the achievement gap with underserved populations, including low-income, minority, and adult learners.

8. How does the program align with relevant local, regional, and state workforce strategies and future societal, educational needs?

SUNO is committed to providing access to high-quality education and cultivating emerging leaders prepared to succeed in a changing, global society.

As the world becomes increasingly data-driven, it is more important than ever for individuals to possess the skills to analyze and interpret data effectively. The SUNO data science program is designed to meet this need by providing students with a comprehensive curriculum that prepares them for the jobs of the future. By producing graduates with these skills, SUNO is helping to support Louisiana's long-term economic growth and development.

The proposed data science program aligns with SUNO's mission of providing access to high-quality education and cultivating emerging leaders prepared to succeed in a changing, global society. The program also helps promote diversity and inclusion by closing the gap between Black or African American students who seek a STEM degree and those who can achieve this goal.

Furthermore, the program aligns with local, regional, and state workforce strategies by focusing on high-demand data science skills essential across various Louisiana industries, including healthcare, energy, finance, and information technology. By producing graduates with the analytical and technical skills needed to work with data, extract insights, and solve complex problems, the program helps meet local employers' needs and attract new businesses to the area, creating new jobs and supporting economic growth region.

The SUNO data science program is also helping to prepare Louisiana residents for the jobs of the future, which are likely to require data science skills. As a result, SUNO is helping to promote economic growth and support the state's economic development and innovation goals, ultimately benefiting the overall well-being of residents. By building a solid data science program, SUNO is also helping to address the need for additional STEM programs at HBCUs and support other STEM programs on campus, continuing its legacy as a premier institution of higher learning.

9. Summarize faculty engagement with alumni, community representatives, employers, Regional Economic Development Organizations (REDO) or other external stakeholders, and explain how those conversations shaped the design and curriculum of this proposed degree.

Faculty has engaged with alumni, community representatives and prospective employers. As a result, the University has signed MOU/Agreements with the Federal Bureau of Investigation and Department of Homeland Security to provide internships and employment opportunities for students. The University is working with Dr. Rose Shumba an expert in data science and professor & chair at Bowie State University in Bowie, Maryland. Dr. Shumba is providing consultation and expertise in the content area for the proposed degree program.

10. What is the program's service area (local, regional, state, national)? If outside of the institution's traditional service area, provide a rationale.

The proposed data science program helps meet the demands of the local, regional, State, and national workforce, particularly in Louisiana, which is experiencing a growing demand for data science-related jobs. The New Orleans area is one of the emerging tech hubs in the country, with cities like Baton Rouge and Lafayette having growing technology sectors.

The 2021 Occupational Employment Statistics (OES) data from the Bureau of Labor Statistics (BLS) shows that the demand for data science-related jobs in Louisiana and the surrounding region is increasing. In May 2020, the employment estimate for the Computer and Mathematical Occupations group, which includes data science-related occupations, was 40,800 in Louisiana and 1,163,390 in the surrounding region. This indicates a growing demand for data science professionals in Louisiana and the surrounding area, consistent with the overall trend in the United States.

The State of Louisiana has been promoting economic development through technological, innovation, and entrepreneurship initiatives, which may increase the demand for data science professionals. The healthcare industry, a significant employer in Louisiana, is increasingly using data science to improve patient outcomes and reduce costs. The State also has a growing technology industry with companies like IBM, DXC Technology, CGI, and GE Digital that may require data science talent. According to the U.S. Bureau of Labor Statistics (BLS), the job outlook for data scientists and related occupations in the United States is solid, with a projected growth rate of 31% from 2019 to 2029, much faster than the average for all occupations.

Data from the U.S. Bureau of Labor Statistics (BLS) for May 2020 shows that there needs to be more diversity in computer and mathematical science occupations in Louisiana, with whites comprising 61.1%, Black or African American 25.8%, and Hispanic or Latino 6.1% of the workforce. However, efforts are underway to address this issue and increase diversity in the technology industry, including computer-related fields.

11. Provide evidence of demand for the program in this service area (e.g. prospective student interest survey data, community needs, letters of support from community groups or employers).

Several sources, including job postings, university programs, industry growth, government initiatives, and meet-up groups, suggest the demand for data science skills in New Orleans and Louisiana.

Also, the Louisiana Technology Park in Baton Rouge is home to several startups looking to hire data scientists. In addition, the state has a growing healthcare industry, creating demand for data scientists to help analyze and interpret healthcare data. Based on a compilation of general trends and knowledge available on job market reports and job search websites, Texas, with its proximity to Louisiana, is among the five states with the highest numbers of data scientists and mathematical science jobs.

A search on job posting websites such as Indeed, Glassdoor, and LinkedIn shows demand for data scientists in New Orleans and Louisiana. Many employers are seeking candidates with data science skills and experience, including knowledge of programming languages, data analysis, and machine learning.

According to the 2019 Louisiana Entertainment & Digital Media Industry Report by the Louisiana Economic Development, the technology industry in Louisiana has been growing steadily over the past decade, with an estimated 3,100 tech companies operating in the state. Companies like IBM, DXC Technology, CGI, and GE Digital have a presence in the state. This growth is expected to continue, with a projected 8,000 new tech jobs being created in Louisiana by 2025. The companies will likely need data scientists to help them manage and analyze their data.

Some universities and colleges in Louisiana offer data science programs, including Louisiana State University, Tulane University, and the University of Louisiana at Lafayette, in response to industry demand. This suggests a demand for data science education in the state. There is no HBCU offering such a degree. Some organizations and initiatives in Louisiana are working to increase access to education and training in computer science and related fields for underrepresented communities, including Black or African Americans and Hispanic or Latino individuals. These efforts aim to promote diversity and inclusion in the technology industry and ensure that all individuals have access to the opportunities and benefits of a career in technology.

Several New Orleans and Louisiana meetup groups focus on data science, machine learning, and related topics. These groups provide a platform for data science professionals to network, share ideas, and learn from each other.

The Louisiana Economic Development agency also launched several initiatives to promote the state's technology industry, including the Digital Interactive Media and Software Development Incentive and the Angel Investor Tax Credit Program. These initiatives will likely create more demand for data science professionals in the state.



12. What is the employment outlook for occupations related to the program?

You may find this information using the following information sources, among others:

- EMSI's Program Overview Report (check with your Office of Academic Affairs for access)
- [Louisiana Workforce Commission](#)
- [US Department of Labor Projections Managing Partnership](#)
- [The NCES CIP to SOC crosswalk](#).

If data for the program's service area is not available, then use state- or national-level data and indicate below.

☐ Service Area Data    ☐ State Data    ☒ National Data

Related Occupation	LWC Star Rating	Current Employment [2021]	Projected Employment [2031]	# Change	% Change	Average Annual Openings	Average Salary
Data Scientist		113,300	153,900	40,500	36%	13,500	\$102,750
Actuaries		28,300	34,200	5,900	21%	2,400	\$105,900
Computer and Information Research Scientist		33,500	40,600	7,100	21%	3,300	\$131,490
Financial Analysts		373,800	405,700	31,900	9%	32,000	\$95,570
Financial and investment analysts		317,300	344,600	27,300	9%	32,000	\$95,570
Market Research Analysts		792,500	942,800	150,300	19%	99,900	\$63,920
Statistician		34,200	45,300	11,200	33%	4,100	\$96,280
Operations Research Analysts		104,200	128,300	24,200	23%	10,300	\$82,360
Software Developers, Quality Assurance Analysts, and Testers		1,622,200	2,033,600	411,400	25%	162,900	\$109,020

13. List other institutions within the service area that offer the same or similar programs and include the number of graduates from within the last year. This information is available through IPEDS, EMSI's Program Overview Report and BOR Searchable CRIN.

Institution	Program (degree and title)	No. Graduates in the past year (AY 2019-2020)	No. Graduates in the past year (AY 2020-2021)
Tulane University	BS Computer and Information Sciences	4	8
	BS Computer Programming	14	14
	BS Computer Science	46	49
Loyola University	BS Computer and Information Science	12	16
Xavier University	BS Data Science	0	0
	BS Bioinformatics	0	0
	BS Computer Information Science	0	0
	BS Computer Science	9	13
Louisiana State University	BS in Computer Science	122	98
University of Louisiana at Lafayette	BS in Informatics	37	37
	BS in Computer Science	60	80
Louisiana Tech University	BS in Computer Science	63	64
Southeastern LA University	BS Computer Science	42	47

Race/Ethnicity	Percentage of completions 2019-2020	Percentage of completions 2020-2021
White	63.56%	66.19%
Black or African American	11.24%	11.26%
Hispanic or Latino	6.84%	6.33%
Asian	6.33%	7.89%

14. Based on the data provided in questions 13 and 14, discuss how this program will help address a need or gap in the labor market or provide education to further the public good.

During AY 2020-2021, the institutions and programs listed in 14 experienced a 6% increase in completions compared to AY 2019-2020. The degree programs showed significant growth in completions ranging from 6% to 44% for institutions, indicating an expansion in the field. Moreover, there has been a consistent increase in completions every year, suggesting the potential for further market growth. The table above highlights that individuals of white ethnicity made up the majority of completions in the programs under examination.

As of May 2020, African Americans, including Louisiana, constituted only 11.7% of the South region's computer and mathematical science occupations. As of 2020, the estimated percentages of the population in the South region, including Louisiana, are as follows: African Americans - approximately 20.2%; Whites - about 60.3%; Asians - about 4.9%; Hispanics - about 15.7%. Given the significant percentage of Black or African Americans in this region and the shortage of data science analysts, investing in a Data Science program at SUNO can help promote diversity and inclusion in the field by creating a welcoming and inclusive environment for students from different backgrounds. This can help increase the representation of underrepresented groups in the area and address disparities in access to education and employment opportunities.

As per 13, the growing availability of data and the need to analyze and interpret it have created a rising demand for skilled professionals in the field of Data Science. Offering a Data Science program can help meet this demand by providing students with the necessary knowledge and skills to succeed in this field. The Bureau of Labor Statistics Occupational Employment and Wages report from May 2021 revealed that Texas has the third-highest published employment for data scientists, with 5,850 jobs, following California (17,750) and New York (10,050). According to a report published by the CompTIA Cyberstates, there were 31,645 job postings in the category of "Data Science and Analytics" in the South-Central region of the United States (which includes Louisiana) in 2020.

Data science has the potential to make a significant impact on society by providing insights and solutions to various social and economic issues. By educating students in data science, institutions can contribute to the public good by producing professionals who can apply data-driven approaches to address societal challenges.

Data science is an interdisciplinary field that requires knowledge and skills in mathematics, statistics, computer science, and domain-specific areas. By providing a comprehensive data science program, institutions can fill the gap in education and offer students the opportunity to develop a wide range of skills required to succeed in this field. Also, data science programs can support research and innovation by providing students with the necessary skills to conduct data-driven research and develop innovative solutions to complex problems.

A data science program can help bridge the gap between industry needs and educational offerings, produce a skilled workforce, and provide education that promotes the public good.



15. What impact will the proposed program have on similar or related programs at your institution?

Overall, offering a data science program can positively impact related programs at SUNO by complementing existing offerings, attracting new students, enhancing collaboration, and addressing workforce demands.

**Complementing Existing Programs:** A data science program can complement existing programs in mathematics, cybersecurity and computer information system by focusing on data analytics and machine learning.

**Attracting New Students:** A data science program can attract new students interested in data-driven fields and provide them with a unique opportunity to develop skills and knowledge in data science.

**Offering a Competitive Edge:** A data science program can offer SUNO a competitive edge by providing a unique offering not available at other regional institutions.

**Enhancing Interdisciplinary Collaboration:** Data science is an interdisciplinary field that requires collaboration between various departments and areas. A data science program can promote cooperation and partnerships between departments and facilitate cross-disciplinary research and projects.

**Addressing Workforce Demands:** Offering a data science program can address the growing demand for data science professionals in the workforce and provide SUNO graduates with the valuable skills and knowledge that the industry needs.

16. Using data from the US Department of Labor O\*-Net and/or EMSI's Program Overview Report identify at least three technical skills and three Knowledge, Skills, and Abilities (KSAs) as identified in O\*-Net/EMSI associated with the related occupations.

Occupation	Occupation-specific skills & KSAs
<b>Data Scientists</b>	Data Mining, Machine Learning, Data Visualization KSAs: Critical Thinking, Communication, Programming
<b>Data Analyst</b>	Data Analysis, SQL, Data Visualization KSAs: Critical Thinking, Communication, Attention to Detail
<b>Machine Learning Engineer</b>	Machine Learning, Python, Data Modeling KSAs: Critical Thinking, Communication, Algorithm Design
<b>Business Intelligence Analyst</b>	Data Analysis, SQL, Data Visualization KSAs: Critical Thinking, Communication, Business Acumen
<b>Data Engineer</b>	Data Integration, Proficiency in ETL (Extract, Transform, Load), Database Design KSAs: Communication, Data Security
<b>Statistician</b>	Statistical Analysis, Data Mining, Data Mining KSAs: Critical Thinking, Communication, Mathematical Aptitude
<b>Data Architect</b>	Database Design, Data Modeling, Data Integration KSAs: Critical Thinking, Communication, Attention to Detail
<b>Big Data Engineer</b>	Big Data Technologies, Distributed Systems, Cloud Computing KSAs: Critical Thinking, Communication, Systems Design
<b>Quantitative Analyst</b>	Statistical Analysis, Data Mining, Mathematical Modeling KSAs: Critical Thinking, Communication, Business Acumen
<b>Predictive Modeler</b>	Statistical Analysis, Statistical Analysis, Data Mining KSAs: Critical Thinking, Communication, Mathematical Aptitude

## B. Curriculum

17. List at least three programmatic student learning outcomes (what students will know and be able to do). Describe how and when outcomes will be assessed.

Student outcomes describe what students are expected to know and be able to do by graduation, knowledge, skills, and behaviors students acquire as they progress through the program. The student outcomes are mapped to the program's educational objectives, which are broad statements that describe what graduates are expected to attain within a few years of graduation and are based on the needs of the program's constituencies.

The student outcomes used for this program are the Accreditation Board for Engineering and Technology, Incorporated (ABET), the Computing Accreditation Commission Data Science criteria.

Graduates of the program will have the ability to:

1. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in Data Science.
3. Communicate effectively in various professional contexts, including but not limited to industry and academia.
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. Function effectively as a member or leader of a team engaged in activities appropriate to the Data Science discipline.
6. Apply theory, techniques, and tools throughout the data science lifecycle and employ the resulting knowledge to satisfy stakeholders' needs.
7. Identify and address biases in data and algorithms and develop a global and intercultural perspective considering diverse perspectives and cultures.

Assessment is a critical component of any educational program as it helps to measure the effectiveness of the teaching and learning process. It systematically collects, analyzes, and interprets data to evaluate student learning outcomes. The primary purpose of assessment is to provide feedback on student progress, identify strengths and weaknesses in the curriculum, and guide instructional decisions to improve student learning.

Evaluation, on the other hand, involves interpreting assessment data to determine the extent to which student learning outcomes are met. Evaluation results are used for program improvement. Evaluation is a continuous process requiring ongoing monitoring of student progress to ensure the program meets its goals and objectives.

An Assessment Committee will collect, analyze and interpret assessment data to evaluate student learning outcomes. The committee will use the evaluation results to recommend program improvement to the department. These recommendations will guide the department in making strategic decisions on program improvement steps each year.

Continuous improvement is critical in a dynamic field such as data science. Incremental improvements help maintain the program's relevance and ensure continued value to its constituents. The program must adapt to the changing needs of the industry and keep pace with emerging trends and technologies. The Assessment Committee plays a crucial role in this process by providing valuable feedback on the program's effectiveness and identifying areas for improvement.



18. The National Association of Colleges and Employers (NACE) provides the [list of career ready competencies](#) included in the table below. How do the student learning outcomes for the proposed program align with these career competencies? You may also list your institution's alternate career-based competencies if applicable.

Career Ready Competencies (NACE)	Student Learning Outcomes
Critical Thinking/Problem Solving	Analyze a complex computing problem and apply computing principles and other relevant disciplines to identify solutions.
Oral/Written Communications	Communicate effectively in various professional contexts, including but not limited to industry and academia.
Teamwork/ Collaboration	Function effectively as a member or leader of a team engaged in activities appropriate to the Data Science discipline.
Digital Technology	Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.  Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in Data Science.  Apply theory, techniques, and tools throughout the data science lifecycle and employ the resulting knowledge to satisfy stakeholders' needs.
Leadership	Communicate effectively in various professional contexts, including but not limited to industry and academia.  Function effectively as a member or leader of a team engaged in activities appropriate to the Data Science discipline.
Professionalism/ Work Ethic	Recognize professional responsibilities and make informed judgments based on legal and ethical principles in computing practice.
Career Management	Apply theory, techniques, and tools throughout the data science lifecycle and employ the resulting knowledge to satisfy stakeholders' needs.
Equity and Global/Intercultural Fluency	Identify and address biases in data and algorithms and develop a global and intercultural perspective considering diverse perspectives and cultures
Other (list others)	

19. List the specific technical skills and KSAs identified in question 17 and show how they relate to the program's student learning outcomes. Insert additional rows as needed.

Technical Skills and KSAs	Student Learning Outcome (s)
Data Mining, Machine Learning, Data Visualization, Data Analysis, SQL, Machine Learning, Python, Data Modeling, Algorithm Design, Statistical Analysis, and Systems Design	Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
Data Modeling, Algorithm Design, Database Design, and Distributed Systems	Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in Data Science.
Communication and Business Acumen skills	Communicate effectively in various professional contexts, including but not limited to industry and academia.
Data Security and Ethical Computing skills	Recognize professional responsibilities and make informed judgments based on legal and ethical principles in computing practice.
Big Data Technologies, Cloud Computing, Distributed Systems, and Critical Thinking skills	Apply theory, techniques, and tools throughout the data science lifecycle and employ the resulting knowledge to satisfy stakeholders' needs.
Critical Thinking, Global/Intercultural Fluency, and Data Security skills	Identify and address biases in data and algorithms and develop a global and intercultural perspective considering diverse perspectives and cultures.

20. The American Association of Colleges & Universities identifies a list of high impact educational teaching and learning practices (HIPs) listed below (see <https://www.aacu.org/trending-topics/high-impact>). Briefly describe how the program will utilize those HIPs that are applicable, including whether it is optional or required.

AACU HIPs	
First Year Experience	The Freshmen Seminar Course is designed to provide students in the program with a solid foundation in the basics of the field and equip them with the skills they need to succeed in the program. (Required)
Undergraduate Research	The Capstone course offers valuable undergraduate research opportunities, where students can collaborate with faculty members or industry partners on data-related projects. (Required)
Common Intellectual Experiences	The capstone course and other program courses emphasize collaborative learning experiences that foster critical thinking, communication, and problem-solving skills. Students are expected to work in groups to tackle real-world data problems, applying their knowledge and skills to generate insights and solutions. (Required)
Diversity/Global Learning	The program's dedicated course on Data Privacy and Ethics covers critical topics such as unconscious bias, data ethics, and cultural competence. In addition, the course offers case studies that highlight diversity and global issues, including the analysis of data on social inequalities or healthcare disparities. Students also study data privacy laws from different countries to gain a global perspective on this critical issue. (Required)



AACU HPIs	
Learning Communities	The program includes a mandatory Professional Development course that fosters a collaborative learning community of students, faculty, and industry professionals in data science. This course offers a platform for sharing knowledge, resources, and experiences related to data science, allowing students to better understand the field and its various applications. (Required)
ePortfolios	Students are encouraged to create ePortfolios demonstrating their data science skills and showcasing their projects. These portfolios provide a platform for students to document their learning and progress in the field and share their work with potential employers. (Optional)
Writing Intensive Courses	The program's Data Privacy and Ethics course involves extensive writing components that require students to reflect on and analyze ethical considerations related to data science. (Required)
Service-Learning, Community-based Learning	The program encourages students to engage in service-learning allow students opportunities that involve working with local organizations to analyze data and provide insights that can benefit the community. (Optional)
Collaborative Assignments & Projects	The Data Science program strongly emphasizes collaborative assignments and projects, where students are required to work together to solve real-world data problems. These collaborative projects provide students with the opportunity to share ideas, perspectives, and skills, and to work with other students to complete a task. (Required)
Internships	During the junior year, the program strongly encourages students to participate in internships that offer practical, hands-on experience in collecting and analyzing data in a professional setting. (Optional)
Capstone Courses and Projects	In the senior year of the program, students are required to complete a capstone course or project that synthesizes all the knowledge and skills they have acquired throughout the program into a final project or presentation. (Required)



21. Attach a curriculum map by semester for a full-time student enrolled in at least 15 units per semester. This may be structured like a program of study in the general catalog or on a curriculum guide.
- Include course prefixes, numbers, titles, and credit hour requirements. Identify courses that meet general education requirements.
  - Include alternate tracks and requirements by concentration if applicable. Identify courses that are applicable to the alternative tracks.
  - List all major course requirements. Indicate the word "new" beside new courses.
  - Indicate work-based learning experiences (such as internships, clinical etc.) if applicable.
  - Provide a summary of how the curriculum meets the learning outcome goals described in questions 18-21.

The Appendix includes.

- A four-year plan of study for the Data Science program.
- Each course has its prefix, number, title, and credit hour requirements. This clarity aids students in planning their academic schedules effectively.
- Courses that fulfill general education and institutional requirements are identified. This helps students understand how these courses integrate into their broader educational goals.
- While the program does not offer alternate tracks, it provides a selection of electives. Students must choose three electives, allowing them to tailor their learning experience according to their interests and career aspirations.
- All required courses including math courses are listed, providing a clear view of the program's structure. All newly developed courses are indicated.
- The program does not include work-based learning experiences such as internships or clinical placements. However, the robust academic curriculum, which includes a Capstone course, is designed to equip students with practical and theoretical knowledge pertinent to data science.

The Appendix also explains how the curriculum aligns with the learning outcome goals described in questions 18-21. This includes how the program meets the career-ready competencies outlined by NACE, the technical skills and KSAs, and the integration of AACU's High Impact Educational Practices.

22. Check all proposed program modes of delivery that apply:

- ☒ On campus (<50% online)
- ☐ Hybrid (51-99% online)
- ☐ 100% online

23. Describe how students will have the opportunity to receive credit for prior learning in the program's curriculum. (see [Board of Regents Policy AA 2.23](#))

By providing opportunities for students to receive credit for prior learning, a data science curriculum can help students save time and money by reducing the number of courses they need to take. Below are some ways the students in the Data Science program can receive credits for prior learning:

**Credit by Examination:** Students can take exams to demonstrate their mastery of a particular subject related to data science. The exams may be standardized tests or designed by faculty to assess specific skills or knowledge areas. If the student passes the exam, they may receive credit for the course.

**Challenge Exams:** Students can take a challenge exam similar to a course's final exam. If the student passes the challenge exam, they may receive credit for the course.

**Work-Based Learning:** Students can receive credit for internships, co-op experiences, or other work-based learning opportunities related to data science. The work experience is evaluated to determine if it meets the course's learning objectives, and credit is awarded accordingly.

**Articulation Agreements:** Students can receive credit for courses taken at another institution through articulation agreements. These agreements outline the courses transferable to the data science curriculum and the amount of credit awarded.

24. Describe how Open Education Resources (OER) have been incorporated into the program's instructional materials. Identify other measures the institution will take to ensure course material affordability.

Incorporating these OER resources into the Data Science program's instructional material gives students access to high-quality resources tailored to the program's curriculum and helps reduce the financial burden on students, and makes education more accessible to a broader audience.

To incorporate open educational resources (OER) into the Data Science's instructional materials, faculty members can curate or create resources relevant to the program's curriculum:

**Open textbooks:** These are free online textbooks that cover various topics in data science, such as statistics, data mining, and machine learning. Some examples of open books include "OpenIntro Statistics" and "Data Mining and Analysis: Fundamental Concepts and Algorithms."

**Online courses and tutorials:** Several online platforms offer free data science courses and tutorials, such as Coursera, edX, and Khan Academy. These resources cover various topics, from introductory statistics to advanced machine-learning techniques.

**Open data repositories:** Several open data repositories provide free access to datasets that can be used for data analysis and modeling. Some examples include the UCI Machine Learning Repository and Kaggle datasets.

**Open software and tools:** There are several open-source software and tools that are widely used in data science, such as R, Python, and Apache Hadoop. These resources can be used for data cleaning, analysis, and visualization.

**Lecture notes and slides:** Faculty members can share their lecture notes and slides as OER, which students can use as study materials.

**Library reserves:** Required course materials, such as textbooks, will be placed on reserve at the library, where students can access them for a short period.

**All-inclusive course fees:** Institutions can include the cost of course materials, such as textbooks and access codes, in the overall course fee.

**Adopt open-source software:** Institutions can adopt open-source software and tools, such as R and Python, instead of commercial software that may be costly for students to purchase.

25. What, if any, special preparation will students need for admission to the program? This may include pre-requisite courses or degrees, program-specific selective admission criteria or eligibility, or work experience

None



26. Identify the partners you are working with to create an educational and career pipeline for this program. Mark all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> High school CTAE            | <input checked="" type="checkbox"/> Employers                          |
| <input checked="" type="checkbox"/> High school STEM | <input type="checkbox"/> Community organizations                       |
| <input type="checkbox"/> Career academies            | <input type="checkbox"/> Professional associations                     |
| <input checked="" type="checkbox"/> 2-year college   | <input checked="" type="checkbox"/> Other Programs at your Institution |
| <input type="checkbox"/> 4-year college/university   | <input type="checkbox"/> Other Partner                                 |

List specific partners for each category checked above.

The Rooted School New Orleans (housed on campus); Southern University at Shreveport; Delgado Community College, North Shore Community College; River Parish Community College; IBM; Federal Bureau of Investigation, Department of Homeland Security; New Orleans Police Department; Orleans Parish Sheriff Department; SUNO Mathematics Department and Computer Information System Department.

27. Describe how the education pipeline for the program will function. Include any stackable or transferrable credentialing that is involved. \*\*\*\*

The education pipeline for the program will include recruiting students from the Greater New Orleans Area Schools and surrounding metropolitan area school systems, which includes affiliation with fourteen dual enrollment programs. In addition, this education pipeline for the program will include recruiting students from the technology curriculum based high school, Rooted School, which is housed on campus.

28. Describe how the institution will support graduates in meeting career goals such as securing employment, further education, and industry certification.

Please see what I have below. I will need specific ways you guys are using it. These are some of the ways we use:

**Career Services:** SUNO provides career services to help graduates prepare for their job search, including resume and cover letter writing, interview preparation, and job search strategies. Career Services Center

**Internship and Co-Op Programs:** SUNO will work to identify internship and co-op programs that provide students with hands-on experience in their field of study. The University has signed MOU/Agreements with the Federal Bureau of Investigation and Department of Homeland Security to provide internships and employment opportunities for students.

**Alumni Networks:** SUNO facilitates alum networks that provide graduates with professional development opportunities, mentorship, and career advice. These networks can help graduates build their professional networks and access job opportunities.

