



SOUTHERN UNIVERSITY SYSTEM
BOARD OF SUPERVISORS

MEETING

9 a.m.

Friday, April 12, 2019

Calcasieu Parish School Board Office
3310 Broad Street
Lake Charles, Louisiana 70615

Academic Affairs Committee

ACADEMIC AFFAIRS COMMITTEE

Calcasieu Parish School Board Office

3310 Broad Street

Lake Charles, LA 70615

Friday, April 12, 2019

9 a.m.

AGENDA

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

A. Request Approval of Recommendations for Faculty Tenure and Promotion (SUBR)

Candidate	College	Current Rank	Recommended Rank
1. Taylor, Dr. Shervia	Sciences & Engineering	Tenure-Track Assistant Professor	Associate Professor with Tenure
2. Yin, Dr. Hang	Sciences & Engineering	Tenure-Track Assistant Professor	Associate Professor without Tenure
3. Clark, Dr. Albert	Business	Tenured Associate Professor	Professor with Tenure
4. Dodor, Dr. Koffi	Business	Probationary Assistant Professor	Associate Professor with Tenure
5. Kirk, Dr. George	Business	Tenured Associate Professor	Professor with Tenure
6. Noguera Dr. Jose	Business	Tenured Associate Professor	Professor with Tenure
7. Omonuk, Dr. Joseph	Business	Probationary Associate Professor	Professor with Tenure

B. Request Approval of Addendum to Faculty Appointment, Retention, Promotion and Tenure Rules and Procedures (SULC)

C. Request Approval for Tenure and Promotion (SULC)

Faculty Member	Department	Rank
1. Angela Bell	SULC- Instruction	Associate Professor of Law
2. Regina Ramsey James	SULC- Instruction	Associate Professor of Law
3. Wendy Shea	SULC- Instruction	Associate Professor of Law

D. Request Approval of Certification of Candidates for Spring 2019 Graduation (SUBR, SUNO, SULC, and SUSLA)

E. Request Approval of Honorary Degree for Louis Lionel Joseph

7. Other Business

8. Adjournment

MEMBERS

Dr. Curman L. Gaines - Chair, Dr. Leroy Davis - Vice Chair

Mr. John Barthelemy, Mr. Sam Gilliam, Dr. Samuel C. Tolbert, Jr., Dr. Leon R. Tarver II

Atty. Domoine D. Rutledge- Ex Officio



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

March 21, 2019

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

RE: Addendum to Faculty Appointment, Retention, Promotion, and Tenure Rules and Procedures

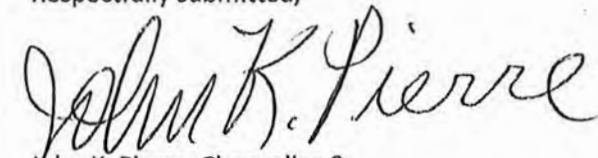
Dear Dr. Belton:

The Faculty Appointments, Retention, Promotion and Tenure (FARPT) Committee at the Southern University Law Center (SULC) over the past year met on several occasions to consider and deliberate a policy to give greater security and recognition to legal writing and clinical faculty. This need has arisen as faculties across the country wrestle with equal opportunity issues and retaining talented faculty. Many law faculties are no longer relegating their professors to defined tracks, such as doctrinal, legal writing and clinical.

As a first step towards a unitary tenure system, the FARPT Committee has adopted an addendum to the current tenure and promotion rules. The policy, which is attached, was included with our March tenure application materials submitted to Dr. Ammons office, but the policy has not been formally approved by the Southern University Board of Supervisors. This policy was used to process the tenure applications of Professors Angela Bell, Regina Ramsey James and Wendy Shea which have been placed on the March Board meeting agenda.

I have reviewed the addendum policy change and accept the recommendation that the policy as proposed be adopted. I therefore respectfully request that the aforementioned policy addendum be approved and presented to the Board of Supervisors for their approval.

Respectfully submitted,



John K. Pierre, Chancellor &
Vanue B. Lacour Endowed Professor of Law

**ADDENDUM
FACULTY APPOINTMENT, RETENTION, PROMOTION, AND TENURE RULES AND
PROCEDURES**

1. As of the effective date of this policy, Associate Professors of Legal Analysis and Writing and Associate and Full Clinical Professors employed full-time at SULC for seven years or longer under a long-term presumptively renewable contract (“eligible professors”) are eligible to apply for tenure under the tenure standards provided in the Faculty Handbook.
2. Eligible professors are not required to apply for tenure and may elect to retain a long-term contract.
3. Eligible professors who elect to retain their long-term contracts will continue to be governed by the applicable review and promotion policies set forth in the Faculty Handbook for Legal Analysis & Writing (LA&W) and Clinical Faculty.
4. The denial of tenure for any eligible professor who applies for tenure under this Addendum will not affect the terms of his or her long-term contract, which will continue to be governed by the standards set forth in the Faculty Handbook.
5. Eligible professors who wish to apply for tenure will have two years from the effective date of this Addendum to submit their tenure application.
6. No quota or numeric limit on the number of professors who may apply and obtain tenure under this Addendum is hereby established.
7. Eligible professors who wish to apply for tenure during the Academic Year 2018-2019 must submit their application to the Office of the Chancellor and the Faculty Appointment, Retention, Promotion, and Tenure Committee by January 15, 2019.
8. The effective date of this addendum is November 19, 2018.



SOUTHERN UNIVERSITY LAW CENTER

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OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

March 28, 2019

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


RE: Granting of tenure for Angela Bell, Regina Ramsey James & Wendy Shea

Dear Dr. Belton:

The Faculty Appointments, Retention, Promotion and Tenure (FARPT) Committee at the Southern University Law Center (SULC) met and deliberated over the tenure applications and requests of Angela Bell, Regina Ramsey James and Wendy Shea as faculty members at SULC. After evaluating and reviewing their applications and requests of those three faculty members, the FARPT Committee voted to recommend that these three faculty members be granted tenure.

I concur with the recommendations of the FARPT Committee. I therefore respectfully request that the three aforementioned faculty members be approved for tenure by the Southern University Board of Supervisors at the rank of associate professor and that they be granted the customary 6% adjustment in pay beginning in fiscal year 2019-2020. I would appreciate if the tenure request and requests for pay adjustment beginning in 2019-2020 be presented to the Board of Supervisors at its April, 2019 board meeting. If you have any questions, please feel free to contact me.

Respectfully submitted,


John K. Pierre, Chancellor &
Vanue B. Lacour Endowed Law Professor

Southern University and A&M College at Baton Rouge

Resolution

Whereas, Spring Commencement Exercises are scheduled for the campus of Southern University and A&M College at Baton Rouge on Friday, May 10, 2019 at 9:30 a. m. in the F. G. Clark Activity Center; and

Whereas, there are approximately **440** prospective graduates at Southern University at Baton Rouge, who are to receive Bachelor's degrees, Master's degrees and Ph.D. degrees.

Now, therefore be it resolved that the degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University and A&M College at Baton Rouge submitted by President-Chancellor Ray L. Belton, upon the approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be, and they are hereby approved.

Be it further resolved that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors as its regular meeting on the 12th day of April, 2019.



Ray L. Belton, Secretary
Board of Supervisors, Southern University
and Agricultural and Mechanical College

Domoine D. Rutledge, Chair
Board of Supervisors, Southern University
and Agricultural and Mechanical College

SOUTHERN UNIVERSITY *at* NEW ORLEANS

Resolution

Whereas, Spring Commencement Exercises are scheduled for the campus of Southern University at New Orleans on Saturday, May 11, 2019 at 4:00 p.m. at the Nat Kiefer Lakefront Arena, 6801 Franklin Avenue, New Orleans, LA 70126; and

Whereas, There are approximately 433 prospective graduates at Southern University at New Orleans, who are to receive Associate's, Bachelor's, and Master's degrees.

Now, therefore be it resolved that

The degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University at New Orleans submitted by President-Chancellor Ray L. Belton and Chancellor Lisa Mims-Devezin, upon approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be and they are hereby approved.

Be it further resolved that

The list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University System do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on Friday, April 12, 2019.



Ray L. Belton, Secretary
Board of Supervisors, Southern University
and Agricultural and Mechanical College

Attorney Domoine D. Rutledge, Chair
Board of Supervisors, Southern University
and Agricultural and Mechanical College



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

The Southern University Law Center

Resolution

Whereas, spring Hooding and Commencement exercises are scheduled for the campus of the Southern University Law Center in Baton Rouge, Louisiana on Saturday, May 18, 2019 in the F. G. Clark Activity Center.

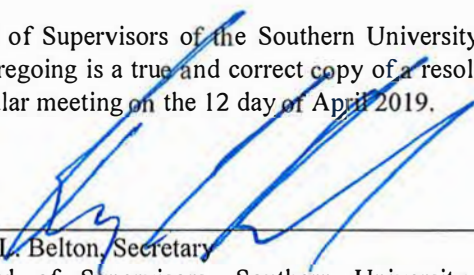
Whereas, there are approximately 106 prospective graduates at the Southern University Law Center located in Baton Rouge, Louisiana who are to receive a Juris Doctor Degree.

Now, therefore be it resolved, that the degrees conferred upon the candidates for graduation at the Hooding and Commencement Exercises at the Southern University Law Center in Baton Rouge submitted by Chancellor John K. Pierre of the Southern University Law Center and the administration upon the approval and recommendation of the Faculty be, and they are hereby approved.

Be it further resolved, that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the 12 day of April 2019.



Ray L. Belton, Secretary
Board of Supervisors, Southern University and
Agricultural and Mechanical College

Domoine Rutledge, Chair
Board of Supervisors Southern University and
Agricultural and Mechanical College



Resolution

2019 SPRING COMMENCEMENT

Whereas, Southern University at Shreveport Louisiana 2018 Spring Commencement is scheduled on Tuesday, May 14, 2019 at 7:00 p.m. at the Shreveport Convention Center, 400 Caddo Street, Shreveport, La 71101, and

Whereas, there are approximately 297 prospective candidates for graduation who expect to receive 218 prospective Associate Degrees, 59 Certificates, and 20 Diplomas from Southern University at Shreveport Louisiana.

Now Therefore Be It Resolved that the degrees and certificates will be conferred upon the candidates for graduation during the 2019 Spring Commencement of SUSLA presented by Dr. Ray L. Belton., President for the Southern University System, Dr. Rodney A. Ellis, Chancellor for Southern University at Shreveport Louisiana, upon the approval and recommendations of the Vice Chancellor of Academic Affairs, the Faculty, and the appropriate administrative staff, and they are hereby approved, and;

Be It Further Resolved that the list of graduates may be supplemented or modified as necessary to carry out the intent of this resolution.

Certification

We, the duly qualified officers of the Board of Supervisors for the Southern University System, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University System Board of Supervisors at its regular meeting on the 12th day of April 2019.

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

Atty Domoine D. Rutledge
Chairman of the Board
Southern University System Board of Supervisors



OFFICE OF THE REGISTRAR

TO: Dr. Rodney A. Ellis
Chancellor

FROM: Dr. Lalita Rogers
University Registrar

RE: May Graduates/Completers

DATE: March 22, 2019

Traditionally, the Southern University Board of Supervisors approves the list of prospective graduates for Spring Commencement.

To date, Southern University at Shreveport has 297 students identified as prospective graduates/completers for Spring 2019 Commencement. The breakdown of major and degree type is as follows:

Degree Type/Major	Summer 2018	Fall 2018	Spring 2019	Grand Total
Associate				218
Accounting		1	1	2
Biology		1	2	3
Business Management	2	4	4	10
Computer Science		2	1	3
Criminal Justice Administration	13	2	7	22
Dental Hygiene			12	12
General Studies	16	10	21	47
Health Information Technology		3		3
Human Services	2	1	1	4
Louisiana Transfer	4	1	5	10
Medical Laboratory Technology	1		7	8
Nursing		43	33	76
Radiologic Technology	5	2	1	8
Respiratory Therapy			4	4
Surgical Technology	4	2		6

Certificate				59
Child Development			3	3
Computer Information System				0
Computer Network Technology			4	4
Dialysis Technician			6	6
Emergency Medical Technology - Basic		3	1	4
Health Information Technology				0
Healthcare Access Associate			1	1
Medical Coding Specialist	2	1		3
Phlebotomy		10	19	29
Sterile Processing			8	8
Web Development			1	1
Technical Diploma				20
Airframe & Powerplant Maintenance	2	3		5
Emergency Medical Technology - Paramedic			15	15
Grand Total	51	89	157	297

Once our office has verified completion of degree requirements, the conferral date will reflect May 16, 2019. Please note this number is subject to change.

Should you have questions or concerns, don't hesitate to contact our office.



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

March 25, 2019

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

Dear Dr. Belton:

After careful review and recommendation from Dr. Bijoy K. Sahoo, senior associate vice chancellor for Academic Affairs, I am submitting a list of applicants recommended for tenure and promotion at Southern University and A&M College. This list is being submitted based on the recommendations made by relevant departments, colleges and the University Tenure and Promotion committee, along with the results of the evaluation made available by department heads. I am asking that the following be granted based on our tenure and promotion policy:

- Dr. Shervia Taylor, Associate Professor with Tenure;
- Dr. Hang Yin, Associate Professor without Tenure;
- Dr. Albert Clark, Professor with Tenure;
- Dr. Koffi Dodor, Associate Professor with Tenure;
- Dr. George Kirk, Professor with Tenure;
- Dr. Jose Noguera, Professor with Tenure; and
- Dr. Joseph Omonuk, Professor with Tenure.

I am submitting this recommendation to you for review and submission to the Southern University Board of Supervisors for consideration at its April 11-12, 2019, meeting.

Sincerely,

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

James H. Ammons, Ph.D.
Executive Vice President/Executive Vice Chancellor



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-2360

March 25, 2019

To: Dr. Ray L. Belton
Southern University System President/Chancellor

From: Dr. James H. Ammons

Ref: Promotion and Tenure List March 2019
Request for Approval

Table with 4 columns: Candidate's Name, College, Current Rank, Recommended Rank. Rows include Taylor, Dr. Shervia; Yin, Dr. Hang; Clark, Dr. Albert; Dodor, Dr. Koffi; Kirk, Dr. George; Noguera, Dr. Jose; Omonuk, Dr. Joseph.

Signatures of Authority:

Checkmark/line for Approved/Disapproved

Signature of Dr. Bjoy K. Sahoo
Dr. Bjoy K. Sahoo
Sr. Associate Vice Chancellor

Checkmark/line for Approved/Disapproved

Signature of James H. Ammons
Dr. James H. Ammons
Executive Vice President/Executive Vice Chancellor

Line for Approved/Disapproved

Line for Dr. Ray L. Belton
Dr. Ray L. Belton
SU System President/Chancellor

Facilities and Property Committee

FACILITIES AND PROPERTY COMMITTEE

(Following the Academic Affairs Committee)

Calcasieu Parish School Board Office

3310 Broad Street

Lake Charles, LA 70615

Friday, April 12, 2019

9:00AM

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s):
6. Information Item(s):
 - A. Priority Projects Updates, by Campuses
 - B. Update on the Status of the Mississippi River Crest and its Impact on the SUBR Campus
7. Other Business
8. Adjournment

MEMBERS

Rev. Donald R. Henry- Chair, -Dr. Rani Whitfield -Vice Chair,
Mr. John Barthelemy, Dr. Leroy Davis, Mr. Richard Hilliard, Mrs. Ann Smith,
Atty. Domoine D. Rutledge-Ex Officio



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING

3TH FLOOR

166 G. LEON NETTERVILLE DR.

BATON ROUGE, LOUISIANA 70813

OFFICE OF
FACILITIES PLANNING

(225)771-2786 OFFICE

(225) 771-2922 FAX

Eli_Guillory@sus.edu

April 1, 2019

Hon. Dr. Ray L. Belton

President of Southern University System

4th Floor, J. S. Clark Adm. Building

Baton Rouge, Louisiana 70813

RE: Southern University System Office of Facilities Planning Project Updates

Dear Dr. Belton,

We are transmitting the attached updated document, which indicates the remarkable status of each campus building construction, renovations, building repairs/upgrades and facilities planning progress for your files. Additionally, many meetings have been held to consult with each SU System campus facility management group along with the Board of Regents and Facility Planning and Control for the overall capital improvement process to meet the goals of this great university.

Should you have any questions, please don't hesitate to call me. Your approval and sustained support of Southern University System Office of Facilities Planning is greatly appreciated.

Respectfully submitted,

A handwritten signature in blue ink, reading "Eli G. Guillory III", with a stylized flourish extending to the right.

Eli G. Guillory III

Director of Facilities Planning

Attachments enclosed: Progress report and construction pictures

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

WWW.SUS.EDU

Southern University and A&M College System

SU System Campuses Projects

Eli G. Guillory III April 2019

agency	Project Name	Project Budget	Funding Source	Approval Date	Completion Date	Comments
SUAG	SUAG Arena - building exterior painting and wall system/roof canopy repairs	\$ 75,000.00	State	2018		Active - Pending FP&C approval
SUAG	Southwest Center for Rural Initiatives (Opelousas Ag Bldg) - Replace split system AC units, install mini split for I. T. server room.	\$ 105,221.96	State	2018		Active - In Progress
SUAG	A. O. Williams Hall Mechanical HVAC system upgrades - Westside of Phase 1	\$ 250,000.00	State	2018		Active - Pending planning by FP&C and seeking additional funding \$600,000
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 1 westside, ext. wall flashing and de-brick masonry	\$ 2,764,000.00	Fed. Gov. NIFA	2015		Active - phase 1- 95% complete (seek \$4,500,000 for phase 2 - Eastside)
SUAG	Multipurpose Building	\$ 1,492,444.00	Fed. Gov.	2003	2018	Active - complete (furniture - pending)
SUAG	Child Development Center - code upgrades	\$ 218,300.00	Fed. Gov.	Apr. 2018	2019	Complete
SUAG	Horticulture Storage Building Renovation	\$ 275,000.00	Fed. Gov.	2003	2017	Complete
SUAG	Pesticide Storage Building	\$ 250,000.00	Fed. Gov.	2003	2018	Complete
SUAG	Equipment Storage Shed Building	\$ 90,000.00	Fed. Gov.	2003	2018	Complete
SUAG	Meat Technology Roof Replacement	\$ 212,400.00	Fed. Gov.	Apr. 2018	2019	Complete
SUBR	B. A. Little Dr. Road upgrade at SUPD & TT Allain Hall	\$ 151,775.00	Title 3	2018		complete
SUBR	New Science Complex - planning phase	\$ 56,000.00	Title 3	2017		Active - 90% complete
SUBR	J. B. Moore Hall Hi-Tech Smart Classroom Renovation	\$ 300,000.00	Title 3	Apr. 2016		Active - construction 90% complete
SUBR	SU Museum of Art - HVAC Mechanical System Repairs	\$ 127,112.00	State	10/11/2018		Active - Construction in progress
SUBR	Air Handling Unit Repair - W. H. James Hall	\$ 350,000.00	State	10/20/2017		Active - Construction in progress
SUBR	Fan Coil Unit Repairs-JW Fisher hall	\$ 100,000.00	State	10/19/2017		Active - Construction in progress
SUBR	Fan Coil Unit Repairs-J. Lee Hall & Health Research Center	\$ 100,000.00	State	10/19/2017		Active - Construction in progress
SUBR	Mechanical Unit Repairs-WW Stewart Hall -Phase 1	\$ 100,000.00	State	10/19/2017		Active - Construction in progress
SUBR	Dehumidifying System Repair-Tournee A. Debose Music Hall	\$ 225,000.00	State	10/19/2017		Active - Construction in progress
SUBR	A.W. Mumford (Consent Decree ADA)	\$ 7,900,000.00	State	2016		Active - Construction in progress 75% complete
SUBR	F.G. Clark Activity Center (Consent Decree ADA)	\$ 7,450,000.00	State	2016		Active - Construction in progress 75% complete
SUBR	J.S. Clark Admin Building - Roof Replacement	\$ 165,040.77	State	12/20/2017		Active - Construction in progress
SUBR	Frank Hayden Hall - Theatre Lobby Restrooms Phase 1 upgrades		Title 3	Apr. 2016		pending additional funding for planning & construction
SUBR / SUAG	Mechanical System Repairs-A.O. Williams Hall	\$ 100,000.00	State	10/20/2017		Active - pending completion 95%
SUBR	Ravine Utility Line Erosion Control	\$ 1,221,407.00	State	2016		Active - pending completion by DOTD, FP&C, BoR
SUBR	Ruffin Paul Central Plant - Loop Pump and Valve Replacement (Rebuild (2) Loop pumps and replace with new VFDs. Replace valves on top of aluminum cooling tower and replace safety rails)	\$ 212,000.00	State	7/27/2018		Active - in the planning phase for bidding by fp&c
SUBR	ADA Safety Compliance & Drainage Project at the Law Center	\$ 95,400.00	State	7/27/2018		Active - in the planning phase for bidding by fp&c
SUBR	SU Laboratory School Gym Roof replacement/upgrades as required for interior protection of rain water migration.	\$ 120,000.00	State			Active - Pending FP&C approval for an additional \$300,000
SUBR	SU Laboratory School Gym Looker Room upgrades	\$ 70,000.00	SUBR	2019		Active - construction in progress / seek an additional \$20,000 for HVAC upgrades
SUBR	SU Laboratory School Elementary Buildings renovations	\$ 440,000.00	State	2019		Active - Pending planning phase

