

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.

PERSONNEL AFFAIRS COMMITTEE (Following Legal Affairs 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 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
5. Heather Tanner	Call Center Liaison	New Appointment Existing Position	Waived	\$70,000.00	\$65,000.00	Federal
6. GiGi Weaver-Myer	Asst. VC for Academic Innovation	New Appointment	Waived	\$40,500 5/months	\$108,000.00 12 Months	State
7. Luria Young	Vice Chancellor for Academic Affairs	Title Change Remove the word interim	Waived	\$177,000.00	\$186,000.00	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	
1. Patricia Alexander	Assistant Director of Human Resources	New Position Retention Promotion	<i>N/A</i>	\$61,000.00	\$70,000.00	State
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
5. T. Bernette Taylor	Director of Human Resources	Existing Position Salary Adjustment	<i>N/A</i>	\$75,000.00	\$95,000.00	State

**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
6. Tisha Walker	Associate Dean of Graduate Enrollment and Budget Operations	New Position - Promotion	<i>Waived</i>		\$125,000.00	Federal
7. Tramelle 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)

6. Other Business

7. Adjournment

MEMBERS

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

SUBR



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President

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

EC'D-ACAD AFFRS
2024 MAY 30 PM3:55

May 22, 2024

Dennis J. Shields, President
Southern University System
Baton Rouge, LA 70813

RE: Staff Resignation Leading to Recommendation for Additional Duties & Salary Adjustment –
Mr. Jason Ordogne, Mrs. Lucretia Jenkins, Dr. Berdikul Qushim and Dr. Christopher Ruffin

Dear President Shields,

Ms. Marjorie Washington, Programmer and Senior Database Analyst, in the Office of Institutional Research/Effectiveness tendered her resignation effective May 10, 2024. Federal Title III funds serve as the primary source of funding for Ms. Washington's annual salary of \$74,984. To ensure that there is seamless continuity in work processes and functions, to safeguard for the timely completion and submission of state and federally mandated deliverables and work-products, and to meet internal and external constituencies data requests at the Southern University Baton Rouge Campus, I recommend a waiver of search and additional duties and salary adjustments for existing staff members which will not only help with staff retention, but will also result in salary savings for the University:

- I am requesting your support and approval for additional duties and salary adjustment for Mr. Jason Ordogne, Senior Banner Systems Analyst, who currently makes \$80,000 annually. With an annual salary adjustment of \$10,000, that is covered by Ms. Marjorie Washington's funded position, Mr. Ordogne's adjusted annual salary will be \$90,000. The effective date is July 1, 2024. Mr. Ordogne is uniquely qualified for discharging these additional duties given his proficiency as a programmer and database analyst, coupled with his expert knowledge of the university's Banner System with over 24 years of professional experience in the field (see attached resume and updated job description).
- I am requesting your support and approval for additional duties and salary adjustment for Mrs. Lucretia Jenkins, Institutional Research Assistant Director, who currently makes \$64,786 annually. With an annual salary adjustment of \$10,214, that is covered by Ms. Marjorie Washington's funded position, Mrs. Jenkins' adjusted annual salary will be \$75,000. The effective date is July 1, 2024. Mrs. Jenkins is uniquely qualified for discharging these additional duties given her expert knowledge of the State of Louisiana and Board of Regents reporting Statewide Student Profile System and reporting requirements. Mrs. Jenkins brings over 35 years of professional experience working collaboratively with academic and non-academic units across the SUBR campus (see attached resume and updated job description).
- I am requesting your support and approval for additional duties and salary adjustment for Dr. Berdikul Qushim, Senior Planning & Evaluation Analyst, who currently makes \$64,219 annually. With an annual salary adjustment of \$10,781, that is covered by Ms. Marjorie Washington's funded position, Dr. Qushim's adjusted annual salary will be \$75,000. The effective date is July 1, 2024. Dr. Qushim is uniquely qualified for discharging these additional duties given his expert knowledge of federal Integrated Postsecondary Education Data System (IPEDS) and state of Louisiana Performance Accountability System (LAPAS) reporting requirements. Dr. Qushim brings over 26 years of professional experience in data analytics and reporting (see attached resume and updated job description).

- I am requesting your support and approval for additional duties and salary adjustment for Dr. Christopher Ruffin, Research Assessment Data Analyst, who currently makes \$56,238 annually. With an annual salary adjustment of \$12,762 that is covered by Ms. Marjorie Washington's funded position, Dr. Ruffin's adjusted annual salary will be \$69,000. The effective date is July 1, 2024. Dr. Ruffin is uniquely qualified for discharging these additional duties with over 10 years of expert knowledge and experience in data analysis, institutional research and assessment (see attached resume and updated job description).

As stated earlier, this personnel request generates a savings for the University and greatly facilitates staff retention. Thank you for your favorable consideration of this request and submitting it for approval at the June 21, 2024 meeting of the Southern University and A&M College System Board of Supervisors.

Respectfully submitted,



John K. Pierre
Executive Vice President

Approved By:

Dennis J. Shields
President
Southern University System

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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REC'D-ACAD AFFRS
2024 MAY 30 PM3:55

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

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

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

Previous Employee Ms. Lucretia Jenkins Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment August 1975 To Present
Effective Date July 1, 2024

Name Ms. Lucretia Jenkins SS# xxx-xx- Sex Female Race* AA
(Last 4 digits only)

Position Title: Institutional Research Assistant Director Department: OIE

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

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☐ New Position Expiration Date: _____

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

Years Experience 35+ Southern University Experience 35+
Degree(s): Certificate Computer Science CBM Business College Year: 1974

Current Employer Southern University and Agricultural & Mechanical College

Personnel Action

Check One ☐ New Appointment ☐ Continuation ☐ Sabbatical ☐ Leave of Absence
☐ Transfer ☐ Replacement X Other (Specify) Add. Duties & Salary Adjustment

Recommended Salary \$75,000 Salary Budgeted \$75,000

Source of Funds Title III Grant Funds

Identify Budget: _____ Location _____
Form Code: _____ Page _____ Item # _____

Change of: From To

Position _____
Status _____
Salary Adjustment \$64,786 \$75,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
220493-21111-24100	\$75,000

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor	Date	<u>[Signature]</u> Dean/Unit Head	Date
<u>[Signature]</u> Vice Chancellor	Date	<u>[Signature]</u> Chancellor	Date
<u>[Signature]</u> Director/Personnel	Date	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller	Date
<u>[Signature]</u> President	Date	<u>[Signature]</u> Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: M – F 8am – 5pm

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

UPDATED
Job Description
Assistant Director of Institutional Research and Effectiveness

The Assistant Director of Institutional Research and Effectiveness will coordinate institutional research activities working collaboratively with internal and external campus constituencies making sure that data needs are met. The incumbent in this position is instrumental in using data to support an evidence-based culture that is focused on continuous improvement and advances the mission of the institution.

Duties:

- *Responds to campus data requests in a timely manner.*
- *Responds to external reporting requirements in a timely manner including the Louisiana Board of Regents – Statewide Student Profile System (SSPS), surveys, etc.*
- Performs a variety of complex technical activities such as data extraction using ARGOS, data collection, data storage, and data submission.
- Assists with compliance with the unit's Title III objectives and activities.
- Assists with the implementation of the five (5) phases of the IE Planning and Assessment Model that collectively demonstrate a continuous cycle of improvement that leads to academic and administrative excellence.
- Reports directly to the Executive Director for Institutional Effectiveness.
- Ensures compliance with the unit's Title III objectives and activities.
- Performs other related duties as assigned for the Southern University Baton Rouge Campus.

LUCRETIA D. JENKINS

Lucretia_Jenkins@subr.edu

(225)357-1973 home

(225) 964-0604 cell

PROFESSIONAL SUMMARY

Highly respected professional with over 45 years of experience in Information Technology and Information Systems with continuous recognition for Subject Matter Expertise throughout the breadth of career. Experience covers C Level reporting and training, auditing, budgeting and finance, customer service and systems integrations, installations and process modeling.

EMPLOYER HISTORY

SOUTHERN UNIVERSITY, Baton Rouge, LA

08/75 to Present

Assistant Director - Institutional Research and Assessment (IRA) Research and Data Reporter, IRA Office 10/18 - Present

Returned to the University by University request, after retirement, to utilize Subject Matter Expertise in Data Management and Reporting. Currently serving in the Office of Institutional Research as Assistant Director charged with the creation of Argos and Banner Reports that are used in multi-stakeholder reporting for the University System. Also serves as the Focal Point for the VP and Assistant VP of S.P.P.I.E. in completing projects for the IRA office. Duties of focus are as follows:

Retired from Southern University Information Systems Division or Computer Center and returned to work in the Southern University Comptrollers' Office, PAIR Office, Enrollment Management and Institutional Research and Assessment Office (IRA). Has worked at the University as Administrative Service Liaison, Assistant Banner Analyst, Production Control Supervisor, Data Control Clerk, Data Entry Supervisor and Data Entry Clerk. Currently serves as the IRA Assistant to the Director. Works well with the creation of Argos and Banner Reports that are used in multi-stakeholder reporting for the University System. Also serves as the Focal Point for the VP and Assistant VP of S.P.P.I.E. in completing projects for the IRA office. Duties of focus are as follows:

- Research and compile data for all surveys for the university, including, but not limited to US News, College Boards of Accreditation, HBCUs, GSS etc.
- Supply reports for Colleges or Departments within the University System per request for data.
- Monitor workflows throughout the IRA office to ensure all data requests are completed.
- Works with the Integrated Postsecondary Education Data System (IPEDS) to complete the Data Enrollment section.
- Supervises the completion of other data sections for the IPEDS Report by collaboration with Financial Aid, Admissions, Finance, Library, Housing, Disability Services, Athletics, Admissions and Student Services.
- Assists in the compilation of information for the Southern Association of Colleges and Schools (SACS) Report by researching and working with areas of focus for the reported data requests.
- Expertise in understanding the old SIS-PLUS system with the conversion to the new Banner System.
- Trained employees in the completion of Board of Regents Reports, Enrollment Reporting, validations in PAIR website and assisting the PAIR Director in producing reports needed for the SU Administration.
- Created and updated procedure manuals for processing Board of Regents Facilities/Space Utilization Reports, State Student Profile System (SSPS) Reporting and Completers Graduations.

FEDERAL REPORTING

- **Winter IPEDS Reporting**
 - Student Financial Aid
 - Graduation Rates
 - Graduation Rates 200%
 - Outcomes Measures
- **Spring IPEDS Reporting**
- **Fall IPEDS Reporting**
- **Summer IPEDS Reporting**

STATE REPORTING

- **Board of Regents Reporting**
- **SSPS Reporting**
- Research and compile data for all surveys for the university, including, but not limited to US News, College Boards of Accreditation, HBCUs, etc.
- Supply reports for Colleges or Departments within the University System per request for data.
- Monitor workflows throughout the IRA office to ensure all data requests are completed.
- Works with the Integrated Postsecondary Education Data System (IPEDS) to complete the Data Enrollment section.

- Supervises the completion of other data sections for the IPEDS Report by collaboration with Financial Aid, Admissions, Finance and other critical areas.
- Assists in the compilation of information for the Southern Association of Colleges and Schools (SACS) Report by researching and working with areas of focus for the reported data requests.

Banner Analyst

02/11 to 12/17

PAIR Office

Worked in the PAIR Office, Comptroller's Office and Office of Enrollment Management to assist in the completion of University projects in a timely manner. Was selected for work within the PAIR Office due to proven experience in team building, personnel management, project management, customer interfacing, business operations and software development. Scope of work included, but was not limited to:

- Utilization of Subject Matter Expertise in the understanding the old SIS-PLUS system and the new Banner System to train University employees on how to process Board of Regents Official reports consisting of Enrollment Totals, SCH Reporting, Facilities Reporting and Completers Reporting.
- Further trained employees in the completion of Board of Regents Reports, Enrollment Reporting, validations in PAIR website and assisting the PAIR Director in producing reports needed for the SU Administration.
- Worked closely with the Board of Regents in validating their new programs used in editing BOR files.
- Created updated procedure manuals for processing Board of Regents Facilities/Space Utilization Reports and State Student Profile System (SSPS) Reporting.

Office of Enrollment Management

Worked with the Systems Analyst as a Banner Analyst in the Office of Enrollment Management in creating and modifying Argos programs to produce reports from the Banner System. These Argos programs were later transferred to the PAIR Office or now known as the IRA Office to produce the reports to be submitted to the Board of Regents.

- Served on a team to develop procedures for Facilities processing and reviewed new Software called Ad-Astra to assist in the availability of room use on the campus.
- Selected to work closely with the Enrollment Management Systems Analyst and Consultant in preparing processing procedures to be used in the Registrar's Office due to the death of the Registrar.
- Developed needed procedural work manuals to assist in the transition of work to the Interim Registrar that included processes used for Adds/Drops, TOPS, Clearing House, End-of-Term Grade Processing and Repeats/Deletes.
 - SPECIAL NOTE: These procedural manuals still serve as the primary reference for work completed by the Registrar's Office.

Comptroller's Office

Worked as a Data Entry Operator and Verifier for the Comptroller's Office End-of-Year closing processes.

Administrative Service Liaison

05/04 to 01/11

Responsible for the coordination of work through university computer software systems and automated software scheduler. Returned completed job runs back to stakeholders both on and off the campus. Utilized a variety of software systems, such as SIS-PLUS, FRS and HRS systems and CA-Scheduler.

Areas of responsibility included, but were not limited to:

- CA-Scheduler administration through the setting of schedules, entering of commands, ensuring that the system generated the requested job runs and maintaining CA-Scheduler functions.
- Collaborated with the Users and the Board-of-Regents in report processing for Official Enrollment Reporting, SCH, Student Profile, Building/Room and Space Utilization, Completers/Degree Certification and 14th Day Reports for the University.
- Prepared procedural manuals and backup files for the processing of reports.
- Ran FOCUS jobs and other jobs requested by the Director and Administration.
- Served as the ISD Safety Personnel Representative.

Data Control/Production Control Supervisor

05/84 to 05/04

Responsible for the supervision and training of Data Control/Production Control employees working to process jobs for the Information Systems Division. Worked with users in processing service requests for jobs. Helped to establish CA-Scheduler for use in Production Control. Developed efficiencies and managerial parameters in this area and prepared procedure manuals for processing.

Data Entry Supervisor

08/75 to 05/84

Worked on IBM 029 Key punch machine as a Key punch Operator. Transformed Journal Vouchers, Cash Receipts and Disbursements from raw data to card punch data to be processed in the IBM 9278. Upon data processing, reports were generated and sent out to the users. Was promoted to become a Data Entry Operator and worked on the IBM 129 Key punch/Verify machine where raw data was punched and verified. Became the Data Entry Supervisor and supervised four employees, planned and coordinated work with users for processing.

EDUCATION AND BACKGROUND

Certificate, CBM Business College, Computer Science May 1974
Degree, Jennings High School, Jennings, LA, May 1971
Banner Training Classes for Students, 2008
Training in UC4 for New Banner ERP System (Scheduler) May 2009
Training in UC4 for New Banner ERP System (Scheduler) May 2010
Banner Training Classes for Students, 2014
Banner Training Classes for Students, 2017

AWARDS AND RECOGNITION

36 Years of Service Retirement Award from Southern University Baton Rouge Campus
Years of Service Award, April 2005
Nominee for Employee of the Year for SU Baton Rouge Information Systems Division, 2004
Charles E. Dunbar Award, January, 1987
2019 Friends of Southern University Athletics Award

COMMUNITY INVOLVEMENT AND ACTIVITIES

President of the Official Tailgate Committee
Member of Immaculate Conception Catholic Church Choir
Secretary of Immaculate Conception Catholic Church Choir
Member of Southern University Alumni Home Chapter
Member of Southern University Quarterback Club
Member of Southern University 'Taste of the Jag' Committee
Member of the YMCA



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President

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Baton Rouge, LA 70813

REC'D-ACAD AFFRS
24 MAY 30 PM 3:54

May 22, 2024

Dennis J. Shields, President
Southern University System
Baton Rouge, LA 70813

RE: Staff Resignation Leading to Recommendation for Additional Duties & Salary Adjustment –
Mr. Jason Ordogne, Mrs. Lucretia Jenkins, Dr. Berdikul Qushim and Dr. Christopher Ruffin

Dear President Shields,


Ms. Marjorie Washington, Programmer and Senior Database Analyst, in the Office of Institutional Research/Effectiveness tendered her resignation effective May 10, 2024. Federal Title III funds serve as the primary source of funding for Ms. Washington's annual salary of \$74,984. To ensure that there is seamless continuity in work processes and functions, to safeguard for the timely completion and submission of state and federally mandated deliverables and work-products, and to meet internal and external constituencies data requests at the Southern University Baton Rouge Campus, I recommend a waiver of search and additional duties and salary adjustments for existing staff members which will not only help with staff retention, but will also result in salary savings for the University:

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As stated earlier, this personnel request generates a savings for the University and greatly facilitates staff retention. Thank you for your favorable consideration of this request and submitting it for approval at the June 21, 2024 meeting of the Southern University and A&M College System Board of Supervisors.

Respectfully submitted,



John K. Pierre
Executive Vice President

Approved By:

Dennis J. Shields
President
Southern University System

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS ☐ SUBR ☒ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☐

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

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

Previous Employee Mr. Jason Ordogne Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment April 2011 To Present
Effective Date July 1, 2024

Name Mr. Jason Ordogne SS# xxx-xx- Sex Male Race* AA
(Last 4 digits only)

Position Title: Sr. Banner Systems Analyst Department: IT and OIE

Check One ☒ Existing Position *Visa Type (See Reverse Side):
☐ New Position Expiration Date: _____

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

Years Experience 24 Southern University Experience 13
Degree(s): B.A. Accounting Dillard University New Orleans, LA. Year: 1996
M.S. Information Systems Southern University at New Orleans New Orleans, LA. In Progress

Current Employer Southern University and Agricultural & Mechanical College

Personnel Action

Check One ☐ New Appointment ☐ Continuation ☐ Sabbatical ☐ Leave of Absence
☐ Transfer ☐ Replacement ☒ Other (Specify) Add. Duties & Salary Adjustment

Recommended Salary \$90,000 Salary Budgeted \$90,000

Source of Funds Title III Grant Funds

Identify Budget: _____ Location _____
Form Code: _____ Page _____ Item # _____

Change of: From To

Position _____
Status _____
Salary Adjustment \$80,000 \$90,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
220493-21111-24100	\$10,000
220498-21091-61002-24100	\$80,000

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor <u>[Signature]</u> Date <u> </u>	Dean/Unit Head <u>[Signature]</u> Date <u> </u>
Vice Chancellor <u>[Signature]</u> Date <u> </u>	Chancellor <u>[Signature]</u> Date <u> </u>
Director/Personnel <u>[Signature]</u> Date <u> </u>	Vice President/Finance <u>[Signature]</u> Date <u> </u>
	Business Affairs/Comptroller <u>[Signature]</u> Date <u> </u>
President <u>[Signature]</u> Date <u> </u>	Chairman/S.U. Board of Supervisors <u>[Signature]</u> Date <u> </u>

REC'D-ACAD AFFRS
2024 MAY 30 PM3:54

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M – F 8am – 5pm

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

None

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

UPDATED
Job Description
Senior Banner Systems Analyst

The Senior Banner Systems Analyst will provide technical support for all Banner/Oracle Administrative Systems modules that include Student Administration, Human Resources, Payroll, Financials and General. The Senior Banner Systems Analyst will respond to data requests in a timely and accurate manner.

Duties:

- Provides technical support includes, but are not limited to analysis and implementation of the product from a technical/functional perspective, knowledge of the efficient use of the Banner ERP product for major functional areas, technical knowledge of the Banner code tree, knowledge of the Banner ERP ERD, knowledge of reporting using BI tools, such as Evison's ARGOS; communication with functional leads/users; business knowledge development (Oracle DBMS, CTOOLS, SQL, SQR, Argos Reports, Form Fusion, Dynamic Forms, QLess, etc.); and documentation.
- Performs other essential duties as assigned.
- The incumbent in this position reports to the Director of ERP Services.
- *The incumbent in this position reports to the OIE Executive Director on all matters pertaining to Institutional Research and Effectiveness - performs a variety of specialized technical activities related to script writing that are critical to facilitate data extraction, data collection, data storage, documentation, data analysis, and reporting related to institutional research and effectiveness projects critical to internal constituencies such as accreditation, data visualization dashboards, factbooks, data webpages and external constituencies (state/federal) reporting mandates and requirements such as (IPEDS, SSPS, etc.)*
- *Serves as technical liaison/lead between Institutional Research/Effectiveness (IR/IE) and Information Technology (IT) as it relates to reporting projects pertaining to Student Enrollment Management, Student Success, Finance and Business, and Human Resources.*

Jason E. Ordogne

7410 Bluebonnet Blvd. | Baton Rouge, LA 70810 | C: 225-454-7917 | jordogne@gmail.com

SYSTEMS ANALYST FOR BANNER STUDENT & FINANCIAL AID

Accomplished Banner Student and Financial Aid Systems Analyst with a proven track record of leading complex IT projects. Expert in enhancing system efficiency and user comprehension, exemplified by successful Student Information system data migrations and application report innovations. Extensive experience in designing, coding, testing and supporting an Oracle next-generation database solution.

Proficient in an assortment of technologies, including applications in SQL, PL/SQL, ODS, HTML, COBOL, FOCUS, and VM.
Technical skills include:

- | | |
|--|---|
| <ul style="list-style-type: none">• Oracle• Automic(UC4)• Qless(JagQ)• NextGen Forms• Axiom• PowerBI• TDClient/EdConnect | <ul style="list-style-type: none">• CampusESP• Banner Action Item Processing• ARGOS• DegreeWorks• TeamWorks• Edify |
|--|---|

EXPERIENCE

4/2011 - Present

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

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

Key projects:

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

Southern University at New Orleans,

8/2007 - 4/2011

Interim Programming Manager/Project Leader

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

Key projects:

- Served as IT project lead in the Banner Students Financial and Account Receivables data migration.