**Continuing Education:** SUNO offer continuing education programs that provide graduates with additional skills and knowledge to advance their careers. These programs can include industry certifications, professional development courses, and graduate degrees.

**Industry Partnerships:** SUNO partners with industry leaders and employers to provide graduates with access to job opportunities and industry certifications. These partnerships can help institutions align their curriculum with industry needs and trends. The University has signed MOU/Agreements with the Federal Bureau of Investigation and Department of Homeland Security to provide internships and employment opportunities for students.

29. Describe how the success of program graduates will be tracked and assessed? Success may include employment, enrollment in another degree program, or certification/licensure passage.

SUNO has recently purchased and implemented the informational platform, Nuventive to track and assess students' success. In addition, the institution can use various methods, including:

**Alumni Surveys:** SUNO will conduct surveys of graduates to gather information about their employment status, further education pursuits, and industry certifications. Alum surveys can also provide feedback on the program's effectiveness in preparing them for their careers.

**Employment rate:** SUNO will track the percentage of graduates who secure employment in data science-related fields within a certain period after graduation.

**Enrollment in Further Education:** SUNO will track the percentage of graduates who enroll in another degree program, such as a master's or doctoral program in a related field.

**Certification and Licensure Passage Rates:** SUNO will track the percentage of graduates who pass industry certifications or licensure exams, such as the Certified Data Scientist (CDS) or the SAS Certified Data Scientist. This information can help evaluate the program's effectiveness in preparing students for industry-specific requirements.

**Employer Feedback:** SUNO will gather feedback from employers who have hired their graduates to evaluate their performance and preparedness for the job. This feedback can improve the program's curriculum and support services and evaluate their performance and the program's effectiveness in preparing graduates for the workforce.

**Industry partnerships:** SUNO will establish an External Advisory Board to provide feedback on the curriculum and the skills and knowledge needed for success in the field.

### C. Students

30. Describe the institution's process for determining prospective and current student interest in the program. This may include enrollment in existing courses, minors, or concentrations, student surveys, admissions inquiries.

The 2021 Occupational Employment Statistics (OES) data from the Bureau of Labor Statistics (BLS) shows that the demand for data science-related jobs in Louisiana and the surrounding region is increasing. In May 2020, the employment estimate for the Computer and Mathematical Occupations group, which includes data science-related occupations, was 40,800 in Louisiana and 1,163,390 in the surrounding region. This indicates a growing demand for data science professionals in Louisiana and the surrounding area, consistent with the overall trend in the United States. In addition, the University Institutional Effectiveness designed and conducted a survey to determine the prospective and current students' interest in the program.

31. Provide current institutional and department/college overall retention and graduation rates.

SUNO Retention: 53.19%; Graduation Rate: 19%; College of Arts and Sciences Rates 58%; College of Arts and Sciences Graduation Rates: 37.8%.

**SUNO retention rate :53.19% SUNO graduation rate: 19%**

**College of Arts and Science retention rate: 58.00% College of Arts and Science graduation rate:37.8%**

32. Provide an enrollment projection for the next four academic years.

	Year 1	Year 2	Year 3	Year 4
Academic Year (Summer, Fall, Spring)	2024-2025	2025-2026	2026-2027	2027-2028
Base enrollment*	15	15	24	41
Lost to Attrition (should be negative)	-5	-5	-7	-12
New to the institution	15	10	20	25
Shifted from existing programs within your institution	5	4	4	6
<b>Total Enrollment</b>	<b>15</b>	<b>24</b>	<b>41</b>	<b>60</b>
Graduates	0	0	0	0
Carry forward base enrollment for next year	15	24	41	60

\*Total enrollment becomes the base enrollment for the following year (Projections are based on 70% retention rate in the program)

33. If projected retention and graduation rates are significantly different than for the institution overall, please explain.

The retention and graduation rates are aligned with the university.

34. Discuss the marketing and recruitment plan for the program. Include how the program will be marketed to adult learners and underrepresented and special populations of students.

The University's marketing will include informational brochures, website promotion and social media to recruit students with associate degrees via the State's Universal Transfer Pathways. Specifically, this will allow the University to recruit adult learners, underrepresented and special students from the Greater New Orleans Metropolitan, and surrounding parishes. In addition, this degree program will attract students from other gulf coast states as well.

#### D. RESOURCES

##### F1. Finance

35. Attach the completed Regents budget template.

36. How has student affordability been considered in the design of the program? Are there any additional financial costs that students will have to take on as part of this program? (e.g. special fees, software licenses, equipment, travel, etc.) If so, what strategies have you adopted to offset the cost burden?

The financial cost for students in the program will not require additional special fees for software licenses, equipment and travel. The University has scholarship and stipend programs available for all qualified students.

37. How will the institution cover increased indirect costs associated with the proposed program? Consider costs such as student advising, student support services, tutoring, career services, additional library materials, and replacing or upgrading technology or other infrastructure.

The University will manage the little to no cost associated with the proposed program. The University has existing student advising, student support services, tutoring, career services, library support and technology infrastructure.



38. If existing funds are being reallocated, describe the impact on existing programs and the plan to mitigate these impacts.

No existing funds will be reallocated to support the proposed program.

## **F2. Instruction and Student Support**

### **39. Faculty**

- a. Describe the needs for new/additional faculty for the program, including program leadership? Identify any anticipated challenges in hiring adequate faculty, for the program.

Data Science Program Faculty Needs:

Year 1: One full-time faculty member will teach two courses (12 credit load).

Year 2: An additional full-time faculty member is required, bringing the total to two, to manage four courses and have a growing student body.

Year 3: Potential need for a third full-time faculty member to cover six new courses and further student growth.

Year 4: There is a likely requirement for at least one more full-time faculty member, bringing the total to at least three or four, to handle six courses and an even larger student body.

Program Leadership:

The program leader/coordinator will be hired in year 2 or 3 to oversee administrative and curriculum aspects

Attracting and retaining top-tier faculty for SUNO's Data Science program demands a proactive strategy. The high demand for AI/ML expertise makes this particularly challenging. However, by implementing these recommendations, SUNO can build a competitive edge:

Focus on Doctoral/Ph.D. graduates specializing in AI/ML research. They bring cutting-edge knowledge and enthusiasm to the program.

Build connections with institutions known for strong AI/ML research. Attending conferences and events to network with potential candidates.

Offer reduced teaching loads, research support, or dissertation completion fellowships to encourage ABDs to finalize their degrees.

Bring in professionals with real-world AI/ML experience to complement theoretical knowledge and provide practical insights in the classroom.

Offer partial funding or scholarships for professionals seeking a Doctoral degree in a related field, making SUNO a stepping stone for their academic aspirations.

Accommodate professionals pursuing Doctoral degrees with flexible teaching schedules or part-time positions.

Offer competitive salaries, research funding, collaboration opportunities, and professional development programs.

By implementing these diverse strategies, SUNO can attract and retain a talented Data Science faculty, ensuring the program's success and impact.

- b. How will current faculty be re-directed to this program from existing programs?

**Redirecting Faculty to Data Science:**

Identify faculty with relevant expertise or interest in data science through an inventory and one-on-one discussions.

Offer programs like training workshops, sabbaticals, or fellowships to equip faculty with necessary data science skills.

Allow faculty to transition gradually through:

Pairing with experienced data science instructors initially.

Engaging transitioning faculty in developing the new program's curriculum.

Ensuring manageable workloads for transitioning faculty and supporting departments losing faculty through redistributed responsibilities or temporary hires.

- c. Attach your SACSCOC Faculty Roster for the proposed program. (Please indicate anticipated positions that will need to be filled in the future)

As we develop the Data Science program, we must recognize the projected growth in student enrollment and the corresponding demand for data science professionals in the marketplace. We anticipate starting with at least five students in our first year, expecting this number to increase to 25 by the fourth year. This growth reflects the growing interest in data science and underscores the critical need for our program to align with current and future workforce requirements.

Data science is characterized by demanding a curriculum that keeps pace with industry trends and technological advancements and adheres to the highest pedagogical standards. Dedicated faculty members play a critical role, offering the expertise and insight to ensure the program remains on the cutting edge of educational excellence. Faculty members teach and mentor students, fostering a nurturing and supportive learning environment that encourages exploration and innovation. They also engage in research, contributing new knowledge to the field and ensuring that our curriculum remains relevant and impactful. The faculty members will collaborate with industry partners, helping bridge the gap between theoretical understanding and practical application and providing students with invaluable real-world experience. We expect to hire three new faculty with AI/ML backgrounds.

**Year 1:** The initial faculty member will be pivotal in developing the program's curriculum, establishing standards for student success, and laying the groundwork for future growth. This individual will also be key in recruiting students and collaborating with other departments to foster interdisciplinary learning opportunities.

**Year 2:** As the program doubles, a second faculty member is critical to maintaining low student-to-teacher ratios, vital for the hands-on, project-based learning and personalized mentorship that data science education requires.

**Year 3:** With continued enrollment growth and the program fully operational, a third faculty member will ensure the program can offer a broader range of electives, support increasing research opportunities, and manage student capstone projects. This addition also allows the program to begin specializing in areas of data science that align with faculty expertise, enhancing the program's reputation and appeal.

**Beyond Year 3:** While the initial plan focuses on the first three years, the continued success and scaling of the program will likely necessitate further hires. This phased approach allows for strategic growth and ensures that resources are aligned with student numbers and program needs.

Below is a roster of faculty members from the Mathematics and Statistics departments teaching the supporting courses.

40. Describe additional staff needed for this program (e.g. advising, professional development, program administration, academic coaching, etc.).

None

### F3. Facilities

41. Where will the program be offered? Mark all that apply.  
☒ Main Campus      ☐ Satellite campus (specify campus here)    ☐ Other (specify here)      ☐ 100% Online



42. What types of facilities are needed for the program? Fill out the chart below as applicable. Add lines under "other" as needed.

Space	New Space	Use Existing Space (as is)	Use Existing Space (Renovated)	Sem/Yr. of Occupancy
Dry Labs (STEM related)		x		Spring 2025
Wet Labs (STEM related)				
Dedicated Offices				
Fine Arts Spaces				
Classrooms		x		Spring 2025
Meeting Rooms				
Student Study Space				
Shared Space with other campus units				
Other (Specify)				

43. Describe needs and costs for new or renovated facilities required for the program. Capital Costs for Needed Facilities and Space.

Facility/Space Name	Gross Square Footage	Start Up Costs	Ongoing Costs	Est. Occupancy Date	Funding Source
<b>New Construction</b>					
Not Applicable					
<b>Renovations and Infrastructure*</b>					
Not Applicable					
<b>Purchases: Land, Buildings etc.</b>					
Not Applicable					
<b>Lease space</b>					
Not Applicable					
<b>TOTAL Cost</b>		\$0	\$0		

\*Include the name of the building or location being impacted and what will need to be done. Infrastructure includes new systems such as: mechanical/electrical/plumbing, site utilizes, parking/drainage, IT networks, resiliency infrastructure, etc.

44. Discuss the impact of construction or renovation on existing campus activities and how disruptions will be mitigated. Explain how existing programs benefit from new facilities and/or space(s) and changes to existing space.

Not Applicable

45. Will any existing programs be negatively impacted (e.g. lose classroom or office space) by proposed facility changes? If so, discuss how the impacts of these changes will be mitigated.

None

46. Are there facility needs related to accreditation? Are there any accreditation standards or guidelines that will impact facilities/space needs now or in the future? If so, please describe the projected impact.

None

#### F4. Technology and Equipment

47. Identify any major equipment or technology integral to program implementation and sustainability. List equipment or assets over \$5,000 (cumulative per asset) needed to start-up and run the program.

Technology and Equipment	Start-up Costs	On-going Costs	Est. Start Date of Operations/Use
Server	\$15,000	\$5,000/year	Spring 2025
25 workstations for a dedicated lab at \$830 each	\$20,750	\$4,150/year	Spring 2025
Server software	\$8,765	\$1,753/year	Spring 2025
<b>Total Technology and Equipment Costs</b>	<b>\$44,515</b>	<b>\$10,903</b>	

#### E. RISKS AND ASSUMPTIONS

48. In the table below, list any risks to the program's implementation over the next four years. For each risk, identify the impact (low, medium, high), probability of occurrence (low, medium, high), and the institution's mitigation strategy for each risk. Insert additional rows as needed. (e.g. Are faculty available for the cost and time frame).

Risk	Impact	Probability	Risk Mitigation Strategy
Shortage of Qualified Faculty	High	High	Develop competitive hiring packages. Engage with industry professionals for adjunct roles. Offer professional development for current faculty.
Budget Constraints	High	Medium	Seek external funding and grants. Allocate the budget efficiently. - Prioritize essential expenses.
Lower-than-expected Student Enrollment	Medium	Medium	Aggressive marketing strategies. Offer scholarships or incentives. Adapt program offerings based on market demand.



## APPENDIX

### BS in Data Science Four-Year Plan

\* – Institutional requirements; **Bold**– General education requirements

#### Freshman Year

First semester	Credit	Second Semester	Credit
<b>SENL 101N English Composition I</b>	<b>3</b>	<b>SENL 102N English Composition II</b>	<b>3</b>
SMATH 121N Pre-Calculus	3	<b>SMAT 130N (Elementary Statistics)</b>	<b>3</b>
DTSC 101 Introduction to Data Science	3	<b>Social/Behavioral Science Elective (100/200)</b>	<b>3</b>
* JRDV 111N College Survival Skills	3	MATH 290LN (Calculus I with Lab)	4
* JRDV 111AN Freshman Assembly	1		
* CISP 164N Computer Productivity I	0		
<b>Humanities Elective</b>	<b>3</b>		
<b>Total:</b>	<b>16</b>	<b>Total:</b>	<b>13</b>

#### Sophomore Year

First semester	Credit	Second Semester	Credit
DTSC 201: Programming Fundamentals with Python I (with lab - DTSC 201LN)	4	DTSC 203: Programming Fundamentals with Python II (with lab - DTSC 202LN)	4
MATH 291LN Calculus II	4	<b>Social/Behavioral Science Elective</b>	<b>3</b>
DTSC 205 Data Acquisition and Preprocessing	3	MATH 350N Mathematical Statistics	3
DTSC 103: Mathematical Foundations for Data Science	3	DTSC 207: Statistical Inference and Modeling	3
		<b>Humanities Elective (100/200)</b>	<b>3</b>
<b>Total:</b>	<b>14</b>	<b>Total:</b>	<b>16</b>

#### Junior Year

First semester	Credit	Second Semester	Credit
DTSC 301: Python for Data Science (with lab- DTSC 301 LN)	4	DTSC 307: Data Ethics, Security, and Algorithmic Fairness	3
DTSC 303: Data Management and Integration	3	DTSC 401: Cloud Computing for Data Science	3
<b>SBIO 103N &amp; 103LN (General Biology I- Science Majors)</b>	<b>4</b>	DTSC 305: Introduction to Machine Learning	3
MATH 330N: Linear Algebra and Matrices	3	<b>Social/Behavioral Science Elective</b>	<b>3</b>
		<b>SBIO 104N &amp; 104LN (General Biology II - Science Majors)</b>	<b>4</b>
<b>Total:</b>	<b>14</b>	<b>Total:</b>	<b>16</b>

#### Senior Year

First semester	Credit	Second Semester	Credit
DTSC 405: Data Science for Social Good	3	DTSC 407: Data Science Capstone	3
DTSC 403: Natural Language Processing and Deep Learning	3	DTSC Elective	3
DTSC Elective	3	DTSC Elective	3
<b>Fine Arts Elective</b>	<b>3</b>	Natural/Physical Science Elective	3
<b>SHIS 201 or 202</b>	<b>3</b>	Free elective	1
		DTSC Elective	3
<b>Total:</b>	<b>15</b>	<b>Total:</b>	<b>16</b>



**List all major course requirements. Indicate the word “new” beside new courses.**

**Required Courses (All new courses)**

DTSC 101: Introduction to Data Science (3 credits)  
DTSC 103: Mathematical Foundations for Data Science (3 credits)  
DTSC 201: Programming Fundamentals with Python I (3 credits)  
DTSC 201LN: Programming Fundamentals with Python I Lab (1 credit)  
DTSC 203: Programming Fundamentals with Python II (3 credits)  
DTSC 203LN: Programming Fundamentals with Python II Lab (1 credit)  
DTSC 205: Data Acquisition and Preprocessing (3 credits)  
DTSC 207: Statistical Inference and Modeling (3 credits)  
DTSC 301: Python for Data Science (3 credits)  
DTSC 301LN: Python for Data Science Lab (1 credit)  
DTSC 303: Data Management and Integration (3 credits)  
DTSC 305: Introduction to Machine Learning (3 credits)  
DTSC 307: Data Ethics, Security, and Algorithmic Fairness (3 credits)  
DTSC 401: Cloud Computing for Data Science (3 credits)  
DTSC 403: Natural Language Processing and Deep Learning (3 credits)  
DTSC 405: Data Science for Social Good (3 credits)  
DTSC 407: Data Science Capstone (3 credits)

**Data Science Electives (Choose four electives)**

DTSC 409: Model Development and Deployment (3 credits)  
DTSC 411: Big Data Systems (3 credits)  
DTSC 413: AI Ethics (3 credits)  
DTSC 415: Big Data Analytics (3 credits)  
DTSC 417: Time Series Analysis and Forecasting (3 credits)  
DTSC 419: Computer Vision in Data Science (3 credits)  
DTSC 421: Advanced Data Analysis and Machine Learning (3 credits)

**Math Courses: (Existing courses)**

SMATH 123N: Pre-Calculus/Trigonometry (3 credits)  
SMAT 130N: Elementary Statistics (3 credits)  
MATH 290LN: Calculus I with Lab (4 credits)  
MATH 291LN: Calculus II with Lab (4 credits)  
MATH 330N: Linear Algebra and Matrices (3 credits)  
MATH 350N: Mathematical Statistics (3 credits)

**General Education (Existing courses)**

SENL 101N: English Composition I (3 credits)  
SENL 102N: English Composition II (3 credits)  
Humanities Elective (6 credits)  
Social/Behavioral Science Elective (100/200 level) (9 credits)  
Fine Arts Elective (3 credits)  
SMAT 130N (Elementary Statistics (3 credits)

Natural/Physical Science Elective (9 credits)  
SHIS 201 or 202 (3 credits)

**Institutional Requirements (Existing courses)**

JRDV 111N: College Survival Skills (1 credit)  
JRDV 111AN: Freshman Assembly (0 credits)  
CISP 164N: Computer Productivity I (1 credit)

## Course Descriptions for data science courses

### 1. DTSC 101: Introduction to Data Science (3 credits)

*Prerequisite: None*

This course covers a comprehensive overview of data science, encompassing the data analysis lifecycle, fundamental statistical concepts, data ethics, and governance. It integrates theoretical knowledge with practical applications through hands-on exercises and case studies.

### 2. DTSC 103: Mathematical Foundations for Data Science (3 credits)

*Prerequisite: MATH 290LN Calculus I*

This course introduces the essential mathematical concepts in data science, including linear algebra, probability theory, calculus, and optimization techniques. It emphasizes the practical application of these mathematical principles to real-world data analysis problems. The course combines theoretical instruction with hands-on problem-solving exercises, ensuring students develop a deep understanding of the mathematical foundations of data science.

### 3. DTSC 201: Programming Fundamentals with Python I (3 credits)

*Prerequisite: None*

The course introduces Python programming, emphasizing the essential building blocks of program development, including syntax, data structures, fundamental algorithms, and object-oriented programming concepts.

### 4. DTSC 201LN: Programming Fundamentals with Python I Lab (1 credit)

*Prerequisite: Concurrent registration in DTSC 201: Programming Fundamentals with Python I*

This hands-on laboratory course complements the DTSC 201 course, allowing students to gain in-depth Python programming experience through guided exercises. The course focuses on essential Python concepts, including syntax, data structures, and simple algorithms, emphasizing their application in real-world data analysis scenarios.

### 5. DTSC 203: Programming Fundamentals with Python II (3 credits)

*Prerequisite: DTSC 201: Programming Fundamentals with Python I*

Building upon DTSC 200, this course covers more advanced Python programming concepts, including object-oriented programming, advanced data structures, complex algorithms, and an introduction to distributed computing. It emphasizes practical application through hands-on coding exercises and project work.

### 6. DTSC 203LN: Programming Fundamentals with Python II Lab (1 credit)

*Prerequisite: Concurrent registration in DTSC 203: Programming Fundamentals with Python II*

Extends the Python programming skills acquired in DTSC 200 through advanced lab exercises. Focuses on object-oriented programming, complex data structures, and algorithmic challenges.

### 7. DTSC 205: Data Acquisition and Preprocessing (3 credits)

*Prerequisite: DTSC 101: Introduction to Data Science*

The course covers the essential processes of acquiring, cleaning, and preprocessing data, equipping students with the skills and knowledge to transform raw data into a refined and analysis-ready state. It delves into data acquisition techniques from various sources, data cleaning strategies to ensure data quality, and data preprocessing methods for specific analysis techniques. Hands-on exercises and real-world case studies provide practical applications of these concepts.

### 8. DTSC 207: Statistical Inference and Modeling (3 credits)

*Prerequisite: DTSC 101: Introduction to Data Science, SMAT 130N Elementary Statistics; Math 291LN Calculus II with Lab*



The course covers statistical inference and modeling concepts, providing a comprehensive foundation for analyzing data and drawing meaningful conclusions. It delves into hypothesis testing, regression analysis, predictive modeling techniques, Bayesian statistics, and time series analysis. The course integrates theoretical knowledge with case studies and practical exercises.

#### **9. DTSC 301: Python for Data Science (4 credits)**

*Prerequisite: DTSC 202: Programming Fundamentals with Python II*

The course covers the advanced applications of Python in data science, focusing on data analysis, machine learning, and data visualization. Includes practical skills in handling real-world data science tasks using Python libraries like Pandas, Scikit-learn, TensorFlow, and Matplotlib.

#### **10. DTSC 301LN: Python for Data Science Lab (1 credit)**

*Prerequisite: Concurrent registration in DTSC 301*

The course complements DTSC 302 with hands-on lab sessions. Students work on data analysis, machine learning implementations, and data visualization using Python libraries tailored to these tasks.

#### **11. DTSC 303: Data Management and Integration (3 credits)**

*Prerequisite: DTSC 202: Programming Fundamentals with Python II*

The course covers the principles and techniques for managing, storing, and processing large datasets. Example topics include the fundamentals of database systems, data warehousing, ETL (Extract, Transform, Load) processes, and big data technologies like Hadoop and Spark, equipping students with the skills and expertise to harness the power of data science and transform large amounts of data into actionable insights.

#### **12. DTSC 305: Introduction to Machine Learning (3 credits)**

*Prerequisite: DTSC 301: Python for Data Science, MATH 330N Linear Algebra and Matrices; Math 291LN Calculus II with Lab*

The course introduces the fundamental concepts and algorithms of supervised and unsupervised learning, empowering students to harness the power of machine learning in various data science applications. The course emphasizes the importance of model evaluation and real-world application, equipping students with the skills and expertise to make informed decisions based on data.

#### **13. DTSC 307: Data Ethics, Security, and Algorithmic Fairness (3 credits)**

*Prerequisite: DTSC 207: Statistical Inference and Modeling*

The course covers the ethical considerations in data science, focusing on data privacy, security, algorithmic fairness, and responsible AI principles. The course includes case studies to highlight the impact of these aspects in real-world scenarios.

#### **14. DTSC 401: Cloud Computing for Data Science (3 credits)**

*Prerequisite: DTSC 303: Introduction to Machine Learning and DTSC 302: Data Management and Integration*

The course covers how cloud computing is used in data science. It includes various cloud services, architectures, and methodologies for data processing within a cloud environment. The focus is on using cloud resources to analyze big data and train and use machine learning models.

#### **15. DTSC 403: Natural Language Processing and Deep Learning (3 credits)**

*Prerequisite: DTSC 303: Introduction to Machine Learning*

This course explores natural language processing (NLP) and deep learning techniques. It covers essential NLP tasks such as text processing, sentiment analysis, language modeling, and advanced deep learning architectures. The

course emphasizes the importance of NLP and deep learning in data science for extracting insights and making predictions from large amounts of textual data.

**16. DTSC 405: Data Science for Social Good (3 credits)**

*Pre-requisite: DTSC 304: Data Ethics, Security, and Algorithmic Fairness.*

This course applies data science techniques to address societal challenges. It explores data-driven solutions for poverty alleviation, healthcare access, and climate change. A strong emphasis is placed on ethical considerations and the broader societal impact of data science. The course incorporates collaborative projects, enabling students to derive actionable insights for real-world problems.

**17. DTSC 407: Data Science Capstone (3 credits)**

*Prerequisite: Senior standing and completion of significant coursework.* In this capstone course, students put their data science expertise to the test by addressing real-world challenges. They formulate, discuss, and create effective solutions, integrating various data science disciplines and domain-specific knowledge to develop comprehensive, practical solutions.

**Summarize how the curriculum meets the learning outcome goals in questions 18-21.**

**Alignment with the National Association of Colleges and Employers (NACE) career-ready competencies**

The proposed Data Science curriculum at SUNO directly addresses NACE's career-ready competencies through focused coursework. Courses like DTSC 101-307 hone critical thinking and problem-solving skills, while DTSC 401-407 nurture effective communication and teamwork. The program emphasizes digital technology proficiency, leadership development through team projects, and ethical understanding via DTSC 309. Overall, SUNO prepares graduates with technical expertise and essential soft skills for success in diverse data science roles.

The curriculum equips students with sought-after data science skills like data mining, machine learning, and Python proficiency (courses: DTSC 101-307). Advanced courses like DTSC 305 and electives sharpen data modeling, algorithm design, and distributed systems abilities. Communication and business acumen are fostered through presentations, collaborations, and the capstone project. DTSC 309 focuses on data security and ethical computing, while DTSC 401 and 411 equip students with advanced big data and cloud computing skills. Throughout the program, courses emphasize critical thinking, global awareness, and ethical considerations in data analysis. Graduates enter the field with a well-rounded skill set and the ability to effectively address diverse data science challenges.

**Alignment with the industry-demanded Knowledge, Skills, and Abilities (KSAs)**

SUNO's Data Science curriculum aligns student learning outcomes with industry-demanded Knowledge, Skills, and Abilities (KSAs); it ensures that graduates emerge technically proficient and capable of ethical decision-making, effective communication, and a global perspective vital to success in the data-driven landscape.

- The curriculum establishes a rigorous foundation through DTSC 101-307 courses. Students acquire essential skills in data mining, machine learning, data visualization, and Python, alongside the ability to analyze complex computing problems and apply interdisciplinary principles. This robust foundation prepares them to confidently tackle the diverse challenges of a data science career.