SUBR	Install / repairs of 100ft tower lights - West and East of F G Clark Activity Center (Disaster Relief Shelter)	\$ 175,000.00	State			Active - Pending FP&C approval
SUBR	Upgrade lighting system for classrooms, exits and stairwells in various buildings	\$ 100,000.00	State			Active - Pending FP&C approval
SUBR	Campus sidewalks repairs neutralizing trip hazards and ensuring wheelchair accessibility	\$ 50,000.00	State			Active -
SUBR	J. S. Clark Adm. Building - Upgrade chill water and hot water pumps and install new automated digital controls	\$ 160,000.00	State			Active -
SUBR	W. W. Stewart Hall Auditorium Mech. HVAC repairs/upgrades	\$ 255,414.00	State			Active - planning in progress
SUBR	Ravine Erosion Control & Road Improvements	\$ 10,000,000.00	DOTD	5/25/2017		Active - construction pending / low bid \$5,000,000
SUBR	Music Building Annex - Music & Recording Studio	\$ 200,000.00	Title 3	2018		Active - planning phase
SUBR	W. W. Stewart Hall First Floor Renovations	\$ 330,000.00	Title 3	2018		Active - programing & planning phase
SUBR	W. W. Stewart Hall Auditorium Renovations	\$ 160,000.00	Title 3	2018		Active - programing & planning phase
SUBR	T. H. Harris Hall Window Replacement	\$ 50,000.00	State	2016	2017	Complete
SUBR	SUBR Gas Valve Replacement	\$ 4,028.00	State	2016	2017	Complete
SUBR	Underground Gas and Water Line Repairs	\$ 4,250.00	State	2016	2016	Complete
SUBR	T. T. Allain Hall ADA compliance	\$ 4,700.00	State	2016	2017	Complete
SUBR	Water Valve Replacement	\$ 287,631.35	State	2016	2017	Complete
SUBR	Fan Coll Unit Repair James B Moore	\$ 67,987.79	State	2016	2017	Complete
SUBR	James Lee Hall - Floor Tile Replacement	\$ 202,491.85	State	2016	2017	Complete
SUBR	Cade Library - Fire Alarm Replacement	\$ 279,166.00	State	2016	2017	Complete
SUBR	Cade Library - Elevator Repairs	\$ 15,000.00	State	2016	2017	Complete
SUBR	T.T. Allain ADA Renovation (Consent Decree)	\$ 1,010,000.00	State	2016	2018	Completed
SUBR	Tony Clayton Championship Plaza	\$ 465,000.00	SU Foundation	2017	2018	Completed
SUBR	Frank Hayden Hall - Theatre seating and wheelchair lift upgrades	\$ 255,000.00	Title 3	Apr. 2016	2018	completed
SUBR	Frank Hayden Hall - Theatre lighting upgrades	\$ 257,000.00	Title 3	Apr. 2016	2018	completed
SUBR	E. C. Harrison Street & sidewalk Replacement / Upgrades	\$ 404,000.00	Title 3	Apr. 2016	2018	completed
SUBR	School of Computer Science Renovation - phase 1 (H. L. Thuman Jr. Hall - East Complex)	\$ 248,000.00	Title 3	Apr. 2016	2018	completed
SUBR	J. B. Cade Library 4th Floor Renovations	\$ 142,000.00	Title 3	Apr. 2016	2018	completed
SUBR	Roofing Replacement - J.S. Clark Annex Bldg	\$ 155,733.57	State	11/17/2016	2018	Completed
SUBR	Roofing Replacement - Benjamin Kraft Bldg	\$ 270,396.87	State	11/28/2016	2018	Completed
SUBR	Roofing Replacement - Southern University Museum of Art (SUMA)	\$ 41,200.00	State	11/29/2016	2017	Completed
SUBR	Door Entrance ADA Repairs - multiple bldgs	\$ 51,500.00	State	12/16/2016	2018	Completed
SUBR	Electrical Lighting Repair/Upgrades - Rodney Higgins Hall & Campus	\$ 77,250.00	State	12/19/2016	2018	Completed
SUBR	Sidewalk & Curb Ramp Repairs for ADA Compliance	\$ 20,600.00	State	12/19/2016	2018	Completed
SUBR	Roof Replacement - William Wallace Stewart Hall	\$ 339,900.00	State	2/9/2017	2017	Completed
SUBR	Roof Replacement - Rodney G. Higgins Hall	\$ 229,478.12	State	2/9/2017	2018	Completed
SUBR	Central Plant HVAC Replacement	\$ 23,1363.60	State	2/9/2017	2018	Completed
SUBR	Central Plant HVAC Replacement Phase 2	\$ 87,426.40	State	9/25/2017	2018	Completed
SUBR	HVAC Renovations - Multiple Buildings	\$ 128,750.00	State	2/13/2017	2018	Completed
SUBR	Benjamin Kraft Hall - Rooftop Mechanical Equipment Replacement	\$ 25,000.00	State	3/6/2018	2018	Completed
SUBR	Rodney Higgins Hall - Rooftop Exhaust Fan Replacement	\$ 90,000.00	State	3/12/2018	2018	Completed
SUBR	Student Health Center - Ravine Stabilization	\$ 133,900.00	State	7/24/2018	2018	Completed

SUBR	Building Control Systems Rplmt-Mini Lab/Compliance Center	\$ 150,000.00	State	10/19/2017	2018	Completed	
SUBR	Cooling Tower Repairs-Ruffin Paul Sr. Central Plant - phase 1	\$ 225,000.00	State	10/19/2017	2017	Completed	
SUBR	Drainage/Culvert Repair at Steptoe Road	\$ 499,960.00	State		2016	2017	Completed - FP&C and DOTD
SUBR	SU Police Station Renovation project budget - 450,000	\$ -	Title 3	Apr. 2016			pending funding for planning & construction
SUBR	J. B. Moore Hall I. T. Renovation	\$ 450,000.00	Title 3		2018		Active - programing phase
SULC	Roof replacement	\$ 480,000.00	State		2016	2017	Completed
SUNO	Campus Wide Electrical & Lighting Reolars - Phase II	\$ 437,510.00	State	8/31/2018			Active - pending planning and bidding
SUNO	Roofing Replacement - Cafeteria Bldg	\$ 226,365.00	State	11/29/2016		2018	Completed
SUNO	Site Parking Lot Restoration Phase 1 & 2 - temporary fema trailers lake and park campus	\$ 2,154,846.00	FEMA		2015		Active - 75% complete-pending completion of new Ed. Building / Arts & Humanities building
SUNO	Univ. Center Replace 3 Air Handling Units	\$ 265,775.00	State		2016		Complete
SUNO	Roofing Replacement - University Center Building	\$ 494,400.00	State		2016		Complete
SUNO	University Center-Parking Lot Resurfacing, Sidewalk & lighting repairs	\$ 61,800.00	State		2016		Complete
SUNO	Natural Science Building	\$ 27,750,000.00	FEMA		2015		complete
SUNO	Arts and Humanities Building	\$ 21,200,000.00	FEMA		2015		complete
SUNO	Mechanical HVAC Controls & Equipment upgrades	\$ 95,082.00	State		2018		Active - design planning for bidding
SUNO	Campus sidewalk and parking lot upgrades / repairs for various locations on the Park Campus and Lake Camous	\$ 145,000.00	State				Active - pending planning and bidding
SUNO	Campus wide Mechanical HVAC System Upgrades for various buildings on the Park and Lake Campus	\$ 400,000.00	State				Active - pending planning and bidding
SUNO	University Center 2nd & 3rd floor door replacements and painting of offices/restrooms/corridors.	\$ 200,000.00	State				Active - Pending fp&c approval
SUNO	Natural Science 1st Floor interior build-out spaces Phase 2	\$ 2,700,000.00	FEMA		2015		Active - planning phase
SUNO	Demolition of existing New Science and Old Science Buildings - see fp&c for budget amount		FEMA		2015		Active - planning phase (staffing to vacate buildings is pending)
SUNO	Education and Human Development Building	\$ 11,608,000.00	FEMA		2015		Active - under construction 90% complete
SUNO	Roof Leaks & associated damage repair -Modular Buildings	\$ 29,772.10	State		2016	2017	Completed
SUNO	Washington Library HVAC	\$ 298,295.00	State		2016	2017	Completed
SUNO	Electrical Underground Wiring Repairs & Outdoor Lighting	\$ 48,734.00	State		2016	2018	Completed
SUNO	Mechanical Underground Piping Repairs	\$ 51,500.00	State		2016	2017	Completed
SUNO	Roofing Repair - New Science Bldg	\$ 36,153.00	State	6/13/2017		2017	Completed
SUNO	Emergency Chilled Water Valve Installation - L. Washington Memorial Library	\$ 10,300.00	State	6/13/2017		2017	Completed
SUNO	Electrical & Lighting Repairs/Replacements - Campuswide	\$ 51,500.00	State	7/24/2017		2018	Completed
SUNO	University Center Pool Repairs	\$ 65,290.17	State	10/17/2017		2018	Completed
SUNO	Central Plant Building	\$ 6,097,000.00	FEMA		2015	2017	completed
SUNO	School of Social Work Building	\$ 10,257,000.00	FEMA		2015	2017	completed
SUSLA	Mechanical/HVAC System Repairs	\$ 424,000.00	State	7/27/2018			Active - pending bidding
SUSLA	ADA Restrooms upgrades	\$ 117,873.00	State				Active - pending planning
SUSLA	Elevator reolars	\$ 71,160.00	State				Active - pending planning
SUSLA	Allen Building School of Nursing Renovation (Downtown Texas St.)	\$ 3,500,000.00	State		2016		Active - 99.5% complete
SUSLA	HVAC upgrades, Install New Roof, Enhance Drainage.	\$ 192,710.00	Title III				Active - In Progress
SUSLA	Install keyless Entry Locks on MLK, Incubator and Metro Campus'	\$ 50,000.00	Title III				Active - Pending
SUSLA	Campus Building Directions Signage	\$ 15,000.00	Title III				Active - Pending
SUSLA	Install Energy Efficient External LED Lighting	\$ 85,000.00	Title III				Active - Pending

SUSLA	Renovate Admissions Office	\$ 10,000.00	Title III			Active - Pending
SUSLA	Renovate Bathrooms	\$ 50,000.00	Title III			Active - Pending
SUSLA	SUSLA -Campus HVAC System Repairs	\$ 194,698.00	State	1/30/2017		Active - pending completion
SUSLA	Site campus drainage upgrade throughout the main campus.	\$ 150,000.00	State			Active - Pending planning
SUSLA	Mechanical System - Replace Air Handler Units and Duct system, Fan Coils, Exhaust Fans (Science Building (S07505), (Fine Arts, S07509 & Jesse Stone, S07511) Server Unit Repair (IT, Main Campus, S07503), Replace Fan Coil Unit Motors and (Administration S07503), Replace Pumps (Administration S07503)	\$ 282,232.00	State			Active - Pending planning
SUSLA	Replace Hot and Cold Water underground piping on campus (Administration S07503, NCR S07504, Science S07505, Fine Arts S07509, Jesse Stone S07511, PD & Facilities S07506, Library S07508, Physical Plant S07510, Shipping & Warehouse S12069, Health & Education S13204, Student Union S07507, Student Activity S15913, Womens and Minorities Small Business S15937, Jackson & Dental Hygiene Buildings)	\$ 20,000.00	State			Active - Pending approval by fp&c
SUSLA	Roofing System replacement for Downtown Metro Building	\$ 150,000.00	State			Active - Pending Scope of Work to BoR from SUSLA
SUSLA	SUSLA -Campus Safety Compliance Projects - walks/doors	\$ 97,850.00	State	1/30/2017	2018	Completed
SUSLA	SUSLA -HPER-Gymnasium Roofing Repairs	\$ 142,469.13	State	1/31/2017	2017	Completed
SUSLA	SUSLA - Campus-wide LED Lighting	\$ 25,750.00	State	4/13/2017	2018	Completed
SUSLA	SUSLA - Campus-wide ADA Compliance Projects	\$ 55,488.00	State	4/17/2017	2018	Completed
SUSLA	Alphonse Jackson New Classroom Building	\$ 6,300,000.00	State	2015	2018	Completed
SUSLA	New Dental Hygiene Learning Center	\$ 900,000.00	one time state funding	2015	2017	Completed
Total amount		\$ 141,348,780.68				

SUNO New College of Education and Human Development Building



Finance Committee

FINANCE COMMITTEE
(Following the Facilities and Property Committee)
Calcasieu Parish School Board Office
3310 Broad Street
Lake Charles, LA 70615

Friday, April 12, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of Use of Prior Year Funds to Improve Existing Parking Lot (SULC)
 - B. Request Approval of Faculty Retirement Incentive Plan (SULC)
 - C. Request Approval of BA7's
 - D. Request Approval of SUBR Child Development Laboratory 2019-2020 Fee Schedule
6. Informational Item
 - A. Interim Financial Report
7. Other Business
8. Adjournment

MEMBERS

Dr. Leon R. Tarver-Chair, Mr. Richard Hilliard-Vice Chair
Dr. Leroy Davis, Dr. Curman L. Gaines, Mr. Sam Gilliam, Ms. Arlanda Williams
Atty. Domoine D. Rutledge- Ex Officio



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

March 25, 2019

VIA HAND DELIVERY

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

RE: Use of Prior Year Funds

Dear Dr. Belton:

The Law Center desires to improve an existing parking lot, which currently has an aggregate surface, and is used for student parking. The parking lot location is adjacent to the Southern University Museum of Art. The parking lot project will be completed with asphaltic concrete, and will cover an area of approximately 30,000 square feet. The Project will have an estimated costs of \$147,000, and will be funded from ACT 971 Funds. The ACT 971 Fund Balance is more than sufficient to cover the costs of this project.

I respectfully request your approval for the use of prior year funds.

Thank you and with kind regards, I am

Sincerely,

John K. Pierre, Chancellor &
Vanue B. Lacour Endowed Professor of Law

APPROVED:

Dr. Ray L. Belton, President-Chancellor



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

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March 25, 2019

VIA HAND DELIVERY

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

RE: Retirement Incentive Plan

Dear Dr. Belton:

The Southern University Law Center (Law Center) is proposing to offer a retirement incentive plan (Plan) to eligible tenured faculty members as a proactive measure to reduce operating costs. The Law Center expects that by offering the Plan, some tenured faculty members who are considering retirement in the near future may choose to retire now. The Plan's participation will be limited to a maximum of three (3) eligible tenured faculty members. The Tenured Faculty Retirement Incentive Plan is attached.

The Plan will be offered from May 1, 2019 through June 30, 2019. The Plan complies with the Board of Supervisors policy for Tenured Faculty Retirement Incentive Plans. The Plan contains the same language as the previous Law Center Tenured Faculty Retirement Plans approved by the Board in 2015 and 2016. The Plan is limited to participants on a first-come, first served basis. The projected net savings from the current proposed Plan could be \$266,600 in the first year, and \$300,700 thereafter, if three (3) tenured faculty members participate in the Plan.

I request your favorable endorsements of this proposed Plan and that you forward this proposal to the Board of Supervisors for their due consideration at its April 11 through April 12, 2019 meeting.

I respectfully request approval.

Sincerely,



John K. Pierre, Chancellor &
Yanue B. Lacour Endowed Professor of Law

**SOUTHERN UNIVERSITY LAW CENTER
TENURED FACULTY
RETIREMENT INCENTIVE PLAN**

03/22/2019

The Southern University Law Center (SULC) will offer a retirement incentive plan in accordance with the Southern University and A&M College Board of Supervisors' (Board) Policy for Tenured Faculty Regular Retirement Incentive Plans. The eligibility criteria for the retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SULC. The Plan will be offered from May 1, 2019 through June 15, 2019 with a retirement/resignation date of June 30, 2019.

Retirement Incentive Plan


1. SULC Tenured Faculty employees (Faculty Member) who are current and fulltime are eligible to participate in the retirement Plan.
2. Any and all employees with the administrative title of Chancellor, Vice Chancellor or Associate Vice Chancellor shall not be eligible to participate in the plan.
3. If during the period the Plan is offered, an administrative employee becomes eligible to participate in the Plan as a result of a change in title and or position, that employee will be deemed ineligible to participate in the Plan.
4. Faculty Members must be eligible for regular retirement under the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), or the Optional Retirement Plan (ORP) and should meet all plan eligibility requirements as of the application date.
5. To participate in the retirement Plan, a Faculty Member shall not have applied for retirement or received notice of termination prior to application. This exclusion shall not include those who are still working, but are officially retired under the Deferred Retirement Option Plan (DROP).
6. The retirement incentive plan offer is One Hundred (100%) percent of Faculty Member's base salary for fiscal year 2018-2019. The retirement incentive will be paid over a three (3) year period, in installment payments equal to Thirty Three and One Third percent (33.33%) of the Faculty Member's base salary, in each year of the three year period. The retirement incentive payments will begin after separation from the Law Center.
7. All retirement incentive payments are subject to all applicable federal and state taxes and regulations.
8. The position vacated by the Faculty Member who resigns through participation in the retirement Plan will not be filled prior to the Fall Semester of 2021 unless said position is deemed critical to the effective and efficient operation of the unit. This provision will ensure costs savings through the 2020-2021 budget year.

SOUTHERN UNIVERSITY LAW CENTER
TENURED FACULTY
RETIREMENT INCENTIVE PLAN

03/22/2019

9. This plan cannot be applied to any portion of a Faculty Member's salary that is paid from any grant(s) and/or contract(s).
10. The Plan will be limited to three (3) participants. Participation in the Plan will be on a first come, first served basis. If all applications are received at the same time, the lottery method will be employed.
11. A Faculty member who wishes to participate in the plan must complete a Retirement Incentive Plan Application form along with the regular retirement system documents and submit them to the System Vice President of Human Resources (HR), and simultaneously, a copy of the Retirement Incentive Plan Application form to the Chancellor of the Law Center, no later than the close of business on June 17, 2019.
12. All application documents for the Plan herein described shall be submitted in writing to the System Vice President of Human Resources, and simultaneously, a copy of the application to the Chancellor of the Law Center, via electronic mail, facsimile, or hand delivery. Applications submitted via U.S. Postal Service or an overnight delivery/mail service should be evidenced by a returned receipt signed by an employee in the HR Dept., and will be considered received on the date they are received by the HR Dept. All submissions made by electronic mail etc. must be followed by delivery of the original documents within 48 hours of the electronic submissions. The faculty member must obtain proof of delivery signed by an employee in the HR Dept.
13. Upon notification of approval, the Faculty Member must submit a letter of resignation as required in the application. The Plan is not applicable to resignations not accompanied by retirements.
14. Upon notification of approval of acceptance to participate in the Plan, the Faculty Member will have a Grace Period of seven (7) calendar days to revoke their election to participate in the Plan. A Faculty Member's revocation of election to participate in the Plan must be in writing and must be received by the System Vice President of Human Resources before the expiration of the grace period. Simultaneously, a copy of the Faculty Member's revocation of election to participate in the Plan must be received by the Chancellor of the Law Center. A Faculty Member, who submits the required documents and has been approved to participate in the Plan and then revokes their election to participate in the Plan, may not again elect to participate.
15. Any Faculty Member who participates in this plan cannot be rehired by the University as a full-time employee for a period of two (2) years.

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: Higher Education		FOR OPB USE ONLY				
AGENCY: Southern University Board of Supervisors		OPB LOG NUMBER		AGENDA NUMBER		
SCHEDULE NUMBER: 19-615		Approval and Authority:				
SUBMISSION DATE: 03/27/2019						
AGENCY BA-7 NUMBER: 2						
HEAD OF BUDGET UNIT: Dr. Ray Belton						
TITLE: System President-Chancellor						
SIGNATURE <small>(Certifies that the information provided is correct and true to the best of your knowledge):</small>						
						
MEANS OF FINANCING	CURRENT FY 2018-2019	ADJUSTMENT (+) or (-)	REVISED FY 2018-2019			
GENERAL FUND BY:						
DIRECT	\$43,166,222	\$0	\$43,166,222			
INTERAGENCY TRANSFERS	\$2,998,233	\$0	\$2,998,233			
FEES & SELF-GENERATED	\$94,681,074	\$1,094,623	\$95,775,697			
STATUTORY DEDICATIONS	\$4,624,272	\$0	\$4,624,272			
Support Education in Louisiana First Fund	\$2,824,272	\$0	\$2,824,272			
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0	\$1,000,000			
Subtotal of Dedications from Page 2	\$800,000	\$0	\$800,000			
FEDERAL	\$3,654,209	\$0	\$3,654,209			
TOTAL	\$149,124,010	\$1,094,623	\$150,218,633			
AUTHORIZED POSITIONS	0	0	0			
AUTHORIZED OTHER CHARGES	0	0	0			
NON-TO FTE POSITIONS	0	0	0			
TOTAL POSITIONS	0	0	0			
PROGRAM EXPENDITURES						
PROGRAM NAME:	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
Southern University - Board of Supervisors	\$3,159,185	0	\$0	0	\$3,159,185	0
Southern University - Baton Rouge Campus	\$82,040,092	0	\$0	0	\$82,040,092	0
Southern University - Law Center	\$16,202,437	0	\$0	0	\$16,202,437	0
Southern University - New Orleans Campus	\$23,670,369	0	\$1,094,623	0	\$24,764,992	0
Southern University - Shreveport Campus	\$15,144,082	0	\$0	0	\$15,144,082	0
Southern University - Agricultural, Research & Extension Center	\$8,907,845	0	\$0	0	\$8,907,845	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
Subtotal of programs from Page 2:	\$0	0	\$0	0	\$0	0
TOTAL	\$149,124,010	0	\$1,094,623	0	\$150,218,633	0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: Higher Education	FOR OPB USE ONLY	
AGENCY: Southern University Board of Supervisors	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 19-615		
SUBMISSION DATE: 03/27/2019	ADDENDUM TO PAGE 1	
AGENCY BA-7 NUMBER: 2		

Use this section for additional Statutory Dedications, if needed.
The subtotal will automatically be transferred to Page 1.

MEANS OF FINANCING	CURRENT FY 2018-2019	ADJUSTMENT (+) or (-)	REVISED FY 2018-2019
GENERAL FUND BY:			
STATUTORY DEDICATIONS			
Pari-mutuel Live Racing Facility Gaming Control Fund (G09)	\$50,000	\$0	\$50,000
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$800,000	\$0	\$800,000



Use this section for additional Program Names, if needed.
The subtotal will automatically be transferred to Page 1.

PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
SUBTOTAL (to Page 1)	\$0	0	\$0	0	\$0	0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

Policy and Procedure Memorandum No. 52, Revised, requires that all Requests for Changes in Appropriation be fully documented. At a minimum, the following questions and statements must be answered. Use Continuation Sheets as needed. **FAILURE TO ANSWER ALL QUESTIONS COMPLETELY WILL BE CAUSE TO RETURN THIS DOCUMENT WITHOUT ACTION.**

1. What is the source of funding (if other than General Fund (Direct))? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the funds?
The source of funding is increased self-generated funds from other revenue sources. There are no restrictions on spending of these funds.