- Served as the IT project lead in the automation of the Lenel/Pharos Badge ID card program implementation, this is the payment tool use to manage, deposit financial aid refunds and technology services for students.
- Developed, coordinated and tested a Web-enabling tuition payment system via SIS/PLUS for the university, allowing students to view and make tuition payments using their financial aid award.
- Coordinated and implemented the E-print reporting application system, this allowed all functional users to retrieve all reports from a secure centralized repository.

Southern University at New Orleans,
Application Analyst/Project Leader

1/2001 – 7/2007

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

Key projects:

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

Collegis-Tulane University, New Orleans, LA
Application Analyst

3/2000 – 10/2000

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

Key projects:

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

Southern University at New Orleans, LA
Application Programmer

1/1998 – 1/2000

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

Key projects:

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

EDUCATION & TRAINING

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

Pending -

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

12/1996

- **Workshops:** Slate, Axiom, Edify, BDMS, AUTOMIC(UC4), Qless, Next Gen Forms, Project Management, PHP, Intro to Oracle, Oracle Database 10g Administration, Advanced Oracle DBA, Banner Security, Oracle Forms, Oracle SQL, Oracle PL/SQL, ARGOS, Banner Action Item Processing(AIP)



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President

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

REC'D-ACAD AFFRS
2024 MAY 30 PM 3:55

May 22, 2024

Dennis J. Shields, President
Southern University System
Baton Rouge, LA 70813

RE: Staff Resignation Leading to Recommendation for Additional Duties & Salary Adjustment –
Mr. Jason Ordogne, Mrs. Lucretia Jenkins, Dr. Berdikul Qushim and Dr. Christopher Ruffin

Dear President Shields,

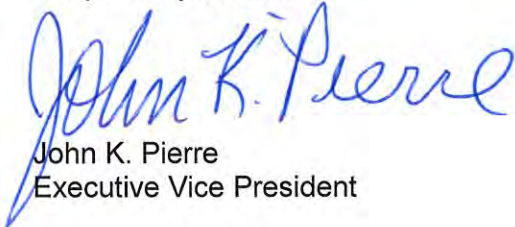
Ms. Marjorie Washington, Programmer and Senior Database Analyst, in the Office of Institutional Research/Effectiveness tendered her resignation effective May 10, 2024. Federal Title III funds serve as the primary source of funding for Ms. Washington's annual salary of \$74,984. To ensure that there is seamless continuity in work processes and functions, to safeguard for the timely completion and submission of state and federally mandated deliverables and work-products, and to meet internal and external constituencies data requests at the Southern University Baton Rouge Campus, I recommend a waiver of search and additional duties and salary adjustments for existing staff members which will not only help with staff retention, but will also result in salary savings for the University:

- I am requesting your support and approval for additional duties and salary adjustment for Mr. Jason Ordogne, Senior Banner Systems Analyst, who currently makes \$80,000 annually. With an annual salary adjustment of \$10,000, that is covered by Ms. Marjorie Washington's funded position, Mr. Ordogne's adjusted annual salary will be \$90,000. The effective date is July 1, 2024. Mr. Ordogne is uniquely qualified for discharging these additional duties given his proficiency as a programmer and database analyst, coupled with his expert knowledge of the university's Banner System with over 24 years of professional experience in the field (see attached resume and updated job description).
- I am requesting your support and approval for additional duties and salary adjustment for Mrs. Lucretia Jenkins, Institutional Research Assistant Director, who currently makes \$64,786 annually. With an annual salary adjustment of \$10,214, that is covered by Ms. Marjorie Washington's funded position, Mrs. Jenkins' adjusted annual salary will be \$75,000. The effective date is July 1, 2024. Mrs. Jenkins is uniquely qualified for discharging these additional duties given her expert knowledge of the State of Louisiana and Board of Regents reporting Statewide Student Profile System and reporting requirements. Mrs. Jenkins brings over 35 years of professional experience working collaboratively with academic and non-academic units across the SUBR campus (see attached resume and updated job description).
- I am requesting your support and approval for additional duties and salary adjustment for Dr. Berdikul Qushim, Senior Planning & Evaluation Analyst, who currently makes \$64,219 annually. With an annual salary adjustment of \$10,781, that is covered by Ms. Marjorie Washington's funded position, Dr. Qushim's adjusted annual salary will be \$75,000. The effective date is July 1, 2024. Dr. Qushim is uniquely qualified for discharging these additional duties given his expert knowledge of federal Integrated Postsecondary Education Data System (IPEDS) and state of Louisiana Performance Accountability System (LAPAS) reporting requirements. Dr. Qushim brings over 26 years of professional experience in data analytics and reporting (see attached resume and updated job description).

- I am requesting your support and approval for additional duties and salary adjustment for Dr. Christopher Ruffin, Research Assessment Data Analyst, who currently makes \$56,238 annually. With an annual salary adjustment of \$12,762 that is covered by Ms. Marjorie Washington's funded position, Dr. Ruffin's adjusted annual salary will be \$69,000. The effective date is July 1, 2024. Dr. Ruffin is uniquely qualified for discharging these additional duties with over 10 years of expert knowledge and experience in data analysis, institutional research and assessment (see attached resume and updated job description).

As stated earlier, this personnel request generates a savings for the University and greatly facilitates staff retention. Thank you for your favorable consideration of this request and submitting it for approval at the June 21, 2024 meeting of the Southern University and A&M College System Board of Supervisors.

Respectfully submitted,



John K. Pierre
Executive Vice President

Approved By:

Dennis J. Shields
President
Southern University System

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Dr. Berdikul Qushim Reason Left
Date Left Salary Paid

Profile of Person Recommended

Length of Employment January 15, 2019 To Present
Effective Date July 1, 2024

Name Dr. Berdikul Qushim SS# xxx-xx- Sex Male Race* Asian
(Last 4 digits only)

Position Title: Senior Planning & Assessment Analyst Department: OIE

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

New Position

Expiration Date:

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

Years Experience 26 Southern University Experience 5

Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
Ph.D. Ag/Applied Economics Louisiana State University Baton Rouge, LA 2014
MA Economics Kansas State University 2001
BS Mathematical Economics Tashkent Institute of National Economy 1988

Current Employer Southern University

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
Transfer Replacement X Other (Specify) Add. Duties & Salary Adjustment

Recommended Salary \$75,000 Salary Budgeted \$75,000

Source of Funds State General Funds

Identify Budget: 211001-21081-61002 Location
Form Code: Page Item #

Change of: From To

Position

Status

Salary Adjustment \$64,219 \$75,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
211001-21081-61002	\$75,000

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor	Date	Dean/Unit Head	Date
Vice Chancellor	Date	Chancellor	Date
Director/Personnel	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: M – F 8am – 5pm
EMPLOYEE DIRECT SUPERVISOR: Dr. Toni Manogin
SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 803-2737
NUMBER OF EMPLOYEES SUPERVISED, (if any) None
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

UPDATED
Job Description
Senior Planning and Evaluation Analyst

The Senior Planning and Evaluation Analyst extracts, analyzes, compiles, and archives institutional data on the institutional research webpage. The incumbent in this position is instrumental in using data to support an evidence-based culture that is focused on continuous improvement and advances the mission of the institution.

Duties:

- *Conducts data analytics and ensures institutional compliance with state reporting requirements including the Louisiana Performance Accountability System (LAPAS) administered by the Louisiana Division of Administration – Office of Planning and Budget.*
- *Conducts data analytics and ensures institutional compliance with federal reporting mandates including the Integrated Postsecondary Education Data System (IPEDS).*
- Performs the data analytics necessary for the development and monitoring of the institution's strategic plan.
- Uses ARGOS to retrieve, analyze, compile, and archive institutional data on the institutional research webpage.
- Performs data analytics necessary to prepare the University's Fact book.
- Completes and submits the University's operational plans as mandated by state law.
- Assists in the analysis of institutional data for internal and external reporting.
- Reports directly to the Vice President for Strategic Planning, Policy, and Institutional Effectiveness.
- Performs other related duties as assigned for the Southern University Baton Rouge Campus.

RESUME

Berdikul Qushim, Ph.D.

10743 Hillbrook Ave, Baton Rouge, LA 70810

Phone: (225) 620-5047; E-mail: berdikul.qushim@sus.edu

Professional Summary

Experienced in institutional research, assessment and planning, statistical, and public policy analysis. Results-driven professional and detail-oriented team player. Extensive data management analytical experience at the System and Campus levels related to State (Board of Regents, Division of Administration - Office of Planning and Budget) and Federal (The Integrated Postsecondary Education Data System (IPEDS) by the National Center for Education Statistics) reports. Demonstrated proficiency in data analytics, data management, data completion, data preparation, and data submission to State and Federal agencies, SU System, and SUBR Campus administrators for decision-making and planning in areas such as strategic planning, assessment, admissions, enrollment management, student life, etc.

Education

Ph.D.	Agricultural/Applied Economics	Louisiana State University	USA	2014
MA	Economics	Kansas State University	USA	2001
BS	Mathematical Economics	Tashkent Institute of National Economy	Uzbekistan	1988

Work Experience

Senior Planning and Evaluation Analyst, SUBR, Baton Rouge, LA -- Jan 2019 – present

- Conducts data analytics for submission of **quarterly institutional data to the Louisiana Division of Administration – Office of Planning and Budget (DOA-OPB) through the Louisiana Performance Accountability System (LAPAS) mandated by Louisiana Law Act 1465 of 1997** for SUS and its Campuses (SUBR, SUNO, SUSLA, SULC, SUAREC).
- Prepares data analytics for SU System and its Campuses (SUBR, SUNO, SUSLA, SULC, SUAREC) **Strategic Plans mandated by Louisiana Law Act 1465 of 1997 – FY2023-24 through FY2027-28.**
- Conducts data analyses for and evaluates the following category of university programs and services: **administrative services (SACSCOC Section 7.3); educational programs (SACSCOC Section 8.2a); and academic and student support services (SACSCOC Section 8.2c) for the 2015-16, 2016-17, 2017-18; and 2018-19 years.**
- Prepares data analytics for the SU System and its Campuses' (SUBR, SUNO, SUSLA, SULC, SUAREC) **Annual Operational Plans (DOA-OPB).**
- Conducts data analyses for the SCASCOC standards: **8.1 Student Achievement and 4.2.g Board Self-Evaluation.**
- Prepares data reports for State and Federal mandatory reporting requirements, including the coordination and completion of applicable reports/surveys such as **IPEDS, SSPS, LaPAS, Completers Report, Facilities Inventory and Space Utilization, Act 125 Textbook Adoption Data Reporting.**
- Conducts and compiles data analytics for **Annual Accountability Scorecards** for SUS and its Campuses (SUBR, SUNO, SUSLA, SULC, SUAREC).
- Conducts data analytics for **SU System's Strategic Plan - Fulfilling the Promise: A Pathway to Excellence: 2018-2025** and **SUBR's Strategic Plan – Imagine 20K: 2018-2030.**
- Provides data analyses & analytic support for the University's administrative decision-makers to facilitate **strategic planning, policymaking, resource allocations, enrollment projections, and other processes requiring sound strategic analysis.**

- Provides data analyses & analytical support for all activities related to **evaluation, assessment, program review reporting, and accreditation in compliance with SACSCOC guidelines/narratives.**
 - Provides guidance for academic and administrative units on survey instruments and data interpretation related to **assessment activities and program reviews.**
 - Provides data management for SUBR's Statewide Student Profile System (SSPS) Data Files through Banner System and ARGOS.
 - Prepares data for completion of standard institutional reporting (e.g., graduation/retention rates, course evaluations of faculty by students, graduating seniors exit survey reports, Fact Book, and Quick Facts).
 - Provides data analytics and coordinates the implementation, completion, results analysis, and results reporting (as requested) of all external surveys with institution-wide impact such as **U.S. News & World Report, GSS, College Board,** etc.
 - Extracts data from **Ellucian's Banner System, ARGOS,** and **National Student Clearinghouse (NSC)** to interpret, analyze, and develop reports for the university leadership decision-making.
 - Conducts various **quantitative and qualitative** institutional policy research on institutional effectiveness models.
 - Provide data analyses for internal SUBR constituency (faculty and staff) data requests from academic colleges, departments, and programs by responding to the data needs of deans and department heads.
 - Translate data into usable information for the University community via the Institutional Research website, public presentations, email, etc.
- Interpret research results & present the findings in a clear & concise manner using both narrative & graphic formats.

Post-Doctoral Research Associate, University of Florida/GCREC, Wimauma, FL -- 2016 – 2018

- Developed partial budgeting approaches, risk analysis, and stochastic simulation models to examine the effects of risk on a producer's decision.
- Designed and conducted industry surveys. Conducted econometric analysis of the survey data.
- Worked on multiple economic research projects using econometric models/techniques.

Research Associate, Louisiana State University, Baton Rouge, LA -- 2014 – 2016

- Estimated the economic benefits and costs of nutrient non-point and point source pollution on best management practices for land use in Louisiana.
- Collected data from various sources and analyzed the data for research outcomes.
- Worked on farm production efficiency analysis using econometric models such as stochastic production frontier models and MC simulation techniques.

Graduate Research Assistant, Louisiana State University, Baton Rouge, LA -- 2007 – 2014

- Designed and conducted mail surveys to nationwide agricultural producers.
- Conducted econometric analyses of the technical and economic efficiency of agricultural farms using stochastic production frontier models.
- Prepared, presented, and published research manuscripts.

Economist, Ministry of Agricultural and Water Resources of the Republic of Uzbekistan -- 2001 – 2007

- Worked on financial market and agricultural development programs.
- Analyzed economic and financial market data; conducted forecasting and market risk model analyses.
- Engaged in developing economic policy formulations.

- Classes Taught: Principals of Economics, Microeconomics (both undergraduate and graduate levels), Macroeconomics (undergraduate level), Econometrics, Mathematical Methods, and Modeling (both undergraduate and graduate levels), Production Economics, and Agricultural Marketing.
- Mentored and supervised graduate and undergraduate students
- Participated in the service activities of the Department, University, and profession.

Computer Software and Reporting Tools

Software/Reporting Tools: **Ellucian's Banner System, ARGOS, National Student Clearinghouse, SAS, STATA, SPSS, Simetar, LIMDEP, SAS SQL Procedure, MS Office (Excel, Access, etc.)**

SACSCOC and Institutional Research Professional Conferences

Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); SACSCOC Summer Institute; Association for Institutional Research (AIR); and Southern Association for Institutional Research (SAIR) Annual Meetings.

Certifications

IPEDS Keyholder Essentials: A Beginner's Guide	2019
IPEDS Keyholder Efficiencies: Reducing the Reporting Burden	2019

Publications, Presentations, and Participations

Published 8 peer-reviewed journal articles; 4 extension and abstract publications; Attended 20 professional conferences and made presentations (e.g., AAEA, SAEA, etc.)

References

- References Available Upon Request



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President

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

EC'D-ACAD AFFRS
024 MAY 30 PM 3:55

May 22, 2024

Dennis J. Shields, President
Southern University System
Baton Rouge, LA 70813

RE: Staff Resignation Leading to Recommendation for Additional Duties & Salary Adjustment –
Mr. Jason Ordogne, Mrs. Lucretia Jenkins, Dr. Berdikul Qushim and Dr. Christopher Ruffin

Dear President Shields,


Ms. Marjorie Washington, Programmer and Senior Database Analyst, in the Office of Institutional Research/Effectiveness tendered her resignation effective May 10, 2024. Federal Title III funds serve as the primary source of funding for Ms. Washington's annual salary of \$74,984. To ensure that there is seamless continuity in work processes and functions, to safeguard for the timely completion and submission of state and federally mandated deliverables and work-products, and to meet internal and external constituencies data requests at the Southern University Baton Rouge Campus, I recommend a waiver of search and additional duties and salary adjustments for existing staff members which will not only help with staff retention, but will also result in salary savings for the University:

- I am requesting your support and approval for additional duties and salary adjustment for Mr. Jason Ordogne, Senior Banner Systems Analyst, who currently makes \$80,000 annually. With an annual salary adjustment of \$10,000, that is covered by Ms. Marjorie Washington's funded position, Mr. Ordogne's adjusted annual salary will be \$90,000. The effective date is July 1, 2024. Mr. Ordogne is uniquely qualified for discharging these additional duties given his proficiency as a programmer and database analyst, coupled with his expert knowledge of the university's Banner System with over 24 years of professional experience in the field (see attached resume and updated job description).
- I am requesting your support and approval for additional duties and salary adjustment for Mrs. Lucretia Jenkins, Institutional Research Assistant Director, who currently makes \$64,786 annually. With an annual salary adjustment of \$10,214, that is covered by Ms. Marjorie Washington's funded position, Mrs. Jenkins' adjusted annual salary will be \$75,000. The effective date is July 1, 2024. Mrs. Jenkins is uniquely qualified for discharging these additional duties given her expert knowledge of the State of Louisiana and Board of Regents reporting Statewide Student Profile System and reporting requirements. Mrs. Jenkins brings over 35 years of professional experience working collaboratively with academic and non-academic units across the SUBR campus (see attached resume and updated job description).
- I am requesting your support and approval for additional duties and salary adjustment for Dr. Berdikul Qushim, Senior Planning & Evaluation Analyst, who currently makes \$64,219 annually. With an annual salary adjustment of \$10,781, that is covered by Ms. Marjorie Washington's funded position, Dr. Qushim's adjusted annual salary will be \$75,000. The effective date is July 1, 2024. Dr. Qushim is uniquely qualified for discharging these additional duties given his expert knowledge of federal Integrated Postsecondary Education Data System (IPEDS) and state of Louisiana Performance Accountability System (LAPAS) reporting requirements. Dr. Qushim brings over 26 years of professional experience in data analytics and reporting (see attached resume and updated job description).

- I am requesting your support and approval for additional duties and salary adjustment for Dr. Christopher Ruffin, Research Assessment Data Analyst, who currently makes \$56,238 annually. With an annual salary adjustment of \$12,762 that is covered by Ms. Marjorie Washington's funded position, Dr. Ruffin's adjusted annual salary will be \$69,000. The effective date is July 1, 2024. Dr. Ruffin is uniquely qualified for discharging these additional duties with over 10 years of expert knowledge and experience in data analysis, institutional research and assessment (see attached resume and updated job description).

As stated earlier, this personnel request generates a savings for the University and greatly facilitates staff retention. Thank you for your favorable consideration of this request and submitting it for approval at the June 21, 2024 meeting of the Southern University and A&M College System Board of Supervisors.

Respectfully submitted,



John K. Pierre
Executive Vice President

Approved By:

Dennis J. Shields
President
Southern University System

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Dr. Christopher Ruffin Reason Left
Date Left Salary Paid

Profile of Person Recommended

Length of Employment August 16, 2021 To Present
Effective Date July 1, 2024

Name Dr. Christopher Ruffin SS# xxx-xx- Sex Male Race* AA
(Last 4 digits only)

Position Title: Research and Data Analyst Department: OIE

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

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

Years Experience 10	Southern University Experience 3
Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge): Year:
Ed. D., Educational Leadership and Administration	Clark Atlanta University, Atlanta, GA 2018
M.A., Social Sciences	Southern University and Agricultural & Mechanical College, Baton Rouge, LA 2014
B.S. History	Southern University and Agricultural & Mechanical College, Baton Rouge, LA 2011

Current Employer Southern University and Agricultural & Mechanical College

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
Transfer Replacement X Other (Specify) Add. Duties & Salary Adjustment

Recommended Salary \$69,000 Salary Budgeted \$69,000

Source of Funds Title III Grant Funds

Identify Budget: Form Code: Page Location Item #

Change of: From To

Position Status Salary Adjustment \$56,238 \$69,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
220493-21111-24100	\$69,000

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor	Date	Dean/Unit Head	Date
Vice Chancellor	Date	Chairman	Date
Director/Personnel	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: M – F 8am – 5pm
EMPLOYEE DIRECT SUPERVISOR: _____
SUPERVISOR/DEPARTMENT CONTACT NUMBER _____
NUMBER OF EMPLOYEES SUPERVISED, (if any) None
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

UPDATED
Job Description
Research Assessment Data Analyst

The Research Assessment Data Analyst has primary responsibility for assisting the Associate Director for Planning and Assessment in managing a quality university assessment program by deploying and overseeing a state-of-the-art technology solution – Watermark. The incumbent in this position works collaboratively with internal and external campus constituencies making sure that assessment reports are completed by academic and non-academic units in a timely manner. The incumbent in this position is instrumental in using assessment data to support an evidence-based culture that is focused on continuous improvement and advances the mission of the institution.

Duties:

- *Supports continuous improvement efforts by analyzing and managing complex data sets pertaining to assessment, accreditation and compliance.*
- *Collects, analyzes, and reports institutional assessment data.*
- *Ensures compliance with institutional effectiveness Title III objectives and activities.*
- Works closely with the Associate Director of Planning and Assessment in overseeing and managing the deployment of a planning and assessment technology solution for the SUBR campus.
- Works closely with the Associate Director of Planning and Assessment in coordinating college-wide assessment efforts of academic/educational and academic support programs, non-academic/student programs, and administrative services.
- Works closely with the Associate Director of Planning and Assessment in facilitating regular training sessions with faculty and staff on the use of a technology-based assessment solutions.
- Works closely with the Associate Director of Planning and Assessment in performing quality assurance checks of assessment reports by verifying accuracy of assessment data.
- Works closely with the Associate Director of Planning and Assessment in generating assessment reports post-analysis.
- Reports directly to the Executive Director for Institutional Effectiveness.
- Performs other related duties as assigned for the Southern University Baton Rouge Campus.

Christopher Michael Ruffin, Ed. D.