- Advanced courses like DTSC 305 and electives like DTSC 411 provide opportunities for specialized development. Students delve deeper into data modeling, algorithm design, database design, and distributed systems, empowering them to design, implement, and evaluate sophisticated computing solutions that meet specific data science needs.
- Recognizing the critical role of soft skills in professional success, SUNO integrates communication and business acumen development throughout the program. Courses involving presentations, team collaborations, and the capstone project cultivate students' ability to articulate complex data science concepts clearly and effectively in diverse professional settings.
- SUNO prioritizes ethical considerations and global awareness as essential aspects of data science leadership. Courses like DTSC 309 equip students with a strong understanding of data security, legal principles, and algorithmic fairness, enabling them to make informed decisions while considering diverse perspectives and cultural contexts.
- SUNO's immersive curriculum extends beyond theoretical knowledge. Courses like DTSC 401 and 411 equip students with proficiency in cutting-edge big data technologies, cloud computing, and distributed systems. This prepares them to contribute meaningfully to industry projects and address real-world problems efficiently and effectively.

#### Alignment with High-Impact Educational Practices (HIPs)

SUNO's Data Science curriculum recognizes the importance of technical mastery and holistic development by integrating several High-Impact Educational Practices (HIPs) outlined by the American Association of Colleges & Universities (AACU). These practices ensure that graduates are proficient in data science and equipped with crucial skills for personal and professional success.

- A dedicated Freshman Seminar lays the groundwork, instilling foundational data science concepts and essential academic skills. This early support fosters student confidence and sets them on a path to academic success.
- The culminating Capstone course offers rigorous research opportunities. Students collaborate with faculty or industry partners on significant data-related projects, honing their research skills and gaining crucial real-world experience.
- Collaborative learning throughout the curriculum, particularly in the Capstone course and other group-based projects. These experiences cultivate critical thinking, communication, and problem-solving skills through teamwork and shared knowledge.
- A dedicated Data Privacy and Ethics course covers critical topics like unconscious bias, cultural competence, and international privacy laws. This equips students with a culturally aware and ethically responsible approach to data science.
- Students are encouraged to develop ePortfolios, document their learning journey, and showcase their skills and projects. This serves as a valuable tool for self-reflection and career advancement.
- The Data Privacy and Ethics course features extensive writing assignments requiring students to analyze and articulate ethical considerations in data science contexts critically.
- Group projects are a cornerstone of the program, challenging students to collaborate on real-world data challenges. This fosters teamwork, communication, and collaborative problem-solving skills in a practical setting.



- Internships are strongly encouraged, especially in the junior year. These provide students with invaluable hands-on experience in professional data science environments, bridging the gap between academic coursework and professional practice.
- The senior year culminates in a capstone project. This integrative experience allows students to synthesize and apply their accumulated knowledge and skills, demonstrating their mastery of data science concepts through a comprehensive final project or presentation.
- By thoughtfully integrating these HIPs, SUNO's Data Science program ensures that graduates possess technical proficiency and the critical thinking, collaboration, communication, and ethical responsibility essential for thriving in the diverse and evolving field of data science. This holistic approach aligns with contemporary educational best practices and empowers graduates to navigate the opportunities and challenges that lie ahead confidently.



*Office of Academic Affairs*

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

July 2, 2024

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

RE: Appointment of Dr. Francesca Mellieon-Williams as Associate Dean for Student Affairs, Dr. H. Dwayne Jerro as Associate Dean for Academic Affairs, and Dr. Rachel Vincent-Finley as Senior Associate Dean and Vice Dean for Strategic Innovation and Transformation in the College of Sciences and Engineering, along with search waiver requests

Dear President Shields:

The College of Sciences and Engineering has requested that the Southern University Board of Supervisors allow the restructure of its administrative organizational structure. If that restructuring is approved, Dr. Lealon Martin, the dean of the college has requested the waiver of the searches to fill the positions of Associate Dean for Student Affairs, Associate Dean for Academic Affairs and Senior Associate and Vice Dean for Strategic Innovation and Transformation.

Dr. Francesca Mellieon-Williams is recommended to be the Associate Dean of Student Affairs. She currently serves as the Department Chair of SMED (Science Math Education). If the Board approves this appointment, Dr. Mellieon-Williams will have a 12-month salary of \$116,000.

Dr. H. Dwayne Jerro is recommended to be the Associate Dean of Academic Affairs. If the Board approves this appointment, Dr. Jerro will have a 12-month salary of \$126,000. He currently serves as the Chair of the Department of Mechanical Engineering.

Dr. Rachel Vincent-Finley is recommended for Senior Associate and Vice Dean for Strategic Innovation and Transformation. Dr. Vincent-Finley currently serves as the Associate Dean for Academic Affairs. The new appointment, if approved by the Board of Supervisors, will be a promotion. The proposed salary is \$120,000 coming from state general funds. Dr. Vincent-Finley would also be allowed to supplement her base salary with \$30,000 from federal grant funds which means that her total 12-month compensation will be \$150,000.

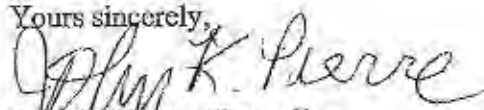
Dennis J. Shields

Page 2

July 2, 2024

Attached for your review are the curriculum vitae for each of the recommended persons, Dr. Francesca Mellieon-Williams, Dr. H. Dwayne Jerro and Dr. Rachel Vincent-Finley. I respectfully request that the recommendations set forth in this letter be presented to the Southern University Board of Supervisors at its July 19, 2024 meeting for review and approval. If you have any questions, please feel free to contact me.

Yours sincerely,



John K. Pierre, Chancellor

and Vanue B. Lacour Endowed Law Professor

Attachments (3)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Dennis J. Shields, President, SUS





## ***General Class Attendance Policy***

<b>Responsible Unit:</b> The Office of Academic Affairs	<b>Effective Date:</b> Fall 2024
<b>Responsible Official:</b> Vice Chancellor for Academic Affairs	<b>Last Reviewed Date:</b> July 9, 2024
<b>Policy Classification:</b> Governance	<b>Origination Date:</b> April 13, 2022 (not implemented)

### **I. POLICY STATEMENT AND RATIONALE**

Enrolled students have a minimum academic obligation to regularly and punctually attend their classes. Even one absence can cause a student to miss valuable information and jeopardize a student's opportunities for overall success in each course. Failure to observe this policy may adversely impact a student's academic standing and eventually may lead to suspension from the University. This policy establishes what constitutes an excused absence; clarifies under what circumstances instructors should allow students to make-up missed work; and outlines procedures to request and approve excused absences.

### **II. POLICY SCOPE AND AUDIENCE**

This policy applies to undergraduate and graduate students attending Southern University and A&M College enrolled in face-to-face and synchronous online courses. It addresses attendance, as applicable, including the permissible number of excused absences, the manner and method(s) of communication and distribution of the Policy; procedures to request, approve or deny, and appeal excused absences; and provides additional resources to students with individual needs or circumstances requiring accommodation or warranting mitigation.

### **III. POLICY COMPLIANCE**

- Faculty are responsible for taking attendance each class session.
- Faculty are responsible for ensuring that the full class attendance policy, or a reference to the policy, is included in the course syllabus.
- The Department Chair for each academic program and the Academic Dean for each academic college will be responsible for ensuring faculty compliance with the class attendance policy.

#### **IV. POLICY DEFINITIONS**

N/A

#### **V. POLICY**

##### **Attendance**

Class attendance is mandatory for all enrolled students. Each student must know an instructor's attendance policy as stated in or attached to the course syllabus and adhere thereto. Students must attend courses in the delivery mode presented in the course description (face-to-face, synchronous online, or asynchronous online). Students who miss any classes, regardless of the reason, shall be responsible for making up examinations, obtaining lecture notes, and completing any other required work that was missed.

##### **Unexcused Absences**

- Students will be permitted unexcused absences based on the *per credit hour* attributable to a given course, as noted below.
  - Four (4) credit hour course: six (6) unexcused absences
  - Three (3) credit hour course: five (5) unexcused absences
  - Two (2) credit hour course: 3 (three) unexcused absences
  - One (1) credit hour course: 2 (two) unexcused absences
- When a student exceeds the permitted number of unexcused absences, the instructor may lower the student's final grade by five (5) points on a 100-point scale.
- Makeup work may be facilitated at the instructor's discretion.

##### **Excused Absences**

The course instructor will determine the validity of a student's reason(s) for absences and will excuse (and assist with) makeup work for those students whose absences are excusable. Instructors shall not unreasonably deny, delay, or withhold approval of a student's request for allowable absence excusal.

- Request for Excuse
  - Students must inform their instructors prior to an absence, to the extent possible, or within three business days after the student returns to class. Whether to excuse an absence for which such excuse is requested later than three business days after a student's return to class is subject to the instructor's discretion.
  - Notice of student absences should be given in person when possible. If notice is provided via email, the student should follow up with the instructor in person if the instructor does not respond.
  - Approval requests for absences due to participation in university-sponsored activities should be initiated in advance by the sponsoring department or

organization and approved by the applicable College Dean or the Office of Academic Affairs.

- Verification

- Official documentation that is both appropriate and verifiable must be provided by the student for an absence to be excused.
- In the event a student has been hospitalized, is injured or ill, or has experienced mental health issues, documentation is required from the treating physician.
- Students must inform their instructors prior to the absence or within three business days after their return to class. Requests for absence excusal after this period will be honored at the instructor's discretion.
- Notice of student absences should be given in person when possible.

- Makeup Work

- As applicable, an instructor will facilitate makeup work for major assignments and assessments, such as essays and tests, within three business days after a student's return.
- Makeup work for minor assignments, such as quizzes and in-class participation assignments may be facilitated at the instructor's discretion.
- Should an instructor decide not to allow makeup work for minor assignments, such minor assignments shall be deemed waived and non-completion shall not adversely impact a student's grade.
- An instructor shall assign a deadline for the completion of makeup work for either major or minor assignments, which deadline shall be reasonable, commensurate with the nature of the applicable assignment(s), and accounts for any accommodation required by law or regulation.

**Subject to the foregoing, valid reasons for absences may include, but are not limited to, the following:**

- Serious or infectious illnesses, injury, or other health reasons;
- Reasons relative to the Office of Disability Services and related accommodations;
- Religious observances;
- Serious emergencies involving members of the student's household or immediate family;
- Court-imposed legal obligations such as subpoenas or jury duty;
- Voting in local, state, or federal elections;
- Military obligations, including, but not limited to, deployment, reserve service, and to include official Reserve Officer Training Corps (ROTC) events;
- Hazardous weather conditions or effects;
- Interviews at career fairs (SUBR sponsored), graduate schools, or professional schools;



- Varsity athletic, band, and other university recognized activities in which the student is representing the university; and
- Circumstances that are determined to be beyond the student's control.

### **Appealing an Unexcused Absence**

To contest an unexcused absence, the student must appeal to the Office of the Dean who has oversight for the respective course. The Dean will consider the case and attempt to resolve the problem. If the case cannot be satisfactorily resolved at that level, the student may utilize the established academic grievance process.

## **VI. RELATED POLICY INFORMATION**

A separate attendance policy is applicable for asynchronous online classes.

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

This is an updated policy and should be reviewed/revised as needed and approved by the Office of Academic Affairs, Faculty Senate, and Chancellor of Southern University and A&M College.

## **VIII. POLICY URL**

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

## **IX. POLICY APPROVAL**

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***Luria Young, Ph.D.***

*Vice Chancellor for Academic Affairs  
Southern University and A&M College*

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***Effective Date of Policy***

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***John Pierre, J.D.***

*Chancellor, Southern University and A&M College*

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***Effective Date of Policy***

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***Dennis Shields, J.D.***

*President, Southern University and A&M College System*

---

***Effective Date of Policy***



## *Office of Academic Affairs*

---

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

July 1, 2024

Chancellor John K. Pierre  
3<sup>rd</sup> floor, JS Clark Administration Building  
Baton Rouge, LA 70813

Dear Chancellor Pierre,

Southern University and A&M College (SUBR) currently offers the Master of Education (M.Ed.) in Educational Leadership, focusing on preparing educational leaders for various roles within K-12 school settings, including principals, teacher leaders, and central office supervisors. Our program is guided by the standards articulated by the Interstate School Leaders Licensure Consortium (ISLLC), Educational Leadership Constituent Council (ELCC), Southern Regional Education Board (SREB), Louisiana Standards for School Principals (LPS), Louisiana Bulletin 996, and the Council for the Accreditation for Educator Preparation (CAEP).

The overall program structure is as follows:

- The curriculum consists of thirty-nine (39) credit hours, including courses in educational leadership theory, research methods, ethics, legal issues, and practical applications.
- Candidates are required to complete a practicum and leadership portfolio aligned with Louisiana Department of Education (LDOE) certification standards.
  - If the candidate is seeking certification in another state, the candidate must receive approval from their respective state education agency regarding portfolio requirements outside of those for LDOE.

I am writing to propose several amendments to our current graduate catalog description, in alignment with industry standards and best practices observed across similar programs in educational leadership within Louisiana. The following amendments aim to increase enrollment and expand program offerings, while also solidifying our commitment to preparing highly effective educational leaders capable of meeting the complex challenges in K-12 educational settings across Louisiana. The proposed revisions include the following:

- I. Revise SUBR Admissions Criteria for Certification Track
- II. Relaunch On-Campus Option to Current Online Program
- III. Add “Degree-Only” Option to Current “Certification Track” Option

## I. Proposed Revised Admissions Requirements for Certification Track

Current Admissions Criteria	Proposed Amended Criteria	Rationale
Summer, Fall and Spring student admissions into the program	Summer and Fall admissions only for students into the program	Will eliminate current issues with students who enter the program in the spring, leading to a wait time of up to two (2) semesters for certain courses to be offered
Holds or is Eligible to hold Level 2 certification	Valid Teaching Certificate	Will allow certified individuals the opportunity to more readily participate in new pathways to be offered by SUBR
3 years of teaching experience within the certification area	Minimum one year teaching experience	Will allow Level 1 certified teachers time to obtain the Level 2 certificate; Will allow other certified individuals the opportunity to more readily participate in new pathways to be offered by SUBR
N/A	Resume submission with application	Will allow for easier verification of teaching experience
Mentor Information Form	No Change	N/A
Admission to the graduate school	No Change	N/A
Complete application and subsequent letter of acceptance from Educational Leadership department	No Change	N/A
Bachelor's degree from a regionally accredited institution	No Change	N/A



Submission of official transcripts, letters of recommendation/forms, an educational leadership philosophy	No Change	N/A
Minimum undergraduate or graduate grade point average of 2.7	No Change	N/A

## **II. Relaunch On-Campus Option to Current Online Program**

The current SUBR educational leadership degree program is 100% online. The on-campus option for SUBR's educational leadership program has been inactive for several years, but still a Board of Regents' approved option. The proposed amended program would provide both an online option and an on-campus option for students to choose from, thus increasing access and opportunity.

## **III. Proposed Implementation of "Degree-Only" Option in Addition to Current "Certification Pathway" Option**

Under the current program options for Southern University's educational leadership program, students seek to earn both the Master of Education Degree in Educational Leadership and state certification as an Education Leader Level 1. There is currently not an option for candidates to pursue the M.Ed. degree without seeking additional educational leadership certification.

The proposed amended criteria below would provide non-certification seeking candidates with an option to pursue an M.Ed. in educational leadership. Students pursuing this option would be required to meet the following criteria to be awarded the Master's Degree in Educational Leadership:

### **Master's Degree-Only Criteria**

- Successfully complete all courses stated in the degree plan with no more than two "C" grades (all other grades must be "B" or higher);
- Successfully complete all field-based experiences and internship; and
- Satisfactorily complete a comprehensive examination

Students who intend to use the Master's Degree in Educational Leadership degree to obtain school-level leadership positions are required to attain state certification. Therefore, students desiring to be awarded Educational Leader Level 1 Certification upon completion of the program must meet the following criteria:

**Master’s Degree and Certification Pathway Criteria**

- Hold or be eligible to hold a Louisiana Type B or Level 2 teaching certificate or have a comparable level out-of-state teaching certificate;
- Have three years of teaching experience;
- Successfully complete all courses stated in the degree plan with no more than two “C” grades (all other grades must be “B” or higher);
- Successfully complete all field-based experiences and internship; and
- Successfully complete the School Leaders Licensure Examination, the comprehensive examination

These proposed amendments are intended to enhance the effectiveness and relevance of the SUBR Educational Leadership program, as we seek to expand access and opportunities for diverse candidates. They ensure alignment with current educational leadership practices and prepare graduates to meet the evolving needs of school districts in Louisiana. Your support in approving these changes will enable us to better serve our students and communities.

Thank you for your consideration of this request. If you need additional information, please let me know.

Sincerely,

Luria Young, Ph.D.  
Vice Chancellor for Academic Affairs

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
John K. Pierre, SUBR Chancellor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Dennis J. Shields, SUS President



# 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

May 28, 2024

FAX NUMBER  
(225) 771-5522

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

RE: Separating Commencement Exercises for Master's, Doctoral, and Professional Degree  
Candidates from Commencement Exercises for Bachelor's degree Candidates  
beginning in December 2024 at Southern University and A&M College

Dear President Shields:

This letter is a recommendation and request to modify the commencement exercise at Southern University and A&M College beginning December 2024. Currently, the commencement exercise lasts about four hours in length.


Based on my review of Best Practices throughout the Higher Education Ecosystem, I believe it would benefit Southern University and A&M College to hold separate commencement exercises for graduates receiving a master's, doctorate, or professional degree. Institutions such as North Carolina Central University and Tuskegee University conduct separate commencement exercises for their graduate and professional degree candidates, which serves as a good example.

The Office of Academic Affairs surveyed the issue of separate commencement exercises, and the results overwhelmingly favored this approach. Modifying the current practice would make commencement exercises more manageable and enhance the experience for everyone involved.

I respectfully request that this recommendation be presented for consideration, and approval, by the Southern University Board of Supervisors at its June 21, 2024, board meeting.

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

Sincerely,

  
John K. Pierre, Esq.  
Interim Executive President

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

WWW.SUS.EDU





To: Chancellor John Pierre

From: Damien D. Ejigiri, Dean

Date: July 10, 2024

**RE: HOODING CEREMONY**

Mr. Chancellor, as you know the Executive PhD weekend program is the only one such successful program in the State. Part of the program's package agreement is that each successful cohort must graduate in Summer and be hooded. This part of the program has in the past aligned perfectly with regular summer graduation ceremony. Since summer graduations have been paused, I am asking for permission for the Nelson Mandela College to continue the hooding ceremony each summer.

Your support for the program is always appreciated. Thanks.

## **Mission Statement**

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## **FACILITIES AND PROPERTY COMMITTEE**

**(Following Academic Affairs Committee)**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
  - A. Facilities Update (SUS)
  - B. HB940 Update (SUS)
  - C. Grant Submissions/ Award
    - a. Department of Defense Submission (SUBR)
    - b. FHWA Recreational Trails Program for Louisiana (RTPL) Award \$200,000 (SULC/SUBR)
6. Other Business
7. Adjournment

### **MEMBERS**

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

## Southern University System Active Capital Improvement Project Tracking

### Capital Outlay Funded Projects

**Legend**    Planning and Design    Bidding and Contracting    Construction

		FY2023-24				FY2024-25				FY2025-26				FY2026-27				FY2027-28			
		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Project Title		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
SUBR	Ravine, Bluff and Riverbank Stabilization							Bidding and Contracting		Construction											
	New STEM Science Complex					Planning and Design				Construction											
	School of Business/Professional Accountancy					Planning and Design				Bidding and Contracting				Construction							
	JK Haynes Hall (School of Nursing) Renovation and Addition							Planning and Design		Bidding and Contracting				Construction							
	Stewart Hall - Wall Mount HVAC Units, 1st, 2nd, and 3rd Floors							Bidding and Contracting		Construction											
	New Southern University Laboratory Complex							Planning and Design		Bidding and Contracting				Construction							
SUNO	University Cafeteria					Planning and Design				Bidding and Contracting				Construction							
	ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University Center, Health & Physical							Planning and Design		Bidding and Contracting				Construction							
	Campus Exterior Lighting Upgrades					Planning and Design		Bidding and Contracting		Construction											
SUSLA	Gym Complex					Planning and Design				Bidding and Contracting				Construction							
	Louis Collier Hall Science Building Renovation							Planning and Design		Bidding and Contracting				Construction							
	New Workforce Training Center							Planning and Design		Bidding and Contracting				Construction							
SULC	Renovations and Additions to Existing Law Library					Planning and Design				Bidding and Contracting				Construction							
SUAG	Disaster Relief Mega Shelter					Planning and Design								Bidding and Contracting							



**Southern University System**  
**Active Capital Improvement Project Tracking**

### *Self-Funded Projects*

**Legend** Planning and Design Bidding and Contracting Construction

		FY2023-24					FY2024-25					FY2025-26				FY2026-27				FY2027-28			
		Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23 Jan-24 Feb-24 Mar-24 Apr-24 May-24 Jun-24					Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24 Jan-25 Feb-25 Mar-25 Apr-25 May-25 Jun-25					Jul-25 Aug-25 Sep-25 Oct-25 Nov-25 Dec-25 Jan-26 Feb-26 Mar-26 Apr-26 May-26 Jun-26					Jul-26 Aug-26 Sep-26 Oct-26 Nov-26 Dec-26 Jan-27 Feb-27 Mar-27 Apr-27 May-27 Jun-27					Jul-27 Aug-27 Sep-27 Oct-27 Nov-27 Dec-27 Jan-28 Feb-28 Mar-28 Apr-28 May-28 Jun-28	
Project Title		1Q	2Q	3Q	4Q		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	
SUBR	Global Innovation and Welcome Center					Planning and Contracting	Construction																
	Public Safety Building					Planning and Contracting	Construction																
	TH Harris Learning Lobby					Planning and Contracting	Construction																
	Outdoor Classroom/Amphitheatre					Planning and Design	Planning and Contracting	Construction															
	Global Innovation and Welcome Center, Phase II						Planning and Design	Planning and Contracting	Construction														
SUNO	Nursing and Allied Health Building					Planning and Design	Planning and Contracting	Construction															
SUI-C	Law Clinic					Planning and Design	Planning and Contracting	Construction															
SUAG	Swine and Poultry Structures Repairs					Planning and Design	Planning and Contracting	Construction															
SUAG	Meat Processing Lab Facility					Planning and Design	Planning and Contracting	Construction															

## **Mission Statement**

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## **FINANCE COMMITTEE** **(Following Facilities and Property Committee)**

### **AGENDA**

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

### **MEMBERS**

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

**Southern University System**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of June 30, 2024**  
**Executive Summary**

Attached is a summary of the Southern University System fiscal year 2023-2024 general operating budget financial activities for the month ending June 30, 2024. The Southern University System is reporting a \$2,206,125 shortfall in self-generated revenue as compared to the approved budget. The expenditures for the campuses has been adjusted to offset the shortfall for the fiscal year.

**Southern University Board and System Administration**

The System Office is funded from state appropriations and there is no projected shortfall in revenues.

**Southern University Baton Rouge Campus**

The Baton Rouge Campus is funded from state appropriations, self-generated revenue, and interagency transfer funds and there is no projected shortfall in revenues.

**Southern University Law Center**

The Law Center has a \$347,094 projected shortfall in self-generated revenue as compared to the approved budget. The Law Center has reduced related benefits, travel, operating expenditures, supplies, professional services, and other charges to balance the operating budget for the fiscal year.

**Southern University New Orleans Campus**

The New Orleans Campus has a \$1,574,770 projected shortfall in self-generated revenue as compared to the approved budget. The New Orleans Campus has reduced salaries, related benefits, travel, supplies, professional services, other charges, and acquisitions to balance the operating budget for the fiscal year.

**Southern University Shreveport Campus**

The Shreveport Campus has a \$334,261 projected shortfall in self-generated revenue as compared to the approved budget. The Shreveport Campus has reduced salaries, and related benefits to balance their operating budget for the fiscal year.

**Southern University Agricultural Research and Extension Center**

The Agricultural Research and Extension Center is funded from state appropriations and federal funds and there is no projected shortfall in revenues.

**Summary**

Based on the information above the campuses have made the appropriate adjustments to maintain a balance budget as of June 30, 2024. Revenues and expenditures will be monitored to ensure a balanced operating budget for fiscal year 2023-2024.