2. Enter the financial impact of the requested adjustment for the next four fiscal years.

MEANS OF FINANCING OR EXPENDITURE	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:					
DIRECT	\$0	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$0	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$1,094,623	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$0	\$0	\$0	\$0	\$0
FEDERAL	\$0	\$0	\$0	\$0	\$0
TOTAL	\$1,094,623	\$0	\$0	\$0	\$0

3. If this action requires additional personnel, provide a detailed explanation below.
Action does not require additional personnel.

4. Explain why this request can't be postponed for consideration in the agency's budget request for next fiscal year.
The funds are generated in this fiscal year and will be spent in this fiscal year.

5. Is this an after the fact BA-7, e.g.; have expenditures been made toward the program this BA-7 is for? If yes, explain per PPM No.52.
This is not an after the fact BA-7.

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Southern University - Board of Supervisors

MEANS OF FINANCING:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$3,159,185	\$0	\$3,159,185	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$3,159,185	\$0	\$3,159,185	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$1,573,660	\$0	\$1,573,660	\$0	\$0	\$0	\$0
Other Compensation	\$88,000	\$0	\$88,000	\$0	\$0	\$0	\$0
Related Benefits	\$745,227	\$0	\$745,227	\$0	\$0	\$0	\$0
Travel	\$155,000	\$0	\$155,000	\$0	\$0	\$0	\$0
Operating Services	\$103,339	\$0	\$103,339	\$0	\$0	\$0	\$0
Supplies	\$59,000	\$0	\$59,000	\$0	\$0	\$0	\$0
Professional Services	\$129,000	\$0	\$129,000	\$0	\$0	\$0	\$0
Other Charges	\$280,959	\$0	\$280,959	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$0
Major Repairs	\$5,000	\$0	\$5,000	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$3,159,185	\$0	\$3,159,185	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
* Statutory Dedications:							
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Southern University - Board of Supervisors

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Southern University - Baton Rouge Campus

MEANS OF FINANCING:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$18,254,465	\$0	\$18,254,465	\$0	\$0	\$0	\$0
Interagency Transfers	\$2,998,233	\$0	\$2,998,233	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$58,938,175		\$58,938,175	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,849,219	\$0	\$1,849,219	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$82,040,092	\$0	\$82,040,092	\$0	\$0	\$0	\$0

EXPENDITURES:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Salaries	\$39,281,910	\$0	\$39,281,910	\$0	\$0	\$0	\$0
Other Compensation	\$111,377	\$0	\$111,377	\$0	\$0	\$0	\$0
Related Benefits	\$18,395,546	\$0	\$18,395,546	\$0	\$0	\$0	\$0
Travel	\$271,400	\$0	\$271,400	\$0	\$0	\$0	\$0
Operating Services	\$7,381,060	\$0	\$7,381,060	\$0	\$0	\$0	\$0
Supplies	\$876,811	\$0	\$876,811	\$0	\$0	\$0	\$0
Professional Services	\$1,291,377	\$0	\$1,291,377	\$0	\$0	\$0	\$0
Other Charges	\$10,415,459	\$0	\$10,415,459	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$3,805,821	\$0	\$3,805,821	\$0	\$0	\$0	\$0
Acquisitions	\$209,331	\$0	\$209,331	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$82,040,092	\$0	\$82,040,092	\$0	\$0	\$0	\$0

POSITIONS	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0

* Statutory Dedications:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Support Education in Louisiana First Fund (G10)	\$1,849,219	\$0	\$1,849,219	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Southern University - Baton Rouge Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0

EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSIT	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 3 NAME: Southern University - Law Center

MEANS OF FINANCING:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$4,016,328	\$0	\$4,016,328	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$11,984,228	\$0	\$11,984,228	\$0	\$0	\$0	\$0
Statutory Dedications *	\$201,881	\$0	\$201,881	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$16,202,437	\$0	\$16,202,437	\$0	\$0	\$0	\$0

EXPENDITURES:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Salaries	\$8,221,556	\$0	\$8,221,556	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$2,985,099	\$0	\$2,985,099	\$0	\$0	\$0	\$0
Travel	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0
Operating Services	\$2,359,753	\$0	\$2,359,753	\$0	\$0	\$0	\$0
Supplies	\$200,000	\$0	\$200,000	\$0	\$0	\$0	\$0
Professional Services	\$665,795	\$0	\$665,795	\$0	\$0	\$0	\$0
Other Charges	\$817,357	\$0	\$817,357	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$302,877	\$0	\$302,877	\$0	\$0	\$0	\$0
Acquisitions	\$400,000	\$0	\$400,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$16,202,437	\$0	\$16,202,437	\$0	\$0	\$0	\$0

POSITIONS	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0

* Statutory Dedications:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Support Education in Louisiana First Fund (G10)	\$201,881	\$0	\$201,881	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 3 NAME: Southern University - Law Center

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0

EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSIT	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 4 NAME: Southern University - New Orleans Campus

MEANS OF FINANCING:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$8,891,959	\$0	\$8,891,959	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$14,199,833	\$1,094,623	\$15,294,456	\$0	\$0	\$0	\$0
Statutory Dedications *	\$578,577	\$0	\$578,577	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$23,670,369	\$1,094,623	\$24,764,992	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$11,050,882	\$317,829	\$11,368,711	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$5,232,862	(\$1,873)	\$5,230,989	\$0	\$0	\$0	\$0
Travel	\$50,000		\$50,000	\$0	\$0	\$0	\$0
Operating Services	\$1,945,284	(\$147,444)	\$1,797,840	\$0	\$0	\$0	\$0
Supplies	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0
Professional Services	\$34,740	\$11,072	\$45,812	\$0	\$0	\$0	\$0
Other Charges	\$4,656,351	\$915,039	\$5,571,390	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$450,250	\$0	\$450,250	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$23,670,369	\$1,094,623	\$24,764,992	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$528,577	\$0	\$528,577	\$0	\$0	\$0	\$0
Pari-mutuel Live Racing Facility Gaming Control Fund (G09)	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 4 NAME: Southern University - New Orleans Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$1,094,623	\$0	\$0	\$1,094,623

EXPENDITURES:						
Salaries	\$0	\$0	\$317,829	\$0	\$0	\$317,829
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	(\$1,873)	\$0	\$0	(\$1,873)
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	(\$147,444)	\$0	\$0	(\$147,444)
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$11,072	\$0	\$0	\$11,072
Other Charges	\$0	\$0	\$915,039	\$0	\$0	\$915,039
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$1,094,623	\$0	\$0	\$1,094,623

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSIT	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Shreveport Campus

MEANS OF FINANCING:	CURRENT	REQUESTED	REVISED	ADJUSTMENT OUTYEAR PROJECTIONS			
	FY 2018-2019	ADJUSTMENT	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$5,396,063	\$0	\$5,396,063	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$9,558,838	\$0	\$9,558,838	\$0	\$0	\$0	\$0
Statutory Dedications *	\$189,181	\$0	\$189,181	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$15,144,082	\$0	\$15,144,082	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$8,041,186	\$0	\$8,041,186	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$3,619,908	\$0	\$3,619,908	\$0	\$0	\$0	\$0
Travel	\$44,200	\$0	\$44,200	\$0	\$0	\$0	\$0
Operating Services	\$1,645,956	\$0	\$1,645,956	\$0	\$0	\$0	\$0
Supplies	\$224,100	\$0	\$224,100	\$0	\$0	\$0	\$0
Professional Services	\$11,000	\$0	\$11,000	\$0	\$0	\$0	\$0
Other Charges	\$780,224	\$0	\$780,224	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$773,508	\$0	\$773,508	\$0	\$0	\$0	\$0
Acquisitions	\$4,000	\$0	\$4,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$15,144,082	\$0	\$15,144,082	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$189,181	\$0	\$189,181	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Shreveport Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSIT	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Agricultural Research and Extension Center

MEANS OF FINANCING:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$3,448,222	\$0	\$3,448,222	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,805,414	\$0	\$1,805,414	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$3,654,209	\$0	\$3,654,209	\$0	\$0	\$0	\$0
TOTAL MOF	\$8,907,845	\$0	\$8,907,845	\$0	\$0	\$0	\$0

EXPENDITURES:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Salaries	\$4,492,269	\$0	\$4,492,269	\$0	\$0	\$0	\$0
Other Compensation	\$52,000	\$0	\$52,000	\$0	\$0	\$0	\$0
Related Benefits	\$2,080,116	\$0	\$2,080,116	\$0	\$0	\$0	\$0
Travel	\$118,660	\$0	\$118,660	\$0	\$0	\$0	\$0
Operating Services	\$331,945	\$0	\$331,945	\$0	\$0	\$0	\$0
Supplies	\$114,393	\$0	\$114,393	\$0	\$0	\$0	\$0
Professional Services	\$27,202	\$0	\$27,202	\$0	\$0	\$0	\$0
Other Charges	\$208,061	\$0	\$208,061	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$1,432,849	\$0	\$1,432,849	\$0	\$0	\$0	\$0
Acquisitions	\$50,350	\$0	\$50,350	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$8,907,845	\$0	\$8,907,845	\$0	\$0	\$0	\$0

POSITIONS	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0

* Statutory Dedications:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Support Education in Louisiana First Fund (G10)	\$55,414	\$0	\$55,414	\$0	\$0	\$0	\$0
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0	\$1,000,000	\$0	\$0	\$0	\$0
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Shreveport Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSIT	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0



"Linking Citizens of Louisiana with Opportunities for Success"

Ashford O. Williams Hall · P. O. Box 10010 · Baton Rouge, LA 70813 · (225) 771-2152 · (225) 771-4369 Fax

Office of the Chancellor-Dean
www.suagcenter.com

March 29, 2019

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

RE: Approval of SUBR Child Development Lab 2019-20 Fees

Dear President-Chancellor Dr. Ray L. Belton:

As we prepare for the opening of the SUBR Child Development Lab, we are seeking your review and approval of the attached proposed SUBR Child Development Fee Schedule for 2019-20. The attached document has been reviewed and approved by Attorney Deidre Roberts. Our goal is to open the SU Child Development Lab in late April after the State Department of Education issues the anticipated license to operate. We request that this document be included in the Board of Supervisors packet for the April, 2019 meeting.

Thank you in advance for your time and consideration of this request.

All the very best,

A handwritten signature in blue ink that reads "C. Reuben Walker". To the right of the signature, the number "33" is circled in blue ink.

C. Reuben Walker, Ph.D.
Interim Chancellor-Dean



Southern University Child Development Laboratory 2019-2020 Fee Schedule

BREAKDOWN

2019-2020 Fees (Fees listed are due annually, per student)	
Registration Fee	\$100
Materials/Technology Fee	\$100
Building Fee	\$50

Age-Level Class	Full-Time SU Students, SU Alumni, Community, Full-Time SU Faculty/Staff & Part-Time Students (weekly fee)	Monthly Budget (# projected students)	Projected Annual Budget (12 months)
Infant Class (6wks-1 year old)	195.00 (\$780.00 month)	\$3120.00 (4 students)	\$37,440.00
Young Toddler Class (1-2 year old)	195.00 (\$780.00 month)	\$7,800.00 (10 students)	\$93,600.00
Toddler Class (2-3 year old)	185.00 (\$740.00 month)	\$7400.00 (10 students)	\$88,800.00
*Preschool Class (4 year old)	\$175.00 (\$700.00 month)	\$7000.00 (10 students)	\$84,000.00
*Preschool Class (4 year old)	\$175.00 (\$700.00 month)	\$7000.00 (10 students)	\$84,000.00
Projected Total		\$32,320.00 (minimum 44 students)	\$336,160.00

- The Registration, Materials/Technology and Building Fees are waived for students currently enrolled in Southern University Baton Rouge, SULC and SUSLA.
- Before/After Care will be an additional **\$30 weekly fee** for each child enrolled. Parents will be allowed to drop their child (ren) off as **early as 630am** and pick them up **no later than 530P**. Any time a child is picked up **after 530pm** will be charged **\$1 per minute per child**.
- There will be a **5% discount** to families with multiple children.
- ***Will begin accepting applications Fall 2019**



Southern University Child Development Laboratory

Narrative Summary

The Mission of the Southern University Child Development Laboratory (SU CHDV LAB) in the College of Agriculture, Family and Consumer Sciences is to provide students with a hands-on experiences working with and observing young children while serving as a model early childhood program for young children, including those with disabilities and their families.

The Southern University Child Development Laboratory will offer a full-day year-round program for infants, toddlers, and preschoolers. The Lab's early childhood education model will provide observations and participatory experiences for SUBR students preparing to be early childhood teachers, administrators, child and families specialist, and more importantly it will be a catalyst of our Child Development students to learn how to effectively implement knowledge gained through the Department of Child Development and Family Life, while serving as an avenue for social science research across our College and SUBR campus. Additionally, the SU CHDV LAB will provide enrolled students and families with a research base curriculum.

2019-2020 Tuition & Fee Schedule

The SU CHDV LAB charges a non-refundable annual registration fee (**\$100.00**), materials/technology fee (**\$100.00**), and a building fee (**\$50.00**). These non-refundable fees may be paid before the start of the academic school year or first day of attendance or may be paid in monthly installments of **\$25.00** along with the tuition payment. Our Tuition is based on three age-levels: Infant, Toddler, and Preschool.

Parents are expected to render tuition fees weekly. These fees will be paid prior to the start of every school week. Fees will be accepted on Mondays. A tuition schedule will be administered to parents prior to enrollment. The fee schedule is subject to be adjusted due to holidays and the university calendar of events. Fees submitted after the scheduled date will be assessed a **\$10.00 Late Fee**. As you will note in the Cost Comparison our fees are lower than most High Quality star rated centers and laboratories in our parish, therefore, students and low income staff will not receive a discount at this time. To support all families in accessing high quality child care, the Child Care Assistance Program (CCAP) provides financial assistance to low-income families while they are working or attending school.



COST COMPARISON CHARTS

The below cost comparison was prepared on **November 11, 2018** by Keisha Dandridge Ceasar, Director in an effort to ensure that our Tuition and Fees were comparable for our surrounding community.

SOUTHERN UNIVERSITY CHILD DEVELOPMENT LABORATORY

CHILD CARE SITE	ANNUAL FEES	AGE GROUP	WEEKLY TUITION	MONTHLY TUITION
SU CHDV LAB	\$250.00	Infants	195.00	780..00
	Registration fee \$100.00	6weeks- 18months		
	Materials/ Technology fee \$100.00	1-2 years old	195.00	780..00
	Building fee \$50.00	2-3 years old	185.00	740.00
		4 years old	175.00	700.00

NOTE: Adding a \$25.00 electronic key card fee per family to access the lab through front door.

LSU CHILD DEVELOPMENT LABORATORY

CHILD CARE SITE	ANNUAL FEES	AGE GROUP	LSU Alumni & Community	Full Time LSU Faculty/Staff & Part Time Students	Full –Time LSU Students
LSU LAB Preschool	\$650.00	Infants	989.00	915.00	840.00
	Registration fee \$250.00	Up to 11 months			
	Materials/ Technology fee \$300.00	Younger Toddler Class	989.00	915.00	840.00
	Building fee \$100.00	Toddler Class	952.00	880.00	809.00
	First Time Registration Fee \$75.00	Young Preschool Class	952.00	880.00	809.00
		Preschool Class	908.00	839.00	771.00



BROADMOOR METHODIST CHILDREN’S LEARNING CENTER

			BASED ON A MONTHLY FEE SCHEDULE		
CHILD CARE SITE	ANNUAL FEES	AGE GROUP	ATTENDING DAYS 5	ATTENDING DAYS 3	ATTENDING DAYS 2
BROADMOOR METHODIST CHILDREN’S LEARNING CENTER	\$250.00	3 and 4 years old by 9/30	½ Day only 8:30-12:30 365.00 month	½ Day only 8:30-12:30 310.00 month	½ Day only 8:30-12:30 285.00 month
	Annual non-refundable registration fee of \$250.00		Full time 780.00 month	Full time 565.00 month	Full time 430.00 month
½ DAY HOURS; 8:30am-12:30pm	FULL DAY EXTENDED HOURS 7:00am – 5:45pm	Infants/ Toddlers	½ Day only 8:30-12:30 390.00 month	½ Day only 8:30-12:30 340.00 month	½ Day only 8:30-12:30 290.00 month
			Full time 800.00 month	Full time 595.00 month	Full time 450.00 month

ST. ALOYSIUS CHILD CARE CENTER

			BASED ON A MONTHLY FEE SCHEDULE	
CHILD CARE SITE	ANNUAL FEES	AGE GROUP	Parishioner Rate	Community Rate
St. Aloysius Child Care Center	\$300.00	Infant Room	795.00	810.00
	A \$300.00 per family supply/maintenance fee is due every August.	Toddler 1	750.00	765.00
		Toddler 2	765.00	780.00
		2 years old	730.00	745.00
		Preschool	700.00	715.00



Southern University Child Development Laboratory 2019-2020 Fee Schedule

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The Southern University Child Development Laboratory will offer a full-day year-round program for infants, toddlers, and preschoolers. The Lab's early childhood education model will provide observations and participatory experiences for SUBR students preparing to be early childhood teachers, administrators, child and families specialist, and more importantly it will be a catalyst of our Child Development students to learn how to effectively implement knowledge gained through the Department of Child Development and Family Life, while serving as an avenue for social science research across our College and SUBR campus. Additionally, the SU CHDV LAB will provide enrolled students and families with a research base curriculum.

2019-2020 Tuition & Fee Schedule

The SU CHDV LAB charges a non-refundable annual registration fee (**\$100.00**), materials/technology fee (**\$100.00**), and a building fee (**\$50.00**). These non-refundable fees may be paid before the start of the academic school year or first day of attendance or may be paid in monthly installments of **\$25.00** along with the tuition payment. Our Tuition is based on three age-levels: Infant, Toddler, and Preschool.

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Upon LA Department of Education Licensing approval our Lab will apply for approval to accept CCAP funds and the required materials.

Our team has entertained the idea of allowing each family to have an electronic key card to access the building. Because our front door has key card access parents will be issue a card at a cost of **\$25.00** per family. In my key card experience key cards can be keyed with time periods of use which will prohibit misuse of their electronic key card. If the card is lost or stolen the family or staff will be assessed a fee of **\$35.00** to replace the card.

When preparing our Tuition and Fee schedule for approval we researched several high quality child care facilities and child development laboratories across our parish to ensure that our tuition and fees were comparable for our community, students, and faculty and staff. Below is a cost comparison chart for your review. Please note these fees indicated in the chart are as of **November 11, 2018**.



COST COMPARISON CHARTS

The below cost comparison was prepared on **November 11, 2018** by Keisha Dandridge Ceasar, Director in an effort to ensure that our Tuition and Fees were comparable for our surrounding community.

SOUTHERN UNIVERSITY CHILD DEVELOPMENT LABORATORY

CHILD CARE SITE	ANNUAL FEES	AGE GROUP	WEEKLY TUITION	MONTHLY TUITION
SU CHDV LAB	\$250.00	Infants 6weeks- 18months	195.00	780..00
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	Materials/ Technology fee \$100.00	1-2 years old	195.00	780..00
	Building fee \$50.00	2-3 years old	185.00	740.00
		4 years old	175.00	700.00

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LSU CHILD DEVELOPMENT LABORATORY

CHILD CARE SITE	ANNUAL FEES	AGE GROUP	LSU Alumni & Community	Full Time LSU Faculty/Staff & Part Time Students	Full –Time LSU Students
LSU LAB Preschool	\$650.00	Infants Up to 11 months	989.00	915.00	840.00
	Registration fee \$250.00				
	Materials/ Technology fee \$300.00	Younger Toddler Class	989.00	915.00	840.00
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	First Time Registration Fee \$75.00	Young Preschool Class	952.00	880.00	809.00
		Preschool Class	908.00	839.00	771.00



KID COUNT, INC. CHILDCARE AND DEVELOPMENT CENTER

CHILD CARE SITE	ANNUAL FEES	AGE GROUP	Family 1 child	Family 2 children	Family Sibling
KID COUNT, INC. Childcare and Development Center	\$250.00	Infants to 18 months	928.00	2 infants 1764.00 month	Infant/Toddler 1714.00 month
	Registration fee \$250.00				Infant/ Preschool 1657.00 month
	\$250.00 will be paid on the Child's first anniversary.	18 months to 36 months	873.00	2 toddlers 1659.00 month	Infant/Toddler 1714.00 month
		3 and 4 years old	810.00	2 preschool 1539.00	Toddler/ Preschool 1602.00 month

FIRST STEP DAY CARE & LEARNING CENTER

CHILD CARE SITE	ANNUAL FEES	AGE GROUP	Weekly Rate	Monthly Rate
FIRST STEP Day Care & Learning Center	\$150.00	Infants	185.00	740.00
	Preliminary Application Fee \$35.00			
	\$10.00 Sibling Discount	Toddlers	175.00	700.00
	\$25.00 1 security card per family	2 years old	165.00	660.00
		3 years old	170.00	680.00
		4 years old	170.00	680.00



BROADMOOR METHODIST CHILDREN’S LEARNING CENTER

CHILD CARE SITE	ANNUAL FEES	AGE GROUP	BASED ON A MONTHLY FEE SCHEDULE		
			ATTENDING DAYS 5	ATTENDING DAYS 3	ATTENDING DAYS 2
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	Annual non-refundable registration fee of \$250.00		Full time 780.00 month	Full time 565.00 month	Full time 430.00 month
½ DAY HOURS; 8:30am-12:30pm	FULL DAY EXTENDED HOURS 7:00am – 5:45pm	Infants/ Toddlers	½ Day only 8:30-12:30 390.00 month	½ Day only 8:30-12:30 340.00 month	½ Day only 8:30-12:30 290.00 month
			Full time 800.00 month	Full time 595.00 month	Full time 450.00 month

ST. ALOYSIUS CHILD CARE CENTER

CHILD CARE SITE	ANNUAL FEES	AGE GROUP	BASED ON A MONTHLY FEE SCHEDULE	
			Parishioner Rate	Community Rate
St. Aloysius Child Care Center	\$300.00	Infant Room	795.00	810.00
	A \$300.00 per family supply/maintenance fee is due every August.	Toddler 1	750.00	765.00
		Toddler 2	765.00	780.00
		2 years old	730.00	745.00
		Preschool	700.00	715.00