Office: 801 Harding Blvd. ♦ Baton Rouge LA 70807
email: Christopher.Ruffin@sus.edu | phone: (225) 771-2370

Home: 3152 Cannon St. SW ♦ Atlanta, GA 30331
email: DrCruffin@gmail.com; phone: (225) 329-8810

Education



Ed. D., Educational Leadership and Administration, 2018
Clark Atlanta University, Atlanta, GA

Dissertation: The Impact of Self-Efficacy and Academic Achievement on Twelfth Grade African-American Male TRIO Participants

M.A., Social Sciences, 2014
Southern University and Agricultural & Mechanical College, Baton Rouge, LA

Thesis: The Effects of Breakaway School Districts in East Baton Rouge Parish

B.A., History, 2011
Southern University and Agricultural & Mechanical College, Baton Rouge, LA

Executive Summary of Accreditation Experience

Served as **SACSCOC Accreditation Liaison** at Wiley College and successfully accomplished the following:

1. **Successfully Led SACSCOC Fifth-Year Interim Review across the 22 SACSCOC Standards:**
 - 5.4 Qualified Administrative Academic Officers
 - 6.1 Full-time Faculty [CR]
 - 6.2.b Program Faculty
 - 6.2.c Program Coordination
 - 8.1 Student Achievement [CR]
 - 8.2.a Student Outcomes: Educational Programs
 - 9.1 Program Content [CR]
 - 9.2 Program Length [CR]
 - 10.2 Public Information
 - 10.3 Archived Information
 - 10.5 Admissions Policies and Practices
 - 10.6 Distance and Correspondence Education
 - 10.7 Policies for Awarding Credit
 - 10.9 Cooperative Academic Arrangements
 - 12.1 Student Support Services [CR]
 - 12.4 Student Complaints
 - 13.6 Federal and State Responsibilities
 - 13.7 Physical Resources
 - 13.8 Institutional Environment
 - 14.1 Publication of Accreditation Status
 - 14.3 Comprehensive Institutional Reviews
 - 14.4 Representation to Other Agencies
2. **Successfully completed the Quality Enhancement Plan (QEP) Impact Report as a part of the Fifth-Year Interim Report Submission to SACSCOC**
3. **Successfully coordinated SACSCOC Institutional On-Site Visit as a part of the Fifth-Year Interim Report Certification Process**

Executive Leadership and Professional Experience

Southern University and A&M College, Office of Institutional Effectiveness

Research Analyst, 2021-present

Areas of Responsibility. Offers support, information, and guidance in assisting the Vice Chancellor and Associate Vice Chancellor to develop effective vision, strategy, tactics, and procedures for the department. Proactively anticipates overall institutional strategic decisions based upon data analysis and offers recommendations to the Vice Chancellor and Associate Vice Chancellor for presentation to the Executive Council and the Board of Supervisors for the Southern University System. Develops and maintains a broad understanding of SACSCOC policies, assessment, planning, and reporting committees, teams, and individual departments.

- As a critical component of the SACSCOC Decennial Reaffirmation of Accreditation, served as lead team member for the successful implementation of (4) Watermark Solution Products (e.g. Course Evaluation and Surveys, Planning and Self-Study, Faculty Success, and Student Learning and Licensure) in under twelve months
- Closely works with academic, administrative, and educational support departments in the production of institutional research, planning, and assessment reports and policy recommendations
- Possesses a substantial knowledge of descriptive and inferential statistics and an array of microcomputer-based applications (i.e. ARGOS, SAS, Excel, Word)
- Serves as a resource person for all institution-wide planning and evaluation activities by working with university-wide committees, teams, and individual departments
- Coordinates initiatives and special projects as assigned
- Supports all institutional data functions (planning, organization, collecting, entry, collating, analyzing, and reporting)
- Manages and maintains highly confidential and sensitive information and data mandated by institutional, state, and national regulations
- Interfaces with a variety of external agencies and groups (e.g. ACHE, NCES, SACSCOC, NCATE, CCNE, DOE, NCAA) to ensure that SUBR complies fully with regulatory reporting requirements and responds promptly to requests for data by regulatory agencies, accrediting bodies, and professional associations
- Processes state-wide databases each semester and provides continual updates to comply with state legislative mandates
- Developed SACSCOC Fifth Year Interim Institutional Timeline and Standards Reporting Document.
- Provides college-wide leadership to committees and groups charged with accomplishing a variety of goals and/or tasks and acts as a facilitator with groups assigned responsibility for developing processes related to the accomplishment and measurement of institutional effectiveness goals and outcomes using continuous improvement plans
- Coordinates the documentation and reporting of academic outcomes assessment, related to improvement of student learning and continuous improvement of instruction
- Evaluates learning outcomes and develop measurement instruments to analyze outcomes for departments developing IE plans and performance analysis
- Coordinates product knowledge training classes for faculty and students
- Supported the overall strategic planning and institutional research initiatives for the University's undergraduate, graduate and professional colleges and/or schools
- Supported university administration by improving data access, management reporting and enhanced institutional decision-making
- Supports the University's assessment, accreditation and institutional effectiveness activities

Southern University at Shreveport, Office of the Chancellor
Special Assistant to the Chancellor, 2022 – 2023

Christopher M. Ruffin's Vita Page 3

Areas of Responsibility: Works collaboratively with the Chancellor and Chief of Staff in representing the University to internal and external stakeholders. Engages in discussions with SUSLA's leadership, business leaders, and various elected officials at the state and local levels on an as-needed basis. Develops strategy and position documents for the Chancellor's consideration as he develops his position on key administrative issues.

Major Achievements:

- Effectively co-authored a pilot and implemented strategies for SUSLA's Strategic Enrollment Management Plan, which has yielded the highest enrollment in the last six years and third highest in the history of SUSLA.
- Successfully provided review and recommendations to the Chancellor for SUSLA's FY 2022-23 Capital Outlay Projects totaling – \$41.6M
- Strengthened and co-authored SUSLA's proposed FY 2023-24 Capital Outlay Project requests - >\$30M
- Attained and co-authored SUSLA's monthly Chancellor's Report
- Conceptualized partnership with SUSLA's colleagues to support the enhancement of co-enrollment practices and MOU with local community colleagues in order to advance the university's enrollment goals
- Developed and, in collaboration with Academic Affairs, and Student Affairs drafted a publication aimed at improving retention, recruitment, and strategies influencing enrollment management

State of Mississippi, Office of Representative Jeramey Anderson, Jackson, MS
Policy Analyst, 2019-2021; Chief of Staff, 2021

Major Achievements:

- Served as Chief of Staff, providing daily advice briefings and strategic support directly to the Representative on key legislative priority areas such as economy, global health, education, and infrastructure.
- Provided and maintained an ongoing challenge function to the office in market research, constituent engagement, and labor projections, generating fresh thinking and policy innovation.
- Completed labor research data reports for key planning groups (Legislative Staff and various Shared Governance committees)
- Facilitated the development of strategies for optimizing the interpretation and use of data collected from various State constituencies for a wide array of use (State Dual Enrollment, Retention/Graduation/Transfer reports, State Dropout Rates, First-Year Completions, CDS)
- Provided assistance to the Representative in the areas of research design, instrument validation, data collection, data analysis, interpretation, and graphical representation (White Papers, Survey design, SAS programs)
- Provide leadership, coordination, and technical expertise essential for program evaluation and outcome assessment by academic and educational support areas for documenting organizational effectiveness (meeting with constituents concerning assessment options, assisting in designing and utilizing a rubric to assess the Annual State of the District and Legislative Session)
- Worked closely with the Representative in the re-design of a comprehensive bill filing system to include paper files, electronic file manual, and an electronic data request log
- Designed, validated, programmed, published, and maintained electronic assessment instruments and surveys for organizational effectiveness research utilizing Qualtrics survey software and SurveyMonkey survey software
- Maintained the highest level of confidentiality and anonymity in dealing with survey responses, constituent and employee information, as well as research projects delegated directly from the Legislative Staff and the Representative

Wiley College, Office of Institutional Effectiveness, Marshall, TX
Director, 2018-2019

Major Achievements:

- Led the successful completion of Wiley College's 2018 Fifth Year Interim SACSCOC Accreditation Review and Site Visit
- Implemented new institutional process for initiating and completing substantive change processes to ensure SACSCOC accreditation compliance for new site and program additions
- Developed infrastructure to support College's expansion through strategic planning and priority setting
- Established Inaugural Council for Online Education to strategically engage faculty from across college system to expand number and quality of on-line programs and Second Chance Pell
- Established success benchmarks, evaluated learning outcomes, established internal and external collaborations and partnerships to effect change and improve teaching and learning environment, curriculum, programs and services
- Developed College's first Strategic Enrollment Management and Retention Plan to achieve optimum results
- Developed capital renovation plan, acquired funding for project implementation and published Student Success and Retention Model for utilization in launching Student Success Center

Atlanta Metropolitan State College, Office of Student Success, Atlanta, GA
Director, 2017-2018

Major Achievements:

- Designed and Implemented Academic Advisement Model through the expansion of innovative tools and resources such as DegreeWorks, Parchment, Naviance and Salesforce; increasing enrollment and matriculation by 25%.
- Developed and maintained partnerships with external constituents and organizations that support underrepresented communities such as NACADA, Dual Enrollment, AchieveAtlanta, and TRiO; increasing application completion by 15%.
- Provided budget oversight over \$3M, in State, Federal and Grant funds, creating professional development and training plans for the Division
- Worked collaboratively with Colleges' Counseling and Disabilities Department, High School SST, IEP and 504 Teams to devise strategies regarding New Freshman Student Success and socio-emotional factors
- Conducted College Financial Literacy workshops with parents and students to reduce student loan debt, maximize scholarship applications with a critical emphasis on CollegeMatch/Choice

Atlanta Metropolitan State College, Office of Institutional Effectiveness, Atlanta, GA
Director, 2014-2017

Major Achievements:

- Implemented new institutional process for initiating and completing substantive change processes to ensure SACSCOC accreditation compliance for new site and program additions
- Managed the Office of Institutional Research and Planning (OIRP), overseeing successful reaffirmation of accreditation with the Southern Association of Colleges and Schools on principles related to assessment.
- Conducted Career and Academic Advisement Seminars monthly
- Provided oversight for long-range planning and student outcomes assessment, academic program development and review, student support program review, and Board of Regents accreditation
- Conducted data analysis and benchmarking on enrollment management trends and the scholarship of Academic Advisement model, which led to the creation of Student Success Office

Southern University and A&M College
TRiO Mentor, 2007-2014

Major Achievements:

- Spearheaded outreach and student service designed to identify and offer services to those from disadvantaged backgrounds and support progress through the academic pipeline from high school to post-baccalaureate programs
- Collaborated with Student Affairs and University Freshman College services in providing advising, referral and resource services to Disability for Student Services, Vocational Rehabilitation, Financial Aid, Registrar's Office and Residential Housing
- Utilized Microsoft Office software programs, BANNER and Student Access Database to organize, manage and report data, track students and create reports for department, campus and federal government
- Implemented programs and services to retain and graduate students, including coordinating, developing and providing training for UB Peer Mentor Program for up to 10 mentors /mentee program participants
- Trained staff in developmental advising models to employ with culturally diverse students in need of academic support
- Developed TRiO workshops each semester offering financial literacy and proactive advising
- Coordinated free printing services
- Served as Guest lecturer in Learning Strategies class offering career counseling and exploration activities and providing student support – common intervention strategies for at-risk students in education

Notable Professional Development

Presentations

Presentations have been conducted at the national, state, and local levels at conferences, workshops, and inservice on the following topics:

- Watermark Engage - Technology Innovation
- Leadership, Practical Lessons for Aspiring School Leaders
- Benchmark Assessments
- Lessons Learned through Assessments
- Data Analysis for Teachers
- Data Analysis for School and Division Leaders
- Middle School Transformation and Best Practices
- Surviving the Leadership
- Collaborative Leadership
- Instructional Leadership
- School Improvement
- Closing the Achievement Gap
- A Focus on Regaining the Male Population
- Succeeding with Struggling Learners
- Effective Staff Development
- Transition Programs
- The Effective Schools Process
- Student Mentoring Programs
- New Teacher Mentoring
- New Administrator Mentoring, 21st Century
- Thinking and Learning
- Breaking Ranks in Higher Ed.

Selected Consultations

- Southwest Association of Student Assistance Programs - Student Engagement and Success (2022)
- Class Is In Session: Young, Gifted, and Broke - Student Debt Crisis (2021)
- Strategic Priorities to Create Workforce Opportunities for Young People (2020)
- American Institutes for Research (2019)
- U.S. Department of Education - Second Chance Pell (2019)
- U.S. Department of Education - Federal TRiO Programs (2018)
- State of Georgia - Student Achievement (2017)

Technical Skills and Abilities

- Business intelligence and data analysis: Tableau Desktop Certified Professional, SAS, R, Cognos, SPSS, Excel, PowerBI
- Student systems: Oracle PeopleSoft, Ellucian Banner, Ellucian Colleague, Ellucian PowerCampus, Jenzabar, Watermark
- Databases: Oracle 12c/11g, PostgreSQL, Teradata, Hadoop, Microsoft SQL Server.

Certifications

- Project Management Professional (PMP)
- Google Analytics
- Curriculum Development
- Total Quality Management
- Servant Leadership
- Continuous Quality Initiatives
- Management for Results.
- Safe Colleges 2018 Certifications

Academic and Instructional Experience

CRIN 210: Culturally Relevant Pedagogy

Examines culturally responsive learning environments that engage and empower PK-12 students. Emphasis is placed on using the context of the learning environment to make instructional decisions.

CRIN 310: Assessment for 21st Century Classrooms

Introduces teacher candidates to basic assessment principles and practices. Emphasis will be placed on formative evaluation process.

RSMT 3501: Introduction to Research Methods

Provides an opportunity for participants to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches.

EDUC 711: Research and Inquiry

Designed to teach students to be able to locate, read, understand, critique, and use the results of research to become more effective professional and make sound educational decisions.

EDAD 694: Power and Politics in Educational Administration

Provides a theoretical overview of the relationship between power and politics as applied to education. It is concerned with the impact of policy and the influence of politics in educational organizations at both the macro and micro levels.

HIST 211: U.S. History to 1865

This course covers the social, political, and economic development of American life with special emphasis on the development of American nationality from 1492 to 1865.

HIST 212: U.S. History since 1865

This course covers the social, political, and economic development of American life with special emphasis on the development of American nationality from 1865 to present.

HIST 320: African-American History since 1877

Critical analysis of the experiences of African Americans from the Post-Reconstruction period to the present. Major topics include segregation, urban life, the Civil Rights Movement, and black contributions to American culture and society.

DISSERTATION AND RESULTING MODELS

Ruffin, C. M. (2018). The Impact of Self-Efficacy and Academic Achievement on Twelfth Grade African-American Male Trio Program Participants: A Comparison Study of Two Trio Programs at a Select Urban Institution, 2018 (dissertation). Clark Atlanta University, Atlanta, Ga.

Dissertation / Research Leadership

Herrin, N. (2022) A Quantitative Study and Analysis on Transitioning Students with Autism Spectrum Disorder into Vocational Success. University of Houston, Houston Tx. (Dissertation Committee Member)

Professional Affiliations

SACSCOC Institutional Reviewer, 2016 (Atlanta Metropolitan State College), 2018 (Wiley College), 2021 (Hinds Community College)
 SACSCOC Institutional Liaison, 2021 (Hinds Community College)
 Banner Steering Committee, April 2015-2018
 Commencement Committee, Member, 2014-2018
 Phi Kappa Phi Committee, Member, 2014-present
 Project OPEN Advisory Committee, Member, 2015-present
 Quality Enhancement Plan Development Team, Member/Assessment Coordinator, 2015-2017 Search Committee-President, Atlanta Metropolitan State College, Member, May, 2015 to 2018 Search Committee, Office of Institutional Effectiveness, Member, 2014

Research, Evaluation, Assessment, and Training Services

Trainer and Product Manager, Watermark Planning and Self Study: Lead software training for faculty and staff to engage Watermark's product to enhance planning and assessment management. A platform that allows documentation, analysis, and archival of outcomes assessment at any or all levels of the institution by utilizing an evidence-based approach to continuous improvement. Watermark Planning & Self-Study helps institutions more easily collect and report on assessment planning efforts across departments, programs, and colleges to meet goals for continuous improvement and accreditation. Watermark Planning & Self-Study centralizes planning, program review, and accreditation reporting processes, directly connects planning and assessment data, and integrates with other campus data sources.

Trainer and Product Manager, Course Evaluation and Surveys: Lead software training for faculty and staff to engage Watermark's Course Evaluation and Surveys an online course evaluation system that collects student feedback and delivers reports for instructors and administrators

Trainer and Product Manager, Faculty Success (formerly Digital Measures) by Watermark: Lead software training for faculty and staff to engage Watermark's product to build reports on teaching, research and service activities. It enables faculty to keep track of your activity information just once so that many outputs can be prepared, such as annual activity reports, promotion and tenure documents, accreditation reports, and CV's.

Trainer and Product Manager, Student Learning and Licensure (formerly Via) by Watermark: Lead software training for faculty and staff to engage Watermark's Student Learning and Licensure (formerly Via), a modern and flexible platform to assess student learning in the classroom, field, and co-curricular activities, report on learning outcomes achievement, and provide students with timelines of work and ePortfolios to track and share their learning journeys.

REFERENCES

Available Upon Request



Office of the Executive Vice President

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

May 30, 2024

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

RE: Request to Hire Dr. Gigi Weaver-Myers

Dear President Shields:

This communication requests your approval to engage Dr. Gigi Weaver-Myer as the Assistant Vice Chancellor for Academic Innovation in the Office of Academic Affairs, effective July 1, 2024, at a salary of \$108,000, and waive the search. Dr. Weaver-Myer joined Academic Affairs on March 15, 2024, and her work has been valuable. She will continue to support the Vice Chancellor for Academic Affairs in leading and managing initiatives that drive academic innovation and excellence across Southern University and A&M College (SUBR). This role involves supporting the development and implementation of strategies to enhance teaching and learning methodologies, leveraging technology, fostering interdisciplinary collaboration, and promoting a culture of continuous improvement, all to advance student success and the mission and goals of SUBR.

The qualifications and experience of Dr. Weaver-Meyer align closely with the key responsibilities of this position. Dr. Weaver-Meyer has a wealth of workforce and related experiences, having served over twenty years in higher education as a Program Manager, Director, Executive Director, and Assistant Vice Chancellor with Baton Rouge Community College and Assistant Vice Chancellor in the Office of Innovation and Strategic Partnerships and Innovation with the Southern University Law Center. She holds a Doctor of Education in Higher Education Leadership from the University of Louisiana at Lafayette, a Master of Science in Workforce Training and Development from the University of Southern Mississippi, and a Bachelor of Science in Marketing from the University of Louisiana at Lafayette.

The resume of Dr. Weaver-Meyer is attached. I respectfully request that my recommendation for this appointment be presented to the Board of Supervisors for consideration at their June 2024 Board of Supervisors meeting. Thank you for your consideration of this request. Please let me know if you need additional information.

Sincerely,

John K. Pierre, Esq.
Interim Executive Vice President

APPROVED:
Desiree Honore-Thomas, Budget/Finance

President-Chancellor Dennis J. Shields

cc: Dawn Harris, Director of Human Resources

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	9	9	9
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CAMPUS: SUS _____ SUBR x _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH x _____ OTHER _____ (Specify) _____

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

Previous Employee _____ Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 07/01/2024 To _____
Effective Date 07/01/2024Name GIGI Weaver-Myer SS# U01990621 Sex F Race* B
(Last 4 digits only)Position Title: Assist.Vice Chancellor for Academic Innovation Department: Academic AffairsCheck One x Existing Position *Visa Type (See Reverse Side):

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_____ New Position Expiration Date: _____

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

Years Experience 22 Southern University Experience 1.3Degree(s): Type/Discipline (BA-Education): PhD Ed Leadership Institution/Location (SU-Baton Rouge): University of Louisiana at Lafayette-Lafayette, LA Year: _____

<u>MS-Workforce Training Develop</u>	<u>University of Southern Mississippi</u>
<u>BS-Marketing</u>	<u>University of Louisiana at Lafayette-Lafayette, LA</u>

Current Employer SUBR

Personnel Action

Check One _____ New Appointment _____ Continuation _____ Sabbatical _____ Leave of Absence
x Transfer _____ Replacement _____ Other (Specify) _____Recommended Salary 108000 Salary Budgeted 108000Source of Funds StateIdentify Budget: 211001 22002 26000 61002 24100 Location _____
Form Code: _____ Page _____ Item # _____Change of: _____
Position Interim Assistant Vice Chancellor Assistant Vice Chancellor
Status _____
Salary Adjustment 40500/5 months 108000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
211001220126100224100	108000
22002	

*See Reverse Side

Graduate School signature (if, applicable):

<u>Lynia Young</u> <u>6/4/24</u> Supervisor	<u>John K. Pierre</u> <u>6/4/24</u> Dean/Unit Head
<u>Lynia Young</u> <u>6/4/24</u> Vice Chancellor	<u>John K. Pierre</u> <u>6/4/24</u> Chancellor
<u>Dan Adams</u> <u>6/5/24</u> Director/Personnel	<u>John K. Pierre</u> <u>6/4/24</u> Vice President/Finance Business Affairs/Comptroller
_____ President	_____ Chairman/S.U. Board
_____ Date	_____ Date

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Effective July 1, 2024, Dr. GIGI Weaver-Myer will assume the position of Assistant Vice Chancellor for Academic Innovations, pending June 2024 Board approval. He will replace Dr. Joycelyn who will retire June 30, 2024.

EMPLOYEE REGULAR WORK SCHEDULE:

8-5

EMPLOYEE DIRECT SUPERVISOR:

Dr. Luria Young

SUPERVISOR/DEPARTMENT CONTACT NUMBER

225-771-4582

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

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

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

2 M9779
FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

US

RA

H1

J1

FT

F0

GRANTS CONTRACTS SECTION

2/1001-22002-6/002-2600

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

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

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

☐ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)

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

☐ Exemptions Survey Form (signed by employee and budget head)

☐ Proposed Employee Appointment

☐ Proposed Employee Clearance

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

GIGI WEAVER-MYER

(225) 205 – 6851 | toniweavermyer@gmail.com

CAREER PROFILE

Results oriented executive with a record of building programs, overseeing programs and departments, advancing fiscal and budgetary administration, and developing and implementing strategic plans that advance economic development and workforce objectives goals to meet business and industry needs.