**Southern University System**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of June 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 67,990,531	\$ 63,035,154	\$ 4,955,377	\$ 67,990,531	\$ -	92.7%
Statutory Dedicated	5,162,889	4,602,903	559,986	5,162,889	-	89.2%
Federal	3,654,209	3,654,209	-	3,654,209	-	100.0%
<b>Self Generated</b>						
Tuition - Fall 2023	35,053,954	34,879,324	-	34,879,324	(174,630)	99.5%
Tuition - Spring 2024	33,055,023	31,310,851	-	31,310,851	(1,744,172)	94.7%
Tuition - Summer	4,378,224	6,799,318	(1,108,461)	5,690,857	1,312,633	155.3%
Out-of-State Fees	16,796,707	20,292,464	(456,491)	19,835,973	3,039,266	120.8%
Other	24,484,692	17,766,885	2,078,586	19,845,470	(4,639,222)	72.6%
Interagency Transfer	4,436,400	4,059,164	377,236	4,436,400	-	91.5%
<b>Total Revenues</b>	<b>\$ 195,012,629</b>	<b>\$ 186,400,272</b>	<b>\$ 6,406,232</b>	<b>\$ 192,806,504</b>	<b>\$ (2,206,125)</b>	<b>95.6%</b>
<b>Expenditures</b>						
Salaries	\$ 92,310,224	\$ 92,340,079	\$ (428,984)	\$ 91,911,095	\$ (399,129)	100.0%
Other Compensation	394,759	337,713	108,282	445,995	51,236	85.5%
Related Benefits	39,099,608	37,407,093	349,647	37,756,740	(1,342,868)	95.7%
<b>Total Personal Services</b>	<b>\$ 131,804,591</b>	<b>\$ 130,084,884</b>	<b>\$ 28,945</b>	<b>\$ 130,113,829</b>	<b>\$ (1,690,762)</b>	<b>98.7%</b>
Travel	1,490,311	1,292,089	39,551	1,331,640	(158,671)	86.7%
Operating Services	18,509,595	15,195,175	1,568,136	16,763,310	(1,746,285)	82.1%
Supplies	2,136,272	2,240,662	(107,556)	2,133,105	(3,167)	104.9%
<b>Total Operating Expenses</b>	<b>\$ 22,136,178</b>	<b>\$ 18,727,925</b>	<b>\$ 1,500,131</b>	<b>\$ 20,228,056</b>	<b>\$ (1,908,122)</b>	<b>84.6%</b>
Professional Services	2,727,372	2,276,424	194,155	2,470,579	(256,793)	83.5%
Other Charges	11,851,783	8,044,590	1,725,390	9,769,980	(2,081,803)	67.9%
Debt Services						
Interagency Transfers	7,865,134	7,526,422	1,589,304	9,115,726	1,250,592	95.7%
<b>Total Other Charges</b>	<b>\$ 22,444,289</b>	<b>\$ 17,847,436</b>	<b>\$ 3,508,849</b>	<b>\$ 21,356,286</b>	<b>\$ (1,088,003)</b>	<b>79.5%</b>
General Acquisitions	425,342	281,498	92,658	374,156	(51,186)	66.2%
Library Acquisitions	562,649	448,942	54,720	503,662	(58,987)	79.8%
Major Repairs	2,495,314	1,518,926	967,821	2,486,747	(8,567)	60.9%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 3,483,305</b>	<b>\$ 2,249,366</b>	<b>\$ 1,115,199</b>	<b>\$ 3,364,565</b>	<b>\$ (118,740)</b>	<b>64.6%</b>
Scholarships	15,144,266	18,061,683	(317,915)	17,743,768	2,599,502	119.3%
<b>Total Expenditures</b>	<b>\$ 195,012,629</b>	<b>\$ 186,971,295</b>	<b>\$ 5,835,209</b>	<b>\$ 192,806,504</b>	<b>\$ (2,206,125)</b>	<b>95.9%</b>

**Southern University Board and System Administration**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of June 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 5,465,886	\$ 4,936,772	\$ 529,114	\$ 5,465,886	\$ -	90.3%
Statutory Dedicated		-	-			
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2023		-	-			
Tuition - Spring 2024		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 5,465,886</b>	<b>\$ 4,936,772</b>	<b>\$ 529,114</b>	<b>\$ 5,465,886</b>	<b>\$ -</b>	<b>90.3%</b>
<b>Expenditures</b>						
Salaries	\$ 1,930,302	\$ 1,850,518	\$ -	\$ 1,850,518	\$ (79,784)	95.9%
Other Compensation	64,500	51,996	-	51,996	(12,504)	80.6%
Related Benefits	825,606	689,647	24,866	714,513	(111,093)	83.5%
<b>Total Personal Services</b>	<b>\$ 2,820,408</b>	<b>\$ 2,592,161</b>	<b>\$ 24,866</b>	<b>\$ 2,617,027</b>	<b>\$ (203,381)</b>	<b>91.9%</b>
Travel	365,000	224,996	15,000	239,996	(125,004)	61.6%
Operating Services	244,000	123,199	13,219	136,418	(107,582)	50.5%
Supplies	131,000	88,680	20,571	109,251	(21,749)	67.7%
<b>Total Operating Expenses</b>	<b>\$ 740,000</b>	<b>\$ 436,875</b>	<b>\$ 48,790</b>	<b>\$ 485,665</b>	<b>\$ (254,335)</b>	<b>59.0%</b>
Professional Services	151,000	119,191	128,000	247,191	96,191	78.9%
Other Charges	1,587,077	-	1,240,852	1,240,852	(346,225)	0.0%
Debt Services				-		
Interagency Transfers	97,401	860,588	-	860,588	763,187	883.6%
<b>Total Other Charges</b>	<b>\$ 1,835,478</b>	<b>\$ 979,779</b>	<b>\$ 1,368,852</b>	<b>\$ 2,348,631</b>	<b>\$ 513,153</b>	<b>53.4%</b>
General Acquisitions	70,000	14,563	-	14,563	(55,437)	20.8%
Library Acquisitions		-	-			
Major Repairs		-	-			
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 70,000</b>	<b>\$ 14,563</b>	<b>\$ -</b>	<b>\$ 14,563</b>	<b>\$ (55,437)</b>	<b>20.8%</b>
Scholarships		-	-			
<b>Total Expenditures</b>	<b>\$ 5,465,886</b>	<b>\$ 4,023,378</b>	<b>\$ 1,442,508</b>	<b>\$ 5,465,886</b>	<b>\$ -</b>	<b>73.6%</b>

**Southern University Baton Rouge Campus**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of June 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 26,580,412	\$ 24,412,060	\$ 2,168,352	\$ 26,580,412	\$ -	91.8%
Statutory Dedicated	1,845,766	1,462,616	383,150	1,845,766	-	79.2%
Federal	-	-	-	-	-	
<b>Self Generated</b>						
Tuition - Fall 2023	21,974,488	23,028,088	-	23,028,088	1,053,600	104.8%
Tuition - Spring 2024	21,244,676	20,492,836	-	20,492,836	(751,840)	96.5%
Tuition - Summer	2,201,756	4,513,941	(1,108,461)	3,405,480	1,203,724	205.0%
Out-of-State Fees	11,222,140	14,511,168	(456,491)	14,054,677	2,832,537	129.3%
Other	15,263,306	9,396,700	1,528,586	10,925,285	(4,338,021)	61.6%
Interagency Transfer	4,436,400	4,059,164	377,236	4,436,400	-	91.5%
<b>Total Revenues</b>	<b>\$ 104,768,944</b>	<b>\$ 101,876,573</b>	<b>\$ 2,892,371</b>	<b>\$ 104,768,944</b>	<b>\$ -</b>	<b>97.2%</b>
<b>Expenditures</b>						
Salaries	\$ 47,348,694	\$ 47,358,763	\$ 115,000	\$ 47,473,763	\$ 125,069	100.0%
Other Compensation	201,377	223,717	41,400	265,117	63,740	111.1%
Related Benefits	20,472,329	20,869,581	-	20,869,581	397,252	101.9%
<b>Total Personal Services</b>	<b>\$ 68,022,400</b>	<b>\$ 68,452,060</b>	<b>\$ 156,400</b>	<b>\$ 68,608,460</b>	<b>\$ 586,060</b>	<b>100.6%</b>
Travel	325,870	339,556	39,906	379,462	53,592	104.2%
Operating Services	11,126,486	7,954,939	1,074,174	9,029,114	(2,097,372)	71.5%
Supplies	937,411	963,724	12,877	976,601	39,190	102.8%
<b>Total Operating Expenses</b>	<b>\$ 12,389,767</b>	<b>\$ 9,258,219</b>	<b>\$ 1,126,958</b>	<b>\$ 10,385,176</b>	<b>\$ (2,004,591)</b>	<b>74.7%</b>
Professional Services	1,101,480	1,104,334	8,098	1,112,432	10,952	100.3%
Other Charges	3,935,631	3,854,256	30,607	3,884,863	(50,768)	97.9%
Debt Services						
Interagency Transfers	4,913,719	3,568,014	930,000	4,498,014	(415,705)	72.6%
<b>Total Other Charges</b>	<b>\$ 9,950,830</b>	<b>\$ 8,526,605</b>	<b>\$ 968,705</b>	<b>\$ 9,495,310</b>	<b>\$ (455,520)</b>	<b>85.7%</b>
General Acquisitions	62,032	58,735	7,548	66,283	4,251	94.7%
Library Acquisitions	137,649	104,690	21,548	126,238	(11,411)	
Major Repairs	62,000	-	53,433	53,433	(8,567)	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 261,681</b>	<b>\$ 163,425</b>	<b>\$ 82,530</b>	<b>\$ 245,954</b>	<b>\$ (15,727)</b>	<b>62.5%</b>
Scholarships	14,144,266	16,351,958	(317,915)	16,034,043	\$ 1,889,777	115.6%
<b>Total Expenditures</b>	<b>\$ 104,768,944</b>	<b>\$ 102,752,267</b>	<b>\$ 2,016,677</b>	<b>\$ 104,768,944</b>	<b>\$ -</b>	<b>98.1%</b>



**Southern University Law Center**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of June 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 6,952,683	\$ 6,286,258	\$ 666,425	\$ 6,952,683	\$ -	90.4%
Statutory Dedicated	200,240	156,190	44,050	200,240	-	78.0%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2023	5,376,929	4,825,707	-	4,825,707	(551,222)	89.7%
Tuition - Spring 2024	5,035,879	4,465,335	-	4,465,335	(570,544)	88.7%
Tuition - Summer	767,123	1,047,474	-	1,047,474	280,351	136.5%
Out-of-State Fees	4,913,227	4,808,007	-	4,808,007	(105,220)	97.9%
Other	3,649,709	4,249,251	-	4,249,251	599,542	116.4%
Interagency Transfer	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 26,895,790</b>	<b>\$ 25,838,221</b>	<b>\$ 710,475</b>	<b>\$ 26,548,696</b>	<b>\$ (347,094)</b>	<b>96.1%</b>
<b>Expenditures</b>						
Salaries	\$ 15,348,896	\$ 16,496,297	\$ -	\$ 16,496,297	\$ 1,147,401	107.5%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,928,583	5,559,848	-	5,559,848	(368,735)	93.8%
<b>Total Personal Services</b>	<b>\$ 21,277,479</b>	<b>\$ 22,056,145</b>	<b>\$ -</b>	<b>\$ 22,056,145</b>	<b>\$ 778,666</b>	<b>103.7%</b>
Travel	505,000	360,209	60,000	420,209	(84,791)	71.3%
Operating Services	1,815,326	1,068,487	100,000	1,168,487	(646,839)	58.9%
Supplies	280,000	198,618	75,000	273,618	(6,382)	70.9%
<b>Total Operating Expenses</b>	<b>\$ 2,600,326</b>	<b>\$ 1,627,315</b>	<b>\$ 235,000</b>	<b>\$ 1,862,315</b>	<b>\$ (738,011)</b>	<b>62.6%</b>
Professional Services	1,250,000	663,612	100,000	763,612	(486,388)	53.1%
Other Charges	553,468	406,217	-	406,217	(147,251)	73.4%
Debt Services	-	-	-	-	-	-
Interagency Transfers	264,517	510,407	-	510,407	245,890	193.0%
<b>Total Other Charges</b>	<b>\$ 2,067,985</b>	<b>\$ 1,580,237</b>	<b>\$ 100,000</b>	<b>\$ 1,680,237</b>	<b>\$ (387,748)</b>	<b>76.4%</b>
General Acquisitions	-	-	-	-	-	-
Library Acquisitions	300,000	266,828	33,172	300,000	-	88.9%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 300,000</b>	<b>\$ 266,828</b>	<b>\$ 33,172</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>88.9%</b>
Scholarships	650,000	650,000	-	650,000	-	100.0%
<b>Total Expenditures</b>	<b>\$ 26,895,790</b>	<b>\$ 26,180,524</b>	<b>\$ 368,172</b>	<b>\$ 26,548,696</b>	<b>\$ (347,094)</b>	<b>97.3%</b>

**Southern University New Orleans Campus**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of June 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 9,963,220	\$ 9,126,049	\$ 837,171	\$ 9,963,220	\$ -	91.6%
Statutory Dedicated	574,279	473,945	100,334	574,279	-	82.5%
Federal	-	-	-	-	-	
<b>Self Generated</b>						
Tuition - Fall 2023	4,144,256	3,467,248	-	3,467,248	(677,008)	83.7%
Tuition - Spring 2024	3,760,661	3,338,873	-	3,338,873	(421,788)	88.8%
Tuition - Summer	815,662	644,220	-	644,220	(171,442)	79.0%
Out-of-State Fees	366,000	677,949	-	677,949	311,949	185.2%
Other	3,998,838	3,382,357	50,000	3,432,357	(566,481)	84.6%
Interagency Transfer		-	-		-	
<b>Total Revenues</b>	<b>\$ 23,622,916</b>	<b>\$ 21,110,641</b>	<b>\$ 987,505</b>	<b>\$ 22,098,146</b>	<b>\$ (1,524,770)</b>	<b>89.4%</b>
<b>Expenditures</b>						
Salaries	\$ 12,615,271	\$ 12,105,610	\$ -	\$ 12,105,610	\$ (509,661)	96.0%
Other Compensation	-	-	-	-	-	
Related Benefits	5,049,569	4,383,006	-	4,383,006	(666,563)	86.8%
<b>Total Personal Services</b>	<b>\$ 17,664,840</b>	<b>\$ 16,488,616</b>	<b>\$ -</b>	<b>\$ 16,488,616</b>	<b>\$ (1,176,224)</b>	<b>93.3%</b>
Travel	20,000	15,472	-	15,472	(4,528)	77.4%
Operating Services	2,069,190	3,124,698	50,000	3,174,698	1,105,508	151.0%
Supplies	214,000	37,478	-	37,478	(176,522)	17.5%
<b>Total Operating Expenses</b>	<b>\$ 2,303,190</b>	<b>\$ 3,177,648</b>	<b>\$ 50,000</b>	<b>\$ 3,227,648</b>	<b>\$ 924,458</b>	<b>138.0%</b>
Professional Services	99,892	50,095	-	50,095	(49,797)	
Other Charges	2,880,796	426,934	-	426,934	(2,453,862)	14.8%
Debt Services				-		
Interagency Transfers	299,198	956,418	-	956,418	657,220	319.7%
<b>Total Other Charges</b>	<b>\$ 3,279,886</b>	<b>\$ 1,433,447</b>	<b>\$ -</b>	<b>\$ 1,433,447</b>	<b>\$ (1,846,439)</b>	<b>43.7%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	125,000	77,424	-	77,424	(47,576)	61.9%
Major Repairs	-	-	-	-	-	
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 125,000</b>	<b>\$ 77,424</b>	<b>\$ -</b>	<b>\$ 77,424</b>	<b>\$ (47,576)</b>	<b>61.9%</b>
Scholarships	250,000	871,011	-	871,011	621,011	348.4%
<b>Total Expenditures</b>	<b>\$ 23,622,916</b>	<b>\$ 22,048,146</b>	<b>\$ 50,000</b>	<b>\$ 22,098,146</b>	<b>\$ (1,524,770)</b>	<b>93.3%</b>

**Southern University Shreveport Campus**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of June 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 7,815,473	\$ 7,061,158	\$ 754,315	\$ 7,815,473	\$ -	90.3%
Statutory Dedicated	737,642	705,190	32,452	737,642	-	95.6%
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2023	3,558,281	3,558,281	-	3,558,281	-	100.0%
Tuition - Spring 2024	3,013,807	3,013,807	-	3,013,807	-	100.0%
Tuition - Summer	593,683	593,683	-	593,683	-	100.0%
Out-of-State Fees	295,340	295,340	-	295,340	-	100.0%
Other	1,572,839	738,578	500,000	1,238,578	(334,261)	47.0%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 17,587,065</b>	<b>\$ 15,966,037</b>	<b>\$ 1,286,767</b>	<b>\$ 17,252,804</b>	<b>\$ (334,261)</b>	<b>90.8%</b>
<b>Expenditures</b>						
Salaries	\$ 8,733,932	\$ 7,599,891	\$ 51,887	\$ 7,651,778	\$ (1,082,154)	87.0%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,871,343	3,194,814	82,800	3,277,614	(593,729)	82.5%
<b>Total Personal Services</b>	<b>\$ 12,605,275</b>	<b>\$ 10,794,705</b>	<b>\$ 134,687</b>	<b>\$ 10,929,392</b>	<b>\$ (1,675,883)</b>	<b>85.6%</b>
Travel	43,000	45,060	-	45,060	2,060	104.8%
Operating Services	2,732,161	1,959,799	772,362	2,732,161	-	71.7%
Supplies	102,500	264,797	-	264,797	162,297	258.3%
<b>Total Operating Expenses</b>	<b>\$ 2,877,661</b>	<b>\$ 2,269,656</b>	<b>\$ 772,362</b>	<b>\$ 3,042,018</b>	<b>\$ 164,357</b>	<b>78.9%</b>
Professional Services	20,000	192,249	-	192,249	172,249	961.2%
Other Charges	519,566	1,044,369	391,499	1,435,868	916,302	201.0%
Debt Services						
Interagency Transfers	1,464,563	805,259	659,304	1,464,563	-	55.0%
<b>Total Other Charges</b>	<b>\$ 2,004,129</b>	<b>\$ 2,041,877</b>	<b>\$ 1,050,803</b>	<b>\$ 3,092,680</b>	<b>\$ 1,088,551</b>	<b>101.9%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Scholarships	100,000	188,714	-	188,714	88,714	188.7%
<b>Total Expenditures</b>	<b>\$ 17,587,065</b>	<b>\$ 15,294,952</b>	<b>\$ 1,957,852</b>	<b>\$ 17,252,804</b>	<b>\$ (334,261)</b>	<b>87.0%</b>



**Southern University Agricultural Research and Extension Center**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of June 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 11,212,857	\$ 11,212,857	\$ -	\$ 11,212,857	\$ -	100.0%
Statutory Dedicated	1,804,962	1,804,962	-	1,804,962	-	100.0%
Federal	3,654,209	3,654,209	-	3,654,209	-	100.0%
<b>Self Generated</b>						
Tuition - Fall 2023	-	-	-	-	-	-
Tuition - Spring 2024	-	-	-	-	-	-
Tuition - Summer	-	-	-	-	-	-
Out-of-State Fees	-	-	-	-	-	-
Other	-	-	-	-	-	-
Interagency Transfer	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 16,672,028</b>	<b>\$ 16,672,028</b>	<b>\$ -</b>	<b>\$ 16,672,028</b>	<b>\$ -</b>	<b>100.0%</b>
<b>Expenditures</b>						
Salaries	\$ 6,333,129	\$ 6,929,000	\$ (595,871)	\$ 6,333,129	\$ -	109.4%
Other Compensation	128,882	62,000	66,882	128,882	-	48.1%
Related Benefits	2,952,178	2,710,197	241,981	2,952,178	-	91.8%
<b>Total Personal Services</b>	<b>\$ 9,414,189</b>	<b>\$ 9,701,197</b>	<b>\$ (287,008)</b>	<b>\$ 9,414,189</b>	<b>\$ -</b>	<b>103.0%</b>
Travel	231,441	306,796	(75,355)	231,441	-	132.6%
Operating Services	522,432	964,052	(441,620)	522,432	-	184.5%
Supplies	471,361	687,365	(216,004)	471,361	-	145.8%
<b>Total Operating Expenses</b>	<b>\$ 1,225,234</b>	<b>\$ 1,958,213</b>	<b>\$ (732,979)</b>	<b>\$ 1,225,234</b>	<b>\$ -</b>	<b>159.8%</b>
Professional Services	105,000	146,943	(41,943)	105,000	-	139.9%
Other Charges	2,375,245	2,312,813	62,432	2,375,245	-	97.4%
Debt Services	-	-	-	-	-	-
Interagency Transfers	825,736	825,736	-	825,736	-	100.0%
<b>Total Other Charges</b>	<b>\$ 3,305,981</b>	<b>\$ 3,285,492</b>	<b>\$ 20,489</b>	<b>\$ 3,305,981</b>	<b>\$ -</b>	<b>99.4%</b>
General Acquisitions	293,310	208,200	85,110	293,310	-	71.0%
Library Acquisitions	-	-	-	-	-	-
Major Repairs	2,433,314	1,518,926	914,388	2,433,314	-	62.4%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 2,726,624</b>	<b>\$ 1,727,126</b>	<b>\$ 999,498</b>	<b>\$ 2,726,624</b>	<b>\$ -</b>	<b>63.3%</b>
Scholarships	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 16,672,028</b>	<b>\$ 16,672,028</b>	<b>\$ -</b>	<b>\$ 16,672,028</b>	<b>\$ -</b>	<b>100.0%</b>

## Mission Statement

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## LEGAL AFFAIRS COMMITTEE

(Following Finance Committee)

### AGENDA

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

- A. Request Approval of Contracts, Amendments, Agreements, Grants, etc...  
Equal to or Greater than \$300,000.00

Title	Description	Amount	Campus
1. K12 Management, Inc.	K12 will provide full time student licenses to the Lab School for grades K-12 which includes content, hosting and instruction. Services will also include an academic mentor, live instruction sessions, physical course materials, testing administrative services, testing proctoring services, associated onsite technical support and other services as reasonably necessary for testing	\$ 1,300,000.00	SU Lab School
2. Louisiana Department of Health	The contractor will provide services for the Special Supplemental Nutrition Program for Women, Infants, & Children (LA WIC Program). Facilities and staff will be provided to recruit potentially eligible individuals for WIC program participation; determine eligibility for program. conduct nutrition risk assessment(s); provide nutrition and breastfeeding education	\$ 740,000.00 over (3) three years,	SUBR-School of Nursing
3. Deumite Construction	Deumite Construction shall furnish all labor and materials and perform all of the work required to build, construct and complete in a thorough and workmanlike manner for the Multimedia Center Renovation (W.W. Stewart Hall).	\$487,100.00	SUBR

- B. Request Approval of Contract with Hammonds, Sills, Adkins, Guice, Noah, & Perkins, LLP (SUS)

5. Other Business

6. Adjournment

**MEMBERS**

Atty. Tony Clayton– Chair, Atty. Domoine Rutledge – Vice Chair  
Atty. Edwin Shorty, Miss Dana Bailey, Ms. Christy O. Reeves, Ms. Maple L. Gaines  
Mr. Myron K. Lawson – Ex Officio





## Southern University and A&M College System

J.S. Clark Administration Building  
4th Floor  
Baton Rouge, Louisiana 70813

Office of The  
President-Chancellor  
(225) 771-4092

Fax Number  
(225) 771-5522

July 3, 2024

Mr. Dennis J. Shields  
President  
J.S. Clark Administration Building, 4<sup>th</sup> Floor  
Baton Rouge, LA 70813

RE: K12 Management, Inc. (SU Laboratory School)

Dear President Shields,

This correspondence is regarding the attached Contract between K12 Management, Inc. and Southern University Laboratory School which has been reviewed and approved by The Office of General Counsel.

K12 will provide full time student licenses to the Lab School for grades K-12 which includes content, hosting and instruction. Services will also include an academic mentor, live instruction sessions, physical course materials, testing administrative services, testing proctoring services, associated onsite technical support and other services as reasonably necessary for SU Laboratory School to conduct testing. The estimated amount payable to K12 Management for the 2024-2025 school year totals \$ 1,300,000.00, which warrants Board approval.

Please let me know if you have any questions or concerns.

Thank you,

A handwritten signature in blue ink, appearing to read "Christ Beaner".

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision...Global*

*Excellence*

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



Date: Friday, May 17, 2024

To: Luria Young, Ph.D.  
Vice Chancellor for Academic Affairs  
3rd Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70813

**Re: Stride Learning Solutions Contract -Southern University Laboratory Virtual School**

This letter of justification is being submitted for approval of the contract with Stride Learning Solutions. Stride Learning Solutions is the sole provider for the Southern University Laboratory Virtual School (SULVS). Southern University Laboratory Virtual School has been in partnership with Stride Learning Solutions for the past 11 years educating students across the state of Louisiana. The Virtual School utilizes Stride Learning Solutions teachers, Academic Mentors, curriculum, and support services as needed.

Southern University Laboratory Virtual School is charged \$3,000 per student for up to six (6) courses in grades K-12. The contract is inclusive of services that are provided to complete state-mandated testing (LEAP 2025, ACT, DIBELS) across the state of Louisiana. The estimated cost for the 2024-2025 school year is \$1.3 million dollars.

During the time of partnership with Stride Learning Solutions, the virtual school has shown tremendous growth. Southern University Laboratory Virtual School was recognized by the Louisiana Department of Education as a Louisiana Comeback Campus for the 2022-2023 school year. Louisiana Comeback Campuses were schools that increased the percentage of students scoring mastery and above, decreased the percentage of students scoring unsatisfactory in both math and ELA on statewide assessments, and increased their ACT index score when compared to 2019. The virtual school has also seen a 26 point increase in the School Performance Score since the 2018-2019 school year. The growth and success of Southern University Laboratory Virtual School is in part due to the partnership with Stride Learning Solutions.

If you have any questions and/or concerns please let me know. Thank you in advance for your leadership and support.

Respectfully,

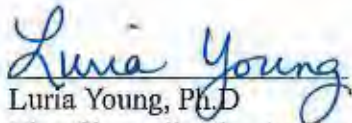
A handwritten signature in black ink, appearing to read 'Herman R. Brister'.

Herman R. Brister  
Director

CC: Nadia W. Seals  
Director of SULVS

Page 2 of 2

Re: Stride Learning Solutions Contract -Southern University Laboratory Virtual School



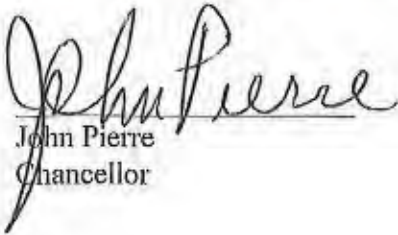
Luria Young, Ph.D

Vice Chancellor for Academic Affairs



Desiree Monroe Thomas

VC for Finance & Administration



John Pierre

Chancellor



Dennis Shields

President





This Online Educational Products and Services Order (this "Order"), dated as of 3/31/2023 (the "Order Effective Date"), is between Southern University Laboratory School, PO BOX 9494, Baton Rouge, LA 70813 ("Customer") and K12 Management Inc. ("K12"), 11720 Plaza America Dr., 9th Floor, Reston, VA 20190. This Order incorporates and is in all respects subject to the K12 Online Educational Products and Services Agreement Terms (the "Terms") that is published at <https://www.stridelearning.com/learning-solutions/products-and-services-agreement-terms.html> on the date that this Order bears the signatures of both Customer and K12. All capitalized terms that are not defined in this Order will have the meanings assigned to those terms in the Terms. I am authorized by Customer to enter into this Order for the products, services and licenses indicated herein, at the prices set forth below and pursuant to the Terms.

**Accepted by Customer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name (Print): Dennis J. Shields Title: President

**Accepted by K12:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

1. **Period:** 7/1/2024 through 6/30/2025 and is not eligible for a renewal period.
2. **Territory:** Students served by Southern University Laboratory School, LA
3. For the Services and/or Products provided under this Order, Customer shall pay the following Fees:

Qty	Product	Product Description	Unit Price	Total Price
125	Learning Academy Grade K-5 Full-time Student Annual License	License for a grade K-5 individual student enrollment in up to six (6) annual courses per school year. Includes content, hosting, and instruction. Materials ordered separately.	\$3,000.00	\$375,000.00
125	Learning Academy Grade 6-12 Full-time Student Annual License	License for a grade 6-12 individual student enrollment in up to twelve (12) semester courses per school year. Includes content, hosting, and instruction. Materials ordered separately.	\$3,000.00	\$375,000.00
150	Learning Academy Grade 6-12 Semester Course License	License for a grade 6-12 individual student enrollment in a semester course with instruction. Includes content, hosting, and instruction. Materials ordered separately. One (1) credit courses are invoiced for each semester.	\$300.00	\$45,000.00
As Ordered	Academic Mentor	K12 Instructional Service Team providing academic support and mentoring for ten (10) months to a full-time student in grade 6-12.	\$350.00	As Ordered
As Ordered	Live Instruction Sessions	One (1) sixty (60) minute direct instruction session for up to thirty enrolled Math and ELA elementary students. Customer will communicate requests to schedule sessions via designated Partner Solutions Manager.	\$90.00	As Ordered
As Ordered	K12 K-12 Physical Course Materials	License for a grade K-12 individual student enrollment in an annual course per school year. Includes content and hosting. Materials ordered separately.	\$100.00	As Ordered
As Ordered	Enrollment Services Only	Access to K12's proprietary enrollment Parent Portal system via a URL unique to the school. Dedicated toll-free number to the K12 enrollment center for school-specific inbound inquiries. Enrollment operations including monitoring and reporting, and consultation and enrollment guidance from K12 enrollment center agents for interested families. Fee is calculated per enrolled student as counted on October 1 of each school year during the Period. A student is deemed enrolled if the student is approved by K12 or Customer as an enrollment in the K12 enrollment system. Access to utilize the parent portal to determine student registration intentions for the following school year. Priced per student enrolled on 4/1 of the prior school year.	\$300.00	As Ordered



Qty	Product	Product Description	Unit Price	Total Price
As Ordered	Testing Administrative Services	Coordination for testing services for each test session in grades 3-12, including site set-up, proctor contracting, and travel for site administrators. Priced per student scheduled for the testing session. Includes test site administrators.	\$100.00	As Ordered
As Ordered	Testing: Test Proctoring Services (Onsite)	One proctor onsite delivering test proctoring services in hourly increments. Customer will also be invoiced for travel expenses.	Customer will be invoiced for hourly rate plus travel expenses per third party vendor costs incurred by K12, for which K12 will provide reasonable proof of costs incurred.	As Ordered
As Ordered	Testing: Site Fees	K12 will survey and procure classrooms or other approved testing sites for use. Customer will be by Customer during onsite testing. During testing K12 will provide associated onsite technical support and other services as reasonably necessary for Customer to conduct testing.	Customer will be invoiced for all per site costs incurred by K12, for which K12 will provide reasonable proof of costs incurred.	As Ordered

K12 reserves the right to replace or substitute any product offerings set forth in this Order for another similar product or service, subject to availability.