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2019
As of February 28, 2019

	Actual	Projected	Total FY 2018-2019	Budget FY 2018-2019	% Actual to Budget	Over/(Under) Budget
Revenues						
General Fund Direct	\$ 28,674,204	\$ 14,492,018	\$ 43,166,222	\$ 43,166,222	66.4%	\$ -
Statutory Dedicated	1,175,922	3,448,350	4,624,272	4,624,272	25.4%	-
Federal	1,433,439	2,220,770	3,654,209	3,654,209	39.2%	-
Self Generated						
Tuition - Fall 2018	33,952,693	(285,190)	33,667,503	32,862,015	103.3%	805,488
Tuition - Spring 2019	30,965,407	(187,720)	30,777,687	30,591,183	101.2%	186,503
Tuition - Summer	2,022,903	3,004,453	5,027,356	4,712,191	42.9%	315,165
Out-of-State Fees	9,985,686	294,999	10,280,685	8,725,448	114.4%	1,555,237
Other	8,139,308	7,349,724	15,489,032	12,113,462	67.2%	3,375,570
Interagency Transfer	1,761,417	1,236,816	2,998,233	2,998,233	58.7%	-
Total Revenues	\$ 118,110,979	\$ 31,574,219	\$ 149,685,199	\$ 143,447,235	82.3%	\$ 6,237,964
Expenditures						
Salaries	\$ 48,808,227	\$ 24,099,274	\$ 72,907,502	\$ 69,403,641	70.3%	3,503,861
Other Compensation	146,777	104,600	251,377	251,377	58.4%	-
Related Benefits	21,464,607	11,240,011	32,704,618	32,282,642	66.5%	421,976
Total Personal Services	\$ 70,419,612	\$ 35,443,884	\$ 105,863,496	\$ 101,937,660	69.1%	\$ 3,925,836
Travel	534,552	354,708	889,260	739,260	72.3%	150,000
Operating Services	7,402,652	6,076,831	13,479,483	13,075,499	56.6%	403,984
Supplies	1,062,356	629,040	1,691,396	1,624,304	65.4%	67,092
Total Operating Expenses	\$ 8,999,561	\$ 7,060,579	\$ 16,060,140	\$ 15,439,063	58.3%	\$ 621,077
Professional Services	596,611	1,645,133	2,241,745	2,159,114	27.6%	82,631
Other Charges	1,625,570	8,130,840	9,756,410	9,141,123	17.8%	615,287
Debt Services	-	-	-	-	0.0%	-
Interagency Transfers	4,989,629	1,780,204	6,769,832	6,769,832	73.7%	0
Total Other Charges	\$ 7,211,810	\$ 11,556,177	\$ 18,767,987	\$ 18,070,069	39.9%	\$ 697,918
General Acquisitions	53,276	87,643	140,919	141,505	37.6%	(586)
Library Acquisitions	160,393	427,257	587,649	437,649	36.6%	150,000
Major Repairs	-	5,000	5,000	5,000	0.0%	-
Total Acquisitions/Major Repairs	\$ 213,669	\$ 519,900	\$ 733,568	\$ 584,154	36.6%	\$ 149,414
Scholarships	\$ 8,072,557	\$ 187,450	\$ 8,260,007	\$ 7,416,289	108.8%	\$ 843,718
Total Expenditures	\$ 94,917,208	\$ 54,767,990	\$ 149,685,198	\$ 143,447,235	66.2%	\$ 6,237,963

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2019
As of February 28, 2019

	Actual	Projected	Total FY 2018-2019	Budget FY 2018-2019	% Actual to Budget	Over/(Under) Budget
Revenues						
General Fund Direct	\$ 2,082,578	\$ 1,076,607	\$ 3,159,185	\$ 3,159,185	65.9%	\$ -
Statutory Dedicated						
Federal						
Self Generated						
Tuition - Fall 2018						
Tuition - Spring 2019						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 2,082,578	\$ 1,076,607	\$ 3,159,185	\$ 3,159,185	65.9%	\$ -
Expenditures						
Salaries	\$ 1,007,823	\$ 565,837	\$ 1,573,660	\$ 1,573,660	64.0%	\$ -
Other Compensation	58,667	29,333	88,000	88,000	66.7%	-
Related Benefits	337,622	407,605	745,227	745,227	45.3%	-
Total Personal Services	\$ 1,404,112	\$ 1,002,775	\$ 2,406,887	\$ 2,406,887	58.3%	\$ -
Travel	44,008	110,992	155,000	155,000	28.4%	-
Operating Services	75,266	28,073	103,339	103,339	72.8%	-
Supplies	20,226	38,774	59,000	59,000	34.3%	-
Total Operating Expenses	\$ 139,500	\$ 177,839	\$ 317,339	\$ 317,339	44.0%	\$ -
Professional Services	23,430	105,570	129,000	129,000	18.2%	-
Other Charges	-	280,959	280,959	280,959	0.0%	-
Debt Services	-	-	-	-	0.0%	-
Interagency Transfers	-	-	-	-	0.0%	-
Total Other Charges	\$ 23,430	\$ 386,529	\$ 409,959	\$ 409,959	5.7%	\$ -
General Acquisitions	10,217	9,783	20,000	20,000	0.0%	-
Library Acquisitions	-	-	-	-	0.0%	-
Major Repairs	-	5,000	5,000	5,000	0.0%	-
Total Acquisitions/Major Repairs	\$ 10,217	\$ 14,783	\$ 25,000	\$ 25,000	0.0%	\$ -
Scholarships	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Total Expenditures	\$ 1,577,259	\$ 1,581,926	\$ 3,159,185	\$ 3,159,185	49.9%	\$ -

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2019
As of February 28, 2019**

	Actual	Projected	Total FY 2018-2019	Budget FY 2018-2019	% Actual to Budget	Over/(Under) Budget
Revenues						
General Fund Direct	\$ 11,493,284	\$ 6,761,181	\$ 18,254,465	\$ 18,254,465	63.0%	\$ -
Statutory Dedicated	561,340	1,287,879	1,849,219	1,849,219	30.4%	-
Federal						
Self Generated						
Tuition - Fall 2018	21,539,116	(285,190)	21,253,926	19,804,147	108.8%	1,449,779
Tuition - Spring 2019	19,313,426	(187,720)	19,125,706	18,096,899	106.7%	1,028,806
Tuition - Summer	1,071,318	1,690,100	2,761,418	2,613,141	41.0%	148,277
Out-of-State Fees	6,936,689	63,341	7,000,030	6,188,056	112.1%	811,974
Other	3,276,138	5,269,972	8,546,110	8,546,110	38.3%	-
Interagency Transfer	1,761,417	1,236,816	2,998,233	2,998,233	58.7%	-
Total Revenues	\$ 65,952,727	\$ 15,836,379	\$ 81,789,106	\$ 78,350,270	84.2%	\$ 3,438,836
Expenditures						
Salaries	\$ 26,465,718	\$ 12,816,192	\$ 39,281,910	\$ 36,851,188	71.8%	\$ 2,430,722
Other Compensation	61,860	49,517	111,377	111,377	55.5%	-
Related Benefits	12,552,803	5,842,743	18,395,546	17,738,430	70.8%	657,116
Total Personal Services	\$ 39,080,382	\$ 18,708,451	\$ 57,788,833	\$ 54,700,995	71.4%	\$ 3,087,838
Travel	126,328	145,072	271,400	271,400	46.5%	-
Operating Services	3,025,531	4,154,544	7,180,075	7,180,075	42.1%	-
Supplies	580,599	296,212	876,811	876,811	66.2%	-
Total Operating Expenses	\$ 3,732,458	\$ 4,595,828	\$ 8,328,286	\$ 8,328,286	44.8%	\$ -
Professional Services	71,720	1,219,657	1,291,377	1,291,377	5.6%	-
Other Charges	291,458	3,182,713	3,474,171	3,474,171	8.4%	-
Debt Services	-	-	-	-		-
Interagency Transfers	2,532,562	1,273,259	3,805,821	3,805,821	66.5%	-
Total Other Charges	\$ 2,895,740	\$ 5,675,629	\$ 8,571,369	\$ 8,571,369	33.8%	\$ -
General Acquisitions	29,637	42,045	71,682	71,682	41.3%	-
Library Acquisitions	107,326	30,323	137,649	137,649	78.0%	-
Major Repairs	-	-	-	-		-
Total Acquisitions/Major Repairs	\$ 136,963	\$ 72,368	\$ 209,331	\$ 209,331	65.4%	\$ -
Scholarships	\$ 6,896,353	\$ (5,066)	\$ 6,891,287	\$ 6,540,289	105.4%	\$ 350,998
Total Expenditures	\$52,741,896	\$29,047,210	\$81,789,106	\$78,350,270	67.3%	\$ 3,438,836

**Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2019
As of February 28, 2019**

	Actual	Projected	Total FY 2018-2019	Budget FY 2018-2019	% Actual to Budget	Over/(Under) Budget
Revenues						
General Fund Direct	\$ 2,528,739	\$ 1,487,589	\$ 4,016,328	\$ 4,016,328	63.0%	\$ -
Statutory Dedicated	61,397	140,484	201,881	201,881	30.4%	-
Federal						
Self Generated						
Tuition - Fall 2018	3,455,479	-	3,455,479	3,180,015	108.7%	275,464
Tuition - Spring 2019	3,094,673	-	3,094,673	2,944,129	105.1%	150,544
Tuition - Summer	236,348	529,590	765,938	700,000	33.8%	65,938
Out-of-State Fees	2,163,450	149,845	2,313,295	1,537,200	140.7%	776,095
Other	2,184,353	170,490	2,354,843	1,635,931	133.5%	718,912
Interagency Transfer			-	-		-
Total Revenues	\$ 13,724,439	\$ 2,477,998	\$ 16,202,437	\$ 14,215,484	96.5%	\$ 1,986,953
Expenditures						
Salaries	\$ 5,634,815	\$ 2,555,741	\$ 8,190,556	\$ 7,394,456	76.2%	\$ 796,100
Other Compensation	-	-	-	\$ -		-
Related Benefits	1,765,881	1,200,218	2,966,099	\$ 2,866,099	61.6%	100,000
Total Personal Services	\$ 7,400,696	\$ 3,755,959	\$ 11,156,655	\$ 10,260,555	72.1%	\$ 896,100
Travel	198,156	51,844	250,000	100,000	198.2%	150,000
Operating Services	1,508,163	851,589	2,359,752	1,868,900	80.7%	490,852
Supplies	137,364	62,636	200,000	100,000	137.4%	100,000
Total Operating Expenses	\$ 1,843,684	\$ 966,069	\$ 2,809,753	\$ 2,068,900	89.1%	\$ 740,853
Professional Services	372,285	293,510	665,795	665,795	55.9%	(0)
Other Charges	280,927	86,430	367,357	367,357	76.5%	0
Debt Services	-	-	-			-
Interagency Transfers	151,438	151,439	302,877	302,877	50.0%	0
Total Other Charges	\$ 804,650	\$ 531,379	\$ 1,336,029	\$ 1,336,029	60.2%	\$ 0
General Acquisitions	-	-	-			
Library Acquisitions	53,066	396,934	450,000	300,000	17.7%	150,000
Major Repairs	-	-	-			
Total Acquisitions/Major Repairs	\$ 53,066	\$ 396,934	\$ 450,000	\$ 300,000	17.7%	\$ 150,000
Scholarships	\$ 383,215	\$ 66,785	\$ 450,000	\$ 250,000	153.3%	\$ 200,000
Total Expenditures	\$ 10,485,311	\$ 5,717,126	\$ 16,202,437	\$ 14,215,484	73.8%	\$ 1,986,953

**Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2019
As of February 28, 2019**

	Actual	Projected	Total FY 2018-2019	Budget FY 2018-2019	% Actual to Budget	Over/(Under) Budget
Revenues						
General Fund Direct	\$ 7,001,109	\$ 1,890,850	\$ 8,891,959	\$ 8,891,959	78.7%	\$ -
Statutory Dedicated	175,419	403,158	578,577	578,577	30.3%	-
Federal					0.0%	-
Self Generated						
Tuition - Fall 2018	5,207,275	-	5,207,275	6,000,000	86.8%	(792,725)
Tuition - Spring 2019	5,009,412	-	5,009,412	5,858,400	85.5%	(848,988)
Tuition - Summer	235,209	364,791	600,000	499,050	47.1%	100,950
Out-of-State Fees	363,007	65,913	428,920	450,192	80.6%	(21,272)
Other	2,527,436	1,521,413	4,048,849	1,392,191	181.5%	2,656,658
Interagency Transfer						
Total Revenues	\$ 20,518,867	\$ 4,246,125	\$ 24,764,992	\$ 23,670,369	86.7%	\$ 1,094,623
Expenditures						
Salaries	\$ 7,712,474	\$ 3,656,237	\$ 11,368,711	\$ 11,050,882	69.8%	\$ 317,829
Other Compensation	-	-	-	-	0.0%	-
Related Benefits	3,548,676	1,682,313	5,230,989	5,232,862	67.8%	(1,873)
Total Personal Services	\$ 11,261,150	\$ 5,338,550	\$ 16,599,700	\$ 16,283,744	69.2%	\$ 315,956
Travel	30,893	19,107	50,000	50,000	61.8%	-
Operating Services	1,198,560	599,280	1,797,840	1,945,284	61.6%	(147,444)
Supplies	189,300	60,700	250,000	250,000	75.7%	-
Total Operating Expenses	\$ 1,418,753	\$ 679,087	\$ 2,097,840	\$ 2,245,284	63.2%	\$ (147,444)
Professional Services	45,812	-	45,812	34,740	131.9%	11,072
Other Charges	872,919	4,116,484	4,989,403	4,306,351	20.3%	683,052
Debt Services	-	-	-	-	0.0%	-
Interagency Transfers	220,203	230,047	450,250	450,250	48.9%	-
Total Other Charges	\$ 1,138,934	\$ 4,346,531	\$ 5,485,465	\$ 4,791,341	23.8%	\$ 694,124
General Acquisitions	-	-	-	-	0.0%	-
Library Acquisitions	-	-	-	-	0.0%	-
Major Repairs	-	-	-	-	0.0%	-
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	0.0%	-
Scholarships	\$ 581,987	\$ -	\$ 581,987	\$ 350,000	166.3%	\$ 231,987
Total Expenditures	\$ 14,400,824	\$ 10,364,168	\$ 24,764,992	\$ 23,670,369	60.8%	\$ 1,094,623

**Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2019
As of February 28, 2019**

	Actual	Projected	Total FY 2018-2019	Budget FY 2018-2019	% Actual to Budget	Over/(Under) Budget
Revenues						
General Fund Direct	\$ 3,397,440	\$ 1,998,623	\$ 5,396,063	\$ 5,396,063	63.0%	\$ -
Statutory Dedicated	61,397	127,784	189,181	189,181	32.5%	-
Federal						
Self Generated						
Tuition - Fall 2018	3,750,823	-	3,750,823	3,877,853	96.7%	(127,030)
Tuition - Spring 2019	3,547,896	-	3,547,896	3,691,755	96.1%	(143,859)
Tuition - Summer	480,028	419,972	900,000	900,000	53.3%	-
Out-of-State Fees	522,540	15,900	538,440	550,000	95.0%	(11,560)
Other	151,381	387,849	539,230	539,230	28.1%	-
Interagency Transfer	-	-	-			-
Total Revenues	\$ 11,911,505	\$ 2,950,128	\$ 14,861,633	\$ 15,144,082	78.7%	\$ (282,449)
Expenditures						
Salaries	\$ 5,277,738	\$ 2,722,657	\$ 8,000,395	\$ 8,041,186	65.6%	\$ (40,791)
Other Compensation	-	-	-	-	0.0%	-
Related Benefits	2,193,753	1,092,888	3,286,641	3,619,908	60.6%	(333,267)
Total Personal Services	\$ 7,471,491	\$ 3,815,545	\$ 11,287,036	\$ 11,661,094	64.1%	\$ (374,058)
Travel	29,731	14,469	44,200	44,200	67.3%	-
Operating Services	1,313,227	393,305	1,706,532	1,645,956	79.8%	60,576
Supplies	69,192	122,000	191,192	224,100	30.9%	(32,908)
Total Operating Expenses	\$ 1,412,150	\$ 529,774	\$ 1,941,924	\$ 1,914,256	73.8%	\$ 27,668
Professional Services	69,919	12,640	82,559	11,000	635.6%	71,559
Other Charges	178,615	283,844	462,459	530,224	33.7%	(67,765)
Debt Services	-	-	-	-	0.0%	-
Interagency Transfers	648,049	125,459	773,508	773,508	83.8%	-
Total Other Charges	\$ 896,583	\$ 421,943	\$ 1,318,526	\$ 1,314,732	68.2%	\$ 3,794
General Acquisitions	3,414	-	3,414	4,000	85.4%	(586)
Library Acquisitions	-	-	-	0	0.0%	-
Major Repairs	-	-	-	0	0.0%	-
Total Acquisitions/Major Repairs	\$ 3,414	\$ -	\$ 3,414	\$ 4,000	85.4%	\$ (586)
Scholarships	\$ 185,733	\$ 125,000	\$ 310,733	\$ 250,000	74.3%	\$ 60,733
Total Expenditures	\$ 9,969,371	\$ 4,892,262	\$ 14,861,633	\$ 15,144,082	65.8%	\$ (282,449)

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2019
As of February 28, 2019

	Actual	Projected	Total FY 2018-2019	Budget FY 2018-2019	% Actual to Budget	Over/(Under) Budget
Revenues						
General Fund Direct	\$ 2,171,054	\$ 1,277,168	\$ 3,448,222	\$ 3,448,222	63.0%	\$ -
Statutory Dedicated	316,370	1,489,044	1,805,414	1,805,414	17.5%	-
Federal	1,433,439	2,220,770	3,654,209	3,654,209	39.2%	-
Self Generated						
Tuition - Fall 2018						
Tuition - Spring 2019						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 3,920,863	\$ 4,986,982	\$ 8,907,845	\$ 8,907,845	44.0%	\$ -
Expenditures						
Salaries	\$ 2,709,659	\$ 1,782,610	\$ 4,492,269	\$ 4,492,269	60.3%	\$ 0
Other Compensation	26,250	25,750	52,000	52,000	50.5%	-
Related Benefits	1,065,872	1,014,244	2,080,116	2,080,116	51.2%	-
Total Personal Services	\$ 3,801,781	\$ 2,822,604	\$ 6,624,385	\$ 6,624,385	57.4%	\$ 0
Travel	105,436	13,224	118,660	118,660	88.9%	-
Operating Services	281,905	50,040	331,945	331,945	84.9%	-
Supplies	65,675	48,718	114,393	114,393	57.4%	-
Total Operating Expenses	\$ 453,016	\$ 111,982	\$ 564,998	\$ 564,998	80.2%	\$ -
Professional Services	13,446	13,756	27,202	27,202	49.4%	-
Other Charges	1,651	180,410	182,061	182,061	0.9%	-
Debt Services	-	-	-	-	0.0%	-
Interagency Transfers	1,437,376	-	1,437,376	1,437,376	100.0%	-
Total Other Charges	\$ 1,452,473	\$ 194,166	\$ 1,646,639	\$ 1,646,639	88.2%	\$ -
General Acquisitions	10,008	35,815	45,823	45,823	21.8%	-
Library Acquisitions	-	-	-	-	0.0%	-
Major Repairs	-	-	-	-	0.0%	-
Total Acquisitions/Major Repairs	\$ 10,008	\$ 35,815	\$ 45,823	\$ 45,823	21.8%	\$ -
Scholarships	\$ 25,269	\$ 731	\$ 26,000	\$ 26,000	97.2%	\$ -
Total Expenditures	\$ 5,742,547	\$ 3,165,298	\$ 8,907,845	\$ 8,907,845	64.5%	\$ 0

Governance Committee

GOVERNANCE COMMITTEE

(Following the Finance Committee)

Calcasieu Parish School Board Office

3310 Broad Street

Lake Charles, LA 70615

Friday, April 12, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval to Amend Graduation Participation Policy and Implement Summer Commencement (SUBR)
 - B. Request Approval to Amend Specific Sections of Board By-laws (SUS)
6. Informational Item
7. Other Business
8. Adjournment

MEMBERS

Mr. Sam Gilliam-Chair, Dr. Leon R. Tarver-Vice Chair,
Dr. Curman L. Gaines, Rev. Donald Ray Henry, Dr. Samuel C. Tolbert, Jr., Ms. Arlanda Williams
Atty. Domoine D. Rutledge-Ex-Officio



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

March 25, 2019

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

Dear Dr. Belton:

Enclosed is an update to the Graduation Participation Policy which was approved during the April 2018 Board of Supervisors Meeting. It clarifies the effective date of the policy and includes the decision of the University to implement Summer Commencement.

I fully support the recommendation as it aligns the wording of the policy with the intent to ensure that students who participate in Commencement Exercises have satisfied all requirements. Thank you for your consideration.

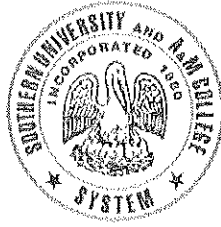
Sincerely,

A handwritten signature in cursive script that reads "James H. Ammons".

James H. Ammons, Ph.D.
Executive Vice President/Executive Vice Chancellor

APPROVED: _____

Dr. Ray L. Belton
President-Chancellor



POLICY TITLE
Commencement Participation Policy

POLICY NUMBER
1-002

Responsible Unit: <i>Academic Affairs</i>	Effective Date: <i>03/22/2019</i>
Responsible Official: <i>Academic Affairs & the Office of the Registrar</i>	Last Reviewed Date: <i>03/22/2019</i>
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>03/22/2019</i>

I. POLICY STATEMENT AND RATIONALE

The *Commencement Participation Policy* establishes guidelines for student participation in commencement exercises. Effective Spring 2019 students will be eligible to participate in Commencement Exercises if they have satisfied all program requirements. Students will not be allowed to participate in commencement with any academic discrepancies. If discrepancies are identified, the student is required to resubmit a graduation application the semester of anticipated completion.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all academic units, students, Office of the Registrar, & Academic Affairs.