AREAS OF EXPERTISE & COMPETENCY

- Operations Management
- Strategic Planning
- Grant Procurement & Management
- Budgetary Administration
- Project Management
- Marketing
- Business Development
- Corporate Training
- Problem Identification & Resolution
- Workforce Development Trends & Legislation
- Long-range Training Projection
- Job Training
- Public Sector & Higher Education Administration
- Staff recruitment & development
- Grant Management and closeout

EDUCATION

Doctor of Education, Higher Education Leadership
University of Louisiana at Lafayette

Master of Science, Workforce Training & Development
University of Southern Mississippi

Bachelor of Science, Marketing
University of Louisiana at Lafayette

EXECUTIVE LEADERSHIP

Assistant Vice Chancellor
Baton Rouge Community College
June 2021-Present

Executive Director, Corporate Workforce & Economic Development
Baton Rouge Community College
September 2013 – May 2021

Director, Corporate Workforce Solutions, Corporate Training
Baton Rouge Community College
October 2010 – September 2013

PROFESSIONAL OVERVIEW

Interim Assistant Vice Chancellor for Academic Innovation

Southern University and A & M College

March 2024 – Present

Experienced academic officer dedicated to supporting the Vice Chancellor in driving innovation and educational excellence. Skilled in developing and implementing strategies that enhance teaching and learning methodologies through technology, fostering interdisciplinary collaboration, implementing workforce development, and promoting a culture of continuous improvement.

- Provide comprehensive support to the Vice Chancellor in executing academic initiatives that drive institutional innovation and educational excellence.
- Assist in strategic planning and implementation of academic policies and procedures.
- Oversee the development, construction, and publication of the academic catalog.
- Manage and resolve academic grievances in a fair and timely manner.
- Establish clear protocols and procedures for handling complaints from students and faculty.
- Review and update existing policies to align with institutional goals and regulatory requirements.
- Draft and propose new academic policies and procedures.
- Design and deliver industry-specific corporate training programs.
- Collaborate with industry partners to ensure training programs meet current market needs and standards.
- Write and secure proposals for funding for university programs and initiatives.
- Monitor and manage grant-funded projects to ensure compliance and successful outcomes.

Assistant Vice Chancellor

Southern University Law Center

March 2023 – March 2014

Assistant administrator in the Office of Innovation and Strategic Partnerships and Innovation. Highly skilled in leadership and operational excellence. Building and strengthening internal and external partnerships and community outreach. Implementation and development of performance-based solutions for business and industry partners. Research and development of Federal grants for strengthening university and regional communities. Collaboration with internal university divisions for strategic programs that assist students with partnership networks and opportunities.

- Implement division policies and procedures as set forth in the mission of the university.
- Identify and assess new business and business model opportunities that support the strategic direction and goals of the university.
- Ensure operational effectiveness and efficiency for innovative programs.
- Expand business and industry partnerships to include and strengthen workforce programs.
- Develop customized training opportunities for industry job performance.
- Collaborate with university divisions to implement programs for rural development.
- Grant writing and administration.
- Collaboration and technical assistance with grants and grant management.
- Assist with on-going expungement program to empower individuals from underserved communities the opportunity to clear past records and to obtain sustainable employment.
- Collaborated on special projects between Law Center and A & M College.

Assistant Vice Chancellor

Baton Rouge Community College

June 2021- February 2023

Principal administrative officer of the Workforce Solutions Division of the College. Represent the College to internal and external stakeholders, industry partners, and communities of interest. Secure a financial base through grants and contracts sufficient to allow the delivery of the Division's mission to deliver innovative, accessible, and dynamic learning and performance solutions for business and industry partners. Lead the division as a leader in filling the equity gaps within the region, decreasing inequities and community disparities by empowering community members to become contributors and change agents.

- Provided leadership, direction and operational oversight for the Workforce Training Division, Corporate partnerships, and industry sectors including professional, skilled craft and healthcare.
- Revised and implemented division policies and procedures including standardizing workforce Standard Operating Procedures.
- Expanded partnerships, revised program offerings, and implemented industry round tables and initiatives to evaluate, plan for, and implement continuous program improvements.
- Expanded the workforce healthcare team and expanded healthcare workforce program with the addition of) new certification-based training programs. offerings to include Pharmacy Technician, Medical Billing, and Coding, Phlebotomy Technician, Medical Assistant, Certified Electronic Health Records Specialist, Certified Nurse Aide, Medication Attendant Certification, and Mental Health Technician.
- Developed industry partnerships and created customized training programs to meet specific employment needs. Customized programming designed for skilled craft, transportation, professional development, and healthcare industries.
- Guided team to surpass college's success metrics and brought in \$1.9M in grant funding in addition to open enrollment and customized training programs. The estimated Fall 2022 gross revenue is \$4.1M, and more than 750 industry-based credentials were achieved in FY 21-22
- Led the expansion of workforce programs to encompass rural campuses.

Executive Director, Corporate Workforce & Economic Development

Baton Rouge Community College

September 2013 – May 2021

Developed and implemented the Divisions strategic plan. Researched, developed, and implemented customized programs and services to meet the training and development needs of business and industry in Baton Rouge and surrounding areas. Cultivated partnerships with business and industry, government, labor, and non-profit organizations in the region. Wrote, evaluated, and administered State and Federal grant applications.

- Oversaw high-skill and high-demand non-credit training and development programs for a six-parish region.
- Planned and implemented the strategic vision of the Workforce division on programmatic and operational initiatives.
- Secured and managed economic development revenue generating contracts for the department.
- Managed \$21.6 million in grants for the Economic Development Division.
- Facilitated training needs analysis for business and industry; designed, managed, and evaluated appropriate training and non-training workplace solutions that meet the highest quality and standards of the business/industry.
- Trained and supervised the Economic Development team (6 staff members and twenty instructors).

Director, Corporate Workforce Solutions, Corporate Training

Baton Rouge Community College

October 2010 – September 2013

- Streamlined operations for the Workforce Division and revised all Standard Operating Procedures.
- Identified and pursued new sources of revenue via new initiatives, contract training, and grants.
- Researched, implemented, and monitored grants from inception to delivery.

- Developed and implemented quality control systems for the effective delivery of non-credit instruction throughout the College and at corporate locations.
- Recruited and managed non-credit adjunct training/education/consulting professionals (diversified in talent) and coordinated delivery of their services to fulfill the customer need.
- Utilized regional data analysis to create viable programs for emerging demand industries.
- Participated in the program feasibility and development process and conducts annual economic analysis for all existing programs.
- Designed and marketed department's training programs; negotiated contracts for vendors, instructors, equipment, purchasing, and grant line items.

Program Manager, Corporate Training

Baton Rouge Community College

February 2005 – October 2010

- Coordinated training for 1,100+ employees, and managed \$2.5 million Incumbent Worker Training budget, including audit review and reporting for single company.
- Developed training plans for business and industry, as well as marketed/promoted customized education and training programs.
- Prepared monthly budget reports, course evaluations, and training justifications.
- Functioned as liaison between Louisiana Department of Labor and grant-funded business and industry.
- Served on search committees for college employees, recruited and interviewed instructors, and certified trainers for Professional Development Academy.
- Successfully delivered 108 classes and trained approximately 632 people in a single year.

Training Coordinator

State of Louisiana Office of Group Benefits

2002 – 2005

- Designed and implemented training programs and courses for 400+ employees, as well as facilitated training for multiple state agencies.
- Delivered basic and intermediate-level courses to audiences of varying positions including general staff, executives, and supervisors.
- Developed training materials, behavioral objectives, curricula, and assessments for all courses.
- Anticipated long-range training needs of the agency, developed surveys to assess and analyze business-training needs, researched subject matter for training topics, and prepared visual aids for course materials.
- Validated employee training with pre- and post-test comparisons, prepared training reports, evaluated transfer of training, and maintained procedures to ensure effectiveness of training programs.

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

- Certified Workforce Developer, Louisiana Economic Development (LED) & Louisiana Community & Technical College System (LCTCS)
- University of Southern Mississippi Training and Development Certificate Program
- Chancellor's Leadership Development Institute
- Louisiana Teaching Certification
- Trainer/Instructor Certification through Achieve Global
- Planning Performance Trainer, LA Secretary of State
- Bob Pike, "Train the Trainer" Program



Academic Affairs

3rd Floor, J.S. Clark Administration Building
Post Office Box 9820
Baton Rouge, Louisiana 70813
Office: 225-771-2360

May 28, 2024

Dennis J. Shields, President-Chancellor
Southern University Systems & Baton Rouge Campus
4th Floor, J. S. Clark Administration Building
Baton Rouge, LA 70813


***Re: Appointment of Dr. Luria Young as Vice Chancellor of Academic Affairs
for Southern University and A&M College***

Dear President Shields,

Dr. Luria Young has been serving as the interim vice chancellor for Academic Affairs for Southern University and A&M College for the last nine months. I have had an opportunity to observe her perform her duties with zeal and diligence. She has handled many issues with a sense of urgency that warrants removing the interim tag from her title.

She works well with college deans, department chairs, and faculty. Her discernment and judgment allow her to be a prudent administrator. I recommend that a search be waived and that Dr. Young be elevated to Vice Chancellor for Academic Affairs effective July 1, 2024. I respectfully request that my recommendation be duly considered and presented to the Southern University Board of Supervisors for deliberation and approval. The recommended salary level, if this appointment is approved at the Board's June 21, 2024 meeting is \$186,000 for 12 months. If you have any questions, please feel free to contact me.

Yours Sincerely,


John K. Pierre, Esq.
Interim Executive Vice President

Approved:

Dennis J. Shields, Esq.
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	6	9	7
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CAMPUS: SUS _____ SUBR x SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH x OTHER _____ (Specify) _____

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

Previous Employee Dr. Bijoy Sahoo Reason Left Transferred to Faculty
Date Left 12/31/2023 Salary Paid 199680

Profile of Person Recommended

Length of Employment 07/01/2024 To _____
Effective Date 07/01/2024

Name Luria Young SS# U01538329 Sex F Race* B
(Last 4 digits only)

Position Title: Vice Chancellor Department: Academic Affairs

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

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_____ New Position Expiration Date: _____

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

Years Experience 14 Southern University Experience 13

Degree(s): Type/Discipline (BA-Education): PhD Ed Leadership Institution/Location (SU-Baton Rouge): Louisiana State University-Baton Rouge, LA Year: 2004

<u>Masters-Secondary Education</u>	<u>Louisiana State University-Baton Rouge, LA</u>	<u>1995</u>
<u>BS-Biology</u>	<u>Southern University-Baton Rouge, LA</u>	<u>1993</u>

Current Employer SUBR

Personnel Action

Check One _____ New Appointment _____ Continuation _____ Sabbatical _____ Leave of Absence
x Transfer _____ Replacement _____ Other (Specify) _____

Recommended Salary 186000 Salary Budgeted 186000

Source of Funds State

Identify Budget: 211001 22002 61002 26000 Location _____
Form Code: _____ Page _____ Item # _____

Change of: _____

	<u>From</u>	<u>To</u>
Position	<u>Interim Vice Chancellor</u>	<u>Vice Chancellor</u>
Status	_____	_____
Salary Adjustment	<u>177000</u>	<u>186000</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
21100122002610022600	177000

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> 6/4/24	<u>[Signature]</u> 6/4/24
Supervisor	Dean/Unit Head
<u>[Signature]</u> 6/5/24	<u>[Signature]</u> 6/4/24
Vice Chancellor	Chancellor
<u>[Signature]</u>	<u>[Signature]</u>
Director/Personnel	Vice President/Finance
	Business Affairs/Comptroller
President	Chairman/S.U. Board

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Effective July 1, 2024, Dr. Luria Young will assume the position of Vice Chancellor for Academic Affairs, pending June 2024 Board approval.

EMPLOYEE REGULAR WORK SCHEDULE: 8-5
EMPLOYEE DIRECT SUPERVISOR: Chancellor John Pierre
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4582
NUMBER OF EMPLOYEES SUPERVISED, (if any) 50+

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

2M 86 97
FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

US
RA
H1
J1
F1
F0
GRANTS/CONTRACTS SECTION
2/1/01-22 002 6/02-2600

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

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

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

SUAREC



"Linking Citizens of Louisiana with Opportunities for Success"

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

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

OFFICE OF THE CHANCELLOR-DEAN

June 5, 2024

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

Re: Approval of the selection of a Regional Youth Agent for Orleans Parish - Southern University Agricultural Research and Extension Center

Dear President Shields:

This communication comes seeking your approval of the selection of Alvin Watts, III as the Regional Youth Agent for Orleans Parish for the Southern University Agricultural Research and Extension Center. His years of experience in various sectors, demonstrate his versatility and ability to navigate different environments effectively.

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

Therefore, I recommend the appointment of Alvin Watts, III as the Regional Youth Agent for Orleans Parish at an annual salary of \$63,000 effective July 1, 2024. This is a federally funded position.

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

Sincerely,

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

Orlando F. McMeans, PhD
Chancellor-Dean

Approval: _____

Dennis J. Shields
President-Chancellor

Date

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS SUBR SULAC SUAREC X SUNO SUSLA

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

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

Previous Employee _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 7/1/24 To 9/30/2024
 Effective Date July 1, 2024

Name Alvin Watts, III SS# _____ Sex M Race* AA
 (Last 4 digits only)

Position Title: Regional Youth Agent Department: SU-CEP

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

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☒ New Position Expiration Date:

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

Years Experience 8 Southern University Experience 1
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
 Grambling State Univ. - Biology Grambling, LA 2001
 Xavier University - Pharmacy New Orleans, LA 2006

Current Employer

Personnel Action

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

Recommended Salary 63,000.00 Salary Budgeted 63,000.00

Source of Funds Federal Funds

Identify Budget: 622330-62300-63000 Location SU Ag Center
 Form Code: US Page Item #

Change of: From To

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by
 Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if applicable):

Supervisor 5/23/24 Date
 Dean/Unit Head 5/23/24 Date
 Vice Chancellor 5/23/24 Date
 Director/Personnel 6/3/24 Date
 Chancellor 5/24/24 Date
 Vice President/Finance 5/24/24 Date
 Business Affairs/Comptroller 5/24/24 Date

President _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

290 6.3.2024

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM-5:00 PM

EMPLOYEE DIRECT SUPERVISOR: Raquel Ayles, PhD

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>FUNDS AVAILABLE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	U.S. CITIZENSHIP	US	
Resident Alien	RESIDENT ALIEN	RA	
H-1 Visa (Distinguished Merit & Ability)	H-1	H1	
J-1 Visa (Exchange Visitor Program)	J-1	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F-1	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F-1	F0	

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

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

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

Job Description: Regional Youth Agent - Youth Development

Position Title: Regional Youth Agent - Youth Development

Location: Orleans Parish (Primary), with responsibilities in St. Bernard and St. John the Baptist Parishes

Department: Southern University Ag Center

Reports To: Program Leader/Specialist, Youth Development

Salary: \$60,000-\$63,000

Position Summary:

The Regional Youth Agent will be responsible for delivering a comprehensive Youth Development Program across Orleans, St. Bernard, and St. John the Baptist Parishes. This position focuses on providing educational programs in both formal and informal settings, emphasizing STEAM (Science, Technology, Engineering, Arts, and Mathematics) education. The agent will create a balanced and dynamic program that meets the community's needs, specifically targeting at-risk youth and underserved families in both urban and rural areas.

Key Responsibilities:

- **Program Delivery:**

- Design and implement a wide range of youth development programs, including in-school and after-school initiatives, STEAM activities, 4-H and STEAM clubs, camps, school enrichment, leadership development, special interest groups, and community service projects.
- Utilize various educational methods to reach diverse audiences, ensuring inclusivity and broad community engagement.

- **Volunteer Engagement:**

- Recruit, train, and support volunteers to assist in delivering programs.
- Collaborate with volunteers to develop and maintain a vibrant and effective youth development program.

- **Community Needs Assessment:**

- Work with advisory committees to identify the specific needs of youth and the community.

- Develop and implement tailored programs to address these needs and evaluate their impact.
- **Collaboration and Coordination:**
 - Collaborate with faculty from the Southern University Agricultural Research and Extension Center and LSU Ag Center at parish, district, and state levels.
 - Maintain open communication with the Parish Chairperson and fulfill duties as assigned by the Southern University Ag Center.
- **Special Focus:**
 - Prioritize efforts to reach at-risk youth and underserved families, enhancing program inclusivity and reach.
 - Adapt programs to meet the unique needs of urban and rural communities within the region.

Qualifications:

- Bachelor's degree in a relevant field; Master's degree preferred.
- Experience in youth development, STEAM education, or related areas.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and as part of a team.
- Familiarity with the communities within Orleans, St. Bernard, and St. John the Baptist Parishes is an asset.

Working Conditions:

- Primary workplace based in Orleans Parish.
- Frequent travel within Orleans, St. Bernard, and St. John the Baptist Parishes.
- Flexible working hours, including evenings and weekends, to accommodate program delivery.

ALVIN WATTS III

PROFESSIONAL SUMMARY

Determined and well-rounded individual with more than numerous years of experience in multiple professions. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Lexis Nexis
- Westlaw
- Keycite
- Documentation skills
- Familiarity of Middle District of Louisiana Motion Filings Policy
- Familiarity of the 5th Circuit Motion Filings Policy

WORK HISTORY

8/2023 to present **Southern University Chemistry Professor; Baton Rouge, LA**

- The incumbent teaches undergraduate courses in Chemistry
- Conducts a requisite number of classes; Teaches assigned subjects
- Provides guidance and supervision to students
- Creates and maintains an environment conducive to excellence in teaching, learning and research
- Preparation and formulation of curricula focused on his/her subject(s)
- Participates in departmental meetings and holds scheduled office hours
- Maintains equipment in the laboratory, plans for laboratory practical sessions, and provides materials to students
- Provides academic support to other faculty members
- Serves on departmental and University committees, as assigned

5/2022 to 3/2024

**Managing Partner in Used Car Dealership
Ponce Imports – Baton Rouge, LA**

- Converting showroom visitors into customers by understanding their needs and interests, and matching them to the most appropriate car.
- Understanding the characteristics, capabilities, and features of all cars, and providing the potential customer with detailed information, including comparing different competitive models.
- Taking customers on test drives and demonstrating vehicle features.
- Building a rapport with potential customers to improve the possibility of a sale in the future.
- Maintaining a customer database and communicating with them.
- Assisting customers with completing the relevant paperwork required for a successful sale to be processed.
- Maintaining reporting structures and recording sales and inventory on our CRM software.
- Collaborating with team members to reach sales targets.
- Assisting with the set-up of showroom and promotional displays.

08/2007 to 04/2018 **Doc-Your-Dose Pharmacy**

- Implement process optimizations and support the Production Team in complex chemical and process operations
 - Worked with a broad range of people, including members of the operations team, laboratory services, product support for the business group, and global technology teams
 - Serve as the focal point for the future development of the MDI manufacturing processes and its chemistry
 - Worked with the global technology group on plant tests, initiating plant modifications, analyzing operating data, troubleshooting plant problems, etc
 - Identified and tracked key operating parameters, facilitating data collection and evaluation of benchmarks, leading teams to identify optimization opportunities, and validating/tracking ideas that are implemented
 - Maintained safety concept and supported the safety assessments such as Management of Change
 - Drove innovation by creating new concepts/ideas and solutions that will have long-term benefits for the process technology
 - Developed and implemented process improvement plans that will enhance safety, quality, plant reliability, cost, and efficiency
 - Worked with Digitalization Manager to develop and implement solutions that simplify complex data analysis
 - Developed and supported training activities for Production and Technology Engineers
- Supported skill development in chemistry and process focus areas

- 08/2006 to 08/2007 **Biology Teacher North Iberville High School – Rosedale, LA**
- Fostered positive and pleasant classroom culture while maintaining learning development goals.
 - Evaluated students' academic and social growth, kept appropriate records and prepared progress reports to gauge performance.
 - Utilized organized, methodical and technical approach to teaching concepts.
 - Used computers, audio-visual aids and other equipment to supplement presentations.

EDUCATION

- 08/2023 **1L**
 Southern University Law Center - Baton Rouge, LA
- 05/2006 **Pharm D.: Pharmacy**
 Xavier University of Louisiana - New Orleans, LA
- 12/2001 **Bachelor of Science: Biology/Minor Chemistry**
 Grambling State University - Grambling, LA

SUNO



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

June 5, 2024

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

Dear President Shields:

I am pleased to recommend Ms. Patricia Alexander for the position of Assistant Director of Human Resources (HR) at Southern University at New Orleans (SUNO). Effective July 1, 2024, her salary will be \$70,000 annually. Ms. Alexander received her undergraduate in Computer Information Systems (CIS) from the College of Business & Public Administration at SUNO. She was originally employed for the University from 2006 to 2016 as an HR Analyst. In 2022, Ms. Alexander returned to the University to serve as the HR Manager.

With over 20 years in human resources, and over a decade of experience administering HR-related programs here at SUNO, Ms. Alexander has demonstrated a deep commitment to serving our employees. She is relied upon to assist administrators and management in resolving employee relations issues for classified employees. Moreover, Ms. Alexander's institutional knowledge has proven to be invaluable as we continue to make improvements to the administration of our HR programs. In her new role, Ms. Alexander will serve as the subject matter expert for our Banner system.

Lastly, with her excellent written and oral communication skills, Ms. Alexander serves as a liaison for the University with the Louisiana State Civil Service administrators. Her knowledge of the Civil Service rules helps to ensure the University remains compliant and minimizes the risk of future audit findings. To that end, Ms. Alexander has the abilities, knowledge, and skillset to contribute significantly to SUNO's long-term sustainability.

Thank you for considering this request and submitting it for approval at the June 21, 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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

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

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

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

Previous Employee n/a Reason Left n/a

Date Left n/a Salary Paid n/a

Profile of Person Recommended

Length of Employment June 6, 2022 To present

Effective Date July 1, 2024

Name Patricia Alexander SS# xxx-xx- Sex Female Race* Black

Position Title: Assistant Director Department: Human Resources

Check One ☐ Existing Position ☒ New Position

*Visa Type (See Reverse Side): _____

Expiration Date: _____

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

Years Experience 20 years Southern University Experience 12 years

Degree(s): Type/Discipline (BA-Education): BS, Computer Information Systems Institution/Location (SU-Baton Rouge): Southern University at New Orleans Year: 2017

Current Employer _____

Personnel Action

Check One ☐ New Appointment ☐ Continuation ☐ Sabbatical ☐ Leave of Absence

☐ Transfer ☐ Replacement X Other (Specify) Reclassification

Recommended Salary \$70,000 Salary Budgeted \$70,000

Source of Funds General Fund

Identify Budget: _____ Location _____

Form Code: _____ Page _____ Item # _____

Change of:

Position HR Manager From Assistant Director To

Status _____

Salary Adjustment \$61,000 \$70,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001 44410 61002 46000	\$70,000

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by:

J. Bernette Taylor

5/22/2024

Supervisor

Date

Vice Chancellor

J. Bernette Taylor

5/22/2024

Director/Personnel

Date

Dean/Unit Head

DocuSigned by:

James Hummons, Jr.