#### 4. Description of Educational Products.

##### Content License:

Each course includes content as described in the course catalog. K12 may from time to time, in its sole discretion, deliver or otherwise make available to the Customer certain updated courseware, which such updates shall also be subject to all of the Terms. The Customer acknowledges and agrees that certain courseware and updates thereto may be designed to utilize separate textbook products or course materials and the Customer may be responsible for procuring such materials. A complete list of required materials may be accessed at <https://www.fueleducation.com/materials>.

##### K12 Materials:

Instructional text or e-books, supplies, and teaching tools (collectively, "Materials") for students and/or instructors. A complete list of required materials may be accessed at <https://www.fueleducation.com/materials>. K12 will reclaim durable Materials by informing the Customer and/or its students which Materials need to be returned and provide pre-paid return shipping labels. K12 Materials are intended solely for the use of the teachers and the students enrolled in K12 courses to whom K12 provides the Materials. Customer shall not transfer or resell the Materials to any other person. If a replacement component is required or a durable material is not returned, the Customer will be invoiced for the component or Materials (plus shipping, if applicable). Customers will provide K12 with reasonable assistance in obtaining durable Materials from students and their parents.

#### 5. Description of Services.

##### Instructional Services:

Customer will be provided licensed teachers for instruction to enrolled students for selected courses.

##### Hosting Solution:

The set-up, configuration, and hosting of the applicable courseware for the delivery of courses for the provision of educational services to students in the Territory and enrolled in Customer's educational programs.

##### Live Instruction Sessions:

Customer will be provided with professional services as described in Section 3 above.

##### Enrollment Services:

Customer will be provided the enrollment services as described in Section 3. Customer grants K12 and its affiliates a limited license for the Period to use its logo and provided intellectual property solely for the performance of this Order. For the avoidance of doubt, information that K12 obtains with respect to leads generated including contact information shall be owned by K12 and its affiliates.

#### 6. Billing Terms.

Customer shall be invoiced for the Educational Products and Services ordered hereunder in accordance with the Terms unless otherwise specified on this Order. Unless otherwise set forth in this section, Customer shall be invoiced monthly and all invoices shall be payable Net 30 days from Customer's receipt of invoice. No refunds, credits or cancellations allowed.

##### Learning Academy Full-Time Student Annual License with Instructional Services:

Customer will be invoiced in full for the unit price of the license upon Order, and a named student will be assigned to the license on day 15 of course start date. Customer will be invoiced monthly for enrollments exceeding the quantity purchased in the table above. For clarity, students enrolled in five (5) or more courses are considered full-time students. This license is not reusable or transferable to another student. Students enrolled in more than the allotted courses per license will be invoiced for a single course at the standard rate. All payments are due within thirty (30) days of the Customer's receipt of the invoice. There is no refund or credit for withdrawals occurring after fourteen (14) days from enrollment. No other refunds, credits, or cancellations are allowed.

##### Learning Academy Course License:

Customer will be invoiced in full for the unit price of the license upon Order, and a named student will be assigned to the license on day 15 of course start date. Customer will be invoiced monthly for enrollments exceeding the quantity purchased in the table above. All payments are due within thirty

(30) days of the Customer's receipt of the invoice. There is no refund or credit for withdrawals occurring after fourteen (14) days from enrollment. No other refunds, credits, or cancellations are allowed.

Live Instruction Sessions:

K12 will invoice the Customer for Live Instruction Sessions as ordered through the Partner Solutions Manager. All payments are due within thirty (30) days of the Customer's receipt of the invoice. No refunds, credits, or cancellations are allowed.

Materials Refund Policy:

Materials, including K12 K-12 Physical Course Materials costs are refunded 50% if the student is withdrawn within fourteen (14) days of order placement. There is no refund or credit on materials for withdrawals occurring after fourteen (14) days. No other refunds, credits or cancellations are allowed.

Testing Products and Services:

K12 will invoice the Customer for total Testing Products and Services fees (including Proctoring and Site fees, and any associated shipping & travel expenses) within thirty (30) days of Customer's onsite testing, with payment due Net 30 days from Customer's receipt of invoice. No refunds or credits.

Testing Administrative Services:

K12 will invoice the Customer for total Testing Administrative Services fees within thirty (30) days of Customer's onsite testing, with payments due Net 30 days from Customer's receipt of invoice. No refunds or credits.

Academic Mentor: The \$350.00 per student fee will be billed equally over ten months monthly. Any student that is active in the month prior, will be billed in arrears on the 1<sup>st</sup> day of the next calendar month.



## Southern University and A&M College System

J.S. Clark Administration Building  
4th Floor  
Baton Rouge, Louisiana 70813

Office of The  
President-Chancellor  
(225) 771-4092

Fax Number  
(225) 771-5522

July 1, 2024

Mr. Dennis J. Shields  
President-  
J.S. Clark Administration Building, 4<sup>th</sup> Floor  
Baton Rouge, LA 70813

RE: Louisiana Department of Health (SUBR-School of Nursing)

Dear President Shields,

This correspondence is regarding the attached Contract between the LDH Office of Public Health Bureau of Nutrition Services and Southern University and A&M College which has been reviewed and approved by The Office of General Counsel.

SUBR through its School of Nursing will provide services for the Special Supplemental Nutrition Program for Women, Infants, & Children (LA WIC Program). Facilities and staff will be provided to recruit potentially eligible individuals for WIC program participation; determine eligibility for program participation; conduct nutrition risk assessment(s); provide nutrition and breastfeeding education; develop nutrition care plans; and issue electronic food benefits for use in exchange for supplemental foods. The maximum amount payable to SUBR totals \$ 740,000.00 over (3) three years, which warrants Board approval.

Please let me know if you have any questions or concerns.

Thank you,

A handwritten signature in blue ink, appearing to read "C. Beaner", is written over a blue horizontal line.

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision...Global*

*Excellence*

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



CONTRACT BETWEEN STATE OF LOUISIANA  
LOUISIANA DEPARTMENT OF HEALTH

LaGov # 2000828094

OPH

Office of Public Health

Agency # 378

Bureau of Nutrition Services

AND

Southern University School of Nursing

FOR

Personal Service ☐ Professional Service ☐ Consulting Services ☐ Social Services ☐ Governmental (State/Agency) ☒ Governmental (Local) ☐

RFP NUMBER (if applicable)

Emergency ☐Sole Source ☐

1) Contractor (Registered Legal Name)	Southern University School of Nursing	4) Vendor Supplier #	310087588	5) State LDR Account # (if applicable)	9835299001
2) Street Address	Bldg. 170, Swan Street	6) Parish(es) Served (List all that apply)	Statewide		
City	Baton Rouge	State	LA	Zip Code	70813
3) Telephone Number	(225) 771-3324	7) License or Certification #			
4) Mailing Address (if different)	P. O. BOX 11794	8) Contractor Status			
		Subrecipient:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
		Corporation:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
		For Profit:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
		Publicly Traded:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
City	Baton Rouge	State	LA	Zip Code	70813
		8a) CFDA#(Federal Grant#)	10.557		

## 9) Brief Description Of Services To Be Provided:

The contractor will provide services for the Special Supplemental Nutrition Program for Women, Infants, & Children (LA WIC Program). Facilities and staff will be provided to recruit potentially eligible individuals for WIC program participation; determine eligibility for program participation; conduct nutrition risk assessment(s); provide nutrition and breastfeeding education; develop nutrition care plans; & issue electronic food benefits for use in exchange for supplemental foods. See attached statement of work.

10) Effective Date 07/01/2024

11) Termination Date 08/30/2027

12) Maximum Contract Amount \$ 740,000.00

13) Estimated Amounts by Fiscal Year SFY25: \$248,668.67; SFY26: \$246,668.67; SFY27: \$248,668.68

## 14) Terms of Payment

If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:

Payment of invoices will be based on approval of Bureau of Nutrition Services Director (or designee) net 30 days from receipt of properly documented and timely submitted invoice. Contractor will be reimbursed at a flat rate of \$20 per participant per month for SFY25, SFY26, & SFY27. The contractor shall have up to ninety (90) days from the invoice delivery date to notify the WIC Finance Manager (or designee) of any dispute under that invoice. Contractor will submit staff compensation, travel, and clinic operating expenses with monthly invoices in accordance with statement of work. Travel will be reimbursed in accordance with General Travel Regulations, Policy and Procedure Memorandum 049 as outlined in attached statement of work.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

## 14a) PAYMENT WILL BE MADE

ONLY UPON APPROVAL OF:

First Name

Jennifer

Last Name

Nicklas

Title

Program Manager 4-DHH - Director

Phone Number

(225) 342-7988

## 15) Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):

List all required Attachments

Attachment A: Statement of Work  
Attachment B: Diversity and Inclusion Statement  
Attachment C: Liquidated Damages Addendum

List all required Exhibits

Exhibit A: Board Resolution Letter

Types of Attachments and Exhibits

## ATTACHMENTS

- Statement of Work
- Fee Schedule/Budget
- Special Provisions
- Standard Provisions
- Diversity and Inclusion Statement
- OIG Addendum

## EXHIBITS

- Board Resolution/Signature Authority
- Resume
- License



During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. **Discrimination Clause:** Contractor hereby agrees to abide by the requirements of the following, as applicable: Section 1557 of the Patient Protection and Affordable Care Act (42 U.S.C. §18116); Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d, et seq.); Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e, et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. §6101, et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794); Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. §794d); the Americans with Disabilities Act of 1990 (42 U.S.C. §12101, et seq.); the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. §4212); the Fair Housing Act of 1968 (42 U.S.C. §3601, et seq.); and Federal Executive Order 11246; and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services.

Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, sexual orientation, age, national origin, disability, political affiliation, veteran status, or any other non-merit factor. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this Contract.

2. **Confidentiality:** Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and patient/client confidentiality. Information obtained under this Contract shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. **Right to Audit:** The Louisiana Legislative Auditor, Office of the Governor, Division of Administration, and Department auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this Contract during the Contract and for a period of five (5) years following final payment. Contractor grants to the State of Louisiana, through the Office of the Louisiana Legislative Auditor, Louisiana Department of Health, and State Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or Department policy requiring an audit of Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the term of this contract, for any period, four (4) copies of the audit report shall be sent to the Louisiana Department of Health, Attention: Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3767 and one (1) copy of the audit shall be sent to the originating office within the Department.

4. **Record Retention:** Contractor agrees to retain all books, records, and other documents relevant to the Contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 75.361, whichever is longer.

Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit, or copy records at Contractor's site, without expense to the Department.

5. **Record Ownership:** All records, reports, documents, and other material delivered or transmitted to Contractor by the Department shall remain the property of the Department, and shall be returned by Contractor to the Department, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the Department, and shall, upon request, be returned by Contractor to the Department, at Contractor's expense, at termination or expiration of this contract.

6. **Nonassignability:** Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this Contract may be assigned to a bank, trust company, or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of State Procurement.

7. **Taxes:** Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this Contract shall be Contractor's. Contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.

8. **Insurance:** Contractor shall obtain and maintain during the term of this Contract all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect Contractor, the Louisiana Department of Health, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the Contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.

9. **Travel:** In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The Contract contains a maximum compensation that shall be inclusive of all charges including fees and travel expenses.

10. **Political Activities:** No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the Legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.

11. **State Employment:** Should Contractor become an employee of the classified or unclassified service of the State of Louisiana during the term of the contract, Contractor must notify his/her appointing authority of any existing Contract with the State of Louisiana and notify the contracting office with the Department of any additional State employment. This is applicable only to contracts with individuals.

12. **Ownership of Proprietary Data:** All non-third party software and source code, records, reports, documents, and other material delivered or transmitted to Contractor by the State shall remain the property of the State, and shall be returned by Contractor to the State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the State, and shall be returned by Contractor to the State, at Contractor's expense, at termination or expiration of this contract.

13. **Subcontracting:** Contractor shall not enter into any subcontract for work or services contemplated under this Contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by Contractor of items and services that are incidental but necessary for the performance of the work required under this contract.

No subcontract shall relieve Contractor of the responsibility for the performance of contractual obligations described herein.

14. **Conflict of interest:** Contractor acknowledges that the Code of Governmental Ethics, La. R.S. 42:1101, et seq., applies to Contractor in the performance of services under this contract. Contractor warrants that no person and no entity providing services pursuant to this Contract on behalf of Contractor or any subcontractor is prohibited from providing such services by the provisions of La. R.S. 42:1113. Contractor agrees to immediately notify the Department if potential violations of the Code of Governmental Ethics arise at any time during the term of the contract.
15. **Unauthorized Services:** No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs that have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to offset and withhold said amounts from any amount due to Contractor under this Contract for costs that are allowable.
16. **Fiscal Funding:** This Contract is subject to and conditioned upon the availability and appropriation of federal and/or state funds; and no liability or obligation for payment will develop between the parties until the Contract has been approved by required authorities of the Department; and, if Contract exceeds \$2,000, the Division of Administration, Office of State Procurement.

The continuation of this Contract is contingent upon the appropriation of funds from the Legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. **State and Federal Funding Requirements:** Contractor shall comply with all applicable requirements of state or federal laws or regulations relating to Contractor's receipt of state or federal funds under this contract.

If Contractor is a "subrecipient" of federal funds under this contract, as defined in 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), Contractor shall comply with all applicable requirements of 2 CFR Part 200, including but not limited to the following:

- Contractor must disclose any potential conflict of interest to the Department and the federal awarding agency as required by 2 CFR §200.112.
- Contractor must disclose to the Department and the federal awarding agency, timely and in writing, all violations of federal criminal laws that may affect the federal award, as required by 2 CFR §200.113.
- Contractor must safeguard protected personally identifiable information and other sensitive information, as required by 2 CFR §200.303.
- Contractor must have and follow written procurement standards and procedures in compliance with federally approved methods of procurement, as required by 2 CFR §§200.317 - 200.326.
- Contractor must comply with the audit requirements set forth in 2 CFR §§200.501 - 200.521, as applicable, including but not limited to:
  - Electronic submission of data and reports to the Federal Audit Clearinghouse (FAC) (2 CFR §200.512(d)).
  - Ensuring that reports do not include protected personally identifiable information (2 CFR §200.512(a)(2)).

Notwithstanding the provisions of paragraph 3 (Auditors) of these Terms and Conditions, copies of audit reports for audits conducted pursuant to 2 CFR Part 200 shall not be required to be sent to the Department.

18. **Amendments:** Any alteration, variation, modification, or waiver of provisions of this Contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department, and, if the Contract exceeds \$5,000, by the Division of Administration, Office of State Procurement. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.
19. **Non-Infringement:** Contractor will warrant all materials, products, and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against the Department, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in the Department's name, but at Contractor's expense and shall indemnify and hold the Department harmless against any loss, expense, or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists, or other allied health providers solely for medical services.
20. **Purchased Equipment:** Any equipment purchased under this Contract remains the property of Contractor for the period this Contract and future continuing contracts for the provision of the same services. Contractor must submit a vendor invoice with the reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of one thousand dollars (\$1,000.00) or more. Contractor has the responsibility to submit to the Contract Monitor an inventory list of equipment items when acquired under the Contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of the contracted services, the equipment purchased under this Contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within thirty (30) days of termination of services.
21. **Indemnity:** Contractor agrees to protect, indemnify, and hold harmless the State of Louisiana and the Department from all claims for damages, costs, expenses, and attorney fees arising in Contract or tort from this Contract or from any acts or omissions of Contractor's agents, subcontractors, employees, officers, or clients, including, but not limited to, premises liability and any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which La. R.S. 40:1237.1, et seq. provides malpractice coverage to Contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (La. R.S. 13:5106.1(E)). Further, it does not apply to premises liability when the services are being performed on premises owned and operated by the Department.

22. **Severability:** Any provision of this Contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in state or federal law, or applicable state or federal regulations.
23. **Entire Agreement:** Contractor agrees that the current Contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of this contract.
24. **E-Verify:** Contractor acknowledges and agrees to comply with the provision of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this contract.
25. **Remedies for Default:** Any claim or controversy arising out of this Contract shall be resolved by the provisions of La. R.S. 38:1672.2-1672.4.  
**Other Remedies:** If the Contractor fails to perform in accordance with the terms and conditions of this Contract, or if any lien or claim for damages, penalties, cost and the like is asserted by or against the State, then, upon notice to the Contractor, the State may pursue all remedies available to it at law or equity, including retaining monies from amounts due the Contractor and proceeding against any surety of the Contractor.
26. **Governing Law:** This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 38:1551-1736; rules and regulations; executive orders; standard terms and conditions, and specifications listed in the Request for Proposal (RFP), if applicable; and this contract.
27. **Contractor's Cooperation:** Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the State, when requested. This applies even if this Contract is terminated and/or a lawsuit is filed. Specifically, Contractor shall not limit or impede the State's right to audit or shall not withhold State-owned documents.
28. **Continuing Obligation:** Contractor has a continuing obligation to disclose to the Department any suspension or debarment by any government entity, including, but not limited to, the General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contracts.
29. **Eligibility Status:** Contractor and each tier of subcontractors, shall certify that it is not excluded, disqualified, disbarred, or suspended from contracting with or receiving Federal funds or grants from the Federal Government. Contractor and each tier of subcontractors shall certify that it is not on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs promulgated in accordance with Executive Orders 12549 and 12689, and "NonProcurement Debarment and Suspension" set forth at 2 CFR Part 376.
30. **Act 211 Taxes Clause:** In accordance with La. R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that Contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the State and collected by the Louisiana Department of Revenue prior to the approval of this Contract by the Office of State Procurement. Contractor hereby attests to its current and/or prospective compliance, and agrees to provide its seven-digit LDR Account Number to the Department so that Contractor's tax payment compliance status may be verified. Contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this Contract by the Office of State Procurement. The Department reserves the right to withdraw its consent to this Contract without penalty and proceed with alternate arrangements should Contractor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) business days of such notification.
31. **Termination for Cause:** The Department may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the contract; provided that the Department shall give Contractor written notice specifying Contractor's failure. If within thirty (30) days after receipt of such notice, Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the Department may, at its option, place Contractor in default and the Contract shall terminate on the date specified in such notice. Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Department to comply with the terms and conditions of this contract; provided that Contractor shall give the Department written notice specifying the Department's failure and a reasonable opportunity for the State to cure the defect.
32. **Termination for Convenience:** The Department may terminate this Contract at any time by giving thirty (30) days written notice to Contractor. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.
33. **Confidentiality:** Contractor shall protect from unauthorized use and disclosure all information relating to the State's operations and data (e.g. financial, statistical, personal, technical, etc.) that becomes available to the Contractor in carrying out this Contract. Contractor shall use protecting measures that are the same or more effective than those used by the State. Contractor is not required to protect information or data that is publicly available outside the scope of this Contract; already rightfully in the Contractor's possession; independently developed by the Contractor outside the scope of this Contract; or rightfully obtained from third parties. Under no circumstance shall the Contractor discuss and/or release information to the media concerning this project without prior express written approval of the State.
34. **Prohibition of Discriminatory Boycotts of Israel:** In accordance with La. R.S. 39:1602.1, any Contract for \$100,000 or more and for any contractor with five (5) or more employees, Contractor, and any subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this Contract, refrain from a boycott of Israel. The State reserves the right to terminate this Contract if Contractor, or any subcontractor, engages in a boycott of Israel during the term of the contract.
35. **Cybersecurity Training:** In accordance with La. R.S. 42:1267 (B)(3) and the State of Louisiana's Information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor's employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Contractor must present evidence of such compliance annually and upon request. The Contractor may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost.

For purposes of this Section, "access to State government information technology assets" means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.



36. **Code of Ethics:** The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et seq. Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Contract. The Contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this Contract.
37. **Countersignature:** This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.
38. **No Employment Relationship:** Nothing in this Contract shall be construed to create an employment or agency relationship, partnership, or joint venture between the employees, agents, or subcontractors of Contractor and the State of Louisiana.
39. **Venue:** Venue for any action brought with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.
40. **Commissioner's Statements:** Statements, acts, and omissions made by or on behalf of the Commissioner of Administration regarding the RFP or RFP process, this contract, Contractor, and/or any subcontractor of Contractor shall not be deemed a conflict of interest when the Commissioner is discharging his duties and responsibilities under law, including, but not limited, to the Commissioner of Administration's authority in procurement matters.
41. **Order of Precedence Clause:** In the event of any inconsistent or incompatible provisions in a Contract which resulted from an RFP, this signed Contract (excluding the RFP and Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of Contractor's proposal. *This Order of Precedence Clause applies only to contracts that resulted from an RFP.*
42. **Contractor must comply with the Office of Technology Services (OTS) Information Security Policy,** <https://www.dos.la.gov/Pages/ots/InformationSecurity.aspx>.
- Contractor must report to the State any known breach of security no later than forty-eight (48) hours after confirmation of the event. Notify the Information Security Team ("IST") by calling the Information Security Hotline at 1-844-892-8019 and emailing the security team at [infosec@la.gov](mailto:infosec@la.gov).
  - Contractor must follow OTS Information Security Policy for Data Sanitization requirements for any equipment replaced during the Contract and at the end of the contract for all equipment which house confidential/restricted data provided by the State.
  - Contractor must ensure appropriate protections of data is in accordance with HIPAA Rules and HITECH Act.
  - If Contractor will have access to data originating from the Centers for Medicare and Medicaid Services (CMS), then Contractor must ensure their computer system is in compliance with CMS latest version of the Minimum Acceptable Risk Standards for Exchanges (MARS-E) Document Suite, currently MARS-E 2.0. The CMS MARS-E 2.0 requirements include but are not limited to the below listed requirements:
    - Multi-factor authentication is a CMS requirement for all remote users, privileged accounts and non-privileged accounts. In this context, a "remote user" is referencing staff accessing the network from offsite, normally with a client virtual private network with the ability to access CMS data.
    - Perform criminal history check for all staff prior to granting access to CMS data. All employees and contractors requiring access to Patient Protection and Affordable Care Act (PL 111-148) sensitive information must meet personnel suitability standards. These suitability standards are based on a valid need-to-know, which cannot be assumed from position or title, and favorable results from a background check. The background checks for prospective and existing employees (if not previously completed) should include, at a minimum, contacting references provided by the employee as well as the local law enforcement agency or agencies.

**43. HIPAA Business Associate Provisions**

If Contractor is a Business Associate of the Department, as that term is defined herein, because Contractor either: (a) creates, receives, maintains, or transmits protected health information (PHI) for or on behalf of the Department; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for the Department involving the disclosure of PHI, the following provisions will apply:

- Definitions: As used in these provisions -
  - The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 CFR Parts 160 and 164, which were originally promulgated by the U. S. Department of Health and Human Services (DHHS) pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996 and were subsequently amended pursuant to the Health Information Technology for Economic and Clinical Health ("HITECH") Act of the American Recovery and Reinvestment Act of 2009.
  - The terms "Business Associate", "Covered Entity", "disclosure", "electronic protected health information" ("electronic PHI"), "health care provider", "health information", "health plan", "protected health information" ("PHI"), "subcontractor", and "use" have the same meaning as set forth in 45 CFR §160.103.
  - The term "security incident" has the same meaning as set forth in 45 CFR §164.304.
  - The terms "breach" and "unsecured protected health information" ("unsecured PHI") have the same meaning as set forth in 45 CFR §164.402.
- Contractor and its agents, employees and subcontractors shall comply with all applicable requirements of the HIPAA Rules and shall maintain the confidentiality of all PHI obtained by them pursuant to this Contract as required by the HIPAA Rules and by this Contract.
- Contractor shall use or disclose PHI solely: (a) for meeting its obligations under the contract; or (b) as required by law, rule, regulation (including the HIPAA Rules), or as otherwise required or permitted by this Contract.
- Contractor shall implement and utilize all appropriate safeguards to prevent any use or disclosure of PHI not required or permitted by this Contract, including administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Department.
- In accordance with 45 CFR §164.502(e)(1)(ii) and (if applicable) §164.308(b)(2), Contractor shall ensure that any agents, employees, subcontractors, or others that create, receive, maintain, or transmit PHI on behalf of Contractor agree to the same restrictions, conditions, and requirements that apply to Contractor with respect to such information, and it shall



ensure that they implement reasonable and appropriate safeguards to protect such information. Contractor shall take all reasonable steps to ensure that its agents', employees', or subcontractors' actions or omissions do not cause Contractor to violate this Contract.