III. POLICY COMPLIANCE

The Office of the Registrar must ensure that all students and academic units are in compliance with the policy by reviewing graduation applications and certifying that students have completed all program requirements.

IV. POLICY DEFINITIONS

Graduation: The successful completion of a course of study at a university, or college for which you receive a degree.

Commencement: A ceremony at a university or college at which students formally receive their degrees or diplomas.

V. POLICY IMPLEMENTATION PROCEDURES

All students and academic units will be notified via email and the official University website of the new policy. The Office of the Registrar will review all graduation applications submitted for the current semester to determine if any students are not meeting the policy guidelines. The University has decided to implement a Summer Commencement for students who may not complete all academic requirements to graduate in the Spring but will successfully complete the requirements by the end of the Summer semester.

VI. POLICY RELATED INFORMATION

This policy aligns with the policy that is stated in the Course Catalog.

http://www.subr.edu/assets/subr/AcademicAffairs/2015SUUndergradCatalogDTfinal_03_15_16.pdf

VII. POLICY HISTORY AND REVIEW CYCLE

This is an update to an existing policy. The effective date of this policy is determined by the approval date and signatures of the Chair of the Southern University System Board of Supervisors and President-Chancellor of the Southern University and A&M College System. This policy is subject to the System and Board approved five-year policy review cycle.

VIII. POLICY URL

This section identifies the Southern University System website where the system policies are archived – www.sus.edu.

IX. POLICY APPROVAL

This section identifies the appropriate approval official(s).

Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Atty. Domoine D. Rutledge
Chair - Southern University System Board of Supervisors

Effective Date of Policy



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

March 7, 2018

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

Re: Revision to the Graduation Participation Policy

Dear Dr. Belton:

Enclosed you will find a proposed revision to the Graduation Participation Policy. The Academic Council met on March 6, 2018 and thoroughly discussed the details of the policy and unanimously agreed to the attached document.

I fully support the recommendation provided by the Academic Council and I respectfully request your approval and the approval of the Southern University Board of Supervisors. If you have any additional questions or concerns, please contact me at 225-771-4582. Thank you for your consideration.

Sincerely,

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

James H. Ammons, Jr., Ph.D.
Executive Vice President/Executive Vice Chancellor

Approved: _____

A handwritten signature in blue ink that reads "Ray L. Belton" with a small circular mark to the right.

Dr. Ray L. Belton
President-Chancellor

Southern University and A&M College Graduation Participation Policy

Background:

The Office of Academic Affairs appointed a three member committee to review and recommend a graduation participation policy for Commencement Exercises. After reviewing the commencement policies and processes for participation in several Universities, the committee recommended the following policy.

Effective Spring 2019, undergraduate students will be eligible to participate in Fall and Spring Commencement Exercises only if the student has completed all degree requirements or has no more than one academic discrepancy remaining which might include for example, an academic course, internship, creative work, or a singular requirement approved by the College Dean. Please note that participation does not indicate that the student has completed all degree requirements.

Effective Spring 2019, undergraduate students will no longer be allowed to participate in spring commencement if the expected completion of all degree requirements is summer. Students who complete all degree requirements during the summer will be allowed to participate in the fall commencement.

For Graduate Students, only one academic discrepancy is allowed which might include for example, an academic course, internship, creative work, or a singular requirement approved by the College Dean. However, theses, dissertations and projects must be completed and approved by the Graduate School prior to completion.

A student is required to submit a graduation application for the semester of the anticipated and actual graduation.



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

To: Dr. Albert Samuels, Faculty Senate President
Dr. Gwen Livous, College of Nursing and Allied Health
Dr. Harold Mellion, College of Agricultural, Family and Consumer Sciences
Dr. Irma Cobb, College of Humanities and Interdisciplinary Studies
Prof. Blanche Smith, Nelson Mandela College of Government and Social Sciences
Dr. Shervia Taylor, College of Sciences and Engineering
Prof. Stephone Addison, Faculty Senate representative
Dr. Cheryl Taylor, Faculty Senate representative
Dr. Donald Andrews, Dean of the College of Business
Ms. Dianna Gilbert Depron, Registrar
Mr. K. Michael Francois, Director of Financial Aid
Ms. Monica Mealie, Associate Vice Chancellor for Financial Operations/
Comptroller
Atty. Tracy Barley, Director of Online Learning

From: James H. Ammons, Jr., Ph.D. *James H. Ammons*
Executive Vice President/Executive Vice Chancellor

Re: Appointment to the Summer School Committee

Date: March 1, 2019

The administration of Southern University and A&M College is reviewing the feasibility of offering multiple summer sessions this year. Multiple summer sessions can be beneficial to our students because they offer smaller classes, the opportunity to take general education courses and provide our students with the option of interning or studying abroad while enrolled in online classes. The Summer Sessions also can provide our students with the opportunity to complete needed credits and stay on track with their curriculum as we work toward having our students complete their undergraduate education in four years.

The Summer School Committee will be responsible for developing possible start dates, the sessions offered and the course listings based on recommendations acquired from the various colleges/departments. I am asking Dr. Albert Samuels to chair this committee and call the first meeting as soon as possible so that we can decide if summer school is an option for 2019.

It is my sincere hope that you will be able to accept and serve in this capacity. For any follow-up regarding this memorandum, please contact Albert_Samuels@subr.edu.

**SACSCOC Section 4
Governing Board
Update
&**

**Board of Supervisors
of Southern University
and Agricultural
and Mechanical College
ByLaws Updates**



**SOUTHERN
UNIVERSITY SYSTEM**

BATON ROUGE • NEW ORLEANS • SHREVEPORT

Prepared By:


Vladimir Alexander Appeaning, Ph.D.

**Vice President, Strategic Planning, Policy and
Institutional Effectiveness**

AND

Toni L. Manogin, Ph.D.

**Executive Director, Institutional
Effectiveness, Planning & Policy**



RESOURCE MANUAL

for The Principles of Accreditation:
Foundations for Quality Enhancement



Southern Association of Colleges and Schools
Commission on Colleges

Third Edition: 2018, First Printing

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Principle 4.1. The Institution has a Governing Board of at least Five Members that:

- (a) is the legal body with specific authority over the institution.
- (b) exercises fiduciary oversight of the institution.
- (c) ensures that both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, personal, or familial financial interest in the institution.
- (d) is not controlled by a minority of board members or by organizations or institutions separate from it.
- (e) is not presided over by the chief executive officer of the institution.

***(Governing board characteristics)* [CR]**

Principle 4.2. The Governing Board

a. ensures the regular review of the institution's mission.

(Mission Review)

b. ensures a clear and appropriate distinction between the policy-making function of the board and the responsibility of the administration and faculty to administer and implement policy.

(Board/Administrative Distinction)

c. selects and regularly evaluates the institution's chief executive officer.

(CEO Evaluation/Selection)

d. defines and addresses potential conflict of interest for its members.

(Conflict of Interest)

e. has appropriate and fair processes for the dismissal of a board member.

(Board Dismissal)

f. protects the institution from undue influence by external persons or bodies.

(External Influence)

g. defines and regularly evaluates its responsibilities and expectations.

(Board Self-Evaluation)

(1) Standard Number	(2) Descriptor	(3) Core Require- ment?	(4) Fifth-Year Report?	(5) Application for Candidacy?	(6) Reviewed On-Site?	(7) Published Institutional Policy?	(8) SACSCOC Policy?
1.1	Integrity	✓		✓	✓		✓
2.1	Institutional mission	✓		✓			
3.1.a	Degree-granting authority	✓		✓			
3.1.b	Coursework for degrees	✓		✓			✓
3.1.c	Continuous operation	✓		✓			
4.1	Governing board characteristics	✓		✓			✓
4.2.a	Mission review						✓
4.2.b	Board/administrative distinction					✓	
4.2.c	CEO evaluation/selection			✓			
4.2.d	Conflict of interest			✓		✓	
4.2.e	Board dismissal					✓	
4.2.f	External influence						
4.2.g	Board self-evaluation					✓	
4.3	Multiple-level governing structure					✓	✓
5.1	Chief executive officer	✓		✓			✓
5.2.a	CEO control						
5.2.b	Control of intercollegiate athletics						
5.2.c	Control of fund-raising activities						
5.3	Institution-related entities					✓	
5.4	Qualified administrative/academic officers		✓	✓	✓		
5.5	Personnel appointment and evaluation					✓	
6.1	Full-time faculty	✓	✓	✓	✓		
6.2.a	Faculty qualifications			✓			
6.2.b	Program faculty		✓	✓	✓		✓
6.2.c	Program coordination		✓		✓		
6.3	Faculty appointment and evaluation					✓	
6.4	Academic freedom					✓	
6.5	Faculty development						
7.1	Institutional planning	✓		✓			
7.2	Quality Enhancement Plan				✓		✓
7.3	Administrative effectiveness			✓			
8.1	Student achievement	✓	✓	✓	✓		
8.2.a	Student outcomes: educational programs		✓	✓	✓		✓
8.2.b	Student outcomes: general education			✓			✓
8.2.c	Student outcomes: academic and student services			✓			✓
9.1	Program content	✓	✓	✓	✓		✓
9.2	Program length	✓	✓	✓	✓		✓
9.3	General education requirements	✓		✓	✓		

BYLAWS

The mission of the Board of Supervisors for the **University of Louisiana System** shall be to provide direction, control, supervision, management, and assistance to the institutions of the University of Louisiana System in their efforts to provide quality education, research, creative activities, and service.

SECTION I. DEFINITIONS

- A. University of Louisiana System. The term "University of Louisiana System" or "System" when used in these bylaws shall refer to the system of campuses governed by the Board of Supervisors for the University of Louisiana System as contained in R.S. 17:3217 and, as amended through July 1, 2011, includes the following institutions:

Grambling State University at Grambling
Louisiana Tech University at Ruston
McNeese State University at Lake Charles
Nicholls State University at Thibodaux
Northwestern State University of Louisiana at Natchitoches
Southeastern Louisiana University at Hammond
University of Louisiana at Lafayette
University of Louisiana at Monroe (Revised 8/27/99)
University of New Orleans (Revised 12/3/2012)

- B. The Board of Supervisors for the University of Louisiana System. The term "Board of Supervisors for the University of Louisiana System" or "Board of Supervisors" as used in these bylaws shall refer to the governing board of the University of Louisiana System and shall be composed of the Board of Supervisors duly appointed and qualified as provided by law.

- C. Members of the Board. The Board of Supervisors is composed of two (2) members from each congressional district and three (3) members from the state at large who are all appointed by the governor with consent of the Senate, and who shall serve overlapping terms of six (6) years (La. Const., Art. 8, Sec. 6.B.). A vacancy occurring prior to the expiration of a term shall be filled for the remainder of the unexpired term by appointment by the governor, with consent of the Senate (La. Const., Art. 8, Sec. 6.C.). (Revised 12/3/2012)

A student member on the Board, having all of the privileges and rights of other Board members, shall serve a term not to exceed one (1) year and shall not be eligible to succeed her/himself (La. Const., Art. 8, Sec. 8.B.). The student member shall be elected to the Board by and from the membership of a council of student body presidents of the universities within the System and, at the time of the appointment, shall be a full-time student at the university at which enrolled (R.S.17:1806). The student member's term shall begin on June 1

of each year (R.S. 17:3121.1).

Members of the Board are considered to be appointed state officials in unclassified service (La. Const., Art. X Public Officials and Employees, Part I., Sec. 2). As such, they may be removed from office through impeachment for cause (La. Const., Art. X. Public Officials and Employees, Part III, Sec. 24). Cause may include, but may not be limited to, commission or conviction during the term of office, of a felony or for malfeasance or gross misconduct while in office. Due process shall be provided with a trial by the Senate. The Board may also establish guidelines for the conduct of its members. (Revised 8/27/04)

- D. Chair of the Board. The term "Chair of the Board" as used in these bylaws shall refer to the member who is duly elected Chair or Acting Chair of the Board.
- E. President of the System. The term "President of the System," or "System President" as used in these bylaws, shall refer to the individual duly appointed by the Board as its chief executive officer.
- F. Domicile and Agent for Service of Process. The Board of Supervisors for the University of Louisiana System shall be domiciled at 1201 North Third Street, Ste. 7-300, Baton Rouge, Louisiana 70802. The Board shall request the System President to designate a System employee, located at the domicile, to act as the agent for service of process. (Revised 10/26/01)
- G. Conflict of Interest. The Board of Supervisors for the University of Louisiana System is the governing board for all institutions that comprise the University of Louisiana System. All members of the Board are appointed officers of the State of Louisiana. As such, they are subject to the laws of the State as defined by the 1974 Louisiana State Constitution, (Art. X. Public Officials and Employees, Part I., Sec. 2), and the State Code of Ethics which govern their conduct and responsibilities. (Revised 8/27/04)

SECTION II. OFFICERS

- A. Election. At the regular meeting of the Board in December of each calendar year, the Board shall elect a Chair and a Vice-Chair from the membership of the Board. Each shall hold office for one (1) year or until a successor has been elected. An officer of the Board shall be eligible for no more than two (2) consecutive one-year terms in the-same office. In filling vacancies for unexpired terms, an officer who has served more than half a term is considered to have served a full term in that office. (Revised 9/27/96)

BYLAWS AND REGULATIONS
OF THE
BOARD OF SUPERVISORS
OF
SOUTHERN UNIVERSITY
AND
AGRICULTURAL
AND
MECHANICAL COLLEGE

BATON ROUGE NEW ORLEANS SHREVEPORT

PART I

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS: CREATION, POWERS, MEMBERSHIP AND DOMICILE

- A. **Creation.** *Article VIII, Section 7 of the 1974 Constitution of the State of Louisiana* authorizes the creation of the Southern University Board of Supervisors as a body corporate.
- B. **Powers.** Subject to powers vested in the Board of Regents by *Article VIII, Section 5 of the 1974 Constitution of the State of Louisiana*, the Board of Supervisors shall supervise and manage the Southern University System and its several components including the statewide agricultural programs and other programs administered through its System.
- C. **Membership.** The Board shall be composed of two members from each congressional district of the State, and ~~one member~~ **three members** from the State at large, all appointed by the Governor, with the consent of the Senate, and one student member. The student member is selected by and from the membership of a council composed of student body presidents of the colleges and universities under the management and supervision of the Board of Supervisors. All of these shall be voting members. The members shall serve overlapping terms of six years, following initial terms fixed by law. The term of the student member shall not exceed one year, in accordance with applicable law; and no student member shall be eligible to succeed himself. The student member shall serve until his successor takes office.

Members of the Board are considered to be appointed state officials in unclassified service in accordance with the 1974 Louisiana State Constitution, (Article X. Public Officials and Employees, Part I., Section. 2B-5. Unclassified Service). Board members may be removed from office through impeachment for cause. Cause may include, but may not be limited to, commission or conviction during the term of office, of a felony or for malfeasance or gross misconduct while in office. Due process shall be provided with a trial by the Senate (Article X. Public Officials and Employees., Part III., Section. 24-A. Persons Liable., and Section 24-B. Procedure). Additionally, Board members are subject to the Louisiana Code of Governmental Ethics which governs their conduct and responsibilities, under Louisiana law, Title 42. Public Officers and Employees, Code of Governmental Ethics (Louisiana Revised Statutes 42:1411. Public officer; ground for removal; suspension; definitions). (4-23-99) (10-26-01) (6-21-02) **(04-12-19)**

- D. **Domicile.** The domicile of the Board of Supervisors of Southern University and Agricultural and Mechanical College shall be East Baton Rouge Parish, Louisiana.

PART II

BYLAWS OF THE BOARD OF SUPERVISORS

ARTICLE I

DEFINITIONS

- A. The Board of Supervisors of Southern University and Agricultural and Mechanical College.** *The Board of Supervisors of Southern University and Agricultural and Mechanical College or Board*, as used in these bylaws, shall be composed of the members of the Board of Supervisors, duly appointed and qualified as provided by law.
- B. Chairman of the Board.** The term *Chairman of the Board*, as used in these bylaws, shall refer to the Supervisor who is the duly elected Chairman of the Board of Supervisors.
- C. University System or System.** The term *University System or System*, when used in these bylaws, shall refer to the system of campuses and other facilities governed by the Board of Supervisors, including:
1. Southern University and Agricultural and Mechanical College at Baton Rouge.
 2. Southern University at New Orleans.
 3. Southern University at Shreveport. (4-23-99)
 4. Southern University Law Center.
 5. Southern University Agricultural Research and Extension Center (10-26-01)
 6. Any other college, university, school, institution or program now or hereafter assigned to the Southern University Board of Supervisors.
- D. President of the University System.** The term *President of the University System or President*, as used in these bylaws, shall refer to the duly appointed President or acting President of the University System and Secretary to the Board of Supervisors and its committees.
- E. Chancellor.** The term *Chancellor*, as used in these bylaws, shall refer to the administrative head of a campus, professional school, or other statutory units of the University System as designated by the Board. (4-23-99)
- F.** The masculine gender, when used in these bylaws, shall also denote the feminine gender, when applicable. (10-26-01)

G. Unclassified Employees. All employees who are not members of the classified services of the State of Louisiana shall be unclassified employees. (10-26-01)

H. Classified Employees. Employees whose appointments are governed by the rules and regulations of the Department of Civil Service for the State of Louisiana shall be classified employees. (10-26-01)

I. Conflict of Interest. The Southern University Board of Supervisors is the governing board for all institutions that comprise the Southern University System. All members of the Board are appointed officers of the State of Louisiana. As such, they are subject to the laws of the State as defined by the 1974 Louisiana State Constitution, (Article X, Public Officials and Employees, Part I, Section. 2B-5, Unclassified Service) and the Louisiana Code of Governmental Ethics, which governs their conduct and responsibilities, under Louisiana law, Title 42, Public Officers and Employees, Code of Governmental Ethics. (04-12-19)

J. External Influence. The Southern University Board of Supervisors is the governing board for all institutions that comprise the Southern University System. All members of the Board are appointed officers of the State of Louisiana. As such, they are subject to the laws of the State as defined by the 1974 Louisiana State Constitution, (Article X, Public Officials and Employees, Part I, Section. 2B-5, Unclassified Service) and the Louisiana Code of Governmental Ethics, which governs their conduct and responsibilities, under Louisiana law, Title 42, Public Officers and Employees, Code of Governmental Ethics. (04-12-19)

ARTICLE III
COMMITTEES

Section 1. Standing Committees.

Unless and until otherwise decided by the affirmative vote of a majority of the members of the Board, the standing committees of the Board shall consist of the following:

- A. Academic Affairs Committee
- B. Athletics Committee
- C. Executive Committee
- D. Facilities and Property Committee
- E. Finance and Audit Committee (04-12-19)
- F. Governance Committee
- G. Personnel Affairs Committee
- H. Legislative Committee
- I. Legal Affairs Committee
- J. Student Affairs Committee (1-7-00) (3-27-09)
- K. Recruitment and Admissions Committee (04-12-19)

Only members of a Committee shall have the authority to vote during its meetings. (3-27-09)

Section 2. Appointment and Term.

The Chairman of the Board, at the time he assumes office, shall appoint the chairmen, vice chairmen, and members of all standing committees, except as indicated in Article III, Section 3 below. The terms of chairmen, vice-chairmen, and members shall be concurrent with that of the Chairman of the Board. The Chairman of the Board shall serve as ex-officio voting member of all committees.

Vacancies occurring in the membership of any committee shall be filled by appointments made by the Chairman of the Board for the remainder of his term.

Section 3. Officers of Standing Committees.

It shall be the duty of the chairman of each committee, with the concurrence of the Chairman of the Board, to call and to preside over committee meetings. The minutes of the meeting of the committee, documenting its actions and recommendations, shall be deemed in compliance with the provisions of Article V, Section 3, hereof, concerning the written recommendations of the committees.

In the absence of the chairman of the committee, the vice-chairman shall preside. In the event both the chairman and the vice-chairman of the committee are absent from a meeting, the committee shall elect a temporary chairman from those present, provided a quorum is present.

Section 4. Quorum of Committee Meetings.

A majority of the members of any committee of the Board shall constitute a quorum for the transaction of business. When a quorum is not present, the chairman of the committee, or vice-chairman, in the chairman's absence, may designate a member of the Board to serve as a substitute member of the committee.

Section 10. Finance and Audit Committee

The Finance and Audit Committee shall consist of at least seven members. All matters concerning financial and budgetary operations of the University System shall ordinarily be referred to this committee. (1-7-00) (3-27-09) (04-12-19)

Section 11. Governance Committee

The Governance Committee shall consist of at least seven members. All matters relating to amendments or changes to the Board's Bylaws and Regulations, development of a policy and procedures manual which will include procedures for presidential and chancellor selection, presidential evaluation, orientation, and a code of ethics for Board members, grievance policies and procedures and other duties assigned by the Board shall ordinarily be referred to this committee. (4-23-99)

Section 12. Legislative Committee

The Legislative Committee shall consist of at least five members. All matters relating to the State Legislature shall ordinarily be referred to this committee. (1-7-00)

Section 13. Personnel Affairs Committee

The Personnel Affairs Committee shall consist of at least five members. All matters relating to the evaluation of the System President, personnel policy, and all personnel action forms requiring Board action shall ordinarily be referred to this Committee. (4-23-99) (03-27-09)

Section 14. Legal Affairs Committee

The Legal Affairs Committee shall consist of at least five members. The Board's legal counsel and university officials shall present to this committee all major legal matters requiring Board action, information pertaining to major litigation (except the higher education desegregation lawsuit), discussions relative to proposals for the settlement of lawsuits requiring Board approval, the occurrence of incidents of a high profile nature that have the potential for litigation and/or which present major liability exposure for the University. (1-7-00)

Section 15. Student Affairs Committee

The Student Affairs Committee shall consist of at least five members, one of whom shall be the student member of the Board. All matters of policy in the non-academic area pertaining to student welfare and affairs shall ordinarily be referred to this Committee. (3-27-09)

Section 16. Recruitment and Admissions Committee

The Recruitment and Admissions Committee shall consist of at least seven members. All matters relating to enrollment management, including recruitment and admissions, shall ordinarily be referred to this committee. (04-12-19)

Section 17. Special Committees.