5/22/2024

Chancellor

DocuSigned by:

Arlean White

5/22/2024

Vice President/Finance

Business Affairs/Comptroller

Date

President

Date

Chairman/S.U. Board
Of Supervisor

Date

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

☒ Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M - F, 8a - 5p

EMPLOYEE DIRECT SUPERVISOR:

Bernette Taylor

NUMBER OF EMPLOYEES SUPERVISED, (if any)

n/a

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODES</u>	<u>EXPIRES</u>
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Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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

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

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

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

☐ Pre-Employment Application Form (Civil Service Application for classified employees)

☐ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)

☐ Exemptions Survey Form

☐ Proposed Employee Appointment

☐ Proposed Employee Clearance

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

Patricia Alexander

OBJECTIVE

To continue my career with a company that will utilize my 20+ years of Human Resources experiences thorough my **Business, Management, Employee Relations and Organizational** skills to establish mutual growth and success.

HUMAN RESOURCES PROGRAMS

Human Resources
Information Systems
(HRIS): PeopleSoft,
Automatic Data
Processing (ADP), JD
Edwards and NetChex

TECHNICAL SKILLS

Microsoft Programs: MS
Word, Excel, Power-
Point, Access and
Windows Operating
System. SQL
Programming, Oracle,
Data Warehouse, JAVA
and BANNER experience

EXPERIENCE

Southern University at New Orleans (SUNO)
Human Resources Manager

New Orleans, LA 70126
Effective Dates: 06/06/2022 - Present

- **Supervision:** Monitor and review the workload of department employees. Authorize and approve department employees' payroll, manage the day-to-day operation of the Human Resources Department.
- Monitored compliance with federal and state regulations/laws and other local agencies. **Policies:** Participate on committees to assist with creating policies and procedures.
- Process background checks on all new hire to determine their eligibility to work for the University.
- **Recruitment:** Post positions/jobs and recruit applicants using various websites (HigherEd and Chronicle of Higher Educations). Also recruit through different temporary services.
- **I-9 Processing and E-Verification:** Monitor the E-verify program on employees' and student workers' work status using the federal E-Verify system and I-9 forms on new employees by verifying the necessary state and federal documents.
- Input information in various systems (NEO/GOV: LEO/ISIS – Civil Service System, HRIS and/or BANNER systems) on new hires, current employees and terminated employees.
- **Performance Management:** Managed the performance evaluation and merit increase program (Performance Evaluation System – PES) as mandated by the State for Classified Workers and Unclassified Workers of the University. Completed yearly State Civil Service Reports on the overall activity of the PES program.
- **Trainings & Staff Development:** Conducted university trainings, when needed. Monitored and evaluated training programs when a consultant was used for trainings. Maintained certification records for all training on all university employees.
- Conducted investigations as needed for any form of harassment and/or policy violations.
- **Benefits Administration:** Update information on (current and former) employees for health insurance (Office of Group Benefits) and retirement plans (LASERS, TRSL and optional insurances)
- Addressed employees' questions regarding company policies, procedures, health insurance plans and retirement plans.
- **Orientation:** Conduct New Hire Orientation; twice monthly.
- **FMLA and Time Management:** Monitored and managed the Family Medical Leave Act (FMLA) program and processed employees time off and return availability. Recorded and maintained time records of all University employees' available time/leave (Annual and Sick) for the University. Addressed all questions related to FMLA and time used.

Mr. T's A/C & Appliance Repairs
Office Manager/Business Partner (Part-time)

New Orleans, LA 70122
Effective Dates: 01/09/2017 – 4/23/2022

- Created and maintained a database of customers and repairs, resulting in the overall growth for the business. Oversaw the development and maintenance of the company's website
- Directed and oversaw the marketing strategy of the company. Responsible for the creation, inventory and processing of company invoices and business cards. Managed the process of follow-up on repairs.
- Managed and processed inventory of needed parts, company budget and preparation of company's yearly taxes.

JOB RELATED SKILLS

Excellent interpersonal skills with the ability to handle confidential situations with professionalism, integrity, confidentiality and diplomacy. Outstanding Employee Relations Experience. Excellent verbal and written communication skills. Excellent computer experience.

CPR Certified

- Directed the day-to-day business operations of the office. Responsible for executing and continuing office procedures and administrative services.
- Set-up the daily repair appointments for the company.

New Orleans Regional Transit Authority (RTA) **New Orleans, LA 70119**
Human Capital Coordinator II Effective Dates: 04/12/2021 – 10/08/2021

- **HRIS:** Monitor and managed JD Edwards (Human Resources Information System) for the agency; used to create, update and monitor all employees' history with the company. Also processed all RTA's driving positions (Bus Drivers, Streetcar Drivers and Lift Drivers) through JD Edwards for payroll purposes before payroll week.
- Monitor and manage enrollment and termination of new and current employees into TASC (FSA/HSA) system for better improve of health and well-being of RTA's employees and family.
- **Reports:** Prepare and generate reports and presents information to other departments and input in ADP (Automatic Data Processing) (HRIS).
- Responds to and resolves employee inquiries in a courteous manner; provides information within the area of assignment. Performs a variety of special projects relative to assigned responsibilities.
- Interpret, performs and applies human resources management as they relate to the assigned unit, e.g., Automatic Data Processing (ADP) Work Force Now, Employee Action Form (EAF), compensation, health services and tax paperwork, etc.
- Understand, interpret, and apply policies and procedures as it relates to Human Resources management.
- **Retirement:** Process monthly payment for Louisiana State Employees' Retirement System (LASERS).
- **Unions:** Process and managed all unions yearly pay increases based on unions' procedures and by-laws (IBEW, ATU, ULU & ADMIN). Input pay increases in HRIS programs (ADP and JD Edwards). Process and handle union(s) dues.
- **Benefits Administration:** Participate in the enrollment of new and current employees in medical, dental and vision insurance. Process termination of insurance on agency employees when needed.

Southern University at New Orleans (SUNO) **New Orleans, LA 70126**
Human Resources Analyst C Effective Dates: 04/17/2006 – 12/31/2016
State Civil Service – AS 615

- Monitored compliance with federal and state regulations/laws and other local agencies; reviewed, updated and recommended policies and procedures as directed by the HR Director; notify HR Director and other Department Managers and/or Supervisors of potential issues and propose corrective action.
- Maintained employee records ensuring completion and accuracy of detail, such as, employee information, job classification, performance indicators for job description, pay rates, organizational structure, salary comparatives and other key items; **payroll duties:** consulted with accounting department and made necessary adjustments for payroll. Calculated overtime rate on employees for payroll department. Also monitored contracts pay rate and pay rates for employees working on special hire projects.
- **I-9 Processing and E-Verification:** Verified employees' and student worker's work status using the federal E-Verify system and completed I-9 forms on new employees by verifying the necessary state and federal documents.
- **Talent Acquisition:** Facilitated the timely recruitment process of qualified job applicants for open positions (classified and unclassified) collaborates with department managers to understand skills and competencies required for

openings/recruitment of new hires. Attended and participated in job affairs and events for obtaining/attracting potential employees. Post classified jobs and track the applications on Civil Service's Applicate Tracking System (ATS); monitored the posting process for unclassified positions on SUNO's website and other vendors' site. Collaborated with other vendors/agencies to promote job opportunities for potential employees for the agency. Conducted new hire orientation and on-boarding processes, including review of company policies and the collection and processing of new hire paperwork.

- **Input information in various systems (NEO/GOV: LEO/ISIS – Civil Service System, HRIS and/or BANNER systems)** on new hires, current employees and terminated employees.
- **Performance Management:** Managed the performance evaluation and merit increase program (Performance Evaluation System – PES) as mandated by the State for Classified Workers and Unclassified Workers of the University. Completed yearly State Civil Service Reports on the overall activity of the PES program.
- **Trainings & Staff Development:** Conducted university trainings, when needed. Monitored and evaluated training programs when a consultant was used for trainings. Maintained certification records for all training on all university employees.
- Conducted investigations as needed for any form of harassment and/or policy violations.
- **Benefits Administration:** Enrolled employees in health insurance via the Office of Group Benefits, as well as updating information and removing employees (current and former) from health insurance. Enrolled employees in retirement programs (LASERS, TRSL and ORP). Processed DROP paperwork and refund of retirements.
- Addressed employees' questions regarding company policies, procedures, health insurance plans and retirement plans (LASERS and TRSL).
- **FMLA and Time Management:** Monitored and managed the Family Medical Leave Act (FMLA) program and processed employees time off and return availability. Recorded and maintained time records of all University employees' available time/leave (Annual and Sick) for the University. Addressed all questions related to FMLA and time used.
- Monitored and processed the University tuition discount and reimbursement program.
- **Sponsorship:** Oversaw the collective actions for international employees to have sponsorship to work in the United States, by processing the proper forms to enable them to have one of the needed sponsorships (Green Cards, H1B1 and Citizenship) to work in this country.
- **Supervision:** Functioned as Lead Human Resources Analyst and was responsible for the department in the absence of the Human Resources Director. Supervised the university student workers. Completed students' payroll and was the main contact for student workers' department immediate contact.
- Performed routine tasks required for the daily function of the department; managed various databases/spreadsheets and tracked the circulation of paperwork for new hires, promotional employees, departmental transfers, leaves, resignation, terminations, discipline matters, name changes, address change, tax exemption changes and exit interviews.
- **Worker's Comp.:** Processed paperwork and calculated workers' compensation to aid with the budgetary process as needed.
- **Reports:** Analyzed, produced and presented various quarterly and yearly internal and external reports for the university and their vendors.
- Designed, created and programmed functional University forms for ITC and HR.
- Created and designed organizational charts for all departments within the university.
- **Unemployment Claims:** Processed Louisiana Department of Labor forms (LDOL) Disqualification Forms and Notice of Claim Filed Form for Louisiana Department of Labor.

- Operated as a liaison between the HR department and Information Technology Center (ITC) by monitoring and assisting with help desk and programming issues.

LSU Health Sciences Center – Medical Center of LA at New Orleans, LA 70112
New Orleans (MCLNO) {Layoff due to Hurricane Katrina}

Human Resources Analyst 3

Effective Dates: 10/25/2004 – 12/18/2005

State Civil Service – AS 614

- **Worker's Comp.:** Monitored and managed the Workers' Compensation Program for the agency. Oversaw the completion and submitting of applicable documents to the hospital worker's compensation carrier, Office of Risk Management (ORM), to ensure that employees were compensated for loss time; and coordinate with ORM carrier to ensure that all medical bills were paid.
- Created, monitored and managed a database (spreadsheet) on Worker's Comp. employees for both hospitals (Charity and University) and all outside clinics associated with both hospitals.
- Facilitated meetings with employees and supervisors regarding nature of injury and tracked return-to-work date; also, set-up light duty schedules
- **FMLA and Time Management:** Monitored Worker's Comp. employees' time off on leave, i.e., FMLA, sick leave, short- and long-term leave and updated this information in PeopleSoft. Processed the re-crediting of leave after a loss time claim had been paid and processed the distribution of Worker's Comp. checks; reported checks paid to budget to aid with the budgetary process (balancing hospital budget).
- Monitored compliance with federal and state regulations on existing policies and procedures for changes that would improve the safety of both hospitals and their employees. Notify HR Director and other Department Managers of potential safety issues and propose corrective action.

Housing Authority of New Orleans (HANO)

New Orleans, LA 70122

Human Resources Analyst I

Effective Dates: 02/11/2002 – 10/24/2004

State Civil Service – AS 611

- **Worker's Comp.:** Monitored and managed the Workers' Compensation Program for the agency. Responsible for completing and submitting applicable documents to agency's worker's compensation carrier, Office of Risk Management (ORM), to ensure that medical bills were paid, employees were paid for loss time and re-crediting of leave used.
- Facilitated meetings with employees and supervisors regarding nature of injury and tracked return to work date; also, arranged light duty schedules for injured employees.
- **Unemployment Claims:** Processed Louisiana Department of Labor forms (LDOL) Disqualification Forms and Notice of Claim Filed Form for Louisiana Department of Labor.
- **Drug Test:** Conducted random monthly drug test program.
- Performed routine tasks required for the daily function of the department; managed various databases/spreadsheets, resignation, terminations, discipline matters, name changes, address change, tax exemption changes, processed quarterly billing, managed collection of monies and disbursement of Retirees' medical/life insurance premium and exit interviews.
- Operated as a liaison between HR and Information Technology Center (ITC) by assisting with implementing software and help-desk issues.

NOTE: Started working with Housing Authority (HANO) in 5/1998 as an Accounting Clerk (Leasing Specialist). Was promoted to a Legal Secretary in 7/2000. Then promoted again in 2/2002 to a Human Resources Analyst 1 (the position listed above).

Southern University at New Orleans (SUNO)		New Orleans, LA 70126
Bachelor of Science	Major: Computer Information Systems	Graduated: 5/13/2017
		<i>Cum Laude</i>
Delgado Community College		New Orleans, LA 70119
Associate Degree of Applied Science	Major: Computer Information Technology	Graduated: 5/12/2007
		<i>Honors</i>

- National and International Honor Society: Beta Gamma Sigma (Collegiate Schools of Business) (SUNO)
- Phi Theta Kappa Honor Society (Delgado Community College)



Office of the Chancellor

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

www.suno.edu

June 5, 2024

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

Dear President Shields:

I am pleased to submit the name of Dr. William Belisle to fill the vacant position of Director of Grants and Sponsored Programs at Southern University at New Orleans (SUNO). He will report to the Vice Chancellor of Research/Strategic Initiatives and Executive Director for Title III Programs, at a salary of \$90,000 annually. The effective start date will be July 1, 2024. Dr. Belisle holds a B.S. degree in Chemistry from Alabama State University, an M.S. Degree from Southern University at Baton Rouge, and a Ph.D. from Alabama A&M University.

Dr. Belisle has more than twenty years of grants, pre-awards and faculty research administration and leadership experience, and more than 30 years of higher education experience in general. Prior to his more than 20 years of experience in directing, writing, supporting, training, obtaining, and overseeing the preparation and submission of grants and research projects at SUNO, Dr. Belisle has worked as an Environmental Engineer for SEMCOR, Inc; an Environmental Specialist/Engineer via Adams-Brown Services, Inc.; a Geo-Optical Physicist and Chemistry Instructor at Alabama A&M University; and an Air Pollution Laboratory Coordinator at Southern University at Baton Rouge.

In 2004-05, Dr. Belisle was selected as one of ten for the National Association for Equal Opportunity (NAFEO), W.K. Kellogg Foundation Minority Serving Institutions (MSIs) Leadership Fellows from across the United States and graduated from the

"An Equal Educational Opportunity Institution"

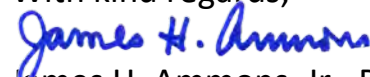
twelve-month program in June 2005. In addition, he is a Certified Grants Specialist, a Senior Certified Grants Specialist/Certified Grants Reviewer, a Certified Grants Consultant, and is Certified in the Fundamentals of Fundraising via the Association of Fundraising Professionals.

Dr. Belisle has developed and received seven U.S. Patents and still counting, and has several major academic publications to his credit. He has presented at a number of major Grantsmanship Workshops and has developed and taught ten Grant Writing Courses.

Moreover, Dr. Belisle has excellent written and oral communication, customer service, organizational, management and critical thinking skills. Without a doubt, he is well equipped with the necessary knowledge, skillset, professionalism and team attitude to perform the duties and responsibilities of this position with excellence. Dr. Belisle comes with my highest recommendation and will help in increasing our grant and research funding and will certainly add value to the University and the Office of Research, Strategic Initiatives and Title III Programs.

Thank you for considering this request and submitting it for approval at the June 21, 2024 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,



James H. Ammons, Jr., Ph.D.
Chancellor

APPROVAL: _____

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

CAMPUS:	SUS	SUBR	SULAC	SUAREC	SUNO	X	SUSLA
EMPLOYMENT CATEGORY:	9-MONTH	12-MONTH	X	OTHER	(Specify)		
Academic	Non-Academic	Civil Service					
Temporary	Part-Time (% of Full Time)	Restricted					
Tenured	Undergraduate Student	Job Appointment					
Tenured Track	Graduate Assistant	Probationary					
Other (Specify)	X Retiree Return To Work	Permanent Status					
Previous Employee	Erica Severan-Webb	Reason Left	Terminated				
Date Left	September 2023	Salary Paid	\$75,500				

Profile of Person Recommended

Length of Employment	2000	To	2024
Effective Date	July 1, 2024		
Name	William Belisle	SS#	xxx-xx-
Sex		Race*	
Position Title:	Director of Grants & Sponsored Programs	Department:	Grants & Sponsored Programs
Check One	X Existing Position	*Visa Type (See Reverse Side):	
	New Position	Expiration Date:	
	(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)		
Years Experience	38	Southern University Experience	24
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Ph.D., Soil Science	Alabama A&M University	1995
	M.S., Environmental Chemistry	Southern University and A&M College	1989
	B.S., Chemistry	Alabama State University	1986
Current Employer	Southern University at New Orleans		

Personnel Action

Check One	New Appointment	Continuation	Sabbatical	Leave of Absence
	Transfer	X Replacement	Other (Specify)	
Recommended Salary	\$90,000	Salary Budgeted	\$90,000	
Source of Funds	Title III			
Identify Budget:		Page	Location	Item #
Form Code:				
Change of:				
Position	From Director of Grants & Sponsored Programs	To	Director of Grants & Sponsored Programs	
Status	Part-time		Full-time	
Salary Adjustment				

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
420272 41410 61002 46000	\$46,700
411001 42130 61002 46000	\$43,300

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor	Date	Dean/Unit Head	Date
<i>Erinda Jackson</i>	5/30/2024	<i>James Ammons, Jr.</i>	6/3/2024
Vice Chancellor	Date	Chancellor	Date
<i>J. Bernette Taylor</i>	5/31/2024	<i>Arlean White</i>	6/2/2024
Director/Personnel	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board Of Supervisor	Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino _____ ☒ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

☒ Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M-F, 8a - 5p

EMPLOYEE DIRECT SUPERVISOR:

Dr. Brenda Jackson

NUMBER OF EMPLOYEES SUPERVISED, (if any)

n/a

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
- _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Resume

William Belisle, Ph. D.



EMPLOYMENT HISTORY

2023-Present Recreation Center Assistant (RCA), New Orleans Recreation Development Commission (NORDC), Part-time

Dr. Belisle is responsible for assisting the Recreation Center Manager in leading recreational activities and other program functions within a NORDC Recreation Center; and related duties as required.

2/1/24 - 4/30/24 Director for Grants and Sponsored Programs, Part-time, Temporary

This was a temporary and part-time position to assist with the administrative duties of the Office of Grants and Sponsored Programs in an effort to increase the number of grants submitted and the amount of dollars received from awarded grants. More specifically, this individual assisted in locating, identifying and providing a listing of available grants (including research grants that include student opportunities) that SUNO and its various disciplines/areas could apply for, along with the applicable funding agencies and application due dates; assisted faculty/staff in interpreting grant guidelines, reviewing, writing and submitting grants; provided verbal and/or written feedback to faculty/staff regarding the grant application process; provided at least one grant writing workshop for faculty/staff; assisted the Vice Chancellor for Research with other grant/research related duties as needed.

2000-2006, 2008-2022: Director for Grants and Sponsored Programs, Southern University at New Orleans (Retired 5/30/2022)

Dr. Belisle was responsible for grants pre-award and faculty research administration, as related to externally sponsored research and sponsored programs, for more than twenty years. His first position with SUNO was the Grants, Sponsored Programs and Contracts Officer, and he soon became Director for Grants and Sponsored Programs. The most important aspects of research administration were to maintain institutional integrity, remain within required funding agency and sponsoring agency rules, regulations and guidelines, and provide administration, education and training services to faculty and staff. Responsibilities also included the establishment of an Institutional Review Board (IRB) and serving on the Southern University System (SUS) Technology Transfer and Commercialization Committee. Dr. Belisle also managed the U.S. Department of Education Title III "Strengthening University Research Capabilities" component

for sixteen years. Dr. Belisle had the responsibility of maintaining ongoing relationships and communications with funding agencies such as the Louisiana Board of Regents, the National Science Foundation, the National Institutes of Health, the U.S. Department of Education, the Louisiana Biomedical Research Network, the National Endowment for the Humanities, the National Aeronautics and Space Administration, the U.S. Department of Housing and Urban Development, the U.S. Department of Energy, and other government and private funding organizations. Dr. Belisle was responsible for annually increasing the number of and amounts for grant proposal submissions and awards.

Dr. Belisle trained faculty and staff in grantsmanship. Dr. Belisle assisted faculty members, staff members, and administrators in identifying resources and preparing and submitting competitive proposals to external sources of support for instructional, service, and research activities; developed workshops and seminars, including State-wide and Southeast U.S. region-wide workshops and seminars concerning funding opportunities, processes, issues, and tasks related to extramural support; provided oversight of federal, state, and university compliance issues; maintained a current online bibliography of funding agencies; collected and maintained records of internal research activities; wrote public agency and foundation grant proposals for faculty and staff; and supervised office staff, including the university Technical Writer/Research Assistant - Grant Writer. Dr. Belisle was awarded four Louisiana Board of Regents Grant Writing grants to lead southeast U.S. regional and state-wide grant writing workshops. He was an active member of the Society for Research Administrators International (SRAI) and the National Sponsored Programs Administrators Alliance for Historically Black Colleges and Universities (HBCUs) (NSPAA) and published refereed articles in the area of Grants and Sponsored Programs.