- f. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this Contract, report such disclosure in writing to the person(s) named in Terms of Payment on page 1 of this document. Disclosures which must be reported by Contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any "breach of the security system" as defined in the Louisiana Database Security Breach Notification Law, La. R.S. 51:3071 et seq. At the option of the Department, any harm or damage resulting from any use or disclosure which violates this Contract shall be mitigated, to the extent practicable, either: (a) by Contractor at its own expense; or (b) by the Department, in which case Contractor shall reimburse the Department for all expenses that the Department is required to incur in undertaking such mitigation activities.
- g. To the extent that Contractor is to carry out one or more of the Department's obligations under 45 CFR Part 164, Subpart E, Contractor shall comply with the requirements of Subpart E that apply to the Department in the performance of such obligation(s).
- h. Contractor shall make available such information in its possession which is required for the Department to provide an accounting of disclosures in accordance with 45 CFR §164.528. In the event that a request for accounting is made directly to Contractor, Contractor shall forward such request to the Department within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR §164.528 for at least six (6) years after the date of the last such disclosure.
- i. Contractor shall make PHI available to the Department upon request in accordance with 45 CFR §164.524.
- j. Contractor shall make PHI available to the Department upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR §164.526.
- k. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by Contractor on behalf of the Department available to the Secretary of the DHHS for purposes of determining the Department's compliance with the HIPAA Rules.
- l. Contractor shall indemnify and hold the Department harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys' fees resulting from any violation of this provision by Contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
- m. The parties agree that the legal relationship between the Department and Contractor is strictly an independent contractor relationship. Nothing in this Contract shall be deemed to create a joint venture, agency, partnership, or employer-employee relationship between the Department and Contractor.
- n. Notwithstanding any other provision of the contract, the Department shall have the right to terminate the Contract immediately if the Department determines that Contractor has violated any provision of the HIPAA Rules or any material term of this contract.
- o. At the termination of the contract, or upon request of the Department, whichever occurs first, Contractor shall return or destroy (at the option of the Department) all PHI received or created by Contractor that Contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, Contractor shall extend the confidentiality protections of the Contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

**SIGNATURES TO FOLLOW ON THE NEXT PAGE**

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

CONTRACTOR

STATE OF LOUISIANA, LOUISIANA  
DEPARTMENT OF HEALTH

SIGNATURE

DATE

Dr. Michael Stubblefield

NAME

Vice Chancellor for Research

TITLE

SIGNATURE

DATE

NAME

Secretary, Louisiana Department of Health or Designee

TITLE

SIGNATURE

DATE

Dennis J. Shields

NAME

President

TITLE

SIGNATURE

DATE

Tonya Joiner, JD

NAME

Assistant Secretary, Office of Public Health

TITLE

## ATTACHMENT A STATEMENT OF WORK

### A. GOAL/PURPOSE:

The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) is funded by the United States Department of Agriculture's Food and Nutrition Service (USDA FNS) and administered through the Louisiana Department of Health, Office of Public Health, Bureau of Nutrition Services (LDH- OPH-BONS). Pregnant, postpartum, and breastfeeding women and children up to age five that qualify for WIC receive benefits in the form of healthy supplemental foods, nutrition education, breastfeeding support, and referrals to other healthcare and social services.

- WIC supplemental foods are good sources of protein, iron, calcium, folic acid, Vitamin C and fiber. These foods and nutrients contribute to health pregnancies and healthy growth and development during childhood.
- WIC promotes successful breastfeeding and provides access to lactation support.
- A WIC visit includes participant-centered counseling, anthropometric screenings, referrals and nutrition and breastfeeding education. These services help parents make good decisions on what and how to feed their families.

This contract is funded with 100% federal funding provided by USDA FNS. Contracted agencies are required to follow obligations as outlined in this contract.

The purpose of this contract is for the Contractor to partner with the BONS to administer the WIC Program services within the community by operating and maintaining a WIC clinic site and staff to service eligible women, infants, and children under the age of five.

In accordance with the eligibility criteria provided in 7 CFR 246, to be eligible to provide WIC services, Contractor shall:

- Provide ongoing health services free, or at reduced cost, to Louisiana residents in areas of populations with substantial numbers of women, infants, and children at nutritional risk.
- Meet staffing standards.
- Issue WIC benefits.
- Provide nutrition education and referrals to all enrolled participants.
- Provide breastfeeding support to pregnant and postpartum women.
- Have the facilities and equipment necessary for the collection of data and retention of records in the provision of WIC services to women, infants, and children.
- Complete the necessary regulatory and administrative requirements of the Program.
- New providers must have a successful clinic inspection prior to contract issuance.

### B. DELIVERABLES:

#### 1. Deliverable 1:

The Contractor shall administer the WIC Program within the respective communities, working to reach and/or maintain a maximum caseload/participation.

The Contractor will:

- Understand what drives participant satisfaction and focus key processes to continuously increase it.
- Conduct community outreach, at least one (1) activity per month, to recruit new WIC applicants and promote the Program to WIC applicants, internal staff, and external stakeholders.
  - Cultivate and strengthen partnerships to increase Louisiana women, infants, and children's access to WIC services. Ensure outreach activities target the underserved population, especially women in early months of pregnancy and migrant farm workers.
    - Collaborate with national, state, and local partners to maximize impact of WIC activities.
    - Ensure that outreach activities are coordinated, aligned, and synergistic with other outreach efforts under the purview of the BONS.



- Utilize BONS-developed list of mandatory organizations for outreach contacts. Work with agencies to increase awareness and utilization of WIC services.
- Participate in community health fairs.
- Recruit eligible women, infants, and children to apply for WIC Program participation.
- Determine eligibility for Program participation as per the Louisiana WIC Policy and Procedures Manual.

### **Monitoring Plan**

The BONS will:

- Plan, implement, and coordinate best-practice approaches to enhance continuous quality improvement (QI), increase participant satisfaction, and facilitate projects on measurement and monitoring of WIC services provided by Contractor.
- Develop methods for data collection and easy-to-use reports for clinical sites to monitor productivity, quality of care, and participant satisfaction.
- Review monthly participation reports and monitor participation reports for trends. Approve monthly participation reports from the Louisiana WIC Information Network (LAWIN).
- Review planned outreach activities and trainings held. Monitor for impactful content and delivery.
- Advise and assist Contractor on quality management (QM) and provide technical assistance to clinical sites on the integration and monitoring of QI activities through the management evaluation process.
- In consultation with Regional Nutritionists, determine annual training calendar for WIC contract clinics on quality assurance (QA) and QI; host regular trainings for Contractor clinical staff.

Leslie Lewis, Nutrition Operations Program Manager, and Tim Shea or Lekesha Lafayette-Green, Contracts Program Monitor(s), or his/her designee will monitor this deliverable.

## **2. Deliverable 2:**

The Contractor shall provide and maintain facilities to accommodate projected WIC participation.

The Contractor will:

- Maintain established, consistent hours of operations. If there is to be a closure of clinic during regular hours of operation (with the exception of holidays or during times of declared disasters), the Contractor is to provide at least 72-hour notice to the BONS Nutrition Operations management team via the Regional Nutritionist.
- Operate in a handicapped accessible, smoke free facility.
  - The No Smoking policy of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act (PL 103-111) stipulates that each Contractor agency and/or WIC clinic (if several clinics are operated by a single Contractor) must have an announced public policy against smoking in any area where WIC Program functions are performed in order to be eligible to receive WIC administrative funds.
  - The no-smoking policy applies only:
    - During the times that the WIC Program is actually operating at a clinic site; and,
    - To those areas where WIC Program functions are being performed.
- Operate a facility with a waiting room occupancy that accommodates 20 adults and children, at minimum.
- Have the facilities and equipment necessary for the collection of data and retention of records in the provision of WIC services to women, infants, and children.
- Request state approval before reducing space allocation or changing the location of the facility.
- Collect, handle, and disclose WIC participant information in a confidential manner during all aspects of a WIC visit.
- Protect confidentiality of participants.

- Have a private consultation area for obtaining personal information (income identification, adjunctive eligibility, etc.) and providing WIC benefits.
- Have a private area for obtaining weight and hematological values, and measuring height.
- Have an area to confidentially store participant records.
- Designate and secure a room/locked cabinet to store Electronic Benefit Transfer (EBT) cards and special formula.
- Have a private area for certifying and/or providing nutrition consultation.
- Provide a self-evaluation with a report of noted space allocations, if requesting a space allocation reduction or change in location site.

The BONS will:

- Evaluate space and physical location as deemed necessary by the State to assure confidentiality is maintained with collection, handling, and disclosure of WIC participant information during all aspects of a WIC visit.
- Review storage of EBT cards and special formula annually to ensure that it is in a locked secure area.
- Approve or deny noted space allocation reports.

#### **Monitoring Plan**

The BONS will:

- Monitor Contractor for adherence to this deliverable.
- In consultation with Regional Nutritionist, assess needs of Contractor related to resources and barriers to service.

Cathy Daniels, Evaluation and Policy Program Manager, or his/her designee will monitor this deliverable.

### **3. Deliverable 3:**

The Contractor shall provide qualified trained staff to provide WIC benefits.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

The Contractor will:

- Maintain documentation of the staff's credentials to be available at the contract site for audit/review immediately upon requests. Staffing standards and/or qualifications are as follows:
  - Employ at least two (2) individuals one full time equivalent (FTE) to fulfill the responsibilities of a Competent Professional Authority (CPA) and another to fulfill the responsibilities of Clerk/Nutrition Educator. The professionals eligible to serve as the CPA include Registered Dietitians/Nutritionists (RD), Health Educators, and Licensed Practical Nurses (under the direction of a Registered Nurses, or Physicians).
    - Prior to hiring a WIC Coordinator, CPA and/or Nutritionist, the Contractor is required to consult with the BONS and submit intent to employ forms for evaluation of qualifications.
  - Increase staffing incrementally as caseload increases, in accordance with the below table:

**Minimum Employees**

WIC Contract Site	Caseload	FTE Required
Initial Start Up	Up to 375 Participants	2
	376 to 1000 Participants	3
	1001 to 1500 Participants	4
	1501 to 2000 Participants	5

Every 375 participants serviced beyond 2000 will require 1 additional employee

- Identify a WIC Coordinator and a Breastfeeding Coordinator. Ideally, these duties should be assigned to a Nutritionist, but at a minimum these duties must be assigned to a CPA.
- If the CPA is not a Nutritionist, the Contractor must employ a Nutritionist to develop care plans and provide high-risk nutrition counseling. A Nutritionist must be a Registered and Licensed Dietitian. If the Nutritionist is to be employed by part time contract, the number of hours per month must increase as participation increases.
- Assure that the staff person responsible for performing WIC certification, prescribing food packages and providing nutrition and breastfeeding education for WIC participants meets the WIC Program staffing standards per state policy.
  - Prior to hiring a WIC Coordinator, CPA and/or Nutritionist, the Contractor is required to consult with the BONS and submit intent to employ forms for evaluation of qualifications.
- Provide the name of the person who will be responsible for Program management to the Nutrition Operations Manager and financial management of the contract to the Business Operations Manager or his/her designee.
- Ensure that all newly hired employees complete the required WIC training modules and post-tests within six (6) months of hire.
- Give notice to BONS Nutrition Operations management team within five (5) working days of staff's resignation or termination of staff (WIC Coordinator, CPA, and/or Nutritionist) with a plan for providing WIC benefits until replacement staff is hired and trained.
- Ensure WIC staff attend meetings/conferences/trainings mandated by the State. Complete required sign-in sheet to verify staff participation in mandatory training/meetings.
- Submit a request in writing to the State Agency to obtain approval by the Louisiana Department of Health Institutional Review Board (LDH IRB) prior to using data developed as a result of its WIC Program contract or participate in research or surveys involving WIC participants.

The BONS will:

- Ensure that the Contractor meets minimum staffing standards and requirements.
- Monitor Contractor for staffing standards and requirements (both federal and state) as designated by OPIL.
- Review monthly expense forms for expenditures in order to ensure staff are spending adequate amount of time to each funded activity (General WIC, Nutrition Education, and Breastfeeding) in accordance with funding formula. Analyze submitted support documentation when requested and during Management Evaluations.
- Review LDH IRB request for approval or denial.

#### **Monitoring Plan**

Leslie Lewis, Nutrition Operations Program Manager, and Tim Shea or Lckesha Lafayette-Green, Contracts Program Monitor, or his/her designee will monitor this deliverable.

#### **4. Deliverable 4:**

The Contractor shall provide services to eligible pregnant women, infants and children under the age of five.

The Contractor will:

- Provide WIC services to WIC participants in a professional, efficient and participant-centered manner.
- Provide a welcoming environment to participants.
- Accommodate cultural and language diversity of participants through translation services.
- Make appointments for services in a family centered manner utilizing the approved Louisiana WIC management information system (MIS).
  - Schedule appointments in accordance with the Louisiana WIC Policy and Procedure Manual.



- Provide appointments to applicants, even for participants who may live in another city or region of the state, to ensure delivery of services.
  - Schedule clinics to ensure the best use of staff availability at all times.
  - Develop and maintain a clinic schedule to optimize time and space.
- Serve as an adjunct to health care through the provision of referrals.
  - Maintain and make available a list of local resources for drug and substance abuse counseling and treatment.
  - Provide participants with a written referral to programs to satisfy suspected or identified needs.
  - Ensure that the WIC staff assess the immunization status of infants and children, referring them to the appropriate health care provider as necessary.
- Make facilities available to BONS Nutrition Operations staff to observe clinic appointments and flow, and calculate the number of participants certified per CPA hour during a management evaluation.
- Provide written response within thirty (30) days of the WIC Management Evaluation Summary.
- Be responsible for a self-evaluation according to the Louisiana WIC Nutrition Operations self-management evaluation schedule to determine the Contractor's compliance.

The BONS will:

- Provide programmatic support, guidance, and technical assistance to the Contractor on best practices to ensure optimum flow of participants and utilization of space. This includes recommendation on budgeting, controlling costs, planning, scheduling, and procedural change in order to achieve and maintain an efficient, cost-effective program.
- Arrange and convene management evaluations and provide technical assistance during self-evaluations.

#### **Monitoring Plan**

The BONS will:

- Measure and evaluate the provision of WIC services and participation.
- With regards to complaints or issues with Contractor site operations, which may include staffing matters, provide report to the Contractor on corrective action recommendations made and followed up on; monitor for identification of substantive issues and timely resolution of corrective actions.
- Schedule and conduct management evaluations at least every two (2) years, per 7 CFR 246.
  - Audit the Contract by observing clinic flow and number of participants during the management evaluation.
  - Complete management evaluation documentation, and provide to Contractor,

#### **5. Deliverable 5:**

The Contractor shall issue benefits to enrolled WIC participants as indicated in the Louisiana WIC Policy and Procedure Manual.

The Contractor will:

- Offer a sufficient number of clinic hours of operation to provide WIC benefits, by appointment or walk-in, within the required ten (10) to 20 calendar days of the individual's request for services (ten days for pregnant women, transfers and migrant farm workers and 20 days for post-partum/breastfeeding women, infants and children).
- Assess eligibility and provide services to all individuals requesting WIC benefits without cost to the individual.
- Determine and document Program eligibility, including verifying Medicaid eligibility.
- Ensure participants' confidentiality in all service transactions.
- Document issuance of food benefits.

The BONS will:

- Observe the staff scheduling and clinic flow during the management evaluation conducted every two (2) years.

- Clearly define Program eligibility standards and provide eligibility determination/assessment updates to Contractor.
- Execute strategies to ensure proper knowledge of Medicaid programs, eligibility, and application processes. Engage and communicate with Medicaid staff on a regular basis to stay well-informed of Medicaid program.
- Assure confidentiality of participants in all transactions, during management evaluations and other routine site visits.
- Track food benefit issuance for accountability.

#### **Monitoring Plan**

The BONS will:

- Review eligibility assessments on a quarterly basis.
- Monitor for timely and high quality execution, and increased number of participants seeking WIC services.

Cathy Daniels, Evaluation and Policy Program Manager, or his/her designee will monitor this deliverable.

#### **6. Deliverable 6:**

The Contractor shall provide nutrition education and referrals to all enrolled participants.

The Contractor will:

- Provide and document quality nutrition education to individual participants at each certification, mid-certification and re-certification visit using the principles of Value Enhanced Nutrition Assessment (VENA).
- Through staff Nutritionist(s), develop and provide each high-risk participant, and any other participants who requests, with a nutrition care plan.
- Offer online nutrition education ([wichealth.org](http://wichealth.org)).
- Ensure that staff makes referrals to the Nutritionists for high-risk counseling following Chapter 16: Referrals in the Louisiana WIC Policy and Procedure Manual.
- Develop collaborative partnerships with WIC clinical champions who can support education and training endeavors.
- Make facilities accessible for BONS Nutrition Operations staff to witness a high-risk nutrition visit.
  - Provide written response within thirty (30) days of the WIC Management Evaluation Summary.
  - Be responsible for a self-evaluation according to the Louisiana WIC Nutrition Operations self-management evaluation schedule to determine the Contractor's compliance.

#### **Monitoring Plan**

The BONS will:

- Design, implement, and monitor nutrition education materials (both in print and online).
- Review educational materials and training plans, resources, and evaluations. Products will be reviewed for timeliness, quality, innovation, and substantive impact.
- Review meeting sign-in sheets to track attendance. Ensure appropriate staff attends required trainings and statewide meetings.

Celia Bridgeforth, Nutrition Education and Special Formula Manager, or his/her designee will monitor this deliverable.

#### **7. Deliverable 7:**

The Contractor shall promote breastfeeding initiation and continued duration at least up to one year of age.

The Contractor will:

- Create a positive clinic environment that promotes breastfeeding as the preferred method of infant feeding. Examples include the presence of a lactation room and breastfeeding posters.
- Ensure that WIC-related staff promote breastfeeding (through conversation, educational materials, online resources, etc.) and provide technical assistance and support activities to all prenatal and breastfeeding participants.
- Ensure that all WIC-related staff attend required trainings on breastfeeding promotion and support.
- Designate a staff person as Breastfeeding Coordinator to coordinate breastfeeding promotion and assistance to participants and staff.
- Ensure that the WIC-related staff provide breastfeeding support equipment for breastfeeding women requiring assistance.
- Utilize a scheduled breastfeeding appointment and demonstrate breastfeeding support or promotion during management evaluation.
- If the Contractor has a Louisiana WIC Breastfeeding Peer Counselor (PC) assigned to the contract clinic, work collaboratively with the Peer Counselor to increase the number of women and infants meeting the American Academy of Pediatrics (AAP) recommendations for breastfeeding.
- If the Contractor has a Louisiana WIC Breastfeeding Peer Counselor (PC) assigned to contract clinic, include the Peer Counselor in outreach activities and/or education events if deemed beneficial by clinic and PC.

The BONS will:

- Design, implement, and monitor breastfeeding materials (both in print and online).
- Review educational materials and training plans, resources, and evaluations. Products will be reviewed for timeliness, quality, innovation, and substantive impact.
- Review meeting sign-in sheets to track attendance. Ensure appropriate staff attends required trainings and statewide meetings.

#### **Monitoring Plan**

Tara Landry, State Breastfeeding Coordinator, or his/her designee will monitor this deliverable.

#### **8. Deliverable 8:**

The Contractor shall complete the necessary regulatory and administrative requirements of the Program.

The Contractor will:

- Follow rules and regulations of WIC Program.
  - Federal WIC legislation: 7 CFR 246.
  - Louisiana WIC Policy and Procedure Manual.
  - Federal rules and regulations regarding fiscal management (OMB Super Circular).
  - Terms within this contract.
- Be in compliance with federal civil rights non-discrimination laws and regulations and USDA civil rights regulations and policies.
- Ensure that newly hired staff complete required WIC Program certifications and trainings.
- Ensure supporting documentation and invoices for exempt formula, breast pumps, and other supplies are submitted on time as set forth in State Agency policies, procedures, and guidelines.
- Report known or suspected child abuse or neglect to the area office of the Louisiana Department of Children and Family Services, in accordance with state and federal statutes.
- Respond to requests, written or otherwise, from BONS within five (5) calendar days. Notify BONS within five (5) days of any contact changes for representatives of the Contractor (email, phone number, etc.).
- Request reimbursement above the flat rate of \$20 per participant seen for any reasonable and necessary WIC-specific expenses related to technological equipment (including printers, scanners, etc.) and necessary equipment to operate efficiently within LAWIN by following the procedure below:



- Obtain a quote from an approved vendor. Provide specifications and request approval of technological equipment purchases.
- Submit quote to request purchase pre-approval to Thomas Shuff, Contracts Manager, or his/her designee.
  - If approved, the Contractor will receive an email confirmation of approval and may proceed with purchase.
  - If denied, the Contractor will receive an email confirmation of denial and should not proceed with purchase.
- Submit pre-approved quote/invoice and purchase receipt along with monthly invoice submission.
- Prior approval must be given for nutrition education supplies, which includes visual aids, food demonstrations (if clinic has an approved WIC kitchen), and teaching materials. Supply costs are not to exceed \$80 per month. OPH-BONS has a list of pre-approved supplies. In addition to having the available funds in the contract to cover costs, a written request listing the supplies with an itemized cost must be submitted to Thomas Shuff, Contracts Manager, or his/her designee for approval to purchase items.
- Verify system changes with BONS prior to implementing.
- Adhere to Louisiana State Property Control Laws, Regulations, Administrative Codes, and Policies, any applicable federal funding source requirements, and LDH Policy 61.2. Failure to comply may result in termination of contract.
  - State-provided equipment should be requested from the state office.
  - Provide security of WIC equipment and accept liability for any damage to or loss of WIC equipment.
  - Enforce a segregation of duties required to complete property control tasks that enhances the internal controls needed to prevent fraud and error.
  - Provide annual submission, or if necessary, immediately upon request, an inventory of all property and other assets purchased with WIC funds. This includes printers, scanners, cell phones, hot spots/MiFis, other specialty items, etc. This report does not need to include furniture.
  - Coordinate delivery and/or return of assets with BONS Property Control staff regarding new state purchased assets, internal/external transfers, data sanitization, surplus, and/or dismantlement.
    - Equipment that is no longer operational must be returned to the WIC Program.
    - The Contractor is expressly prohibited from transferring state equipment/property between sites.
- Submit monthly invoice form accompanied with participation reports and expenditure form. Maintain supporting documentation for expenditures for six (6) years and make available upon request and during management evaluations.

The BONS will:

- Implement policies and procedures associated with aforementioned standards and requirements.
- Assist with coordination, management, monitoring, and reporting of activities.
- Monitor Contractor for compliance with rules, regulations, guidelines, and policies.
- Based on established methods, determine the contract award amount.
- Monitor expenditures and accounts payable for grant and contract deliverables.
- Monitor payments in accordance with outlined allowable costs upon review and approval of invoices.
- Monitor Contractor for adherence to deliverables.

#### **Monitoring Plan**

Cathy Daniels, Evaluation and Policy Program Manager will provide access to the Louisiana WIC Policy and Procedure Manual online, via the WIC Library, as well as to the online WIC Training modules, via the WIC LMS.

Cathy Daniels, Evaluation and Policy Program Manager, and Thomas Shuff, Contracts Manager, or his/her designee will conduct management evaluations and sub-recipient monitoring site visits.

The BONS Contracts Management staff will review invoices for compliance of USDA regulations of allowable costs and expenses. Thomas Shuff, Contracts Manager, or his/her designee will monitor.

### C. PAYMENT TERMS

Contractor will be paid at a flat rate of \$20 per participant seen per month. The payment rate of \$20 per participant shall be utilized to cover all expenses which could arise under the terms of this agreement, except as otherwise provided herein. The amount to be paid to the Contractor shall not exceed those amounts given herein. Please see Attachment C for allowable expenditures of the federal WIC funds within the \$20 per participant per month reimbursement. This list is not an exhaustive one. Payment of invoices will be based on approval of Bureau of Nutrition Services Director and/or Business Operations Manager.

The invoice is to be submitted by the 10th day of the following month of services rendered. BONS Contract Monitor will review the participation data, and adjust as needed, providing notification of such changes to amount invoiced to the Contractor. The Contractor will provide the following:

- Invoice statement.
- Monthly participation data from reporting system.
- Monthly expense form.

General ledger and supporting documentation (payroll reports, receipts, bank statements, etc.) accounting for the stated costs and expenses is to be maintained by the Contractor for at least six (6) years, and be made available for review by BONS. Costs and expenses invoiced should be in compliance with USDA regulations for allowable costs and expenses.

Contractor shall be responsible for security of WIC equipment and accepts liability for any damage to or loss of WIC equipment. On an annual basis, by the 15th of October, the Contractor is to provide documentation of WIC equipment/property in the Contractor's possession.

Allowable WIC costs include the costs of WIC food benefits, certification of WIC participants, nutrition education, breastfeeding promotion, outreach, and general Program administration.

Follow the below guidance as allowable expenditures of the federal WIC funds within the \$20 per participant per month reimbursement to include but may not be limited to:

- Contractor's salaries and related/fringe benefits of personnel rendering WIC services.
  - Compensation based on actual time and effort devoted specifically to the WIC Program, including fringe benefits.
  - Time and Effort (T&E) certification via the monthly invoice expense form:
    - Supporting documentation must be available at local agency for review
    - Signed and certified by representative of the Agency
  - Completion of quarterly time studies to be submitted with invoices for the months of July, October, January, & April of each year.
- Routine travel necessary to meet the terms of the agreement according to State Travel Regulation in PPM #49. Extraordinary travel for professional, clerical, or the nutrition staff is subject to prior approval by OPH except for routine travel.
- Supplies, being the costs of materials acquired, consumed, or expended specifically for WIC, may include:
  - Food models and samples.
  - Medical supplies (such as gloves and alcohol wipes) necessary for hemoglobin or hematocrit determinations to meet WIC policy specifications and office supplies.
  - Postage and shipping relative to the provision of WIC services.
  - Computer equipment (including printers, scanners, and other peripherals).
  - Office supplies such as paper and pens.
  - Nutrition education materials.
- Operating services costs, which may include printing costs, postage and shipping, telephone and internet costs, lab fees associated with certification, and rental expenses for physical space relative to the provision of WIC services.
  - Concerning rent, it must be based on actual costs paid by agency. Specifically, to be included as an expense, this expenditure amount must be based on WIC's share of total space based on square footage studies.
  - If no rent is paid, a usage fee or depreciation costs may be accounted for as an expenditure per OMB Super Circular guidelines.

- Nutrition education and breastfeeding promotion, which are costs related to individual or group education sessions with participants, must be clearly identified on the invoice. This may include:
  - Provision of nutrition education and/or breastfeeding promotion materials such as pamphlets.
  - Training and evaluation of education.
  - Mailing educational materials.
  - Physical activity promotion.
- Capital assets/equipment are articles of non-expendable tangible personal property having a useful life of more than one year and/or an acquisition cost of \$5,000 or more. This may include office equipment such as chairs, desks, filing cabinets, non-expendable medical equipment, measuring boards, and scales.
- Outreach costs associated with building caseload, including advertising.
  - Program incentive costs are limited to reasonable and necessary costs that promote the specific Program purposes of outreach, nutrition education, and/or breastfeeding. However, these items must be nominal in value. An example is a pen with logo/name and address on it.
  - Otherwise, giveaways and financial incentives are not allowed. This includes meals.

NONE OF THE EXPENSES ENUMERATED ABOVE SHALL BE PAID SEPERATELY OR IN ADDITION TO THE PARTICIPANT FLAT RATE. THE FLAT RATE COVERS ALL EXPENSES THAT MAY ARISE OUT OF THIS CONTRACT, EXCEPT AS OTHERWISE PROVIDED HEREIN.

### **Equity, Diversity and Inclusion Statement**

The Louisiana Department of Health (LDH) characterizes equity, diversity and inclusion as representing the differences and similarities of all individuals while creating a work environment in which those same individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the work of LDH in a safe and welcoming environment.

LDH values diversity in its workplace, vendor network, customers, and communities. As a state agency, LDH believes that diversity contributes to the success of Louisiana and society. LDH values the unique contributions of individuals with wide ranging backgrounds and experiences, and believes an inclusive culture allows our employees to contribute their best. Because of this, LDH is committed to equal opportunity and fair treatment for all.