Special committees may be created with such functions, powers, and authority as may be designated by the Board Chairman or authorized by the Board. Unless otherwise provided in the action creating such a committee, the Chairman of the Board shall determine the number of its members and designate the chairman and vice-chairman thereof. The Chairman may also appoint ad hoc committees with special assignments for specified periods of existence, not to exceed the completion of the assigned tasks. Examples of special committees may include: Internal Audit Committee, SU Laboratory School/Expansion Committee, Innovation and Development Committee, Technology Committee, Special Initiatives Committee, and Faith-Based Committee. (4-23-99) (04-12-19)

Legal Affairs Committee

LEGAL AFFAIRS COMMITTEE

(Following the Governance Committee)

Calcasieu Parish School Board Office 3310

Broad Street

Lake Charles, LA 70615

Friday, April 12, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Potential Conflict Acknowledgement and Waiver
6. Informational Item
7. Other Business
8. Adjournment

MEMBERS

Atty Tony M. Clayton-Chair, Atty Patrick D. Magee-Vice Chair

Mr. John Barthelemy, Dr. Leroy Davis, Ms. Xavieria Jeffers, Dr. Samuel C. Tolbert, Jr.

Atty. Domoine D. Rutledge-Ex-Officio

POTENTIAL CONFLICT ACKNOWLEDGMENT AND WAIVER

WHEREAS, the law firm of Roedel Parsons Koch Blache Balhoff & McCollister, an L.C. ("Roedel Parsons"), has been requested to provide legal services to Southern University System and Southern University Board of Supervisors ("SU") in the following matters:

Esther Brady vs. Louisiana Board of Trustees for the Southern University
& Agriculture and Mechanical College

James Smith vs. Board of Supervisors of Southern University and A&M College

WHEREAS, Timothy W. Hardy is a shareholder in Roedel Parsons and also has a 1% ownership interest in a vendor of SU selected to cultivate medicinal marijuana.

WHEREAS, although the parties do not believe his ownership interest in a vendor of SU creates an actual conflict, the parties feel that executing such a waiver is prudent and Roedel Parsons further states that it will not affect their ability to perform in the following manner:

1. Roedel Parsons can and will provide competent and diligent representation to SU in the above and in any future matters unrelated to the vendor and in which SU may be desirous of Roedel Parsons' representation.
2. Roedel Parsons' representation of SU in the above matters and in any future matters unrelated to the vendor are not prohibited by law.
3. Roedel Parsons' representation of SU in the above matters does not involve the vendor in any way and will not in any matters that may be assigned to and are accepted by Roedel Parsons for representation.

CLIENTS' ACKNOWLEDGEMENT AND WAIVER

IN CONSIDERATION OF THE FOREGOING, Roedel Parsons through Timothy W. Hardy, Shareholder, and SU each hereby acknowledge and agree to the following:

1. We understand that Roedel Parsons' shareholder, Timothy W. Hardy, holds a 1% ownership interest in an SU vendor, and said ownership is unrelated to the matters named above.
2. We have discussed any potential conflict based upon said ownership.
3. We are not aware of any dangers and/or possible consequences of Roedel Parsons' representation of SU in the above cases and any future cases that may be assigned which are unrelated to the vendor.
4. We know that SU may choose to be represented by an attorney who is free of any ownership interests in any SU vendors.
5. We voluntarily waive our right to be represented by attorneys in the above named matters and any future matters wherein Roedel Parsons is selected by SU to represent SU that are free of any ownership interests in any SU vendors.
6. We expressly authorize Roedel Parsons to represent SU in the above matters and in future matters so long as they are unrelated to the vendor.
7. I swear under penalty of perjury that the foregoing is true and correct.

**LOUISIANA OFFICE OF RISK
MANAGEMENT**

LOUISIANA ATTORNEY GENERAL'S OFFICE

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

SOUTHERN UNIVERSITY SYSTEM AND
SOUTHERN UNIVERSITY BOARD OF
SUPERVISORS

ROEDEL PARSONS KOCH BLACHE BALHOFF &
MCCOLLISTER

Printed Name: _____

Title: _____

Date: _____

Printed Name: _____

Title: _____

Date: _____

Personnel Affairs Committee

PERSONNEL AFFAIRS COMMITTEE

(Following the Legal Affairs Committee)

Calcasieu Parish School Board Office

3310 Broad Street

Lake Charles, LA 70615

Friday, April 12, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items

A. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 / \$75,000 (faculty)

Name	Position/Campus	Salary	Funding Source
1. Angela Allen-Bell	Associate Professor of Legal Analysis & Writing SULC TENURE	\$106,170.02	State
2. Regina Ramsey James	Associate VC Evening Division & Emerging Prog. SULC TENURE	\$138,000.00	State
3. Wendy Shea	Associate Professor of Legal Analysis & Writing, SULC TENURE	\$106,000.00	State
4. Faisal Al-Khateeb	Associate Professor - Bus. Admin SUNO TENURE	\$ 75,800.00	State
5. Rebecca Chaisson	Full Professor/Dean of Social Work SUNO PROMOTION	\$ 86,000.00	State
6. Nabie Y. Conteh	Associate Professor Business Administration, SUNO TENURE	\$ 75,800.00	State
7. Albert Clark	Full Professor, Management & Marketing College of Business, SUBR TENURE	\$ 86,328.00	State
8. Koffi Dodor	Associate Professor w/Tenure, Accounting College of Business, SUBR TENURE	\$ 99,600.00	State
9. George Kirk	Full Professor, Management & Marketing College of Business, SUBR TENURE	\$ 86,328.00	State
10. Jose Noguera	Full Professor, Management & Marketing (EBiz), College of Business, SUBR TENURE	\$ 86,328.00	State

Name	Position/Campus	Salary	Funding Source
11. Joseph Omonuk	Full Professor, Accounting College of Business, SUBR TENURE	\$125,800.00	State
12. Darrell Asberry	Dean of Students/Head Coach SU Laboratory School	\$ 85,000	State
13. Nadia Washington Seals	Director of Virtual School SU Laboratory School	\$ 86,000	State
14. Renita Sherrard	Assistant Principal SU Laboratory School	\$ 86,000	State

6. Other Business

7. Adjournment

MEMBERS

Atty. Patrick Magee Chair, Mr. John Barthelemy-Vice Chair
Dr. Curman L. Gaines, Mr. Sam Gilliam, Dr. Leon R. Tarver II, Ms. Arlanda Williams
Atty. Domoine D. Rutledge- Ex Officio

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 _____ X 12-MONTH _____ OTHER _____ (Specify) _____

X Academic _____ Non-Academic _____ Civil Service _____
 _____ Temporary _____ Part-Time (% of Full Time) _____ Restricted _____
X 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 07-01-2019 To 06-30-2020
 Effective Date 07-01-2019
 Name Dr. Faisal Al-Khateeb SS# _____ Sex Male Race* White
 Position Title: Assistant Professor Department: Business Administration
 Check One X Existing Position *Visa Type (See Reverse Side): US
 _____ 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 4
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
Ph.D. Information Systems Louisiana State University 1999
M.B.A. Tennessee State University 1990
B.S. - Accounting Yarmouk University, Jordan 1987
 Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary \$75,800.00 Salary Budgeted \$75,800.00
 Source of Funds State
 Identify Budget: General Location _____
 Form Code: BoR-10 Page _____ Item # _____

Change of:
 Position Assistant Professor, Bus. Admin. Associate Professor, Bus. Admin.
 Status Assistant Professor Tenure-track Associate Professor with Tenure
 Salary Adjustment \$75,000.00 \$75,800.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
411001-42320-61003	\$75,000.00

Comments: (Use back of form)

*See Reverse Side Graduate School signature (if, applicable):

Supervisor [Signature] 3/29/19 Date
 Dean/Unit Head [Signature] 3/29/19 Date
 Vice-Chancellor [Signature] 3/29/19 Date
 Chancellor [Signature] 3/29/19 Date
 Director/Personnel [Signature] 3-29-19 Date
 Vice President/Finance Business Affairs/Comptroller _____ Date
 President _____ Date
 Chairman/S.U. Board Of Supervisor _____ Date

BUDGET OFFICER: [Signature]
 DATE: 3-29-19

VITA
Faisal Badi Al-khateeb, Ph.D.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED].com

PERSONAL DATA:

Date of Birth: [REDACTED]
Marital Status: Married.
Nationality: US Permanent Resident
Permanent Address [REDACTED]

CAREER OBJECTIVE:

To teach and conduct research in the areas of MIS, Operations Management ,Accounting Decision Sciences, Qualitative Analysis, and General Management.

EDUCATION

Degree	Major	University/Place	Year
Ph.D.	Information Systems and Decision Sciences	Louisiana State University, USA	Fall 1999
M.P.A.	Master of Professional Accountancy	Louisiana Tech University, USA	Spring 1992
M.B.A.	Master of Business Administration	Tennessee State University, USA	Spring 1990
B.S.	Bachelor Degree in Accounting (Hons)	Yarmouk University, Jordan	Spring 1987

AWARDS AND HONORS:

- Received the Faculty Excellence Award for Teaching, College of Business and Economics, United Arab Emirates University, 2003-2004.
- Received the Faculty Excellence Award for Service, College of Business Administration, United Arab Emirates University, 2005-2006.
- Received Best Paper Award, the IABPAD Conference, and April 2006.
- Received the Faculty Excellence Award for Teaching, School of Management, New York Institute of Technology, and 2008-2009.

- Received the Faculty Excellence Award for Service, School of Management, New York Institute of Technology, and 2010-2011.
- Received the Faculty Excellence Award for Service, School of Management, New York Institute of Technology, and 2011-2012.
- Beta Gamma Sigma, since 2007
- Beta Alpha Psi, since 2008

TEACHING EXPERIENCE:

- **Visiting Professor**, E-School of Business and Quality Management Hamden Bin Mohammed e-University (HBMeU) Dubai, UAE. (Aug. 2013 to July. 2014).
- **Associate Professor**, School of Management, New York Institute of Technology NYIT, Abu Dhabi Campus, UAE. (Aug. 2007 to Aug. 2014).
- **Assistant Professor**, College of Business and Economics, United Arab Emirates University (UAEU), UAE. (Aug. 2001 to June. 2007).
- **Assistant Professor**, College of Business, Emporia State University (ESU), KS., USA. (Dec. 2000 to Aug. 2001).
- **Assistant Professor**, College of Business, Grambling State University (GSU), LA., USA. (Aug. 1998 to Dec. 2000).
- **Lecturer of Accounting**, College of Business and Economics, Applied Science University of Jordan (ASU), Jordan. (Aug. 1993 to June. 1996).
- **Graduate Teaching Assistant**, Louisiana State University, Baton Rouge, LA, USA. (Aug. 1997 to Aug 1998).
- **Graduate Research Assistant**, Louisiana Tech University, Ruston, LA, USA. (Aug. 1990 to May 1992).
- **Graduate Research Assistant**, Tennessee State University, Nashville, TN, USA. (Aug. 1988 to May 1990).

TEACHING INNOVATION:

I like to develop and teach courses on the cutting –edge in Information System due to the dynamic nature of the field. I have been involved with developing teaching cases and using these to illustrate concepts to the students. I believe in integrating the modern information technology in teaching and learning processes. Moreover, active learning (passing control to the students to participate in the course teaching) is my teaching philosophy. I have actively included interactive online teaching pedagogy and business games to let students be part of the learning process and gain hands-on experience in putting theory to practice.

I developed two courses (Database Management systems and Selected Topics of MIS) in accordance with IT– Based Active Learning approach using laptop computers at UAEU. The courses have been structured to meet the requirements needed to implement active learning using advanced learning technology. Accordingly, four active learning methodologies have been utilized in these courses which are: Cooperative Learning; Problem-Based Learning; project-Based Learning; and Engaged Learning. In addition to that, I have been a team leader in developing a new MIS study plan to replace the old and obsolete one implemented in 2000. I have been pivotal in a team that worked for more than a year to prepare the new plan for approval by the university administration. Culminating our efforts and as a significant contribution, our plan was approved and implemented in 2007.

COURSES TAUGHT:

Undergraduate Courses	Graduate Courses
<ul style="list-style-type: none"> <input type="checkbox"/> Introduction to Computer Applications <input type="checkbox"/> Application Program Development <input type="checkbox"/> Introduction to Management Information Systems <input type="checkbox"/> Enterprise Resource Planning Systems <input type="checkbox"/> Knowledge Management <input type="checkbox"/> Managing Data Communication and Networks <input type="checkbox"/> System Analysis and Design <input type="checkbox"/> Database management Systems <input type="checkbox"/> Accounting Information Systems <input type="checkbox"/> Business policy and Strategy Capstone <input type="checkbox"/> Operations Management <input type="checkbox"/> Quality Management <input type="checkbox"/> Financial Accounting <input type="checkbox"/> Managerial Accounting <input type="checkbox"/> Cost Accounting 	<ul style="list-style-type: none"> <input type="checkbox"/> Technology-Led Entrepreneurship and Innovation <input type="checkbox"/> Management of Technology and Innovation <input type="checkbox"/> Selected Topics in MIS <input type="checkbox"/> Enterprise Resource Planning Systems <input type="checkbox"/> Information Resource Management <input type="checkbox"/> Networking and Data Communications <input type="checkbox"/> Database management Systems <input type="checkbox"/> Information Systems for Management <input type="checkbox"/> Supply Chain Management <input type="checkbox"/> Operations Management <input type="checkbox"/> Financial and Managerial Accounting <input type="checkbox"/> Business Policy and Strategy

ADMINISTRATIVE EXPERIENCE

Year	University/Institution
4/2012-08/2013	<p>Associate Dean, School of Management, New York Institute of Technology NYIT, Abu Dhabi Campus, United Arab Emirates.</p> <p>My primary roles and responsibilities include:</p> <ol style="list-style-type: none"> 1. Accreditation: This includes gathering and analyzing data; report preparation, and participation in all peer-review/accreditation visits such as locally (The Commission for Academic Accreditation at UAE as well as internationally (AACSB); 2. Coordinating the School of Management Assurance of Learning initiative 3. Timetabling, Scheduling, faculty deployment. This includes the assignment of both full-time and adjunct faculty; 4. Addressing faculty and student queries/concerns: This includes faculty professional development, annual one-to-one faculty meetings and planning processes, training platforms for faculty, staff and students in the use of Blackboard, E-library online, and other technological resources 5. Overseeing School of Management processes: This includes (a) grade change requests; (b) transfer evaluations, (e) change of majors, (c) intervention and academic support for probationary students and (d) waivers and substitutions, among other things; 6. Monitoring and data collection: The Assistant/Associate Dean monitors and retains data for all relevant functions, including probation, dismissal,

	<p>recruitment, retention, graduation data and status for students, and alumni tracking</p> <ol style="list-style-type: none"> 7. Faculty recruitment 8. Ensuring effective distribution of information and support of activities between schools/departments to enhance university-wide collection, 9. Facilitating the success of the Directors of Special Programs, Indirect Assessment, and Special Programs; 10. Collecting, analyzing and presenting reliable, relevant and quality institutional data and information to facilitate and support institutional decision-making, strategic planning, budgeting, policy revisions, resource allocations, enrolment projections, accountability and programs' assessment; 11. Developing an annual Action Plan: this includes the School of Management Strategic Plan to develop and annual action plan and submits a brief itemized year-end annual report on outcomes achieved; and 12. Other activities as specified by the School of Management Dean for the purpose of maintaining the overall high quality of the academic programs.
2/2009-08/2013	<p>Executive Director of Assessment Department for the School of Management New York Institute of Technology NYIT, Abu Dhabi Campus, United Arab Emirates .</p> <p>Responsibilities: To coordinate and operationalize all School of Management course-level assessment for the programs and course areas and link these assessments to the programmatic and major-specific learning goals for the academic programs oversee. Moreover, Bring the School's assessment outcomes into compliance with the AACSB Assurance of Learning standards, and the School of Management processes in this area.</p>
2002-2004	<p>MIS Track Chair, at the College of Business and Economics, United Arab Emirates University (UAEU), United Arab Emirates</p> <p>Responsibilities: Represents the MIS team in a department or college meetings; Study and analyze any problems referred to me by the department and submit reports with suggested solutions; Faculty advisor for MIS students both male and female; Coordinate with the college internship committee; Plan the teaching and research software procurement plans in accordance with the college technology committee ; Resolve MIS students related problems; Selecting textbooks; Review the applications for MIS faculty and assistant positions; Faculty advisor for honor students; Faculty advisor for graduate assistants; Advisor for MIS Student Association for both males and females; and faculty supervisor on the internship program</p>
2001-2002	<p>Assistant Professor at the College of Business and Economics, United Arab Emirates University (UAEU), UAE</p> <p>Responsibilities: I taught most of the MIS courses offered by the college, and taught in two graduate programs offered by the CBE and College of Engineering. In recognition of the experience that I bring with me, I was entrusted with the work of identifying gaps in curriculum structure and content, and worked in various committees to</p>

	<p>bridge the gaps and ensure that the best curriculum that catered to the needs of the student community. I have had the privilege of being a member of faculty committees in ensuring that feedback from all stakeholders is taken into account for closing the loop in curriculum restructuring.</p>
2000-2001	<p>Assistant Professor of at the College of Business , Emporia State University (ESU), USA Responsibilities include teaching Systems Analysis and Design, Database Management System and Microcomputer Application. Teaching apart, integral to my contributions was the responsibility to evaluate curriculum and work on curriculum redesign and curriculum integration with the use of pedagogical tools that serve the student community the best way. I have also been actively engaged in advising students in choosing and pursuing career paths that match their skill blocks and competencies.</p>
1998-2000	<p>Assistant Professor at the College of Business Grambling State University (GSU), USA. Responsibilities include teaching Accounting Information Systems, Business Problem Solving, Systems Analysis and Design, Database Management System, Microcomputer Application, and Survey of Computer Usage. I served on university, college and department committees; prepared daily lessons plans; assisted in on-going curriculum development; participated in faculty meeting and workshops; advised students and evaluated their progress; conducted off-campus educational activities with students; and performed related tasks as assigned</p>
1993-1996	<p>Lecturer at Applied Science University of Jordan (ASU), Jordan Responsibilities include teaching Financial Accounting, Managerial Accounting, Accounting Information Systems, and Microcomputer Application for Business. I have been integral to curriculum design by organizing meetings, workshops and serving on various curriculum committees to assess curriculum changes to reflect the updated requirements of the industry.</p>
1992-1993	<p>Statistics Analyst at the Internal Revenue Service, , Jordan</p>
1990-1992	<p>Graduate Research at Louisiana Tech University, Ruston , USA</p>
1988-1990	<p>Graduate Research at Tennessee State University, Nashville , USA</p>
1987-1988	<p>Junior Auditor at Scientific Office of Auditing & Consulting, Amman , Jordan</p>

BUSINESS EXPERIENCE:

- ✦ Serving as Principal and Co-Founder of **Double Facets International Consultancy**, a recently established education and corporate consulting services company. We specialize in helping clients achieve success in: Higher Education Strategic Partnerships, Marketing, Educational Technology, Institution-wide Strategy, Mentoring, and Recruitment. 2013-Present
- ✦ Serving as Consultant and Co-Founder of **International Engineers for Trading**, Amman, Jordan, 1990-present.
- ✦ Provided unpaid consulting to **Alain Municipality and Chamber of Commerce**, UAE, in association with a team of faculty and graduate students, United Arab Emirates University, UAE, January-May, 2004.
- ✦ Developed a business plan for **SMEs Projects in UAE**, in association with a team of graduate students as a part of the requirement for MBA Comprehensive Seminar (Business policy and Strategy Capstone). School of Management, NYIT, 2007-2013.
- ✦ Developed a database system for **International School of Chouefat**, Alain, and UAE 2002.

RESEARCH:

1. SCHOLARSHIP – INTELECTUAL CONTRIBUTIONS:

- ✦ **Alkhateeb, Faisal** (2014). Organizational Adoption of Enterprise Resource Planning systems: A conceptual Framework. The 24th IBIMI Conference “Crafting Global Competitive Economies”, Nov.6-7, Milan, Italy.
- ✦ **Alkhateeb, Faisal** (2014). Risk assessment in ERP projects . The 24th IBIMI Conference “Crafting Global Competitive Economies”, Nov.6-7, Milan, Italy.
- ✦ **Faisal Al-Khateeb, & Rashad Walid Hafez, R. B.** (2013). Measuring Financial Health of Restaurant Companies – a Comparative Study. International Academic Research Journal of Business and Management, 1(6):25-30.
- ✦ **Al-khateeb, Faisal** (2013). Diffusion and success factors of mobile marketing in the UAE. The Fifth Annual International Conference Global Business, May 5-6, 2013 (ICGB2013), Detroit Metropolitan, Michigan, USA.