Dr. Belisle periodically attended grantsmanship and nonprofit funding workshops, arranged meetings between Federal, State, and local agency representatives and university personnel for the purpose of establishing beneficial relationships. Such relationships directly addressed the mission and goals of the university and government agencies. He has published articles in the areas of chemical transport and moisture in soils, magnetic fields in elevating and manipulating objects and institutional protection regarding grants and sponsored programs. Dr. Belisle participated with various student recruitment committees, student retention committees, and university-wide customer service. He served on the university Strategic Planning committee and the Quality Enhancement Plan committee for Southern Association of Colleges and Schools Commission on Colleges (SACS COC) Accreditation. He also served on the Chancellor's response team to prepare reports for the Chancellor's presentation to the SUS Board of Supervisors. Dr. Belisle is a Certified Grants Specialist, a Senior Certified Grants Specialist & Certified Grants Reviewer, and a Certified Grants Consultant.

2006-2008 Director for Research and Strategic Initiatives, Southern University at New Orleans

Dr. Belisle actively led the University strategic planning effort. He assisted in assessing and evaluating administrative matters that required the attention of the

Vice Chancellor for Academic Affairs, represented these areas as designated within the University and in the community-at-large; fostered, supported and expanded the University's research activities, developed the policies and procedures, processes and facilities that strengthened and expanded research at the University; stimulated a collegial, intellectual environment; led research grants and contracts activities; promoted the continued development of academic and research programs; strengthened relationships with the professional community and outside agencies; worked productively with faculty, staff, and students and the academic Deans of the University; developed strategies and initiatives for the University and core institutional directives; provided administrative management and supervision in planning, implementing, and coordinating all aspects of strategic planning and research; provided services for faculty, staff, students, administrators, and community in identifying funding opportunities and facilitating their efforts in securing and managing sponsored and elective research and creative works; and wrote and submitted grants to federal, foundation, and other organizations for the University. He performed these duties along with the duties of the Director for Grants and Sponsored Programs.

1998-2000 Environmental Engineer - SEMCOR, Inc.

Dr. Belisle performed material and process analysis in the removal of hazardous materials from U.S. Department of Defense Troop Support Systems publications. His responsibilities included customer relations and communications, personnel coordination regarding daily tasks, researching materials for the presence of Ozone Depleting Chemicals (ODCs) and U.S. Environmental Protection Agency (EPA) 17 toxic chemicals, and evaluating the chemicals from a regulatory, safety and toxicological standpoint and recommending suitable replacements based on his research findings and his knowledge of technical protocols and procedural analyses. He generated technical reports and assisted with the required performance reports and the review of military specifications and standards for hazardous material. He wrote technical publications associated with U.S. Army Aviation pollution prevention and environmental science.

1994-1998 Environmental Specialist/Engineer, ADAMS-BROWN SERVICES, Inc.

(Part-time, Contractual)

Dr. Belisle assessed water distribution systems for chemical pollutants, performed water sample collections, analyzed analytical data, and wrote reports under the supervision of professional and senior engineers.

1995-1997 Geo-Optical Physicist, Alabama A&M University

Dr. Belisle developed and conducted environmental research in the areas of optical physics, and geological or physical geography with emphasis on hydrologic modeling at the watershed to regional scale and taught and assisted with teaching several environmental and soils related courses including Air Pollution, Soil Science, and Environmental Science. He advised students and served on

curriculum development committees and research teams, served on the University Academic - Curriculum Committee, and made research presentations at regional, national, and international meetings, consortiums, and conferences. Dr. Belisle published manuscripts in the environmental and soils areas including hazardous materials identification, environmental science and technology, Geographical Information Systems (GIS), and optical physics and remote sensing, and supervised field experimentation concerning remotely sensed and gravimetrically measured soil water and moisture profile information under NASA research grants. He wrote proposals associated with the above-described areas.

1994-1995 Instructor, Alabama A&M University

Dr. Belisle instructed the Soil Science course, advised students, and wrote soil and environmental science related proposals.

1990-1994 Teaching Assistant, Alabama A&M University

Dr. Belisle assisted in teaching Environmental and Soil Science related courses including Environmental Science, Air Pollution, Soil Science, and Hydrogeology. He performed soils and chemical transport research through the support of the U.S. Department of Energy - Battelle Pacific Northwest Laboratories and NASA Remote Sensing projects.

1990-1993 Intern, Battelle Pacific Northwest Laboratories (U.S. Department of Energy)

Dr. Belisle worked as a Graduate Fellow in the Geoscience Contaminant Mobility Section performing soil property analyses, chemical transport modeling, organic chemical sorption experiments, and toxic chemical identification using gas chromatograph and mass spectrometer (GC/MS) analyses. He was also trained in the areas of GC/MS maintenance and repair.

1987-1989 Teaching Assistant, Southern University in Baton Rouge

Dr. Belisle taught and assisted teaching Environmental Science and Chemistry courses including General Chemistry, Organic Chemistry Laboratory, Environmental Science, and Water Pollution.

1990-1990 Air Pollution Laboratory Coordinator, Southern University in Baton Rouge

Dr. Belisle coordinated the Air Pollution Laboratory and operated the gas chromatograph/mass spectrometer. He performed ambient air sample collection, analyses for hazardous and toxic chemicals, data interpretation, and report writing (Louisiana Department of Environmental Quality contract).

1986-1986 Graduate Assistant, Argonne National Laboratories (U.S. Department of Energy)

Dr. Belisle worked as a graduate assistant in the development of low concentration sensor cells for hazardous pollutant detection.

1990-1998 Music Arranger, Alabama A&M University Marching Band and other Bands

Dr. Belisle was one of the music arrangers for the Alabama A&M University Marching Maroon and White Marching Band from 1990 to 1998. The musical arrangements have included songs for the marching and stage/jazz bands and also included original compositions for the marching band. He was the advisor for Kappa Kappa Psi National Honorary Band Fraternity and was instrumental in working with the establishment of the Iota Nu Chapter of Kappa Kappa Psi Fraternity at Alabama A&M University. Dr. Belisle also composed, copyrighted and recorded other original musical compositions. In addition, he also wrote music for several New Orleans-based musical organizations including the William Houston Band and several high school bands including Old Perry Walker, St. Augustine and Carver High Schools.

2006-2011 Rhythm and Blues (R&B) Band Leader

Dr. Belisle has released three demo R&B original music CDs entitled “Believe” (2011), “Comin’ Back to New Orleans” (2007), and “Singles First” (2008-2009). The seven-member band, Doc Beli, was based in New Orleans.

EDUCATION

1995	Ph. D. - Soil Science, Alabama A&M University
1989	M. S. - Environmental Chemistry (Two Theses: 1. Air Quality 2. Chemical Transport in Soils), Southern University in Baton Rouge
1986	B. S. - Chemistry, Alabama State University

HIGHER EDUCATION HIGHLIGHTS

Leadership Preparation

Dr. Belisle was selected as one of ten 2004-2005 National Association for Equal Opportunity (NAFEO), W. K. Kellogg Foundation Minority Serving Institutions (MSIs) Leadership Fellows from across the United States and graduated from the twelve-month program in June 2005. The program was an innovative and groundbreaking initiative designed to train the next generation of presidents (primarily) and other senior leaders at MSIs. The program was led by the Alliance for Equity in Higher Education, which was a first-of-its-kind national coalition of associations and institutions that serve students of color and launched this leadership initiative in 2003 with the support of a four-year \$6 million grant from the W. K. Kellogg Foundation. Institutional Financial Management and Administration was a major component of the Leadership Training.

The W. K. Kellogg Foundation/NAFEO MSIs Leadership Fellows Program, 2004-2005 involved Leadership Development & Training: Principles of Leadership (Time Management and Priority Setting; Serving as an Effective Change Agent; Crisis Management and Conflict Resolution; Gender Conflict and Gender Roles; Ethics, Personal Motivation and Vitality; Public Speaking and Advocacy); Planning and Strategic Issues (Vision and Mission; Government Relations; Institutional and Program Accreditation; Financial Management; Membership Associations and Advocacy Organizations; Legal and Regulatory Issues; Board Relations and Cultivation); Day-to-Day Concerns (Information Technology; Senior Staffing; Deferred Maintenance); Budgeting,

Sexual Harassment, Presidential Search Process, Institutional Development and Fundraising, Physical Plant Management, Involvement in Professional Associations, Negotiation and Bargaining, Organizational Behavior, Leadership Theory and Practice, Research and Development, Technology and Distance Learning, Business, Institutional, and Agency Partnerships, History and Traditions of HBCUs, History and Traditions of Hispanic Serving Institutions (HSIs), History, Mission and Vision in Indian Country, Globalization and Internationalization of Higher Education and The Status of Land Grant Higher Education Institutions.

Certifications and Additional Professional Qualifications

Certified Grants Specialist, Research Associates (RA)
Senior Certified Grants Specialist/Certified Grants Reviewer, Research Associates (RA)
Certified Grants Consultant, Research Associates (RA)
Fundamentals of Fundraising Certificate, Association of Fundraising Professionals (AFP)
Introduction to Research Administration & Management Certificate Program, (SRAI)
Hazardous Materials and Site Investigation (HAZWOPER), OSHA 29CFR
Environmental Site Assessment I (U.S. E.P.A.)
Environmental Site Assessment II (U.S. E.P.A.)
Sole Inventor-United States Patent and Trademark Office (7 patents received Pro Se)
Society for Research Administration, International (SRAI) – Nineteen years; International Chair – Primarily Undergraduate Institutions (PUI) Thread for SRAI; SRAI Training and Certifications – Leadership, Grantsmanship, Pre-Award, Introduction to Research Administration & Management, Research Law, Research Integrity

Patents/Major Academic Publications

Patents Received by Dr. William R. Belisle - Sole Inventor (Pro Se):

1. 9,376,229: Circular Expandable Stationary Stand-Alone Single-Use Disposable Garbage and Trash Bag Holder and Bag for Outside Activity, U.S. Patent and Trademark Office, June 28, 2016
2. 9,300,230: Apparatus for elevating and manipulating objects, U.S. Patent and Trademark Office, March 29, 2016
3. 9,276,505: Apparatus for Elevation in a Magnetic Field, U.S. Patent and Trademark Office, March 1, 2016
4. 9,061,761: Method and Apparatus for Elevating and Manipulating Objects Using Electromagnetic Fields Only, U.S. Patent and Trademark Office, June 23, 2015
5. 8,785,347: Gulf Oil Spill Underwater Oleophilic Hydrophobic Oil-Capturing Water Permeable Drag-Net, U.S. Patent and Trademark Office, July 22, 2014
6. 6,683,776: Method and Apparatus for Elevating and Manipulating Objects Using Fields Only, U.S. Patent and Trademark Office, January 27, 2004
7. 6,017,076: Fairing and Fairingless Enclosures for Two-, Three- and Four-Wheel Automotive Vehicles/Riders/Passengers/Loads (FFE), U.S. Patent and Trademark Office, January 25, 2000

Research Interests (Soil and Environmental Chemistry)

The impact of soil moisture content and organic chemical vapor partitioning on chemical transport in soils

Other Interests

1. Grant Writing education and training, critical reviews, grant writing coaching and assistance, and grant writing
2. New utilities conceptualization for patents, patent development, and patent prosecution
3. Musical arrangements and compositions
4. Technology transfer and commercialization
5. Martial Arts and Youth Training – Dr. Belisle has been trained in Tai Kwando (TKD) for many years including Madison TKD in Madison, AL, Rick Weems Martial Arts Studio in Slidell, LA and XS Martial Arts in New Orleans, LA. Dr. Belisle received his 3rd Dan/Degree in TKD from XS Martial Arts and assisted the Master Instructor with training Kids Martial Arts (ages 7-11) and Teen/Adult Martial Arts (ages 12+) in Ma-Kibo-Karate-Do Style martial arts.

BUSINESS EXPERIENCE

1997-Present: Owner and Chief Science Officer, Orleans Resource Center, LLC

Orleans Resource Center, LLC (ORC) was established to develop new patent protected technologies to market to and benefit consumers, businesses and government entities. ORC is a New Orleans-based Small and Emerging Business Development Program (SEBD), a Small Entrepreneur (SE), a Registered Vendor, and Minority-Owned Business with the Louisiana Department of Economic Development (LED). ORC was initially established as Shelby Resource Center (SRC) in Huntsville, Alabama in 1997 with the mission to conceptualize new ideas to benefit society and develop those concepts into patent applications for prosecution. The company was founded and presently operated by the Owner and Chief Science Officer, Dr. William Belisle. SRC was a proprietorship with no income; only payment of costs for patent application prosecution and processing. SRC became ORC after Dr. Belisle moved to New Orleans in 2000-2001 and licensure was established in 2003 and again in 2017. Presently, ORC focuses on grants consulting, education and training including organizational and individual personnel grant and technical writing training and professional development, funding communications, proposal and application preparation coaching, grant writing assistance, critical proposal reviews, grant writing, patent application preparation assistance, and research. Most recently in 2022, Dr. Belisle provided the City of Kenner and the Kenner Fire Department with a grant writing education and training workshop.

ORC has worked with the Louisiana State University (LSU) Mechanical and Industrial Engineering (MIE) Department's Senior Capstone Project on two separate patented technologies, both of which Dr. Belisle is the sole inventor. Both Capstone projects involved Engineering Calculations, Engineering Design, Manufacturing Costs, and Prototype Development and testing. Dr. Belisle was the sponsor, advisor and technical contact for both Capstone projects. The two

projects included i) patents 9,300,230 - Apparatus for elevating and manipulating objects, U.S. Patent and Trademark Office, March 29, 2016, 9,276,505 - Apparatus for Elevation in a Magnetic Field, U.S. Patent and Trademark Office, March 1, 2016, and 9,061,761 - Method and Apparatus for Elevating and Manipulating Objects Using Electromagnetic Fields Only, U.S. Patent and Trademark Office, June 23, 2015 and ii) 9,376,229 - Circular Expandable Stationary Stand-Alone Single-Use Disposable Garbage and Trash Bag Holder and Bag for Outside Activity, U.S. Patent and Trademark Office, June 28, 2016. The Capstone relationship materialized by Dr. Belisle contacting the Manufacturing Extension Partnership of Louisiana (MEPOL) which ORC worked with over a period of four years, that recommended manufacturers for ORC including Noble Plastics, LLC of Grand Cateau, Louisiana. Noble Plastics, LLC suggested ORC contact Dr. Nikitoupoulos of the MIE Department at LSU. Noble Plastics, LLC quoted an amount of \$80,000 to provide Engineering Design and Prototype Development for manufacturing the electromagnetic patents prior to suggesting ORC contacting the LSU MIE. This preliminary work led to the U.S. Department of Education Small Business Innovative Research (SBIR) research proposal project with Southern University at New Orleans.

ORC has also worked with the Tulane University Engineering Physics Department Senior Capstone Project concerning Dr. Belisle's patent 8,785,347: Gulf Oil Spill Underwater Oleophilic Hydrophobic Oil-Capturing Water Permeable Drag-Net. The research involved attaching the Net to an oil spill containment boom in such a manner that the net extended above the boom freeboard and below the boom skirt in an effort to reduce the amount of oil escaping over and under the boom during boom failures. This preliminary work led to the National Science Foundation SBIR research proposal project.

ORC worked with the Small Business Division of the Louisiana Department of Economic (LED) for five years. This work led to working relationships with the Louisiana Procurement Office (which has requested a sample of Dr. Belisle's Patent Application 13/555,714 - 'Circular Expandable Stationary Stand-Alone Single-Use Disposable Garbage and Trash Bag Holder and Bag for Outside Activity' for procurement processes within the State). Bossier City Sheriff's Office (LA) and Nunez College (LA) requested product samples and pricing lists. Dr. Belisle and ORC have also worked with the LED Intermediary Mrs. Cynthia Beaulieu (Director for the Southern University at New Orleans Small Business Development and Management Institute – SBDMI) for many years in the technology transfer and commercialization of Patent-Pending Application 13/555,714: Circular Expandable Stationary Stand-Alone Single-Use Disposable Garbage and Trash Bag Holder and Bag for Outside Activity. A relationship with the Manufacturing Extension Partnership of Louisiana (MEPOL) also resulted from the ORC business activities with LED and the LED Intermediary.

PUBLICATION SAMPLES (also see Patents Received)

Belisle, W. R., 2009. "Ranges of Safety Provided by Safety Technologies Used for Reducing Motorcycle Crashes, Fatalities, Injuries and Loss", Collision Volume 4, Issue 1, Spring 2009

Belisle, W. R., 2005. "External Resource Acquisition and Management - Tools for MSI Research and Sponsored Administrators", Society for Research Administrators International 2005 Symposium Proceedings, Milwaukee, Wisconsin, October 16-19.

Belisle, W. R., 2005. "Television Picture or Image Enhancer", United States Patent Application

No. 20050134738A1, United States Patent and Trademark Office, June 23, 2005.

Belisle, W. R., 2004. "Institutional Protection – A Sponsored Programs Perspective", Society for Research Administrators International 2004 Symposium Proceedings, Salt Lake, Utah, October 23-27.

Fields, A, Swain, R., Denedy, R., Belisle, W. R., Coleman, T., and A. Sharma, (2000). Laboratory and field measurements with a fiber optic soil moisture sensor. Application of Photonic Technology 4, Roger A. Lessard; George A. Lampropoulos, Editors, pp. 1180-1187.

Belisle, W. R., A. C. Gupte, and V. C. Riggs. 1999. "Evolution of the Hazardous Materials Reduction Process in Army Aviation Applications", 4th Annual Joint Services Hazardous Waste Management Conference & Exhibition Proceedings, San Antonio, Texas, December 6-9, 1999 (Publication and presentation).

Belisle, Williams, et al., (1997). "Ideal brightness temperature algorithm for estimating soil-profile water status: I. Algorithm development." SPIE Vol. 3222, p. 180-185, Earth Surface Remote Sensing, Giovanna Cecchi; Edwin T. Engman; Eugenio Zilioli, Eds.

Belisle, W. R., Coleman, T. L., Aburime, S. A., and W. Tadessee. 1996. "Model Development for Subsurface Organic Compound Vapor Diffusion Using Geographic Information Systems: A Feasibility Assessment", Geocarta International, Vol. 11, No. 2, June.

Belisle, William (1995). "Low Moisture Content Effects on the Sorption, Diffusion, and Remediation of Trichloroethylene and Carbon Tetrachloride Vapors in Unsaturated Soils," Ph. D. Dissertation.

Belisle, William (1989). "In-situ Treatment of Contaminated Soils by Air Stripping – Removal of Trichloroethylene and Toluene from Calhoun Silt Soil of East Baton Rouge Parish Louisiana", M.S. Thesis.

Laymon, C.A., Belisle, William, Coleman, T., Crosson, W., Fahsi, A., Jackson, T., Manu, A., O'Neill, P., Senwo, Z., and Tsegaye, T. (1999). Huntsville '96: "An experiment in ground-based microwave remote sensing of soil moisture." *International Jour. Remote Sens.*, 20(4), 823-828.

MAJOR GRANTSMANSHIP WORKSHOPS PRESENTED

Dr. Belisle has developed and presented seven different professional development grant writing workshops for faculty and staff each semester over the last twenty-one years. He has also presented grant workshops for the SUNO Small Business Development and Management Institute to support small business and economic development and for SUNO alumni and friends as a no-cost contribution to community development. Dr. Belisle, as Owner and Chief Science Officer for ORC has also presented grant writing and capacity building workshops for small businesses, faith-based organizations and individuals. Some notable grant writing workshops presented by Dr. Belisle are listed below:

1. Louisiana Statewide and Regional Professional Development and Grantsmanship Workshop for

Institutions of Higher Education – “Enhanced Acquisition of Resources for our State and Regional Institutions through Preparation and Collaboration”, Louisiana Board of Regents/National Science Foundation, Fall 2011 – Spring 2012 (grant award Principal Investigator, organizer and presenter – Grant Writing 101 – Introduction to Grant Writing and Grant Writing 202 – Intermediate Grant Writing)

2. Southeastern U.S. Regional and Statewide Professional Development and Grantsmanship Workshop for Louisiana, Mississippi, and Alabama Institutions of Higher Education – Restoration, Research, and Economic Development, Thursday March 16, and Friday March 17, 2006, 9:00 a.m. to 5:00 p.m., Marriott Hotel, New Orleans, Louisiana (Louisiana Board of Regents/National Science Foundation - grant award Principal Investigator, organizer and presenter)

3. Statewide Professional Development and Grantsmanship Workshop for Louisiana Institutions of Higher Education – “Education Resources and Partnerships – Teaching, Research, and Outreach”, Tuesday April 19, 2005, Louisiana Board of Regents/National Science Foundation - grant award Principal Investigator, organizer and presenter (Grant Writing 101 and Grant Writing 202)

4. Statewide Professional Development and Grantsmanship Workshop for Louisiana Institutions of Higher Education - “Learning & Teaching, Research and Service”, March 9, 2004, Louisiana Board of Regents/National Science Foundation - grant award Principal Investigator, organizer and presenter (organizer and presenter-“Basic Grantsmanship”)

5. Statewide Professional Development and Grantsmanship Workshop for Louisiana Institutions of Higher Education - “Technology, Education, and Accreditation Resources”, April 24, 2003 (organizer and presenter-“Basic Grantsmanship”)

6. Louisiana Statewide HBCU Grantsmanship Workshop – April 16, 2002 (organizer and presenter -“Steps to Guaranteed Funding”)

7. Fall 2002 Grantsmanship Seminar and Workshop “Obtaining the Resources” – November 8, 2001 (organizer and presenter)

8. Grantsmanship Mini Workshop – “The Proposal Application” – August 13, 2001 (organizer and presenter)

9. Spring 2001 Grantsmanship Seminar “Grantsmanship – An Overview” – May 3, 2001 (organizer and presenter)

10. Grants and Sponsored Research Workshop – “Identifying and Acquiring Resources: Proposal Writing-An Overview” – December 14, 2000 (organizer and presenter)

11. African Americans in Louisiana Higher Education Conference – “Grantsmanship for African Americans in Louisiana Higher Education”, April, 2002 (presenter only)

12. Orleans Resource Center’s Weekend Workshops (Example) - “Faith-Based and Community-

Based Organization Grant Writing Workshop”, December 14, 2002 (organizer and presenter)

GRANT WRITING COURSES DEVELOPED AND TAUGHT (Per semester @ SUNO)

New Faculty Grant Writing Workshop
Grant Writing 101 – Introduction to Grantsmanship
Grant Writing 202 – Intermediate Grantsmanship
Grant Writing 202 – Reviewing Grants
Grant Writing for Small Businesses
Grant Writing for Research
Grant Writing and Strategic Planning
Louisiana Board of Regents Grant Writing Workshop
National Science Foundation Grant Writing Workshop

WORKSHOPS AND CONFERENCES REGULARLY ATTENDED

-Professional Development and Grantsmanship Conferences
-Government agency sponsored conferences and workshops
-Society for Research Administrators International Annual Meetings
-National Association for Equal Opportunity for HBCUs Annual Conferences
-White House Initiative for Historically Black Colleges and Universities Annual Conferences
-National Sponsored Programs Administrators Alliance of HBCUs, Inc. (NSPAA) Conferences

RECENT GRANTS EDUCATION TRANSCRIPT (examples)

Courses Taken: Grantsmanship
Basic Budget Construction
Post Award Financial Management
The Research Administrator As A Change Agent
The Research Administrator As A Change Agent at Public
Universities and Institutions
Introduction to Research Law
National Institutes of Health Update
Anatomy and Physiology of Sponsored Programs
Orientation to Research Administration and Management
Pre-Award Electronic Research Administration
The Chief Research Officer First 90 Days on the Job
Internal Relations
External Relations
Available Resources
Senior Research Administration
Responsible Conduct for Research (NSF, NIH)
Strategic Planning
Leaders of the Future: Realizing Your Full Potential
Leader of the Future: Developing Your Potential in Today's Competitive
Workplace

PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

National Sponsored Programs Administrators Alliance for HBCUs (NSPAA), Retired

Society for Research Administrators International (SRAI), Retired

American Society of Composers, Authors and Publishers (ASCAP)

OTHER ORGNIZATIONS

Prince Hall Masonry, 33⁰

Kappa Alpha Psi Fraternity, Inc.