This agency prohibits discrimination on the basis of age, race, color, gender, religion, ethnicity, disability, marital or family status, national origin, sexual orientation, veteran status, genetic information, medical condition, or any other non-merit factor. LDH is fully committed to being a model for equity, diversity, inclusion, belonging, and accessibility, where all team members are treated with dignity and respect. This principle extends to all decisions relating to recruitment, hiring, contracting, training, placement, advancement, compensation, benefits, and termination.

By signing this contract, contractor acknowledges the following:

- a. That LDH values diversity in the workplace and that contractor agrees to value diversity in its workplace, further;
- b. That contractor is subject to uphold this Diversity and Inclusion Statement in actions related to the execution and/or fulfillment of this contract; and
- c. That subject to federal and/or state laws, contractor agrees not to discriminate on the basis of age, race, color, gender, religion, ethnicity, disability, marital or family status, national origin, sexual orientation, veteran status, genetic information, or medical condition, in any action related to the execution and/or fulfillment of this contract.



**LDH Liquidated Damages**

**Liquidated Damages**

- A. In some cases, the actual damage to State as a result of Contractor's failure to meet specific deliverables or other material obligations as set forth herein are difficult or impossible to determine with precise accuracy. Therefore, the parties agree that State may assess liquidated damages as set forth below; provided that State has given Contractor written notice thereof and an opportunity to cure in accordance with the terms as set forth below.
- B. ***Failure to Meet Performance Standards.*** Except to the extent Contractor's failure to meet the deliverables of the Contract is caused by or results from (i) any act or omission of any entity other than Contractor or its subcontractors; (ii) an event of force majeure; or (iii) other factors beyond the Contractor's reasonable control, State may assess to the Contractor liquidated damages in an amount not to exceed \$1,000 per occurrence per day, up to the 5th occurrence in any month. After the 5th occurrence in any month, and up to the 10th occurrence in any month, the Contractor's liquidated damages for that month will not exceed \$2,000 per occurrence per day for such additional occurrences. After the 10th occurrence in any month, the Contractor's liquidated damages for that month will not exceed \$10,000 per occurrence per day for such additional occurrences.
- C. Contractor shall ensure that there are no federal, state, or departmental audit findings in which Contractor has been found to have failed to comply with federal, state, or departmental legal requirements, policies, or procedures. The State may assess to the Contractor liquidated damages in an amount not to exceed fifty thousand dollar (\$50,000) per audit.
- D. The State, at its option, may collect any assessed liquidated damages from Contractor by deducting them from its monthly invoice payments or quarterly retainage payments to Contractor.



## Southern University and A&M College System

J.S. Clark Administration Building  
4th Floor  
Baton Rouge, Louisiana 70813

Office of The  
President-Chancellor  
(225) 771-4092

Fax Number  
(225) 771-5522

July 8, 2024

Mr. Dennis J. Shields  
President  
J.S. Clark Administration Building, 4<sup>th</sup> Floor  
Baton Rouge, LA 70813

RE: Deumite Construction (SUBR-W.W. Stewart Hall Renovation)

Dear President Shields,

This correspondence is regarding the attached Contract between Deumite Construction and Southern University and A&M College which has been reviewed and approved by The Office of General Counsel.

Deumite Construction shall furnish all labor and materials and perform all of the work required to build, construct and complete in a thorough and workmanlike manner for the Multimedia Center Renovation (W.W. Stewart Hall). The maximum amount payable to Contractor totals \$ 487,100.00, which warrants Board approval.

Please let me know if you have any questions or concerns.

Thank you,

A handwritten signature in blue ink, appearing to read "Christ Beaner".

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision... Global*  
*Excellence*  
**WWW.SUS.EDU**



**Purchasing Department**

**Purchasing Department**

P.O. Box 9534

Baton Rouge, LA 70813

Phone: (225) 771-4580

Fax: (225) 771-2026

To: Christ Beaner  
Associate General Counsel  
Office of the President  
Southern University System

From: Linda Antoine, Director *La*

Date: July 5, 2024

Re: Contract Approval

Attached is contract for Board of Supervisors' approval. Bid 10321 was advertised and submitted for the Multimedia Renovation located in W. W. Stewart Hall. Deumite Construction, LLC was the lowest responsive bidder from the two bidders that responded to the project. Deumite Construction was asked to submit deductions to be within the Title 3 budget. The bid was advertised in The Advocate and Louisiana Procurement bid reporting system (LAPAC).

*The following documents are included:*

Contract for Deumite Construction, LLC \$487,100.00

Vendors' Price Sheets

Bid Tabulation Sheet

Please contact me if you need additional information,

STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE

## CONTRACT

### CONTRACT BETWEEN OWNER AND CONTRACTOR

This agreement entered into this 5th day of July, 2024 by DEUMITE CONSTRUCTION, hereinafter called the "Contractor", whose business address is 10849 Perkins Road, Suite A, Baton Rouge, LA 70810, and SOUTHERN UNIVERSITY AND A&M COLLEGE, hereinafter called the "Owner".

Witnesseth that the Contractor and the Owner, in consideration of premises and the mutual covenants, consideration and agreement herein contained, agree as follows:

**Statement of Work:** The contractor shall furnish all labor and materials and perform all of the work required to build, construct and complete in a thorough and workmanlike manner for the:

#### **MULTIMEDIA CENTER RENOVATION (W.W. STEWART HALL)**

in strict accordance with Contract Documents prepared by:

**M3A ARCHITECTURE, PLLC**  
William L McElroy AIA, NCARB  
4880 McWillie Circle  
Jackson, MS 39206  
601-981-1227  
Project No. 22-022

**Engineer: Thompson Luke & Associates, LLC**  
Scott Welch  
10705 Rieger Road  
Baton Rouge, LA 70809  
225-293-9474  
Project No. 23-203

It is recognized by the parties herein that said Contract Documents including by way of example and not of limitation, Bid number 10321, Performance & Payment Bond, the Drawings and Specifications, Instruction to Bidders, Bid Form, General Conditions, Supplementary Conditions, Certificate of Insurance, any Addenda, if applicable, thereto, impose duties and obligations upon the parties herein, and said parties thereby agree that they shall be bound by said duties and obligations. For these purposes, all of the provisions contained in the aforementioned Construction Documents are incorporated herein by reference with the same force and effect as though said Construction Documents were herein set out in full.

**Time for Completion:** The work shall be commenced on a date to be specified in a written order of the Owner and shall be completed within Ninety (90) consecutive calendar days after receipt of Notice to Proceed consecutive calendar days from and after the said date.

**Liquidated Damages:** Contractor shall be assessed Liquidated Damages in the amount of **Two hundred fifty dollars and 00/100 (\$250.00)** per day for each consecutive calendar day which work is not complete beginning with the first day beyond the completion time.

**Compensation to be paid to the Contractor:** The Owner will pay and the Contractor will accept in full consideration for the performance of the contract the sum of **Four Hundred Eighty Seven Thousand One Hundred and 00/100 dollars (\$487,100.00)** which sum represents the base bid.

**Taxes:** Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract and/or legislative appropriation shall be contractor's obligation and identified under Federal tax identification number **010825625**



**Performance & Payment Bond:** The condition of this performance and payment bond shall be that should the Contractor herein not perform the contract in accordance with the terms and conditions hereof, or should said Contractor not fully indemnify and save harmless the Owner, from all cost and damages which he may suffer by said Contractor's non-performance or should said Contractor not pay all persons who have and fulfill obligations to perform labor and/or furnish materials in the prosecution of the work provided for herein, including by way of example workmen, laborers, mechanics, and furnishers of materials, machinery, equipment and fixtures, then said Surety agrees and is bound to so perform the contract and make said payment(s).

Provided, that any alterations which may be made in the terms of the contract or in the work to be done under it, or the giving by the Owner of any extensions of time for the performance of the contract, or any other forbearance on the part of either the Owner or the Contractor to the other shall not in any way release the Contractor or the Surety from their liability hereunder, notice to the Surety of any such alterations, extensions or other forbearance being hereby waived.

Owner shall pay Contractor not to exceed 90% of contracted price upon approved work and AIA/Pay Applications documents.

**FINAL PAYMENT:**

Upon satisfactory completion of the work, the Owner will issue a written acceptance of the work to the Contractor, who will immediately file same with the Recorder of Mortgages in East Baton Rouge Parish. Not less than forty-five days after filing the formal acceptance of work with the Recorder of Mortgages, providing that all work done under the contract is at the time found to be in good condition insofar as the Contractor is responsible for it, the Owner will pay the Contractor the retained portion of the contract price, after deducting therefrom such sums as may be withheld under any provisions of this contract, said payment being conditional on the Contractor furnishing to the Owner a certificate from the Recorder of Mortgages for the Parish of East Baton Rouge, that the contract is clear of any liens or privileges. Contractor shall receive final 10% of contract after receipt of clear lien certificate.

Contractor acknowledges and agrees to comply with the provisions of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this Contract.

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of contractor which relate to this contract.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

In accordance with R.S. 39:1602.1, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel. The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future Contracts.

Contractor, and each tier of Subcontractors, shall certify that it is not on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs promulgated in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part 24.

10849 Perkins Road  
Baton Rouge, LA 70810  
Phone: 225-769-2948  
Fax: 225-767-7505



P.O. Box 83330  
Baton Rouge, LA 70884-3330

July 3, 2024

To: Southern University and A&M College  
Post Office Box 9534  
James J. Prestage Dr-J.S. Clark Admin. Bldg. Annex  
Baton Rouge, LA 70813

From: Carl E. Fenn  
Deumite Construction, LLC  
PO Box 83330  
Baton Rouge, LA 70884

Re: BID FOR: Bid Number 10321  
Multi-Media Center Renovation  
AG CENTER  
Southern University and A&M College  
Baton Rouge Campus

To Whom it May Concern:

Deumite Construction LLC, proposes to provide construction services as required to perform the work in accordance with the VE Bid Documents prepared by: Purchasing Department & M3A Architecture, dated 6/24/2024.

**TOTAL BASE BID:** For the work required by the VE Bidding Documents for the sum of: **Four Hundred Eighty Seven Thousand One Hundred Dollars (\$487,100.00).**

Thank you for this opportunity and we look forward to working with you on this project. Should you have any questions regarding any aspect of this proposal please do not hesitate to call.

Sincerely,

Carl E. Fenn  
Principal

## SCHEDULE OF VALUES

Based on VE Drawings of 6.24.2024

7/1/2024

### SU MULTI-MEDIA CENTER

	ACTIVITY	VALUE
1	Insurance/ permits/Bond	\$15,960.00
2	General Requirements	\$49,310.00
3	Selective Demolition	\$9,825.00
4	Temporary Barriers	\$1,957.00
5	Concrete	\$2,000.00
6	Masonry	\$4,500.00
7	Rough Carpentry/Framing	\$12,500.00
8	Finish Carpentry	\$8,750.00
9	Hollow Metal Window	\$1,500.00
10	Storefront	\$17,462.00
11	Hardware	\$4,250.00
12	Mtl Studs/Insul/Gypsum Bd./Ceilings	\$29,802.00
13	Painting	\$5,200.00
14	Signage	\$22,560.00
15	HVAC	\$28,700.00
16	Fire Supression	\$6,870.00
17	Electrical	\$217,244.00
18	OH&P	\$48,710.00
19		\$0.00
20		\$0.00
21		\$0.00
	<b>TOTAL</b>	<b>\$487,100.00</b>



# LOUISIANA UNIFORM PUBLIC WORK BID FORM (REVISED)

TO: Southern University and A&M College  
Post Office Box 9534  
James J. Prestage Dr.-J.S. Clark Adm. Bldg. Annex  
Baton Rouge, LA 70813

BID FOR: Bid Number 10321  
Multi-Media Center Renovation  
~~AG CENTER~~ Stewart Hall  
Southern University and A&M College  
Baton Rouge Campus

PLEASE SUBMIT THIS REVISED FORM WITH BID

The undersigned bidder hereby declares and represents that she/he: a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Purchasing Department & M3A Architecture

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following ADDENDA: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) 1,2,3,

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:

Six hundred twenty-four thousand Dollars (\$ 624,000.00)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description

Alternate No. 1 Additive-All data and power scopes in all project rooms, excluding news and adjourning corridor. Encase existing control room window for the lump sum of:

Forty-Six thousand Dollars (\$ 46,000.00)

Alternate No. 2 Additive-All finishes in all project rooms, excluding news room and adjourning corridor for the lump sum of:

One hundred forty six thousand Dollars (\$ 146,000.00)

Alternate No. 3 Additive-Installation of new sound panels and millwork, entire project for the lump sum of:

twenty eight thousand Dollars (\$ 28,000.00)

NAME OF BIDDER: Deumite Construction, LLC

ADDRESS OF BIDDER: 10849 Perkins Road, Suite A

Baton Rouge, LA 70810

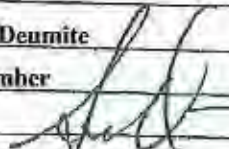
EMAIL: cfenn@deumite.com

PHONE: (225) 769-2948

LOUISIANA CONTRACTOR'S LICENSE NUMBER: 43152

PRINT NAME OF AUTHORIZED SIGNATORY OF BIDDER: Scott Deumite

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: Managing Member

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER: 

DATE: May 28, 2024

Completion Time: 90 consecutive calendar days, or within the time that may be extended as stipulated in the contract.

Liquidated Damages: \$250 per day.

5% Bid Security: XX YES (shall be included with bid)

(check here) X Bid Security included. Bid Security shall be total of 5% for base bid and alternates.

Successful bidder will be notified by letter to secure Performance and Payment Bond up to 100% of cost.

(check here) X Board Resolution included or Secretary of State Registration

A CORPORATE RESOLUTION OR WRITTEN EVIDENCE of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(3)(5) or Secretary of State verification.

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218. A is attached to and made a part of this bid.

The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the bid. The number of unit prices that may be included is not limited and additional sheets may be included if needed.



# LOUISIANA UNIFORM PUBLIC WORK BID FORM (REVISED)

TO: Southern University and A&M College  
Post Office Box 9534  
James J. Prestage Dr.-J.S. Clark Adm. Bldg. Annex  
Baton Rouge, LA 70813

BID FOR: Bid Number 10321  
Multi-Media Center Renovation  
ART CENTER *Stewart Hall*  
Southern University and A&M College  
Baton Rouge Campus

## PLEASE SUBMIT THIS REVISED FORM WITH BID

The undersigned bidder hereby declares and represents that she/he: a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Purchasing Department & M3A Architecture

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following ADDENDA: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) 1, 2, 3

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:

Six Hundred Fifty Three Thousand Four Hundred Dollars (\$ 653,400.00)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description

Alternate No. 1 Additive-All data and power scopes in all project rooms, excluding news and adjoining corridor. Encase existing control room window for the lump sum of:

Three Hundred Thousand Dollars (\$ 300,000.00)

Alternate No. 2 Additive-All finishes in all project rooms, excluding news room and adjoining corridor for the lump sum of:

Forty Thousand Dollars (\$ 40,000.00)

Alternate No. 3 Additive-Installation of new sound panels and millwork, entire project for the lump sum of:

Sixteen Thousand Dollars (\$ 16,000.00)

NAME OF BIDDER: Legacy Restoration and Renovation, LLC

ADDRESS OF BIDDER: 3844 Camwood Drive

EMAIL: NWILLIAMS@LEGACYRAIDR.COM

PHONE: 504 421-7293

LOUISIANA CONTRACTOR'S LICENSE NUMBER: 67727

PRINT NAME OF AUTHORIZED SIGNATORY OF BIDDER: Mark C. Williams

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: Managing Member

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER: Mark C. Williams

DATE: 5/23/1

Completion Time: 120 consecutive calendar days, or within the time that may be extended as stipulated in the contract.

Liquidated Damages: \$250 per day.

5% Bid Security: XX YES (shall be included with bid)

(check here) XX Bid Security included. Bid Security shall be total of 5% for base bid and alternates.

Successful bidder will be notified by letter to secure Performance and Payment Bond up to 100% of cost.

(check here)      Board Resolution included or Secretary of State Registration

A CORPORATE RESOLUTION OR WRITTEN EVIDENCE of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5) or Secretary of State verification.

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A is attached to and made a part of this bid.

The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the bid. The number of unit prices that may be included is not limited and additional sheets may be included if needed.



Southern University and A&M College  
Purchasing Department

BID TABULATION

BID # **10321**  
PROJECT NAME **MULTIMEDIA CENTER RENOVATION-WW STEWART HALL**

5/28/2024

BID DATE <sup>28</sup>February 23, 2024

BID TIME **10:30 AM**

NAME OF BIDDER	LA. LIC. NO.	Site Visit	Bid Bond	Addendum	BASE BID	ALTERNATE NO. 1	ALTERNATE NO. 2	ALTERNATE NO. 3	Remarks
<i>attended mandatory pre-bid conf</i>									
Insulation Technologies, Inc	18939								
Legacy Restoration and Referral, LLC	67727		✓	✓	653,400	300,000	40,000	16,000	
Capital Area Construction, LLC	60664								
J.W. Grand, LLC	9569								
Capitol Construction, LLC	44097								
CLM Construction, LLC	65447								
Clark Construction	35417								
Deumite Construction, LLC	43152	✓	✓	✓	624,000	46,000	146,000	28,000	407,100
					Reductions	136,900	N/A	N/A	N/A
									(Total)

*Linda Antone 2/28/2024*  
Director

*Mary Jane Spruel 2/28/2024*  
Assistant Director

**STATE OF LOUISIANA**  
**CONTRACT FOR PROFESSIONAL LEGAL SERVICES**

**BE IT KNOWN THAT** this agreement is entered into by and between **BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE**, hereinafter sometimes referred to as (“Board”) and **HAMMONDS, SILLS, ADKINS, GUICE, NOAH & PERKINS, L.L.P.**, hereinafter sometimes referred to as (“Counsel”).

1.

Counsel hereby agrees to furnish the following services to the Southern University Board of Supervisors and the Southern University System and to advise the Board on any legal matters that may arise out of its contractual relationship with Advanced Biomedics and related entities and Southern University Agricultural and Research Center’s medical marijuana license.

The scope of this contract does not include litigation or proceedings arising out of or involving tort or worker’s compensation when covered by the State of Louisiana through the Office of Risk Management and/or the Department of Justice, Office of the Attorney General.

These legal services are to be provided under the immediate supervision of the staff of the Board and subject to secondary review by the Department of Justice, Office of the Attorney General.

The Board hereby certifies, and Counsel hereby acknowledges that:

1. Goals and objectives: The Board has entered into this contract in order to obtain professional and reliable legal services as referred to hereinabove.
2. Performance measures: The services provided by counsel shall be evaluated to determine that the services are provided timely and professionally.



3. Monitoring Plan: The staff of the Board shall monitor the performance of counsel by review of all interim written or verbal reports submitted by contractor and by supervision of the services provided by counsel.

2.

In consideration of the services described hereinabove, Board hereby agrees to pay Counsel as follows:

\$350.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF TEN YEARS OR MORE IN THE PRACTICE OF LAW
\$275.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF FIVE YEARS OR MORE IN THE PRACTICE OF LAW
\$225.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF THREE TO FIVE YEARS IN THE PRACTICE OF LAW
\$175.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF LESS THAN THREE YEARS IN THE PRACTICE OF LAW
\$ 80.00	PER HOUR FOR PARALEGAL SERVICES

The total of all sums payable under this contract including fees and reimbursement of expenses shall not exceed One Hundred Thousand and 00/100 (\$100,000.00) in each year and shall be billed in accordance with Policy and Procedure Memo 50 (Attorney Case Handling Guidelines and Billing Procedures).

Final billing shall be submitted to the State within 90 days of contract expiration date. At the end of each calendar month, Counsel shall submit to the State for review and approval an itemization of all work performed, listing time by date for work performed by hours, down to the tenth of an hour, with specific reference to the nature of the work performed (*e.g., drafting of pleadings, research, review of files, etc.*). It is understood that should Counsel fail to submit statements within thirty (30) days following the end of each month, the State shall not be

responsible for payment thereof under this contract or in quantum meruit. All billings by Counsel for services rendered shall be submitted in compliance with LSA-R.S. 39:1618.

All legal fees and costs shall be paid in accordance with the State Agency or Division of Administration Attorney Case Handling Guidelines and Billing Procedures as set forth in PPM 50. Counsel shall be reimbursed for out-of-pocket expenses in accordance with the Division of Administration Travel Rules and Regulations as set forth in PPM 49. Travel time, at the direction and for the convenience of the State, is billable as services if done during normal working hours at one-half the agreed upon Attorney pay rate and shall not exceed eight hours per day without written justification. Counsel agrees to comply with the instructions on Attachment #1 when submitting invoices.

3.

Counsel hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be said counsel's obligation and identified under Federal tax identification number \_\_\_\_\_ and the Louisiana Department of Revenue Account Number \_\_\_\_\_.

In accordance with R. S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the Department of Revenue prior to the approval of this contract by the Office of State Procurement. The prospective contractor hereby attests to its current and/or prospective compliance and agrees to provide its seven-digit LDR Account Number to the contracting agency so that the prospective contractor's tax payment compliance status may be verified. The prospective contractors further acknowledge understanding that issuance of tax clearance

certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to this contract without penalty and proceed with alternate arrangements should the vendor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification.

4.

The Legislative Auditor of the State of Louisiana, the State Inspector General and/or Division of Administration auditors may audit all records of Counsel which relate to this contract. Counsel shall maintain said records for a period of five years after the date of final payment under this contract.

5.

This contract is in effect for the period commencing August 1, 2024, and ending on June 30, 2025.

The effective date of this contract may be extended only if an amendment to that effect is duly executed by the contracting parties and approved by the necessary authorities prior to said termination date. Requests for extensions may be initiated by either party by the mailing of such request to the party, via Certified Mail, return receipt requested, not less than thirty (30) days before the termination date provided for herein or thirty (30) days before the termination of the first extension of this contract. This contract may only be extended by an executed and approved amendment two (2) times.

If either party informs the other that an extension of this contract is deemed necessary, an amendment may be prepared by the State and forwarded to the other party for appropriate action



by the other party, and said amendment is to be returned to the State with appropriate information and signatures not less than fifteen (15) days prior to termination date. Upon receipt of the amendment, it will be forwarded to the necessary authorities for their approval.

6.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

7.

Counsel shall not assign any interest in this contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Counsel from the State under this contract may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State and the Office of State Procurement.

8.

The State shall have the right to cancel this contract for any reason by giving the other party written notice sent to Counsel's address by certified mail. Counsel shall have the right to cancel this contract for any reason by giving the State 30 days written notice by certified mail.

Notice shall be sent Certified Mail, return receipt requested, to the following addresses:

If to Board: Dennis J. Shields, J.D., System President  
Southern University Board of Supervisors  
Southern Branch Post Office  
Baton Rouge, Louisiana 70813

If to Counsel: Alejandro "Al" Perkins  
Hammonds, Sills, Adkins, Guice, Noah & Perkins, L.L.P.  
2431 South Acadian Thruway, Suite 600  
Baton Rouge, Louisiana 70808

9.

All records, reports, documents and other material delivered or transmitted to Counsel by State shall remain the property of State, and shall be returned by Counsel to the State, at Counsel's expense, at termination or expiration of this contract. All records, reports, documents, pleadings, exhibits or other material related to this contract and/or obtained or prepared by Counsel in connection with the performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Counsel to the State, at Counsel's expense, at termination or expiration of this contract.

10.

The State and Counsel acknowledge and agree that the Department of Justice has the right to review all records, reports, worksheets or any other material of Counsel related to this contract. The State and Counsel further agree that Counsel will furnish to the Department of Justice, upon request, copies of any and all records, reports, worksheets, bills, statements or any other material of Counsel related to this contract.

11.

Counsel agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal

Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Counsel agrees not to discriminate in its employment practices and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by counsel, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

12.

This contract is not effective until approved in writing by the Board, the Attorney General and the Office of State Procurement in accordance with La. R.S. 39:1565 and 39:1595.1. It is the responsibility of the contractor to advise the State in advance if contract funds or contract terms may be insufficient to complete contract objectives.

13.

Any claim or controversy arising out of the contract shall be resolved by the provisions of LSA-R.S. 39:1672.2 – 1672.4.

**SIGNATURES ON THE FOLLOWING PAGE**

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of this \_\_\_\_ day  
of \_\_\_\_\_, 2024.

**COUNSEL:**

**WITNESSES:**

HAMMONDS, SILLS, ADKINS, GUICE, NOAH  
& PERKINS, L.L.P.

\_\_\_\_\_  
  
\_\_\_\_\_

BY:

\_\_\_\_\_  
**ALEJANDRO “AL” PERKINS**

*Managing Partner*

TAX IDENTIFICATION NUMBER: \_\_\_\_\_

TELEPHONE NUMBER: (225) 923-3462

**WITNESSES:**

**SYSTEM:**

BOARD OF SUPERVISORS OF SOUTHERN  
UNIVERSITY AND AGRICULTURE AND  
MECHANICAL COLLEGE

\_\_\_\_\_  
  
\_\_\_\_\_

BY:

\_\_\_\_\_  
**DENNIS J. SHEILDS**

*System President*

**WITNESSES:**

**BOARD:**

BOARD OF SUPERVISORS OF SOUTHERN  
UNIVERSITY AND AGRICULTURE AND  
MECHANICAL COLLEGE

\_\_\_\_\_  
  
\_\_\_\_\_

BY:

\_\_\_\_\_  
**MYRON K. LAWSON**

*Board Chairman*



## **ATTACHMENT #1**

### **INSTRUCTIONS FOR SUBMITTING INVOICES**

At the end of each calendar month, an itemization of all work performed, listing time by date for work performed by hours, down to the tenth of an hour with specific reference to the nature of the work performed (*e.g. drafting of expert reports, research, review of files, etc.*) should be invoiced to (*agency*) via Acuity Management System (if agency is using electronic billing system) OR in accordance with the agency's request.

Reimbursement for all expenses must have receipts or documentation attached to the invoices or reimbursement will not be made. Some examples of the receipts or documentation that will be accepted are given below:

1. Express Mail - a copy of the invoice from the vendor.
2. Travel expenses - purpose of the trip, miles traveled or airline ticket receipt, parking receipts, taxi receipts, hotel receipts (credit card receipt will not be accepted).
3. Invoices are to be submitted at the end of each calendar month and must indicate the amount of the contract, the amount billed to date and the remaining balance.

If your invoices are billed by each individual case that you have worked on please include a summary sheet for that month for that invoice. Do not include any previous balances owed on the summary sheet.

LSA - R.S. 39:1618 calls for invoices to be submitted in the form of an affidavit.

## **Mission Statement**

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS** **(Following Personnel Affairs Committee)**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Resolutions
6. Action Item(s)
  - A. Request Approval of Minutes of the June 21, 2024, SUS Board of Supervisors Meeting
  - B. Request Approval of Committee Reports and Recommendations
  - C. Request Authority to Transfer Property to the Foundation (SUS)
  - D. Request Approval of Resolution for Oil and Gas Mineral Lease (SUSLA)
7. Other Business
8. Adjournment

## **SPECIAL RECOGNITION COMMITTEE**

**June 21, 2024**

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

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron K. Lawson.