- ✚ Vadakepat, V. & Al-Khateeb F. (2012). Globalizing rural markets: Evidence from handmade traditional product markets, *Global Journal of Business Research*, 6(4), 35–43.
- ✚ Al-khateeb, Faisal (2012). The Adoption and Diffusion of E-Commerce in Business in the UAE. The 18th International Business Information Conference (IBIMA), Istanbul, Turkey
- ✚ Al-khateeb, Faisal (2012). Critical Success Factors of Web 2.0 Implementations in higher Education. The 18th International Business Information Conference (IBIMA), Istanbul, Turkey.
- ✚ Al-khateeb, Faisal (2011). Predicting Students Usage of Internet in the United Arab Emirates Using an Extended Technology Acceptance Model. Fourth Annual International Business Conference. Michigan, USA.
- ✚ Ali F. Darrat, Khaled Elkhail & Faisal Al-khateeb (2010). Explaining Growth in an Emerging Market: *Global Business and Finance Review*. Vol. 15, P. 1-14.
- ✚ Al-khateeb, Faisal (2010). Insights into organizational culture, objectives, and ownership as influencing factors on adoption and diffusion of Mobile Business in the United Arab Emirates Allied Academic International Conference in New Orleans, USA.
- ✚ Al-khateeb, Faisal (2010). Organizational Culture, Objectives, and Ownership as influencing Factors on Adoption and Diffusion of Mobile Business in the Middle East. 2010 SWDSI Meeting , Dallas, USA
- ✚ Al-khateeb, Faisal (2009). Information and Communication Technology (ICT) Development, Diffusion and Economic Impact: The Case of UAE. The 12th International Business Information Management Conference (IBIMA), Kuala Lumpur, Malaysia,
- ✚ Al-khateeb, Faisal (2009). Analysis of the State of E-Commerce Adoption and Diffusion of E-Commerce In Business In United Arab Emirates The 12th International Business Information Management Conference (IBIMA), Kuala Lumpur, Malaysia.
- ✚ Khaled Alshare, Al-khateeb Faisal, Chowdhury Mohhamad & Waseem Afzal (2008). Academic Department Efficiency: An Application of Data Envelopment Analysis (DEA). *The International Journal of Education Research (IJER)* Vol. 3 (1), P. 1-13
- ✚ Kahle Alshare and Al-khateeb Faisal (2008). Predicting Student Usage of the Internet in Two Emerging Economies Using an Extended Technology Acceptance Model (TAM). *The Academy of Educational Leadership Journal (AEIJ)* Vol.12, (2.), P. 109-128. ISSN 1095-6328

- ✦ **Al-khateeb Faisal, Ali Darrat & Khaled Elkhail (2007).** The UAE Growth Surge: Have Information Technology and Human Capital Contributed? *Studies in Economics and Finance*. Vol. 24, Issue: 4, P. 297-306. ISSN: 108607376.
- ✦ **Al-khateeb Faisal (2007).** Predicting Student Usage of the Internet in Two Emerging Economies Using an Extended Technology Acceptance Model (TAM) *The Annual International Academy of Business and Public Administration Disciplines*, Dallas, USA.
- ✦ **Salah Abosrada, Khaled Alkhal and Al-khateeb Faisal (2006).** Forecasting Performance of Natural Gas Future Market, *Journal of Business and Economics Research* Vol. 4 (11), P. 65-70.
- ✦ **Al-khateeb Faisal (2006),** Performance Analysis of Information Security in Supply Chain Management, *The INFORMS 2006 Annual Meeting*, Pittsburg, Pennsylvanian, USA
- ✦ **Al-khateeb Faisal (2006).** Does Information Technology Contribute to Economic Growth in the United Arab Emirates? *The Seventh Annual U.A.E. University Research Conference*, Alain, UAE.
- ✦ **Al-khateeb Faisal (2005).** Critical Success Factors for Implementing ERP in the UAE: An Empirical Study. *The INFORMS 2005 Annual Meeting*, San Francisco, CA, USA.
- ✦ **Al-khateeb Faisal (2005),** The Strategic Role of Information Technology in Business Process Reengineering, *The Fifth International Conference on Knowledge, Culture and Change in Organizations*, Rhodes, Greece, P.20.
- ✦ **Al-khateeb Faisal (2004),** Data Mining and Information Systems, *The Proceeding of the INFORMS International Conference*, Banff City, Canada.
- ✦ **Peter Kelle, Al-khateeb Faisal & Pam miller (2003).** Partnership and negotiation support by joint optimal ordering setup policies for JIT, *International Journal of Production Economics*, Vol. 82, P. 431-441
- ✦ **Al-khateeb Faisal (2002),** Information System Supports for JIT System. *The Proceeding at the Asia Pacific Economics and Business Conference - Sarawak*, Malaysia.
- ✦ **Al-khateeb Faisal (2002),** The Student Attitudes Towards a Career in MIS : Developing the Research Instrument, *The Proceeding of the 5th Annual International Conference*, Bankside House, LSE; London, UK.
- ✦ **Alkhateeb Faisal (2002),** The Challenges and Opportunities in the E-Learning Environment, *The Proceeding at the 5th annual CBE annual conference* ,United Arab Emirates University, College of Business and Economics, Al-Ain, UAE.

- ✦ **Al-khateeb Faisal** (2001), The Use of An Enterprise Resource Planning in Business Education. Proceeding of the 2001 SWDSI Conference, New Orleans, USA. P.158.
- ✦ **Al-khateeb Faisal & Mysore Ramaswamy** (2001), Information Technology Support for JIT Partnership. Proceeding of the 2001 SWDSI Conference, New Orleans, USA. P. 164
- ✦ **Al-khateeb Faisal** (2001), The New Roles and Skills of Participants in an Online Based Environment. Proceeding of the 2001 SWDSI Conference, New Orleans, USA, and P. 94-97.
- ✦ **Al-khateeb Faisal** (2000), Effectiveness of Using Enterprise System to Teach Process-Centered Concepts in Business Education, The 8th Annual Southwestern Business Administration, Houston, USA.
- ✦ **Alkhateeb Faisal & Peter Kelle** (2000), Partnership and Negotiation Support by Joint Optimal Ordering/Setup Policies for JIT, The International Symposium on Inventories, Budapest, Hungary.
- ✦ **Alkhateeb Faisal & Peter Kelle** (1999), Quantitative Supports for JIT Partnership, The 1999 Decision Sciences Conference, November 1999, New Orleans, USA, P. 1015-1018

2. SCHOLARSHIP – CONFERENCE PRESENTATIONS:

- ✦ **Al-khateeb, Faisal** (2013). Diffusion and success factors of mobile marketing in the UAE. The Fifth Annual International Conference Global Business, May 5-6, 2013 (ICGB2013), Detroit Metropolitan, Michigan, USA.
- ✦ **Al-khateeb, Faisal** (2012). The Adoption and Diffusion of E-Commerce in Business in the UAE. The 18th International Business Information Conference (IBIMA), Istanbul, Turkey.
- ✦ **Al-khateeb, Faisal** (2012). Critical Success Factors of Web 2:0 Implementations in higher Education. The 18th International Business Information Conference (IBIMA), Istanbul, Turkey.
- ✦ **Al-khateeb, Faisal** (2011). Predicting Students Usage of Internet in the United Arab Emirates Using an Extended Technology Acceptance Model. Fourth Annual International Business Conference. Michigan, USA.
- ✦ **Al-khateeb Faisal** (2010), Organizational Culture, Objectives, and Ownership as influencing Factors on Adoption and Diffusion of Mobile Business in the Middle East, Presented at 2010 SWDSI Meeting , Dallas, USA.

- ✦ Al-khateeb Faisal (2010), Insights into organizational culture, objectives, and ownership as influencing factors on adoption and diffusion of Mobile Business in the United Arab Emirates, presented at Allied Academic International Conference in New Orleans, USA.
- ✦ Al-khateeb Faisal (2009), Information and Communication Technology (ICT) Development, Diffusion and Economic Impact: The Case of UAE, The 12th International Business Information Management Conference (IBIMA), and Kuala Lumpur, Malaysia.
- ✦ Al-khateeb Faisal (2009), Analysis of the State of E-Commerce Adoption and Diffusion of E-Commerce In Business In United Arab Emirates, The 12th International Business Information Management Conference (IBIMA), Kuala Lumpur, Malaysia.
- ✦ Al-khateeb Faisal (2007), Predicting Student Usage of the Internet in Two Emerging Economies Using an Extended Technology Acceptance Model (TAM), The Annual International Academy of Business and Public Administration Disciplines, Dallas, USA.
- ✦ Al-khateeb Faisal (2006), Does Information Technology Contribute to Economic Growth in the United Arab Emirates? The Seventh Annual U.A.E. University Research Conference, Al Ain, UAE.
- ✦ Al-khateeb Faisal (2005), Critical Success Factors for Implementing ERP in the UAE: An Empirical Study, The INFORMS 2005 Annual Meeting, San Francisco, CA, USA.
- ✦ Al-khateeb Faisal (2005), The Strategic Role of Information Technology in Business Process Reengineering”, The Fifth International Conference on Knowledge, Culture and Change in Organizations, Rhodes, Greece.
- ✦ Al-khateeb Faisal (2004), Data Mining and Information Systems, The INFORMS International Conference, Banff City, Canada.
- ✦ Al-khateeb Faisal (2002), The Student Attitudes Towards a Career in MIS: Developing the Research Instrument. The 5th Annual International Conference, Bankside House, LSE; London, UK.
- ✦ Al-khateeb Faisal (2002), Information System Supports for JIT System, The Asia Pacific Economics and Business Conference - Sarawak, Malaysia.
- ✦ Al-khateeb Faisal (2002), The Challenges and Opportunities in the E-Learning Environment, The 5th annual CBE annual conference ,United Arab Emirates University, College of Business and Economics, Al-Ain, UAE.

- ✦ Al-khateeb Faisal (2001), The use of an Enterprise Resource Planning in Business Education. The Decision Sciences Institute Southwest Region 32nd Annual Conference, New Orleans, USA.
- ✦ Al-khateeb Faisal (2001), Information Technology Support For JIT Partnership, The Decision Sciences Institute Southwest Region 32nd Annual Conference, New Orleans, USA.
- ✦ Al-khateeb Faisal (2001), The Use of An Enterprise Resource Planning in Business Education The Decision Sciences Institute Southwest Region 32nd Annual Conference, New Orleans, USA.
- ✦ Al-khateeb Faisal (2001), The New Roles and Skills of Participants in an Online Based Environment, The Decision Sciences Institute Southwest Region 32nd Annual Conference, New Orleans, USA.
- ✦ Al-khateeb Faisal (2000), Effectiveness of Using Enterprise System to Teach Process-Centered Concepts in Business Education, The 8th Annual Southwestern Business Administration, Houston, USA.
- ✦ Al-khateeb Faisal & Peter Kelle (2000), Partnership and Negotiation Support by Joint Optimal Ordering/Setup Policies for JIT, The 2000 International Symposium on Inventories, Budapest, Hungary.
- ✦ Al-khateeb Faisal & Peter Kelle (1999), Quantitative Supports for JIT Partnership," The 1999 Decision Sciences Conference, November 1999, New Orleans, USA.

3. SCHOLARSHIP – FUNDED RESEARCH:

- ✦ Al-khateeb, Faisal (2013). Diffusion and success factors of mobile marketing in the UAE. Funded by the Research Affairs, NYIT, USA.
- ✦ Al-khateeb, Faisal (2012). The Adoption and Diffusion of E-Commerce in Business in the UAE. Funded by the Research Affairs, NYIT, USA.
- ✦ Al-khateeb Faisal (2005), Describing the Education and Skills Dynamics of the UAE Information Systems Professional with Structural Model, Funded by the Research Affairs, United Arab Emirates University.
- ✦ Al-khateeb Faisal (2006), Information and Communication Technology (ICT) Development, Diffusion and Economic Impact: The case of Arab Gulf States" Funded by the Research Affairs, United Arab Emirates University.

4. SCHOLARSHIP – PAPER REVIEWED:

- ✚ Review of "How the Website Usability Elements Impact Performance" the 15th Americas Conference on Information Systems (AMCIS 2009)
- ✚ Review of "Consumer's Online Shopping Influence Factors and Decision-making Model" the 15th Americas Conference on Information Systems (AMCIS 2009)
- ✚ Review of "An empirical investigation of bidding strategies and their effects in online single-unit auctions" the 15th Americas Conference on Information Systems (AMCIS 2009)
- ✚ Review of "Chicago Continental Can Company Case Study," for the Quantitative Methods/POM/MIS/Decision Sciences Track for the Southwest Case Research Association (SWCRC). March 2001.
- ✚ Review of "Internet Developments and Regulations in Selected Nations in the East," for the Internet and Commerce Track, SWDSI Conference, February 28 – March 3, 2001, New Orleans, Louisiana.
- ✚ Review of "Predicting E-Commerce Adoption in Singapore," for the Internet and Commerce Track, SWDSI Conference, February 28 – March 3, 2001, New Orleans, Louisiana.
- ✚ Review of "A longitudinal Analysis of the Integration of Technology into the Business Curriculum: Assessing a Moving Target," for the MIS Track , SWDSI Conference, February 28 – March 3, 2001, New Orleans, Louisiana.
- ✚ Review of "Computer and Human Behavior Students' Perceptions," for the MIS Track, SWDSI Conference, February 28 – March 3, 2001, New Orleans, Louisiana.

5. INTELLECTUAL DEVELOPMENT:

- ✚ Attended the Fifth Annual International Conference Global Business, May 5-6, 2013 (ICGB2013), Detroit Metropolitan, Michigan, USA.
- ✚ Attended The 18th International Business Information Conference (IBIMA), Istanbul, Turkey, May 9, 2012.
- ✚ Attended the Fourth Annual International Business Conference. Michigan, USA. July 2011.
- ✚ Attended the 2010 SWDSI Meeting. Dallas , USA

- ✦ Attended Allied Academic International Conference in New Orleans, Louisiana held from April 14 to April 16, 2010.
- ✦ Attended 2010 SWDSI Meeting, March, 2010, Dallas, USA.
- ✦ Attended the Ninth Annual U.A.E. University Research Conference April 2010, Rotana Hotel, Al-Ain, UAE
- ✦ The 12th International Business Information Management Conference (IBIMA), Kuala Lumpur, Malaysia, June 29-30, 2009
- ✦ Attended the 5th International Conference on Innovations in Information Technology, December 2009, Al-Ain, and UAE.
- ✦ Attended the 5th International Conference on Innovations in Information Technology, December 2008, Al-Ain, and UAE.
- ✦ Attended the Ninth Annual U.A.E. University Research Conference April 2008, Rotana Hotel, Al-Ain, and UAE.
- ✦ Attended the Annual International Academy of Business and Public Administration Disciplines, Dallas, Texas, 20-25 May 2007
- ✦ Attended the Seventh Annual U.A.E. University Research Conference April 2006.
- ✦ Attended the Annual INFORMS International Conference, San Francisco, CA, 13-16 November 2005.
- ✦ Attended the Fifth International Conference on Knowledge, Culture and Change in Organizations, Rhodes, Greece, and 19-21 July 2005.
- ✦ Attended the INFORMS International Conference, Banff City, Canada, May 16-19, 2004.
- ✦ Attended the first workshop for Internship (IWELL) Program organized by UAEU Nov.2003
- ✦ Attended a teaching forum for An Active Learning Workshop organized by UAEU Dec 2003
- ✦ Attended the annual research conference organized by UAEU April 2003
- ✦ Attended the Economic Research Conference for CBE, UAEU, March 2003
- ✦ Attended an M-commerce workshop organized by Abu Dhabi Chamber of Commerce in Oct. 2002
- ✦ Attended the 5th Annual International Conference, Bankside House, LSE; London; August 2-4, 2002
- ✦ Attended the Asia Pacific Economics and Business Conference - Sarawak, Malaysia. 2-4 October 2002.

- ✦ Attended the 5th annual CBE annual conference ,United Arab Emirates University, College of Business and Economics, Al-Ain, UAE; March 24-25, 2002.
- ✦ Attend the annual research conference organized by UAEU April 2002
- ✦ attended the 1st annual international E- learning Symposium, May 2002
- ✦ Attended an e-commerce workshop organized by Abu Dhabi Chamber of Commerce in Oct. 2001
- ✦ Attended the Decision Sciences Institute Southwest Region 32nd Annual Conference, February 28 – March 3, 2001, New Orleans, Louisiana.
- ✦ Attended the Annual SWFAD Conference, San Antonio, TX
- ✦ Attended Teaching in Higher Education Forum, Baton Rouge, LA.
- ✦ Attended the Workshop for the Best Practices in Electronic Learning in Louisiana, Baton Rouge, LA
- ✦ Attended the 8th Annual Southwestern Business Administration, Houston, Texas.
- ✦ Attended the APICS 2000 International Conference, Orlando, FL.
- ✦ Attended the Workshop for Design and Deliver Distance Learning courses, Grambling, LA.
- ✦ Attended the Workshop for Designing Online Course Over the Web, Grambling, LA.
- ✦ Attended the APICS 1999 International Conference, New Orleans, LA.
- ✦ Attended the Decision Sciences Conference, New Orleans, LA.
- ✦ Attended the Annual SWFAD Conference, Houston, TX
- ✦ Attended the APICS 1998 International Conference, Nashville, TN.

COMPUTER PROFICIENCY:

No.	Description	Software/Program	Nature and Purpose of Use
1	Office Suite	Microsoft Office Lotus Notes	Personal Use Microsoft Specialist (MOS)
2	Statistical Packages	SPSS E-VIEWS MS EXCEL MINITAB	Data analysis and reporting Teaching & Research tools

3	Presentations	MS PowerPoint Adobe Persuasion Corel Presentation Macromedia Action	Teaching Presentations
4	Data Base Management	ORACLE Microsoft SQL MS Access	Application Development and Teaching
5	Project Management	MS Project Primavera	Application Development and Teaching
6	Case Tools	Visible Analyst	Application Development and Teaching
7	Animation, Special Effects and Multimedia	Macromedia FLASH Adobe's Live Motion 3 D Max Studio	Creative Designing of Projects, Presentation, Teaching
8	Web Page Designing and Development	HTML Adobe Photoshop Front Page Dream Weaver	Teaching Web Site Designing
9	Programming	Visual Basic Visual Basic.Net	Programming Development

SERVICE:

1. UNIVERSITY, COLLEGE, AND DEPARTMENTAL SERVICES:

Year	Committee/Assignment
4/2012- 31/08/2013	Associate Dean, School of Management
2/2009-8/2013	<p>Department Assessment Director for the School of Management New York Institute of Technology NYIT, Abu Dhabi Campus, UAE.</p> <p>Here are some of the major activities that I engaged in:</p> <ol style="list-style-type: none"> 1. To coordinate and operationalize all School of Management course-level assessment for the programs and course areas 2. Link these assessments to the programmatic and major-specific learning goals for the academic programs 3. Bring the School's assessment outcomes into compliance with the AACSB Assurance of Learning standards, and the School of Management processes in this area.

2007- 8/2013	<p>Member, MBA and Undergraduate Faculty (NYIT)</p> <p>Here are some of the major activities that I engaged in:</p> <ol style="list-style-type: none"> 1. Coordinator for the MBA comprehensive Seminar 2. Faculty advisor for MIS and MBA students 3. Resolve MIS and MBA students related problems 4. Selecting the textbook
2002- 2007	<p>Member, Laptop Committee United Arab Emirates (UAEU)</p> <p>Here are some of the major activities that I engaged in:</p> <ol style="list-style-type: none"> 1. Supervise and monitor the implementation of the laptop projects at BUSA Dept as well as at the college level 2. Evaluate the Laptop-Teaching proposal and outcomes
2005-2006	<p>Member , Research Committee (UAEU) Review applications by faculty to apply for research grant</p>
2002- 2005	<p>Chair, Technology Committee (UAEU)</p> <p>Here are some of the major activities that I engaged in:</p> <ol style="list-style-type: none"> 1. Planning the computer hardware and software needs for the business department as well as to the college level. 2. Responsible for monitoring the resources base of the college I 3. Providing recommendations to keep the college on the leading edge of technology 4. Studying the computer lab needs in Al-jimi and Al-maqam campuses.
2002-2004	<p>MIS Track Chair, Department of Business Administration, UAEU, UAE</p> <p>Here are some of the major activities that I engaged in:</p> <ol style="list-style-type: none"> a. Representing the MIS team in a department or college meeting. b. Study and analyze any problems referred to me by the department and submit a report with suggested solution. c. Faculty advisor for MIS student for both males and females. d. Coordinate with the college internship committee e. Plan the teaching and research software

	<p>procurement plans in accordance with the college technology committee.</p> <p>f. Resolve MIS students related problems</p> <p>g. Selecting the textbook</p> <p>h. Review the applications for MIS faculty and assistant positions</p> <p>i. Faculty advisor for honor Students</p> <p>j. Faculty advisor for graduate assistants</p> <p>k. Advisor for MIS Student Association for both male and female.</p> <p>l. Faculty supervisor on the internship program</p>
2001- 2007	Advisor, Honor Students (UAEU)
2001- 2005	Advisor for MIS Association (UAEU)
2001- 2005	Member, Curriculum Content & Evaluation Committee (UAEU)
2001- 2005	Member, Faculty Composition and Development Committee (UAEU)
2000- 2001	Member, Graduate Committee Emporia State University (ESU)
1999- 2000	Member, Faculty Appointment, Committee Grambling State University (GSU)
1999- 2000	Member, Faculty Affairs Committee (GSU)
1999- 2000	Member, Faculty Senate (GSU)
1999- 2000	Web Master for CIS Web Page (GSU)
1998- 2000	Member, Information Technology committee (GSU)
1998-2000	Member, Distance Learning Committee (GSU)

2. PROFESSIONAL INVOLVMENT, DEVOLOPMENT AND SERVICE:

- ✦ Reviewer of the 15th Americas Conference on Information Systems (AMCIS 2009)
- ✦ Reviewer of the 12th International Business Information Management Conference (IBIMA), Kuala Lumpur, Malaysia, June 29-30, 2009
- ✦ Reviewer for the Information Resources Management Association (IRMA) 2006 International Conference, Washington, D.C., USA.

- # Reviewer for the Information Resources Management Association (IRMA) 2005 International Conference, San Diego, CA, USA.
- # Reviewer for the IACIS Conference (2005) in Reno, NV, USA.
- # Reviewer for the International Business Information Management Association (IBIMA) 2004, Amman, Jordan.
- # MIS Track Coordinator since Nov. 2002 until fall 2004, UAEU.
- # Juror. Representing UAEU for the UAE Educational IT Challenge 2003- 2006.
- # Reviewer and Discussant for the SWFAD Conference, 2001.
- # Chair for the Session entitled "Case Study Research in Information Systems and Technology, for the DSI 2000.
- # Member in the Editorial Board of the Southwestern Business Administration Journal.
- # Discussant for the Quantitative Methods/POM/MIS/Decision Sciences Track for the Southwest Case Research Association (SWCRC). March 2001.
- # Conducted several teaching forums for CBE Faculty in UAEU title "Getting Started with Blackboard" 2002-2006.

3. MEMBERSHIPS IN PROFESSIONAL ASSOCIATIONS:

- # Association of Information Systems (AIS). 2006-Present
- # Decision Sciences Institute. 1996-Present
- # Project Management Institute. 2007-Present
- # The International Academy of Business and Public Administration Disciplines. 2007-Present
- # Academy of Information and Management Sciences. 2004-present
- # International Association for Computer Information Systems. 2000-present
- # Association of Information Technology Professional (AITP). 2000-present
- # Member of the American Production and Inventory Control Society (APICS). 1996-Present

REFERENCES:

Available upon request.

Faisal Al-Khateeb's Graduate Management Classes

Tennessee State (MBA)

MG 601 Organization Theory	3
MG 611 Administrative Policy	3
MG 608 The Management of Conflict	3
MK 605 Marketing Management	3
MG 606 Production & Operations Management	3
TOTAL CREDITS	15

Louisiana State University (Ph. D.)