Kappa Kappa Psi National Honorary Band Fraternity, Life Member

Phi Mu Alpha Sinfonia, Honorary

Kappa Phi Kappa National Education Fraternity



Office of the Chancellor

SOUTHERN UNIVERSITY AT NEW ORLEANS

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

June 5, 2024

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

Dear President Shields:

I am pleased to recommend Ms. Kimberly Echols for the position of Registrar at Southern University at New Orleans (SUNO). I am also recommending a salary of \$70,000 with a start date of July 1, 2024.

Ms. Echols is a graduate of Smith College and has over ten years of experience in various key roles in higher education in the Registrar's Office. Her career has demonstrated effective leadership and management with comprehensive understanding of registrar functions at all essential levels within the University. Ms. Echols served as the Assistant Registrar at Tulane University for eight years where she worked with Banner and PeopleSoft programs to create class schedules, assign rooms, and assist with student registration and catalog updates.

As the Director of Catalog and Curriculum at the University of New Orleans, Ms. Echols works closely with Academic Affairs and the University Courses and Curricula Committee. Her wealth of experience and skillset validate an easy transition to the Registrar's Office at SUNO.

Thank you for considering this request and submitting it for approval at the June 21, 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

APPROVED: _____

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form POSITION
NUMBER

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

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

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

Previous Employee Meredith Reed Reason Left Terminated
Date Left 06/30/2024 Salary Paid \$70,000

Profile of Person Recommended

Length of Employment n/a To n/a

Effective Date 07/01/2024

Name Kimberly Echols SS# XXX-XX- Sex F Race* White

Position Title: Registrar Department: Registrar

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

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

Years Experience 22 Years Southern University Experience n/a

Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.A., Anthropology Smith College 2002

Current Employer _____

Personnel Action

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

Recommended Salary \$70,000 Salary Budgeted \$70,000

Source of Funds General Fund

Identify Budget: _____ Location _____
Form Code: _____ Page _____ Item # _____

Change of: _____

Position _____ Registrar _____
Status _____ Full-time, Exempt _____
Salary Adjustment _____ \$70,000 _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
411001 46410 61002 45000	\$70,000

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor DocuSigned by: <u>Ray E. Cook</u> 6/3/2024	Date 6/3/2024	Dean/Unit Head DocuSigned by: <u>James Hummons, Jr.</u> 6/4/2024	Date 6/4/2024
Vice Chancellor DocuSigned by: <u>J. Bernette Taylor</u> 6/3/2024	Date 6/3/2024	Chancellor DocuSigned by: <u>Adrian White</u> 6/3/2024	Date 6/3/2024
Director/Personnel	Date	Vice President/Finance Business Affairs/Comptroller	Date
President	Date	Chairman/S.U. Board Of Supervisor	Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino ☒ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

_____ Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M-F, 8am-5p

EMPLOYEE DIRECT SUPERVISOR:

Bree Cook, Psy.D.

NUMBER OF EMPLOYEES SUPERVISED, (if any)

3

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

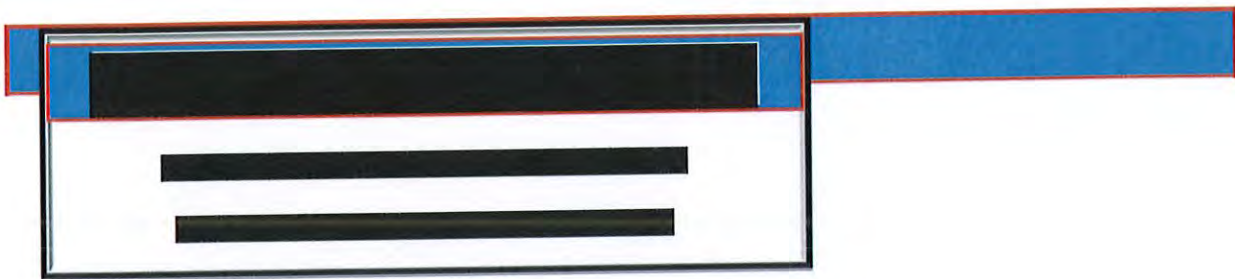
CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
- _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



Professional Experience

Director of Catalog and Curriculum, Office of the Registrar, University of New Orleans, March 2021 to present

- **Director of the Modern Campus Acalog Academic Catalog Management and Curriculum Management.** Create and program all changes in the UNO Catalog and process all proposals in Curriculum. Handle access and training of Acalog/Curriculum.
- **Manager of Parchment Receive** (replacement diploma requests) and **Parchment Award** (diploma issuance). Process all diplomas and certificates - replacement requests and current graduation events.
- **Director of the PeopleSoft Degree Audit system.** Program all degree requirements based on SACS, state, UL System, University, college and academic program regulations. Train and supervise the Degree Audit Coordinator who processes student exceptions and student program changes. Communicate and enforce degree requirements with advisors, departments and students.
- **Controller of the PeopleSoft Course and Academic Program Catalog.** Program all course and program changes.
- **Authority on the curriculum and catalog programming for Workday implementation.** Proficient in Jira collaborative project management software.
- **Registrar point-person** for graduation and curriculum at the weekly **IT and Enrollment Services** taskforce meeting.
- **Secretary of the University Courses & Curricula Committee.** Ensure program and catalog changes comply with regulations. Manage communication and negotiation between colleges and Academic Affairs. Advise on General Education Committee.
- **Director of Graduation.** Ensure students meet academic criteria for graduation. Mediate between students, colleges, and Academic Affairs when curricula or graduation issues arise. Investigate and resolve eligibility issues. Use EAB online platform to communicate with advisors and graduation candidates and process degree application status. Assist in End of Term Processing. Confer and process all diplomas and certificates. Coordinate commencement ceremony. Report and upload registration and graduation data to outside partners. (Parchment, Marching Order, Follett, NSC, GradImages)

Assistant Director of Degree Audit, Office of the Registrar, University of New Orleans, July 2015 to March 2021 (Promoted but retained this role.)

- **Assumed duties of the Director of Catalog and Curriculum** in July 2020: Secretary of the University Courses & Curricula Committee. Handled proposals and communication between colleges and Academic Affairs. Programed course and curricula changes in PeopleSoft. UNO Project Manager for implementation of DIGARC (now Modern Campus) Acalog Academic Catalog Management and Curriculog Curriculum Management.
- **Manager of the PeopleSoft Degree Audit system since 2016.** Programed all degree requirements. Processed all exceptions. Communicated with advisors, chairs and students on degree requirements.
- **Director of Graduation.** Ensured students met academic criteria for graduation. Investigated and resolved eligibility issues. Confer, printed, processed and mailed all diplomas and certificates. Event management for the commencement ceremony. Assisted in End of Term Processing.
- Awarded UNO Employee of the Month, August 2019. Served on General Education Committee. Secretary for the Staff Advisory Council. Received certificate for Mid-Level Leadership and Organizational Change.

Assistant Registrar for Graduation, Office of the Registrar, University of New Orleans, July 2013 to July 2015 (Promoted but retained this role.)

- **Director of Graduation.** Ensured students met academic criteria for graduation. Investigated each student's transcript and resolved UNO and transfer credit issues. Processed, printed and mailed all diplomas. Event management for the commencement ceremony. Served on General Education Committee and University Courses & Curricula Committee.

HR Director, Learning Systems Institute, Florida State University, May 2012 – Feb 2013 (Moved back to New Orleans when partner finished grad school.)

- Director of HR for LSI's five centers and 500+ employees. Streamlined orientation. Managed HR Assistants. Authority on payroll, policy, and personnel issues.

HR & Financial Assistant, Learning Systems Institute, Florida State University, Sept 2011- May 2012 (Promoted to HR Director.)

- Financial – worked with purchasing and accounts payable including p-card reconciliation, updated budgets and coordinated travel for faculty (reservations, T-Card, expense reports). HR – recruited/hired, maintained employee/student personnel files, assisted with payroll, Managed front desk duties. Acquired HR Department Representative Certificate and Time & Labor Representative certificate.

Admissions Director, Florida State University College of Music, July 2010-June 2011

- One-year contract. Pioneered ways to improve personal contact with potential applicants. Successfully brought in largest incoming class to the College of Music. Supervised admission employees. Managed all aspects of admissions: Promoted, recruited nationwide, processed applications of over 1000 students for the admissions season.

Schedule Manager, Office of the Registrar, Tulane University, July 2002 – July 2010

- Scheduled use of 74 general pool classrooms for the 2000 course offerings, as well as for student organizations, campus events, and outside organizations.
- Prepared and analyzed reports on classroom usage, course enrollment and projections and worked with deans and departments to create the class schedule, serving over 10,000 students.
- Updated course catalog. Helped ensure department compliance with curriculum guidelines and academic policies.
- Assisted in implementing and training of new Banner student system.

Education

University of New Orleans, New Orleans, LA. 2016, graduate coursework in Higher Education Administration.
Smith College, Northampton, MA, 1999-2002. Bachelor's Degree in Anthropology,
Hebrew University, Jerusalem, Israel, summer 2000. Culture and language immersion program.
Semester-at-Sea, fall 1998. Academic voyage to nine countries. Received Degree of Academic Excellence.
Mid-Sweden University, Sundsvall, Sweden, 1997-1998. Communication and Baltic Studies.
Austin Peay State University, Clarksville, TN 1996-1997, spring 1999. Academic Honors Society. Participant at State Honor's Conference.

Volunteer & Educational Leadership History

Friends of New Orleans Public Library Volunteer and Former Board Member.
Guardian Ad Litum, Former court appointed special advocate for children, dependency cases.
National Alliance on Mental Illness, Volunteer Administrative Assistant, 2011.
New Orleans Jazz Institute Saturday Music School, Volunteer Administrative Assistant, 2009-2010. Free community music school for disadvantaged youth.
Smith College Club of Louisiana Steering Committee co-chair, 2003-2009
Smith College, 1999-2002: Student Finance Committee Vice-chair. Organization Resource Committee: Advocate and liaison between 50+ organizations, SGA & College. Class Secretary (2000-2001; 2002-2004). House Senator & Senate Committee Chair. Student/Alumnae Ambassador and workshop director. Student newspaper journalist. Admissions Tour Guide. **Austin Peay State University**, 1996-1999: Journalist and part-time Feature Editor for weekly student newspaper. Alpha Delta Pi member - social and service sorority.



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

June 5, 2024

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

Dear President Shields:

I am recommending Ms. Cynthia S. Roussel for a salary adjustment at an annual salary of \$60,000 effective July 1, 2024. This salary adjustment request is the result of an employment offer Ms. Roussel recently received. Currently, Ms. Roussel is the Title III Budget and Post Award Grant Administrator at Southern University at New Orleans (SUNO). She has a bachelor's degree in Accounting and has been employed at SUNO in this role since 2017.

Ms. Roussel's responsibilities have also increased since she joined the SUNO team. She is very knowledgeable and provides critical assistance to the Division of Sponsored Programs and collaboratives with members of the Administration and Finance team on work related projects. Ms. Roussel will significantly contribute to SUNO's long-term sustainability.

Thank you for considering this request and submitting it for approval at the June 21, 2024 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

A handwritten signature in blue ink that reads "James H. Ammons".

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

APPROVAL: _____

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBERCAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO X SUSLA _____EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH X OTHER _____ (Specify) _____

_____ Academic	<u>X</u> Non-Academic	_____ Civil Service
_____ Temporary	_____ Part-Time (_____ % of Full Time)	_____ Restricted
_____ Tenured	_____ Undergraduate Student	_____ Job Appointment
_____ Tenured Track	_____ Graduate Assistant	_____ Probationary
_____ Other (Specify) _____	_____ Retiree Return To Work	_____ Permanent Status

Previous Employee n/a Reason Left n/a
 Date Left n/a Salary Paid n/a

Profile of Person Recommended

Length of Employment 01/18/2018 To PresentEffective Date 07/01/24Name Cynthia Rousse1 SS# xxx-xx- Sex F Race* BlackPosition Title: Budget Manager/Post-Award Department: Office of Title III

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

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

Years Experience 24 Southern University Experience 6

Degree(s): Type/Discipline (BA-Education): B.S., Accounting Institution/Location (SU-Baton Rouge): University of Phoenix Year: 2010

Current Employer _____

Personnel Action

Check One _____ New Appointment _____ Continuation _____ Sabbatical _____ Leave of Absence _____
 _____ Transfer _____ Replacement X Other (Specify) Salary adjustment

Recommended Salary \$60,000 Salary Budgeted \$60,000Source of Funds Title III

Identify Budget: _____ Page _____ Location _____
 Form Code: _____ Item # _____

Change of:
 Position Budget Manager/Post Award To Budget Manager/Post Award
 Status _____
 Salary Adjustment \$50,000 \$60,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by
Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
420229-41410-61002-46000	\$60,000

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: Dr. Brenda Jackson 5/31/2024
 Supervisor Dr. Brenda Jackson Date 5/31/2024
 Vice Chancellor J. Bernette Taylor Date 5/31/2024
 Director/Personnel _____ Date _____

Dean/Unit Head _____ Date 6/3/2024
 Chancellor James Ammons, Jr. Date 6/3/2024
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____

President _____ Date _____ Chairman/S.U. Board Of Supervisor _____ Date _____

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino ☒ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

☒ Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M - F, 8a - 5p

EMPLOYEE DIRECT SUPERVISOR:

Dr. Brenda Jackson

NUMBER OF EMPLOYEES SUPERVISED, (if any)

n/a

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
 _____ Pre-Employment Application Form (Civil Service Application for classified employees)
 _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
 _____ Exemptions Survey Form
 _____ Proposed Employee Appointment
 _____ Proposed Employee Clearance
 _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Cynthia S. Roussel



WORK EXPERIENCE:

Oct 2017-Present Budget Manager/Post Award Administrator, Title III Programs, Southern University at New Orleans New Orleans, LA

- Assisting the Office of Research, Strategic Initiatives and Title III Programs with the budget management of the Title III and Post Awards Budget compliance grant awards.
- Working with the Office of Grants and Sponsored Programs, the Comptroller's Office staff, Grant Principal Investigators (PI), and Directors.
- Reviewing all grant related documents to ensure that fiscal requirements are within the scope of policies and procedures.
- Assists the Executive Director of Title III Programs with the preparation of Title III Budgets, Financial Reports, Reconciliations, Revisions and related budgetary matters.
- Prepares monthly drawdown reports for the Title III HBCU, Future Act and SAFRA grants for submission to the Comptroller's Office for reimbursement of expended funds.
- Monitors G-5 government website for fund availability and ending dates.
- Reconciles Banner fund activity and submit requests to Comptroller's Office for correction of entries when needed.
- Prepares and maintains a detailed record of expenditures for all Title III Activities including a summary of all expenditure amounts and unexpended balances.
- Receives and reviews all grant award documents, including awarded budgets, to assure contractual requirements are consistent with the original proposal and acceptable to the University.
- Submits FOAP requests including documentation to the Comptroller's Office for processing.
- Review and approves all grant expenditure requests, i.e. requisitions, travel requests, PVAs, EPAFs
- Performs other related duties as assigned by the Vice Chancellor for Research, Strategic Initiatives and Title III Programs and Vice Chancellor for Administration and Finance.
- Load all Title III and Non-Title III grant approved budgets.
- Modify budget funds as directed by the Principal Investigators and Directors for their grants when needed and modify Title III Budgets.
- Process Position Numbers for New Hires and Reactivation of closed position numbers as needed.
- Prepare documentation and submission each calendar year for the NSF Higher Education R&D Survey.

Jan 2016-Dec 2017 Driver, UBER, New Orleans, LA

- Driving and transporting passengers within the city of New Orleans, Baton Rouge, LA., etc.
- Driving and transporting special pick-ups to and from the airport meeting individuals from all over the world.

May 2014-Jan 2016 Fields Operations Coordinator/Dispatcher, Crescent Guardian Inc. New Orleans, LA

- Process over 200 Guards State and City Commissions (Sending Packets up to the State Board of Private Security Examiners for: New Hires, License Changes, Terminations, Leave, Etc.).

Page -2-

- Making sure guards are in compliance with their commissions (New, Renewals, and Reinstatements)
- Process Documents for Employee City Terminations thru the LAWORKS Website.
- Process New Employee Documents (Entering Docs into ADP and Electronic Files)
- Go over Master Log Schedule and place guards in proper Departments to ensure the correct rate of pay is processed.
- Correcting any Personnel's Punches (In or Out) in completion for payroll run.
- Maintaining Personnel Files
- Company Representation of Unemployment Claims via hearings by phone.
- Daytime Dispatcher/Daytime Receptionist.
- Coordinate and ensure timely and accurate dispatch of Security Guards to posts
- Update the Master Log throughout the day with status of all posts assigned
- Assist Captains to overcome daily obstacles that are endured throughout their day
- Reports problems to Captains in a timely and accurate manner so that all posts are covered
- Provide excellent customer service by conducting daily activities, communications, and interactions in a cooperative, positive and professional manner.

Oct 2012 -Feb 2014 Claims Analyst, Postlewaite & Netterville (P&N), Metairie, LA

- Process and Analyze Claims
- Contact Claimants, Attorneys, and Accountants for information & explanations of revenue and expenses within the Claimant's company
- Complete analyzing of Claimant's Profit & Loss Statements to their Tax Returns to calculate compensation for company loss of revenue after determining qualification
- Knowledge and Daily updates of Guidelines and procedures
- Knowledge of various accounting applications for accurate calculations
- Implement confidentiality in the processing of personal information
- Keeping detailed notes on each claim on a case by case basis to ensure accuracy of the settlement program.

Jan 2011- Aug 2012 Administrative Manager, FSS -Flight Serv. & Systems, Kenner, LA

- Manage Kronos payroll system and clock, report payroll to corporate office
- Prepare all billing material and invoices for Airlines
- Prepare petty cash reports and maintain petty cash fund
- Backup support to General Manager (GM)
- Enter all invoices and set up new hire records into Great Plains Data System
- Test new hires/Security Office for Background Check & Finger Print
- Performed GM duties when GM left company without notice
- Prepare all paperwork and drug testing docs for new hire employees
- Make adjustments to employee schedules
- Prepare invoices for Aircraft Mechanic call outs and enter into IATA for Delta Airlines

July 2008 - Nov 2009 Office Manager, Southeast Telecom Inc., Kenner, LA

- Managed Software-(Peachtree Complete Accounting), A/P & A/R
- Managed all aspects of the Kenner office
- Prepared & processed payroll for all employees
- Prepared and called in Federal, State payroll taxes

- Prepared sales tax reports monthly
 - Prepared and made all customer deposits for company
 - Occasionally prepared invoices to customers
 - Completed collection calls on past due accounts
 - Answered incoming calls regarding billing questions
 - Assisted in the preparation of mitigation strategies on behalf of the company
 - Updated and renewed all licenses (Sales tax, Occupational, etc.)
 - Reconciled bank statements and prepared quarterly tax reports (Payroll, Corp)
- Review and approval of financial transactions relative to collections, refunds, funds disbursement, expenditure control, budgeting, grants management, program analysis, accounts payable, and accounts receivable to ensure accuracy and completeness of calculations, legitimacy of transactions, and proper authorization.
- Responsible for posting and journal entries for a variety of complex accounts (grants, contracts and revenue), sensitive accounts, etc.
 - Confers with the general public, clients, vendors, and employees to obtain information and answer questions on more complex matters.
 - Verified calculations to balance receipts and to determine taxes, discounts, deductions, and additional charges for all accounts.
 - Made bank deposits, processed checks, and reconciled bank statement/accounts

July 2007 - July 2008 Housing Specialist/Property Researcher, Quadel Consulting Svcs (Road2LA), Slidell, LA

- Processed the initial & returning appointments of applicants applying for the Road Home Program
- Collect certification information, including income and household information
- Collected current, third party verification in accordance with program requirements and procedures
- Mitigated on behalf of the applicant for qualification for the Community Development Block Grant (CDBG) with required supporting documents as proof of ownership of dwelling and proof of loss
- Contacted applicants for missing documentation for their applications & mitigated the terms and procedures to complete the application process
- Researched property titles to assist applicants in obtaining a clear title for resale (HGI Title Company - Special Assignment - 3 months)
- Researched all legalities of ownership of property and mortgage cancellations to advise applicants

May 2006 - Feb 2007 Equipment Sales Manager Applied Technical Services, Marietta, GA

- Processed Payroll on a weekly basis
- Took orders for metrology equipment & Customer Service duties
- Cold calling to obtain new customers
- Made sure customers received equipment ordered in a timely manner
- Researched through internet for parts needed & invoice customers

June 2002 - Aug 2005 Accounting Director, O.E. Carter Memorial Foundation, New Orleans, LA

- Processed and paid monthly bills (Quickbooks)
- Processed pay roll & made bank deposits
- Processed 1099's for contracted staff at year end
- Ordered office supplies
- Assisted in the creation of the Policy and Procedures Manual
- Monthly Financial Reports to Executive Director
- Human Resources Duties to advise employees of benefits, Rights & Collect. of funds for the clinic
- Assisted in mitigations when inspected by State & Federal entities.