Board Chair Myron Lawson announced the convening of the Special Recognition Committee.

The invocation was given by Pastor Marlon Henderson of the Greater Mt. Calvary B.C. of Geismar La. The Pledge of Allegiance was led by Dr. Rani Whitfield.

#### **AGENDA ITEM 3: SPECIAL PRESENTATIONS**

- A. Recognition of New Student Board Member - Chairman Lawson recognized new student member Dana Bailey who has signed her oath and will be presented next month in NOLA .
- B. Above and Beyond Award  
Chancellor Pierre recognized Alexandra Bertrand Coordinator of Library Affairs and Research Analyst.

**Chairman Lawson recognized Mr. Tim Hardy, the new chairman of La Community College Board. Mr. Hardy gave brief comments.**

#### **AGENDA ITEM 6: ADJOURNMENT**

A motion was made by Dr. Rani Whitfield to adjourn the meeting.

## **ACADEMIC AFFAIRS COMMITTEE**

**(Following Special Recognition Committee)**

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

### **AGENDA**

Board Chair Myron Lawson announced the convening of the Academic Affairs Committee. Member Dr. Leon Tarver called the committee meeting to order.

#### **Roll Call by President Shields**

**Present:** Dr. Leon Tarver – Chairman, Mr. Sam Gilliam – Vice Chairman, Atty Tony Clayton, Mrs. Maple Gaines, Mrs. Ann Smith, Dr. Arlanda Williams and Mr. Myron K. Lawson - Ex Officio

**Absent:** None

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

There was a motion by Dr. Arlanda Williams and second by Mrs. Ann Smith to adopt the agenda.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: ACTION ITEM(s)**

Chancellor Pierre gave summary of Action Item 5A and There was lengthy discussion around the action item and the committee was asked to come back to the board next month with all details around technology, program logistics, etc. a motion by Dr. Arlanda Williams and second by Atty Tony Clayton to allow committee members to do additional assessment and report back to the board next month.

Motion passed.

- A. Request Approval of Separating Commencement Exercises for Master's, Doctoral, and Professional Degree Candidates from Commencement Exercises for Bachelor's Degree Candidates beginning in December 2024 at Southern University and A&M College (SUBR)

#### **AGENDA ITEM 6: INFORMATIONAL ITEM(s)**

- A. Academic Exchange Partnership between Southern University Baton Rouge and Kwame Nkrumah University of Science & Technology (KNUST) School of Business, Ghana, Africa

**Ms. Ann Smith introduced Dean Andrews and MBA students who traveled to Ghana, Africa. They gave a presentation on their trip and their experience while being in Ghana.**



**Board of Supervisors Meeting Minutes June 21, 2024**

- B. International Department Update – Dr. Barbara Carpenter – Dean of International Affairs

**Dr. Carpenter introduced her team and the students that traveled abroad. They discussed their experiences while traveling abroad.**

- C. Expansion for MSW Program to Southern University and A&M College (SUBR/SUNO)

Chancellor Pierre and Chancellor Ammons gave a summary of the program which also involved Dean Ejigiri and Dr Charmaine Williams.

**AGENDA ITEM 7: OTHER BUSINESS**

None

**AGENDA ITEM 8: ADJOURNMENT**

A motion was made by Atty Tony Clayton to adjourn the meeting.

## **FACILITIES AND PROPERTY COMMITTEE**

(Following Academic Affairs Committee)

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

### **MINUTES**

Board Chair Myron Lawson announced the convening of the Facilities and Property Committee. Chair Atty Edwin Shorty called the committee meeting to order.

#### **Roll Call by President Shields**

**Present:** Atty. Edwin Shorty – Chairman, Mr. Paul Mathews, Mrs. Ann Smith, Dr. Leon Tarver II, Dr. Rani Whitfield, and Mr. Myron K. Lawson, - Ex Officio

**Absent:** Atty Domoine Rutledge – Vice Chair

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Rani Whitfield and second by Mr. Paul Matthews the agenda was recommended for adoption.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: INFORMATIONAL ITEM:**

##### **A. Facilities Update (SUS)**

Legislative Session Update was provided by Mr. Kenneth Dawson and Ms. Simmone Whitmore. They gave an update on all projects and the funding for each. There were questions from the board members. Mr. Dawson was given the task of providing the list of shovel-ready projects to the board next month. He was also asked to provide the deferred maintenance project from all chancellors for their respective campus.

##### **B. Housing Needs for Southern University and A&M College (SUBR)**

Chancellor Pierre and President Shields gave update on housing needs at SUBR. There was lengthy discussion amongst the board members and President Shields.

#### **AGENDA ITEM 6: OTHER BUSINESS**

None

#### **AGENDA ITEM 8: ADJOURNMENT**

A motion was made by Dr. Rani Whitfield to adjourn the meeting.

**FINANCE COMMITTEE**  
**(Following Facilities and Property Committee)**  
Board of Supervisors' Meeting Room  
J. S. Clark Administration Bldg. 2nd Floor  
Baton Rouge, LA.

**MINUTES**

Board Chair Myron Lawson announced the convening of the Finance Committee. Dr. Arlanda Williams called the committee meeting to order.

**Roll Call by President Shields**

**Present:** Dr. Arlanda Williams- Chairman, Mrs. Ann Smith -Vice-Chair, Mr. Sam Gilliam, Dr. Leon Tarver II and Mr. Myron K. Lawson - Ex Officio

**Absent** Mrs. Christy Reeves and Atty. Domoine Rutledge

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Mr. Sam Gilliam and seconded by Mrs. Ann Smith the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

None

**AGENDA ITEM 5: ACTION ITEM(s):**

A motion was made by Dr. Arlanda Williams and seconded by Mrs. Ann Smith to approve Action Item 5A.

Motion approved

A. Request Approval of Fiscal Year 2023-2024 Budget Adjustment  
(BA-7) #1 for the Southern University System:

1. Southern University Board of Supervisors
2. Southern University Baton Rouge (SUBR)
3. Southern University Law Center (SULC)
4. Southern University New Orleans (SUNO)
5. Southern University Shreveport (SUSLA)
6. Southern University Agricultural Extension and Research Center (SUAREC)

**Board of Supervisors Meeting Minutes June 21, 2024**

A motion was made by Mrs. Ann Smith and seconded by Mr. Sam Gilliam to approve Action Item 5B.

Motion approved

B. Request Approval of Fiscal Year 2023-2024 Budget Adjustment  
(BA-7) #2 for the Southern University System:

1. Southern University Board of Supervisors
2. Southern University Baton Rouge (SUBR)
3. Southern University Law Center (SULC)
4. Southern University New Orleans (SUNO)
5. Southern University Shreveport (SUSLA)
6. Southern University Agricultural Extension and Research Center (SUAREC)

**AGENDA ITEM 6: INFORMATIONAL ITEM(s)**

A. Interim Financial Report

The Interim Financial Report details is in the packet. Mr. McClinton and the CFO's will be meeting with The Finance Committee for the budget hearing on June 26, 2024, at 1pm.

**AGENDA ITEM 7: OTHER BUSINESS:**

None

**AGENDA ITEM 8: ADJOURNMENT**

A motion was made by Mr. Sam Gilliam to adjourn the meeting.



## **GOVERNANCE COMMITTEE**

(Following Finance Committee)

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

### **MINUTES**

Board Chair Myron Lawson announced the convening of the Governance Committee. Vice Chairman Dr. Rani Whitfield called the committee meeting to order.

#### **Roll Call by President Shields**

**Present:** Dr. Rani Whitfield, Vice Chairman, Miss Dana Bailey, Atty Edwin Shorty, Dr. Leon Tarver II, and Mr. Myron K. Lawson - Ex Officio

**Absent:** Rev. Dr. Samuel Tolbert – Chairman and Mrs. Christy Reeves

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Miss Dana Bailey and seconded by Chairman Myron Lawson, the agenda was recommended for adoption.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: ACTION ITEM(s):**

A. Request Approval of Revised Policy on Policies (SUS)

There was a motion by Atty Edwin Shorty and seconded by Miss Dana Bailey.

Motion approved.

#### **AGENDA ITEM 6: OTHER BUSINESS:**

Atty Shorty asked the staff to add a short explanation to the action items going forth.

#### **AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Atty Edwin Shorty to adjourn the meeting.

**LEGAL AFFAIRS COMMITTEE****(Following Governance Committee)**

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

**AGENDA**

Board Chair Myron Lawson announced the convening of the Legal Affairs Committee. Chair Tony Clayton called the committee meeting to order.

**Roll Call by President Shields**

**Present:** Atty Tony Clayton - Chairman, Miss Dana Bailey, Mrs. Maple Gaines, Atty Edwin Shorty, and Atty. Mr. Myron K. Lawson - Ex Officio

**Absent:** Atty. Domoine Rutledge – Vice Chair and Mrs. Christy Reeves

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Miss Dana Bailey and seconded by Atty Edwin Shorty the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

**AGENDA ITEM 5: ACTION ITEM(s)**

There was a motion by Atty Edwin Shorty and seconded by Mr. Myron Lawson to approve action item 5A (1-2, 4-5) in global.

Motion approved.

1. Action Item(s)

A. Request Approval of Contracts, Amendments, Agreements, Grants, etc... Equal to or Greater than \$300,000.00

Title	Description	Amount	Campus
1. Ellucian Company LLC	Ellucian is a cloud-based software provider that offers solutions university departments such as Finance, IT, Student Services, Human Resources, Recruiting and Admissions. This 3-year renewal agreement will grant Southern University System Software Support Services, Renewal of Subscription and Cloud Software. Funding is through pool costs.	\$2,653,231.00	SUS

## Board of Supervisors Meeting Minutes June 21, 2024

2. Corporate Mechanical Contractors, Inc	The contractor agrees to replace 3 unrepairable air handlers and replace 3 existing Air Handling Units for the F. G. Clark Activity Center. Funding is from deferred maintenance.	\$484,000.00	SUBR
3. Honore Companies, LLC	The Contractor agrees to furnish all labor, material tools, equipment, and all things necessary to perform all work associated with the construction of the Financial Unit Addition at the SU Ag Center. Funding is secured with federal funds.	\$439,250.00	SUAREC
4. Stricklin & Porter Construction, LLC	The Contractor agrees to furnish all labor, material tools, equipment, and all things necessary to perform all work associated with the construction of a Demonstration Farm at the SU Ag Center. Funding is federal funds (USDA)	\$410,770.97	SUAREC
5. Oracle America, Inc.	Oracle agrees to provide its database enterprise, diagnostic pack, tuning pack and internet application server along with software update License and support for up to 5,000 users. Funding is through pool costs.	\$609,999.00	SUS

There was a motion by Atty Edwin Shorty and seconded by Mr. Myron Lawson to approve action item 5A-3.

Motion approved.

#### AGENDA ITEM 6: Informational Item(s)<sup>1</sup>

- A. NCAA Class Action Lawsuit Settlement, and the Potential Impact of Athletes at Southern University and A&M College (SUBR)

Chancellor Pierre and President Shields gave update and summary.

- B. Request Authority to Retain Outside Counsel and to Initiate Action Against Advanced Biomedics (SUS) – *EXECUTIVE SESSION MAY BE REQUIRED.*

Per Chairman Atty Tony Clayton, no executive session required, he will allow general counsel to Handle.

#### AGENDA ITEM 7: OTHER BUSINESS:

None

#### AGENDA ITEM 7: ADJOURNMENT

A motion was made by Atty Edwin Shorty to adjourn the meeting.

<sup>1</sup> Executive Session may be Required.



## PERSONNEL AFFAIRS COMMITTEE

(Following Legal Affairs Committee)

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

### MINUTES

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Mr. Sam Gilliam called the committee meeting to order.

#### Roll Call by President Shields

**Present:** Mr. Sam Gilliam – Chairman, Atty Tony Clayton, Dr. Leon Tarver, II, Dr. Arlanda Williams and Mr. Myron Lawson - Ex Officio

**Absent:** Mrs. Christy Reeves–Vice-Chair, and Ms. Zazell Dudley

#### AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty Tony Clayton and seconded by Dr. Leon Tarver II, the agenda was recommended for adoption with the mentioned amendments to Action Item 5A-7 - Change in salary 5C-1 & 5 Defer to later date, 5E-2, Defer to next month.

Motion passed with roll call vote.

#### AGENDA ITEM 4: PUBLIC COMMENTS

Dr, Anthony Igiede – Faculty Senate – Comment on Personnel Action Item 5A-7 – In support of title change.

#### AGENDA ITEM 5: ACTION ITEM(S)

The motion was made by Atty Tony Clayton and second by Dr. Leon Tarver that Action Item 5(A-E) be approved in global. With the mentioned amendments

Motion Approved

#### A. A. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUBR)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Lucretia Jenkins	Institutional Research Assistant Director	Salary Adjustment	N/A	\$64,219.00	\$75,000.00	Federal
2. Jason Ordogne	Senior Banner Systems Analyst	Salary Adjustment	N/A	\$80,000.00	\$90,000.00	Federal
3. Berdikul Qushim	Senior Planning and Assessment Analyst	Salary Adjustment	N/A	\$64,219.00	\$75,00.00	State
4. Christopher Ruffin	Research and Data Analyst	Salary Adjustment	N/A	\$56,238.00	\$69,000.00	Federal



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5. Heather Tanner	Call Center Liaison	New Appointment Existing Position	<i>Waived</i>	\$70,000.00	\$65,000.00	Federal
6. GiGi Weaver-Myer	Asst. VC for Academic Innovation	New Appointment	<i>Waived</i>	\$40,500 5/months	\$108,000.00 12 Months	State
7. Luria Young	Vice Chancellor for Academic Affairs	Title Change Remove the word interim	<i>Waived</i>	\$177,000.00	<del>\$186,000.00</del> <b>\$208,000.00</b>	State

## B. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUAREC)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Alvin Watts	Regional Youth Agent for Orleans Parish <i>SU-CEP</i>	New Position	Search	-	\$63,000.00	Federal

## C. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUNO)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
<del>1. Patricia Alexander</del>	<del>Assistant Director of Human Resources</del>	<del>New Position Retention Promotion</del>	<del>N/A</del>	<del>\$61,000.00</del>	<del>\$70,000.00</del>	<del>State</del>
2. William Belisle	Director of Grants and Sponsored Program	Existing Position New Appointment	<i>Search</i>	\$75,000.00	\$90,000.00	Federal
3. Kimberly Echols	Registrar	Existing Position New Appointment	<i>Search</i>	\$70,000.00	\$70,000.00	State
4. Cynthia Roussel	Budget Manager Post Award	Existing Position Retention Adjustment	<i>N/A</i>	\$50,00.00	\$60,00.00	Federal
<del>5. T. Bernette Taylor</del>	<del>Director of Human Resources</del>	<del>Existing Position Salary Adjustment</del>	<del>N/A</del>	<del>\$75,000.00</del>	<del>\$95,000.00</del>	<del>State</del>

## D. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SULC)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Lisa Green	Program Manager for ERPP SULC Institutional Support	New Position New Appointment	<i>Waived</i>	\$60,900.00	\$72,000.00	Federal
2. Jasmine Hunter	Director of Communications and External Affairs SULC	Title Change ONLY	<i>N/A</i>	-	\$85,176.00	State
3. Orriel Moore	Branding and Creative Services Manager	Title Change ONLY	<i>N/A</i>	-	\$62,244.00	State
4. Willmai Rivera-Perez	Full Professor	Promoted from Associate to Full Professor 6% Salary Adjustment	<i>N/A</i>	\$127,764.00	\$135,430.00	State
5. Gregory Speyrer	Dir/Chief Data/Analytics Cloud-Based Sys Off Restructuring of IT	New Position Title Change ONLY	<i>N/A</i>	-	\$108,000.00	State

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6. Tisha Walker	Associate Dean of Graduate Enrollment and Budget Operations	New Position - Promotion	<i>Waived</i>		\$125,000.00	Federal
7. Tramelie Williams	Dir/Chief Information Officer Restructuring of IT	New Position Title Change ONLY	<i>N/A</i>	-	\$108,000.00	State

E. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUSLA)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Tyquencia Parker	Director of SU College Connect	Existing Position New Appointment	<i>Search</i>	\$58,065.00	\$62,500.00	State
2. Sherlynn Hall	VC for Academic Affairs & Workforce Dev	Existing Position New Appointment	<i>Search</i>	-	\$125,000.00	State
3. Dometrius Hill	VC of Student Affairs & Enrollment Management	Existing Position New Appointment	<i>Search</i>	-	\$120,000.00	State
4. Cody Snellgrove	Director of Facilities & Risk Management	Existing Position New Appointment	<i>Search</i>	-	\$65,000.00	State
5. Karina Heard	Bursar/Director of Student Accounts	Existing Position New Appointment	<i>Search</i>	-	\$66,500.00	State

F. Request Approval of Sabbatical Leave for Dr. Wesley Gray (SUBR)

The motion was made by Dr. Arlanda Williams and second by Dr. Leon Tarver, II to approve Action Item 5F.

Motion Approved

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Atty Tony Clayton to adjourn the meeting.



## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

**(Following Personnel Committee)**

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

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron Lawson

#### **PRESENT**

Miss Dana Bailey, Atty Tony Clayton, Mr. Raymond Fondel, Jr., Ms. Maple Gaines, Mr. Sam Gilliam, Mr. Myron Lawson, Mr. Paul Matthews, Atty Edwin Shorty, Mrs. Ann Smith, Dr. Leon Tarver, II, Dr. Rani Whitfield and Dr. Arlanda Williams

#### **ABSENT**

Ms. Zazell Dudley, Mrs. Christy Reeves Atty Domoine Rutledge, and Rev. Dr. Samuel Tolbert

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Miss Dana Bailey and seconded by Atty Edwin Shorty the agenda was recommended for adoption.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: RESOLUTIONS**

Dr. Allen Vital read resolutions for the following:

Resolutions

- Sidney Wesley Hall
- Clarence Stewart
- D'Juan Miguel Hernandez
- Sandra Ann Williams

Commendations

- Chancellor Mills

There was a motion by Mr. Paul Matthews to approve the read resolutions and Dr. Rani Whitfield second the motion.

Motion approved.

**AGENDA ITEM 6: INFORMATIONAL ITEM(s):**

A. Legislative Updates

Updates were given by Dr. Robyn Merrick and President Shields

B. Presidential Report

President Shields gave his report and informed the board that the Search committee for SULC Chancellor consists of 11 members and Joshua Hollins and Al Perkins are the chairs for the committee.

C. Chancellor's Reports

All Chancellor's gave their reports and deferred to the reports in the packet for detailed information.

**AGENDA ITEM 7: ACTION ITEM(s):**

There was a motion by Mr. Paul Matthews and Second by Miss Dana Bailey to approve action item 7A.

Motion passed.

A. Request Approval of Minutes of the May 16, 2024, SUS Board of Supervisors Meeting

There was a motion by Dr. Rani Whitfield and Second by Mr. Raymond Fondel to approve action item 7B.

Motion passed. (Atty Shorty didn't vote on this item)

B. Request Approval of Committee Reports and Recommendations

There was discussion around Action Item C and D and the board ask that they layover both items until next month.

C. Request Approval Articulation Agreement between Southern University at New Orleans and the Honoré Center (SUNO)

D. Request to Authority to Sell Property to the Foundation (SUS)

**AGENDA ITEM 8: OTHER BUSINESS**

None

**AGENDA ITEM 8: ADJOURNMENT**

A motion was made by Dr. Whitfield to adjourn the meeting.



**RESOLUTION**  
**BY THE BOARD OF SUPERVISORS OF THE SOUTHERN UNIVERSITY**  
**SYSTEM AUTHORIZING THE SOUTHERN UNIVERSITY SYSTEM TO SELL SPECIFIC**  
**PROPERTY**

**WHEREAS**, the Board of Supervisors of the Southern University System (the "Board") has the responsibility and authority to manage and direct the affairs of the Southern University System (the "System"), and to control and dispose of its property; and

**WHEREAS**, the State of Louisiana and the Southern University System purchased the property described below in May of 2000;

**WHEREAS**, the Southern University System Foundation has an interest in acquiring property that is owned by the State of Louisiana and the Southern University System;

**WHEREAS**, in anticipation of this Resolution, the System has requested approval from the Division of Administration and the Louisiana Legislature to transfer the below-referenced property;

**THEREFORE, BE IT RESOLVED**, by the Board as follows:

Contingent upon the approval of the Louisiana Legislature, and in accordance with the Board's Agreements and Contracts Policy (6-008), the System, acting through its President or his designated representative, is authorized to transfer via any legal manner, including sale, and execute all required documents on behalf of the System, the following property to the Southern University Foundation.

**A CERTAIN LOT OR PORTION OF GROUND**, together with all the buildings and improvements thereon, situated in the Parish of East Baton Rouge, State of Louisiana in that subdivision thereof known as SOUTHERN HEIGHTS, and being more particularly described according to the official map of said subdivision on file and of record in the office of the Clerk and Recorder for said Parish and State of LOT NUMBER THIRTY-SIX (36) said subdivision, said lot having such measurements and dimensions as are shown on the official recorded subdivision map.

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

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**Dennis J. Shields, Secretary**  
**Board of Supervisors of Southern University System**

**RESOLUTION**  
**BY THE BOARD OF SUPERVISORS OF THE SOUTHERN UNIVERSITY**  
**SYSTEM AUTHORIZING SUSLA TO PURSUE GRANTING OF MINERAL LEASE**

**WHEREAS**, the Board of Supervisors of the Southern University System (the "Board") has the responsibility and authority to manage and direct the affairs of Southern University at Shreveport (the "University"), and to control and dispose of its property; and

**WHEREAS**, there is an interest in acquiring an oil and gas mineral lease on the lands owned by Southern University at Shreveport;

**THEREFORE, BE IT RESOLVED**, by the Board as follows:

1. The University, acting through its Chancellor or his designated representative, shall hereby direct and authorize the Louisiana State Mineral and Energy Board and the Office of Mineral Resources to accept nominations, advertise for, accept and award bids, and execute all oil, gas and mineral leases, pursuant to the provisions of L.A. R.S. 30:121, et seq, for the granting of an oil, gas and mineral lease affecting the following described property owned by the University:

**DESCRIPTION:**

**SECTION 18, TOWNSHIP 18 NORTH, RANGE 14 WEST**

**TRACT 1:**

That certain tract or parcel of land situated in Section 18, Township 18 North, Range 14 West, Caddo Parish, Louisiana and being more particularly described as follows: From the Southeast corner of Section 18, Township 18 North, Range 14 West, Caddo Parish, Louisiana said corner being the centerline intersection of the Cooper Road and Juvenile Road; Run North 89° 55' West, along the centerline of the Cooper Road a distance of 800 feet; run thence North 0° 08' East, a distance of 50 feet to a point on the North right-of-way line of the Cooper Road, said point being the point of beginning of the tract herein described; run thence North 89° 55' West, along said North right-of-way line, a distance of 1,674.27 Feet; run thence North 61° 41' West, a distance of 135.15 Feet to a point on the East right-of-way line of United Gas Pipeline Company's 60 Foot right-of-way; run thence North 0° 14' East, along said East right-of-way line a distance of 1,217.79 Feet; run thence south 89° 53' East, a distance of 2,591.58 Feet to a point on the East line of said Section 18; run thence South 0° 08' West, along said East line of Section 18, a distance of 600 feet; run thence North 89° 55' West, a distance of 800.10 Feet; run thence South 0° 08' West a distance of 680.56 Feet to the point of beginning, containing **63.67 acres**, more or less. Being the same tract or parcel of land described in that certain Sale, dated July 7, 1965 and recorded under Entry No. 398611, Blk 1099, Pg 68 in the Conveyance Records of the Clerk of Courts Office, Caddo Parish, Louisiana.

**TRACT 2:**

That certain tract or parcel of lands situated in Section 18, Township 18 North, Range 14 West, Caddo Parish Louisiana and being more particularly described as follows: The Northwest Quarter (NW/4) of the Southeast Quarter (SE/4), less the West fifty (50') feet thereof of Section 18, Township 18 North, Range 14 West, situated in Caddo Parish, Louisiana and Lot 90, Lot 91, Lot 96 and lot 97, all in Cooper Heights Subdivision Unit No. 4 lying next to and adjoining on the

east of said Northwest Quarter (NW/4) of Southeast (SE/4) of said Section 18, Township 18 North, Range 14 West, situated in Caddo Parish, Louisiana, LESS AN EXCEPT those portions of Lots 84 and 85 of Cooper Heights Subdivision Unit No. 4 lying within the said Northwest (NW/4) of Southeast Quarter (SE/4) of Section 18, Township 18 North, Range 14 West, Caddo Parish, Louisiana, containing a total of **39.048 acres** Being the same tract or parcel of land described in that certain Sale dated January 6, 1969 and recorded under Entry No. 474146, Bk 1210, Pg 425, in the Conveyance Records of the Clerk of Courts Office, Caddo Parish, Louisiana.

The aggregate of the above described tracts is **102.718 acres** herein leases

**BE IT FURTHER RESOLVED**, that any such lease shall contain the following conditions, and such other conditions as the Louisiana State Mineral and Energy Board may, in its discretion, deem appropriate.

- A. Minimum bonus of \$3,000.00 per acre and minimum royalty of twenty (25%) percent;
- B. Primary term of the lease is three (3) years;
- C. After the original term of the Lease, production from the leased premises, or from land unitized or pooled therewith, shall only maintain the Lease or as otherwise provided therein from the surface of the earth to one hundred feet (100') below the deepest producing formation drilled by Lessee; after the primary term has expired, the Lease shall terminate as to all deeper strata. Lessee shall execute a recordable release as to such released depths upon Lessor's request;
- D. The Lease to be granted without warranty of any kind or nature, express, implied, or statutory, not even as to the return of any monies or benefits received under any of the terms hereof, but with full subrogation of all rights of warranty to which Lessor may be entitled.
- E. Without the express written consent of Lessor, which may be withheld at the sole discretion of Lessor, Lessee shall not conduct any surface operations on the leased premises.

**BE IT FURTHER RESOLVED**, that the Chancellor of the Southern University at Shreveport (SUSLA), or his/her designee, be, and he/she is hereby authorized to take such other action and to sign such documents as may be necessary in connection with such request to the Louisiana State Mineral Board.

#### **CERTIFICATE**

I, Secretary of the Board of Supervisors of Southern University System, hereby certify that the foregoing Resolution was adopted by the Board, at its regular meeting on the 21<sup>st</sup> day of July, 2024, such Resolution has not been rescinded or modified, and is still in full force and effect.

Baton Rouge, East Baton Rouge Parish, Louisiana, this 21<sup>st</sup> day of July, 2024.

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**Dennis J. Shields, Secretary**  
**Board of Supervisors of Southern University System**