May 2004 - Nov 2004 Accounting Assist II, Dr.'s Hospital of Jefferson, New Orleans, LA

- Processed and paid all bills and invoices for the hospital.
- Corresponded with vendors, receivables, nursing, and other hospital departments.
- Maintained files of checks paid through A/P system.

Aug 2000 - Aug 2004 Finance Manager, Omero Services, Inc., New Orleans, LA

- Managed Software-(QuickBooks), Processed Payroll, NP & AIR
- Negotiated contracts for office equipment, answered phone calls from customers
- Negotiated insurance contracts
- Printed reports of weekly/monthly financial activity and reports to CEO
- Worked with Accountant on a monthly basis, made bank deposits
- Maintained and processed all taxes for company, (Sales, State, Federal, City, Payroll)
- Maintained all other accounting transactions
- Invoiced customers, created Purchase Orders, Collections
- Human Resources Duties

July 1988 - July 2000 Chief Financial Officer, Desire Narcotics Rehab Ctr, Inc., N. O., LA

- Processed payroll using KRONOS time system, distribution of payroll
- Human Resources Duties
- Entered data in to the accounting system
- Maintained QuickBooks/Entering payroll into system
- Maintained records on annual and sick leave of employees'
- Worked with Accountant & Executive Director
- Corresponded to vendors, Attorney for the agency, Accountant, Etc.
- Negotiated contracts, secured price quotes and prepared bids
- Purchased all office supplies
- Prepared sales tax reports monthly
- Made deposits and kept all records of finance.
- Audited budgets to ensure proper use of funding.
- Vouched and prepared reports for funding received for all City, State, and Federal programs
- Employee verifications & updated records for individuals pay increases
- Attended meetings on behalf of the agency and the Executive Director
- Processed reports needed to keep funding in accordance with the City, State, and Federal guidelines

EDUCATION:

**2006 - 2010 University of Phoenix - Associate Degree Accounting
Bachelor's Degree in Accounting GPA 3.17**

**08/2008 - Peachtree Complete Accounting Certification
07/2000 - QuickBooks Premier Certification**

REFERENCES:

**Dr. Joseph Bouie, Jr. Senator LA 3rd District
4701 Franklin Ave
New Orleans, LA 70122
Southern University at NO
(504) 416-9084**

**Diana B. Rush, MSW
4601 LaFaye St.
New Orleans, LA 70122
Reliable
(504) 458-0424**

**Angelique S. Belisle
4760 Franklin Ave.
New Orleans, LA 70122
Edu Care Director
(504) 416-8456**



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

www.suno.edu

Office of the Chancellor

June 5, 2024

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

Dear President Shields:

I am pleased to submit the name of Mrs. Bernette Taylor, MHED, for a salary adjustment as the Director of Human Resources (HR) at Southern University at New Orleans (SUNO), reporting to the Vice Chancellor for Administration & Finance. This salary increase closer aligns with the national average of Human Resource professionals with her level of experience and responsibilities at a University of this size. Her salary will be \$95,000 annually effective July 1, 2024. Mrs. Taylor received a dual undergraduate degree in Organizational Development and Human Management Performance from Immaculata University located in Chester County, Pennsylvania. She has also received a Master of Science in Higher Education from Capella University, where she graduated Summa Cum Laude. Mrs. Taylor is currently studying for her Society for Human Resource Management-Senior Certified Professional certification (SHRM-SCP).

In 2023, Mrs. Taylor joined the SUNO campus community as our Human Resources Director and has made an immediate impact on our HR programs. Within one year, Mrs. Taylor has implemented activities to create better record management processes within the department; she successfully launched our annual Employee Satisfaction Survey during the Spring 2023 semester; she redesigned the HR-website to provide more information to our employee base; she implemented our annual Employee Service Awards and Employee Appreciation event; and, she has been instrumental in working with our State benefits to correct historical file errors. In addition to the aforementioned, Mrs. Taylor serves as a knowledgeable resource for our employee relations investigations and processes.

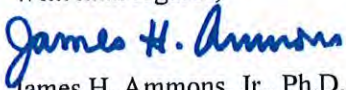
Prior to joining the SUNO family, Mrs. Taylor has worked in a number of capacities to include HR Manager, Special Assistant to the Provost, and Executive Assistant to the President. She is not only knowledgeable of best practices in human resources, but she has a good understanding of the principles of higher education, shared governance, and faculty administration. These experiences are reflected in her work daily.

With over 25 years in human resources and administrative experience, Mrs. Taylor has demonstrated a deep commitment to serving our employees through the efficient and compliant application of HR processes and procedures. She is relied upon by the senior leadership with a redesign of the HR program and has responded as a true HR business partner.

To that end, Mrs. Taylor has the abilities, knowledge, and skillset to contribute significantly to SUNO's long-term sustainability.

Thank you for considering this request and submitting it for approval at the June 21, 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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

CAMPUS:	SUS	____	SUBR	____	SULAC	____	SUAREC	____	SUNO	X	SUSLA	____
EMPLOYMENT CATEGORY:	9-MONTH	____	12-MONTH	X	OTHER	____	(Specify) _____					
____ Academic	X	Non-Academic	____	Civil Service	____							
____ Temporary	____	Part-Time (% of Full Time)	____	Restricted	____							
____ Tenured	____	Undergraduate Student	____	Job Appointment	____							
____ Tenured Track	____	Graduate Assistant	____	Probationary	____							
____ Other (Specify)	____	Retiree Return To Work	____	Permanent Status	____							
Previous Employee	n/a	Reason Left	n/a									
Date Left	n/a	Salary Paid	n/a									

Profile of Person Recommended

Length of Employment	March 1, 2023	To	present
Effective Date	July 1, 2024		
Name	T. Bernette Taylor	SS#	xxx-xx-____
		Sex	Female
		Race*	Black
Position Title:	Director	Department:	Human Resources
Check One	X	Existing Position	
	____	New Position	
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)			
Years Experience	20	Southern University Experience	1.25 years
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	MS, Higher Education	Capella University	2018
	BA, Organizational Development	Immaculata University	2014
	BS, Human Mgt. Performance	Immaculata University	2014
Current Employer	____		

Personnel Action

Check One	____	New Appointment	____	Continuation	____	Sabbatical	____	Leave of Absence	____
	____	Transfer	____	Replacement	X	Other (Specify)	salary adjustment		
Recommended Salary	\$95,000	Salary Budgeted	\$95,000						
Source of Funds	General Fund								
Identify Budget:	____	Location	____						
Form Code:	____	Page	____	Item #	____				
Change of:									
	From				To				
Position	Director of Human Resources				Director of Human Resources				
Status	____				____				
Salary Adjustment	\$75,000				\$95,000				

Financial Aid signature (if, applicable):

List total funds currently paid this employee by
Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001 44410 61002 46000	\$75,000
491408 44210 61002 46000	\$20,000

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: <i>Arlean White</i> Supervisor	5/22/2024	Date	Dean/Unit Head DocuSigned by: <i>James Ammons, Jr.</i> Chancellor	5/30/2024	Date
Vice Chancellor DocuSigned by: <i>J. Bernette Taylor</i> Director/Personnel	5/28/2024	Date	<i>Arlean White</i> Vice President/Finance Business Affairs/Comptroller	5/30/2024	Date
President	Date		Chairman/S.U. Board Of Supervisor	Date	

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

☒ Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M-F, 8a - 5p

EMPLOYEE DIRECT SUPERVISOR:

Arlean Wehle

NUMBER OF EMPLOYEES SUPERVISED, (if any)

5

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
 _____ Pre-Employment Application Form (Civil Service Application for classified employees)
 _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
 _____ Exemptions Survey Form
 _____ Proposed Employee Appointment
 _____ Proposed Employee Clearance
 _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

T. BERNETTE TAYLOR

Over twenty-five years of progressive professional, administrative and organizational experience, with fifteen years of administrative experience, ten years of experience working with senior leadership, and a majority of career experience either directly or indirectly involved in human resource programs and processes.

PROFESSIONAL EXPERIENCE

Southern University at New Orleans (SUNO), New Orleans, Louisiana ***Human Resource Director***

2021 – Present

- Provide leadership and guidance for the University and its employees regarding human resource matters in the following areas: talent acquisition, retention, performance management, benefits administration and counseling, classification, compensation analysis, training and staff development, regulatory compliance, labor and employee relations, and human resource information systems and records management.
- Provide ongoing promotion and communication to employees and prospective employees about the benefits associated with University employment including insurance benefits, investment options for retirement savings, tuition reimbursement, wellness and recreation opportunities, and training and development opportunities.
- Ensure that applicants, employees, vendors, and University administrators receive excellent customer service in all interactions with the Office of Human Resources.
- Ensure consistent and equitable application of human resource policies, procedures, and government regulations throughout the University by advising senior administrators about the applicable policies, procedures, and regulations, providing training for supervisors, and enforcing the personnel policies and procedures of the University.
- Advise employees and supervisors regarding performance and disciplinary issues, administers progressive discipline and grievance procedures consistently, listens to employee and supervisor concerns, conducts investigations as needed, and recommends a plan of action.
- Provide excellent customer service, automating processing systems, communicating information about programs and services to employees and to all levels of management throughout the University.
- Provide training and promotes the use of the Appraisal and Development Plan as a staff development tool to identify training needs and professional development offerings and to inform promotion decisions, annual salary increases, terminations, succession planning, and other personnel actions.
- Ensure the accuracy of personnel information for all University employees by supervising the maintenance of personnel records and reviewing personnel actions for application to the employee database and submission to the Southern University System, Board of Regents, State and/or Federal government agencies.
- Facilitate a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

Watermark BR Hotel, Baton Rouge, Louisiana

Human Resource Manager

2021 – Present

- Responsible for preparing and maintaining the Human Resources budget.
- Participate in EEO, Unemployment, Wage & Hour, Worker's compensation, OSHA, ADA, Immigration and Naturalization Service hearings. Implement policies and programs to guarantee compliance.
- Assisted the leadership team in the interpretation of HR policies and procedures, as well as, ensuring compliance with HR policies and procedures.
- Responsible for developing and implementing a recruitment plan to include all aspects of recruitment such as marketing, onboarding, and the implementation of the New Hire Welcome program.
- Develop and maintain all wage and salary programs, including performance evaluations.
- Responsible for monitoring and analyzing turnover statistics.
- Co-chaired the hotel's safety committee.
- Responsible for the hotel's employee relations program, including coaching, counseling and discipline.
- Served as the Learning Coordinator for Marriott's brand specific trainings.

Stepan, Lake Providence, Louisiana

Administrative Services Manager

2014 – Present

- Working with the Plant Manager, manage, plan and administer all administrative and business plans of the operations including the following functions: risk management / insurance, health and safety programs, and training.
- Responsible for managing, coordinating and implementing the facility's health and safety programs, as well as, monitoring the system for risk and compliance.
- Working with Plant Management, develops training programs to include safety training, core operational skills training, and other job-specific trainings.
- Manages specific safety and security programs to include Contractor Safety, Emergency Response, and MLPI's Security Plan.
- Responsible for facilities management to include site security.
- Develops site-specific policies and procedures to include safety procedures, job descriptions, workplace safety policies, operational / administrative procedures, etc.

Lowe's

Night Operations Department Supervisor

2021

- Collaborates with front-end and back-end operations associates to ensure items are adequately stocked.
- Monitors use of store power equipment and coaching employees on safe behaviors and lifting techniques.
- Responsible for leading and enabling a team of associates to deliver the best possible customer experience in the store. This includes coaching and training associates, delegating, following-up on daily tasks, managing performance, and ensuring adequate department coverage.
- Collaborates and communicates with other Department Supervisors and Assistant Store Managers to determine the most effective methods for meeting service, operations, and safety objectives.
- Conducts safety walks, reports hazards, trains and monitors staff, and understands all safety and lifting requirements.

- Occasionally open or close the store or serve as manager-on-duty (MOD).

Assistant Store Manager, Operations

2019 – 2021

- Responsible for leading a team of associates who work together to ensure customers receive exceptional service while shopping in a clean, safe, well-stocked store.
- Accountable for achieving sales and margin goals while driving operational efficiencies and maximizing overall customer satisfaction with the Lowe's in-store experience.
- At times, expected to provide full leadership over the store.
- Collaborates with peers on the store leadership team as well as the District Manager and Area support staff to assess the needs of the customers and develop the best methods for achieving service, sales, and operational objectives.

Human Resource Manager

2018 – 2019

- Responsible for the development of the human capital necessary to support the achievement of the financial, compliance, and strategic goals of the store.
- Responsible for anticipating the talent needs of the store and addressing them through strategic recruiting, staffing, and training.
- Responsible for motivating and retaining existing talent through partnerships with management and other store leaders (i.e., Voice Team).
- Responsible for anticipating and responding to human resource issues as they arise.
- Responsible for developing the leadership skills of Department Managers and Assistant Store Managers and actively coaching the entire store management team.
- Responsible for consistently applying Lowe's policies, management practices, and other legal requirements.

Myriant Corporation, Lake Providence, Louisiana

Administrative Services Manager

2014 – 2021

- Working with the Plant Manager, manage, plan and administer all administrative and business plans of the operations including the following functions: risk management / insurance, health and safety programs, and training.
- Responsible for managing, coordinating and implementing the facility's health and safety programs, as well as, monitoring the system for risk and compliance.
- Working with Plant Management, develops training programs to include safety training, core operational skills training, and other job-specific trainings.
- Manages specific safety and security programs to include Contractor Safety, Emergency Response, and MLPT's Security Plan.
- Responsible for facilities management to include site security.
- Develops site-specific policies and procedures to include safety procedures, job descriptions, workplace safety policies, operational / administrative procedures, etc.
- Develops and implements the site's New Hire Orientation.
- Advise the Plant Manager on all operational matters to include personnel and workforce planning activities.
- Serves as the site's document control administrator.
- Serves as co-Chair to the site's Safety Committee.

Lincoln University, Lincoln University, Pennsylvania
Special Assistant to Vice President of Academic Affairs

2012 – 2014

- Working with the VPAA, manage, plan and administer all administrative and academic operations of the division of Academic Affairs including the following functions: budgetary, financial management, facilities, payroll and human resources (staff and academic).
- Advise the Vice President on all financial and budgetary matters. Assist with all forms of resource planning, which includes budgetary and human resource planning.
- Maintain and monitor operational and budget processes regarding faculty and staff FTE, department operations, human resources and space planning. Manage systems and procedures to protect divisional resources.
- Prepare a variety of short and long range plans including financial forecasts and budgets for administrative and academic services and operations, and improvements to processes. Maintain and recommend change to policies and procedures as needed.
- Working with the VPAA and the Office of Fiscal Affairs, administer multiple funding sources including operational allocations and capital allocations. Funds appropriations typically range from moderate in complexity to highly complex.
- Working with the VPAA and the AVP for Information Technology, plan and budget for information technology rehabilitation and renovation.
- Works closely with the Office of Human Resources to maintain position control documents, faculty position rosters, etc. Maintains strict confidentiality with respect to faculty and staff records.
- Working closely with Human Resources, generates employment contracts. Prepares, distributes, and tracks faculty contracts in accordance to the CBA and tracks budgetary implications of changes and additions to faculty contracts.
- Manage, plan, and administer all activities associated with the Bond Hill Scholarship program.
- Responsible for interaction with the offices of the University's senior administration, campus administrators, industry and community leaders and their assistants to coordinate a variety of complex executive level meetings. A positive working relationship with campus senior administration (i.e., Office of the President, VPAA, Deans, AVPs, etc.) is necessary to ensure optimal communication and work flow across divisions, departments, and the campus. An appropriate level of decision making to support the VPAA is expected.
- Remains current concerning problems, situations and conditions of special interest to the VPAA. Exercises independent judgment concerning matters requiring the VPAA's attention to assure timely action. Maintains productive, working relationships with various administrative offices that deal with the Office of Academic Affairs on a regular basis.

Cheyney University, Cheyney, Pennsylvania
Executive Assistant to the President

2006 – 2012

- Responsible for overall brand management of the University.
- Works closely with the Office of Public Relations and the Media Advisory Team to plan and coordinate various marketing initiatives and works to constantly improve the brand image of the University. Oversees the marketing budget and makes all related media buys.
- Provides professional, administrative support on a variety of assignments of a confidential nature including but not limited to labor union, personnel, and student issues.
- Serves as liaison with various University officials and external constituents, and communicates with these groups as appropriate on behalf of the President.
- Monitors the office and University Foundation budgets to insure compliance with operating procedures; as well as, assists in the development of said budgets.
- Plans and coordinates a variety of special events on behalf of the University, and serves as an event planner for presidential functions.
- Serves as the secretary to the President's Cabinet, Administrative Council, and the Council of trustees.
- Prepares institutional reports and other documents on behalf of the University president.
- Consults regularly with the President to discuss schedules, office priorities, and to discuss operational issues. Serves as the President's primary scheduling secretary and works with the university president to manage the public life of the president.

Cheyney University, Cheyney, Pennsylvania
HR Manager

2005 – 2006

- Establishes a positive public relations rapport by independently resolving problems or referring visitors to the appropriate office(s). Provides information regarding University policy and procedures.
- Provides administrative support the Director of Human Resources and the Assistant Director of Human Resources as it relates to contract administration for the collective bargaining agreements.
- Assists in processing and maintaining sensitive and confidential information relating to labor relations (e.g., personnel matters, collective bargaining information, strike plans, grievances, information regarding disciplinary actions, labor-management correspondence, and performance evaluations).
- Working closely with the Human Resource Director and appropriate legal counsel, processes immigration paperwork and meets recordkeeping requirements.
- Researches, develops, recommends, and implements changes to initiate or improve policies and procedures.
- Working with the Payroll Manager and Human Resource Director, researches and prepares the Overtime Equalization Report following the collective bargaining agreements.
- Assists the University's Payroll Manager by preparing the overtime report and compensatory time report on a monthly basis.

Generations Home Care, Inc., Wilmington, Delaware
HR Manager

2000-2005

- Responsible for processing and logging employment applications and ensuring all required background checks are performed.
- Responsible for managing employee benefits (i.e., workers compensation, group health, group dental, unemployment, 403(b), etc.)
- Responsible for managing agency commercial insurances (i.e., property, professional liability, auto, etc.).
- Human Resources/Payroll Information systems (i.e., Microsoft Access and ADP Payroll/HR Profile software).
- Assists in the design and implementation of personnel policies (i.e., dress code policy, workplace safety, etc.)
- Coordinated and implemented the Agency Safety Committee and served as chair.
- Coordinated and implemented the Agency Wellness Program and served as chair.
- Sat on the Agency's Recruitment and Retention committee. Responsible for developing and implementing policies and/or procedures and programs to assist in retaining and recruiting quality personnel.
- Assisted the Marketing Director with website development and the annual appeal.
- Assisted the System Administrator with various IT projects.
- Responsible for employee recruitment and retention program and its implementation.
- Developed and served as editor of the employee newsletter.
- Assisted the Executive Director and Assistant Executive Director with special projects.

Lincoln University, Lincoln, Pennsylvania
Human Resources Generalist

1998-1999

- Office administration.
- Assisted in the development and implementation of databases, which tracked purchase requisitions for the budgeting department. Designed and implemented a database for resumes and applications.
- Human Resource/Payroll Information systems (i.e., Liberty's Pay America)
- Assisted in the design and implementation of personnel forms and policies using research and Knowledge Point Now! Software.
- Designed and implemented an active and inactive personnel filing system.
- Assisted the HR Benefits Assistant with orientations and benefit information explanations and/or distributions.
- Assisted the HR Employee Relations Assistant with secretarial testing, job postings/position control, campus housing, recruitment, and advertising.
- Assisted the Human Resource Director and the Associate Director with special projects.
- Responsible for the University's Campus Telephone Directory, filing typing, drafting and composing memorandums/correspondences, appointment scheduling, data entry and answering telephones.

EDUCATION

Bachelor of Arts Organizational Development, Immaculata University, January 2014
Bachelor of Science Human Management Performance, Immaculata University, 2014
Master of Science in Higher Education, Capella University, 2017
President's List 2016, 2017

PUBLICATIONS

Wright, T. B. (2015). Presidential Leadership: Selecting Competent Leadership at the Nation's Historically Black Colleges and Universities. *Journal of Higher Education Management*, 178-190.

PEER REVIEW ACTIVITIES

Journal of Negro Education

PROFESSIONAL DEVELOPMENT

Computerized Office Training, CHI Institute, 1998
FMLA Compliance, Skill Path Seminar, 2004
Workers Compensation Compliance, Skill Path Seminar, 2004
Summer Institute in Communications & Marketing, CASE, 2012
OSHA Compliance, Fred Pryor Seminar, 2016
Training the Trainer, Fred Pryor Seminar, 2016
Arc Flash NFPA 70E Safety Training, TPC TrainCo, 2016

PROFESSIONAL MEMBERSHIPS

Society for Human Resource Management (SHRM) since 2001
Delta Epsilon Sigma Honor Society (2014)

VOLUNTEER EXPERIENCE

Board Member
Workforce Development Board, SDA-83, Inc.
September 2015 to 2019

Board Member
I Challenge You, Inc.
July 2018 to 2021