ISDS 7910 ISS in Production/Operations Management	3
ISDS 7025 Total Quality Management – Business Entrepreneurship	3
ISDS 7503 Organization & Management of Business Data	3
ISDS 7070 Seminar Advanced Business Problems	3
ISDS 7070 Seminar Advanced Business Problems	3
TOTAL CREDITS	15

JOB CLASS3	8	0	0	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9	8	9
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

<input checked="" type="checkbox"/> Academic	<input 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 N/A Reason Left Promotion and Tenure
 Date Left N/A Salary Paid \$100,160.40

Profile of Person Recommended

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

Name Angela Allen-Bell Sex F Race* B
 (Last 4 digits only) _____

Position Title: Associate Professor of Legal Analysis & Writing Department: Law Center - Instruction

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 11 Southern University Experience 11
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 1998

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Promotion and Tenure

Recommended Salary \$106,170.02 Salary Budgeted \$106,170.02

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001-32020-61003-31000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____
 Position _____
 Status _____
 Salary Adjustment \$100,160.00 \$106,170.02

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
311001-32020-61003-31000	\$100,160.00

*See Reverse Side

Graduate School signature (if, applicable):

Roderick White 3/6/19
 Supervisor Date
Rachel White 3/6/19
 Vice Chancellor Date
James Lewis Jr 3/7/19
 Director/Personnel Date

Gerry Hall 3-6-19
 Dept/Unit Head Date
William K. Pierre 3-6-19
 V/C for Finance and Admin Date
Michael McCants
 Chancellor 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:

Promotion and Tenure beginning in fiscal year 2019-2020.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: V/C Roederick White

NUMBER OF EMPLOYEES SUPERVISED, (if any) 110

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")

SOUTHERN UNIVERSITY LAW CENTER
 CODE _____ EXPIRES _____
 ENCUMBERED / FUNDS AVAILABLE
 DOC. ID US _____
 DATE RA 3/6/19
 H1 _____
 BY J1 [Signature]
 F1 _____
 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)

REC'D UP FIN & BUS OFFICE
 CONTINGENT UPON AVAILABILITY OF FUNDS
 15 APR 7 AM 11:38

JOB CLASS 3	8	0	0	0
JOB CODE	U			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	8	6
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

X 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 N/A Reason Left Promotion and Tenure
 Date Left N/A Salary Paid \$138,000.00

Profile of Person Recommended

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

Name Regina Ramsey James Sex F Race* B
 (Last 4 digits only)

Position Title: Assoc. V/C Evening Division & Emerging Prog. Department: Law Center-Instruction

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 22 Southern University Experience 17
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 1996

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$146,280.00 Salary Budgeted \$146,280.00

Source of Funds State

Identify Budget: State Location 311001-32020-61002-31000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment \$138,000.00 \$146,280.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-32020-61002-31000	\$138,000.00

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

*See Reverse Side Graduate School signature (if, applicable):

Supervisor Frederick White Date 3-6-19
 Vice Chancellor Pauline White Date 3-6-19
 Director/Personnel Sharon Harris for Tracee White Date 3/7/19
 President _____ Date _____

Dean/Unit Head Gene R. Hall Date 3-6-19
 W/C for Fin. and Administration William K. Pierre Date 3-6-19
 Chairman Clarence McCarty Date _____
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____
 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:

Promotion and Tenure beginning in fiscal year 2019-2020.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 150

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")

SOUTHERN UNIVERSITY LAW CENTER
 CODE _____ EXPIRES _____
ENCUMBERED / FUNDS AVAILABLE
 DOC # US: _____
 RA _____
 DATE HI _____
 BY: JI _____
 FI _____
 FO _____

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)

CONTINGENT UPON AVAILABILITY OF FUNDS

REC'D UP FIN&BUS AFFAI
15 MAR 7 AM 11:58

JOB CLASS	3	8	0	0	0
JOB CODE	F				
CAL ID	M				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9	7	4
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CAMPUS: SUS ___ SUBR ___ SULAC X SUAREC ___ SUNO ___ SUSLA ___

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

X 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 N/A Reason Left Promotion and Tenure
 Date Left N/A Salary Paid \$100,000.00

Profile of Person Recommended

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

Name Wendy Shea SS# [REDACTED] Sex* F Race* W
 (Last 4 digits only)

Position Title: Associate Professor of Legal Analysis & Writing Department: Law Center - Instruction

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 6
 Degree(s): Type/Discipline (BA-Education): J. D. Institution/Location (SU-Baton Rouge): Valparaiso University School of Law Year: 2003
B.A. - Social and Behav. Science University of Mary 1998

Current Employer Southern University Law Center

Personnel Action

Check One ___ New Appointment ___ Continuation ___ Sabbatical ___ Leave of Absence ___
 ___ Transfer ___ Replacement ___ Other (Specify) ___ Promotion and Tenure ___

Recommended Salary \$106,000.00 Salary Budgeted \$106,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-32020-61003-31000
 Form Code: BOR10 Page 1 Item # ___

Change of: From To
 Position ___
 Status ___
 Salary Adjustment \$100,000.00 \$106,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-32020-61003-31000	\$100,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Ruedenck W. H. H. 3/6/19
 Supervisor Date

Ruedenck W. H. H. 3/6/19
 Vice Chancellor Date

Jeanne Harris Trace Ward 3/7/19
 Director/Personnel Date

President Date

Ann K. Hall 3-6-19
 Dean/Unit Head Date

Cheryl R. Pierre 3/6/19
 V/C for Fin. and Administration Date

Wendy McClinton
 Chancellor Date

Wendy McClinton
 Vice President/Finance Business Affairs/Comptroller Date

Chairman/S.U. Board of Supervisors Date

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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 Phillipine 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: Promotion and Tenure beginning in fiscal year 2019-2020.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: V/C Roederick White

NUMBER OF EMPLOYEES SUPERVISED, (if any) 110

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")

SOUTHERN UNIVERSITY LAW CENTER
 CODE EXPIRES
 ENCUMBERED / FUNDS AVAILABLE
 DOUS.D.# _____
 RA DATE 3/6/19
 HI _____
 BY J1 _____
 F1 _____
 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)

CONTINGENT UPON AVAILABILITY OF FUNDS

REC'D UP FIN&BUS AFFAI
'19 MAR 7 AM 11:58

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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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) _____ 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 07-01-2019 To 06-30-2020

Effective Date 07-01-2019

Name Dr. Rebecca Chaisson SS# _____ Sex Female Race* Black

Position Title: Associate Professor/Dean of Social Work Department: School of Social Work

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

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 31 Southern University Experience 7

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D. Social Work</u>	<u>Tulane University</u>	<u>1998</u>
	<u>MSW Social Work</u>	<u>Tulane University</u>	<u>1997</u>
	<u>BS Biology</u>	<u>Xavier University</u>	<u>1993</u>

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary \$86,000.00 Salary Budgeted \$86,000.00

Source of Funds State

Identify Budget: General Location _____
 Form Code: BoR-10 Page _____ Item # _____

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Assoc. Prof/Dean of Social Wk</u>	<u>Full Prof/Dean of Social Work</u>
Status	<u>Associate Professor Tenure-track</u>	<u>Full Professor</u>
Salary Adjustment	<u>\$85,000.00</u>	<u>\$86,000.00</u>

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
<u>411001-42610</u>	<u>\$85,000.00</u>

Comments: (Use back of form)

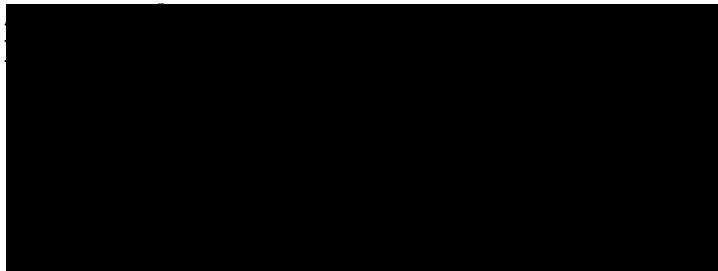
*See Reverse Side

Graduate School signature (if, applicable):

Supervisor AA Mc 03-29-19 Date
 Dean/Unit Head AA Mc 03-29-19 Date
 Vice Chancellor AA Mc 03-29-19 Date
 Chancellor Lucy Mc - Deary 3/29/19 Date
 Director/Personnel AA Mc 3-29-19 Date
 Vice President/Finance Business Affairs/Comptroller _____ Date
 President _____ Date
 Chairman/S.U. Board Of Supervisor _____ Date
 BUDGET OFFICER: AA Mc
 DATE: 3-29-19

Name Rebecca A. Chaisson

Address



Education Ph.D. Tulane University School of Social Work. New Orleans, LA.
MSW. Specialty in mental health. Tulane University School of Social Work. New Orleans, LA 70118.
BS in Biology. Department of Biology. Xavier University. New Orleans, LA 70125.

Certificates/Licenses:

Licensed Clinical Social Worker (LCSW). State of Louisiana.
Board Approved Supervisor. State of Louisiana

Academic Honors and Awards:

Fellowship. Awarded by the Council of Social Work Education
National Institute of Mental Health Award

Professional Experience:

- 1985-present Private practice in psychotherapy, counseling, consulting, death penalty mitigation.
- 1995-1998 Program Coordinator. The Porter-Cason Institute. Tulane University School of Social work. New Orleans, LA 70118
Developed and coordinated activities that support innovative social work education. Developed brochures, coordinated faculty development activities. Conducted focus groups.
- 1991-1992 Executive Director. Metropolitan Area Committee Education Fund. 210 Baronne St. 1148 FNBC Bldg. New Orleans, LA 70112.

Coordinate programs that support public education, i.e. “in-partnerships in education”; mini grants for teachers, math collaborative, community awareness, etc. Develop and implement innovative programs in the private sector that support public education in the New Orleans Public School district.

1987-1991 Coordinator. Orleans Parish Drug Free Schools and Communities Act Program. New Orleans Public School District. 3510 Gen. DeGaulle. New Orleans, LA 70114.

Supervise staff of twenty people. Develop and implement budget, grants, age-appropriate educational programs for public and non-public schools: K—12 grades, drug prevention programs for parents and community groups, coordinate school, community, church, and business substance abuse prevention efforts.

1987 Social Services Coordinator. Sickle Cell Center of Southern Louisiana. Tulane Medical Center. 1430 Tulane Ave. New Orleans, LA 70130.

Administrative management of psycho-social services. Coordinate psycho-social, medical and educational services. Program development. Crisis intervention services for sickle cell patients.

1983-1987 Program Manager. Drug-After Care Program. Family Service of Greater New Orleans. 2515 Canal St. New Orleans, LA 70116.

Administrative management of federally funded contract. Supervision of MSW staff. Case consultation with halfway houses, U.S. probation and parole. Coordination of drug abuse treatment services for clients. Clinical casework with substance abusers. Community education programs.

1978-1987 Clinical Social Worker. Drug-After Care Program. Family Service of Greater New Orleans. 2515 Canal St. New Orleans, LA 70116

Provide individual, family, and group psychotherapy for clients. Intake, treatment planning, and evaluation of clients. Referrals, home visits, and court appearances.

Academic Experience:

August 2013 – Present Assistant Professor – Southern University School of Social Work

July 1, 2006- June 30, 2013 Assistant Professor- Tulane University School of Social Work

- August 2006 –
December 2008 - Interim Director- Institute for the Study of Race & Poverty (2006-2008)
- July 1, 2003 – June 30, 2006 Clinical Assistant Professor – Tulane University School of Social Work. New Orleans, LA. 70118.
- 1999–2003 Assistant Professor. School of Social Work. Louisiana State University. Baton Rouge, LA.
- 1992-1999 Assistant Professor and Coordinator. Program in Substance Abuse. Department of Social Sciences. Southern University at New Orleans. New Orleans, LA 70126
- 1991-1993 Instructor. Northwestern University (Natchitoches, LA). Summer Institute in Substance Abuse.
- 1985, 1986 Guest Lecturer. Department of Sociology/Social Work. Xavier University. New Orleans, LA 70125.

Courses Taught:

Theory/Practice of Counseling
Other Addictions
Wellness: Relapse Prevention
Special Populations and Addictions
Program Development
Multicultural Issues and Addiction
Adolescents and Substance Abuse
Contemporary Family Practice
Addictive Disorders and Women
Drug/Alcohol Abuse: Treatment & Policy
Diversity and Oppression
Advanced Direct Practice
Practice II
Advanced Methods III (Macro Practice- Policy)
Social Welfare History and Policy (Course Coordinator)
SW3900 -Betrayal of the Media: Unpacking the matrix of Race, class, gender, and sexual orientation privilege.
Diversity and Social Justice
Theories of Change (Course Coordinator)
Chemical Addictions

Papers, Presentations, and Panel Discussions

Peer reviewed

- 2011 Employing Core Competencies as a framework for service learning in social work. *Council on Social Work Education (APM)*. Atlanta, Georgia.
- 2011 “Are we there Yet?” Unsettling Feminisms: Disrupting the Center, Dismantling Oppression and Transforming Social Work. Board of Directors of *Affilia*. Chicago, Ill.
- 2009 Research with African-American in Post-Katrina New Orleans. Paper accepted at *Society for Social Work Research*. New Orleans, LA.
- 2007 The Katrina Project. *American Family Therapy Academy*. Vancouver, B.C.
- 2006 The Pedagogy of Evidence-Based Practice (EBP) and the Subjugation of Knowledge. *Race and Pedagogy Conference*. University of Puget Sound.
- 1999 Culturally Competent Mental Health Curriculum for People of Color: An Anti-Racist Approach. *Beyond Stereotypes: Working With And Understanding Diversity*. Charleston, SC.
- 1999 “What Qualitative Research Has Taught Us About Teaching.” Paper presented at the *Conference on Social Work Education*. San Francisco, CA.
- 1998 “Acts of Knowing as Acts of Social Work. Paper presented at the Conference on *Qualitative Research in Education*. University of Georgia. Athens, GA.
- 1998 “Consumer Voice and Agency through Qualitative Research. Poster presentation research for Social Work practice. *Institute for Advancement of Social Research*. North Miami, FL.
- Invited**
- 2009 Community Engagement and Hurricane Katrina. American Family Therapy Association. New Orleans, LA.
- 2009 New Orleans Culture and Post Katrina New Orleans. Presentation to AVODAH, New Orleans, LA.

- 2009 Substance Abuse Treatment- What we know about it. Xavier University at Louisiana. Students in the Minority Research Substance Abuse Program.
- 2008 Cultural Competency and African-Americans. Presentation. REACH NOLA.
- 2008 Institute for the Study of Race and Poverty: Lessons learned. Louisiana State University, Center for Poverty. Baton Rouge, LA.
- 2008 New Orleans and All that Jazz- Cultural relevancy for service learning students. Xavier University of Cincinnati.
- 2006 Diaspora and Right to Return. Tulane University Center for Public Service.
- 1999 Breast Cancer and African-American Women. Black Women's Expo. Biloxi, MS
- 1999 Five Year Strategic Planning. Slidell Housing Authority. New Orleans, LA.

Grants Obtained:

- 2010 Tulane University School of Social Work- Dean's Fund. \$12,000.
- 2008 Tulane University Center for Public Service. Development of Social Work Course on Race, Class and Gender- \$24,000.
- 2006 The Joint Center for Political and Economic Studies: Beyond Courageous Conversation: Race, Class, Gender, Age, and Social Justice in New Orleans. \$41,000.00
- 2006 University of Louisiana at Lafayette, Jail Diversion Program [SAMSHA Fund] – Cultural Competency Consultant. \$12,000/year- 3years.
- 2001 From LSU-CCC for Faculty Incentive for Curriculum Infusion. \$2,000.00

- 1991 From the United States Department of Education for New Orleans Public Schools District. "Project BEST." Self-esteem program for students in grades 7-9. \$1,000,000.00.
- 1991 From Drug Enforcement Administration (D.E.A.) to provide healthy alternatives to drug/alcohol use. \$5,000.00

Committee Service to University:

Accreditation Committee: Student Achievement
Admissions Committee
BSW Committee
Licensing and Testing Committee
Direct Service
Children, Youth and Families
Health and Mental Health
Web Monitoring
Publication

Publications:

Peer reviewed

- Lee, H., Gibson, P. (2011). Elderly Korean immigrants socially and culturally constructed definitions of elder neglect. *Journal of Aging Studies*. 25:126-134
- Chaisson, J., Lewis, M., & Jennings, J. (2007). A Katrina Trilogy: Estrangement, Empowerment and Social Justice. *Reflections*
- Schroeder, J. and Chaisson, R. (2005). "Restorying the defendant's life: Using narrative to revise juror viewpoint in capital cases. *Journal of Ethnic and Cultural Diversity in Social Work*.
- Schroeder, J., Guin, C., Chaisson, R., & Houchins, D. (2004). Pathways to Death Row for America's Disabled Youth: Three Case Studies Driving Reform. *Journal of Youth Studies*. 7:4:451-472.
- Chaisson, R. (2003). "Privileged information, passwords, and politics: What I learned about teaching web-page development on a shoestring budget." *Reflections*, 9(3) Summer 2003. pp. 23-30.

Book Reviews

Chaisson, R. (2004). What's mother got to do with it. (Book review). *Br J Soc Work* 34:749-751.

Chaisson, R. (2000). "Poverty and Social Exclusion in Europe" book review. *Journal of International and Comparative Social Welfare*, XVII (1&2), 181-182.

Invited Chapters

Chaisson, Rebecca (2013) African-Americans and Trauma. Encyclopedia of Traumatology. Sage.

Devine, J., Chaisson, R., & Illustre, V. (2007). Recommitting and Re-Energizing Community Engagement in Post-Disaster New Orleans. *Diversity Web*, 10:3..

Gibson, P., Chaisson, R., & Montgomery, T. (2006). Providing Culturally Sensitive Services to Displaced New Orleans Evacuees. *Child Welfare*, 1:2-4. Washington, DC: NASW

Chaisson, R. (2005). "Anti-smoking policy" in *Drugs and Society* ed. Marshall Cavendish. Pp. 101-103.

Mills, C.H., and Chaisson, R. *The Betrayal of the Media in Advertising and Culture*. ed. Mary Cross. Westport, CT: Praeger Publishers. (1996).

Submitted:

Chaisson, R. Hedgpeth J., Neighbors I., & Doughty, H. (2014) Understanding the academic experiences at a school of social work in the HBCU: What students say. Submitted to the *Journal of Social Work Education*.

Manuscripts In Progress

Chaisson R., and Lewis, J. (2013) Employing Core Competencies as a framework for service learning in social work.

Chaisson, R. and Lewis, J. (2013) Using the Cultural Context Model in an undergraduate social work service learning course to develop skill, attitudes, and behaviors of some core competencies.

Chaisson, R. & Pyles, L. (2013). Research with African-Americans in Post-Katrina New Orleans.

Chaisson, R. & Gibson (2013). Teaching Cultural Diversity in Social Work Education

Chaisson, R. (2013). Beyond Courageous Conversation: Race, Class, Gender and Social Justice in New Orleans.

Reports

Chaisson, R. (2008). Beyond Courageous Conversation: Race, Class, Gender, Age, and Social Justice in New Orleans. A report submitted to the Joint Center for Political and Economic Studies., Washington, D.C.

Chaisson, R. and Agyeman, Y. (2002). "An Evaluation of the Partners in Health: Breast and Cervical Health Cooperative". A report submitted to The Baptist Community Ministries.

Chaisson, R. and Mills, C.H. (1999) A Report on Mental Health and Substance Abuse Treatment Service Issues from Six Focus Groups in Region V." A report submitted to the Region V Office of Mental Health. State of LA.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

--	--	--	--	--	--	--	--	--

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH 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 N/A Reason Left N/A
 Date Left N/A Salary Paid N/A

Profile of Person Recommended

Length of Employment 07-01-2019 To 06-30-2020

Effective Date 07-01-2019

Name Dr. Nabie Y. Conteh SS# _____ Sex Male Race* Black

Position Title: Assistant Professor Department: Computer Information Systems

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

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 21 Southern University Experience 4

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D. Information Systems</u>	<u>University of Maryland</u>	<u>2004</u>
	<u>M.S. Information Systems Mgmt.</u>	<u>University of Maryland</u>	<u>2003</u>
	<u>B.S. Information Systems</u>	<u>Inst. for Info. & Comm. Tech., Enschede</u>	<u>1998</u>

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary \$75,800.00 Salary Budgeted \$75,800.00

Source of Funds State

Identify Budget: General Location _____
 Form Code: BoR-10 Page _____ Item # _____

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Assistant Professor, Bus. Admin.</u>	<u>Associate Professor, Bus. Admin.</u>
Status	<u>Assistant Professor Tenure-track</u>	<u>Associate Professor with Tenure</u>
Salary Adjustment	<u>\$75,000.00</u>	<u>\$75,800.00</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
411001-42320-61003	\$75,000.00

*See Reverse Side Graduate School signature (if, applicable):

[Signature] 3/29/19 Date
 Supervisor Dean/Unit Head
[Signature] 03-29-19 Date
 Vice Chancellor Chancellor
[Signature] 3-29-19 Date
 Director/Personnel Vice President/Finance Business Affairs/Comptroller
 President Date Chairman/S.U. Board Of Supervisor Date

BUDGET OFFICER: [Signature]
 DATE: 3-29-19

Dr. Nabie Y. Conteh
AACSB Academically Qualified

Associate Professor and Chair
Department of Computer Information Systems
Division of Business and Technology
Wiley College
711 Wiley Ave.
Thirkiel Hall - Room 217 c
Marshall, TX 75670
Phone: (802) 822-1622



Citizenship: Naturalized citizen of the United States.

Education

- Ph.D. Information Systems - University of Maryland, Baltimore County (UMBC), 2001-2004
- M.S. Information Systems, University of Maryland Baltimore County, 2003
- M.S. (Honors) Information Systems Management, Ferris State University, Big Rapids, Michigan 2000
- B.S Information Systems, Institute for Information and Communication Technology, Enschede the Netherlands, 1998

Core Skills Set

- Information Systems and Electronic Commerce
- Cyberspace and Cybersecurity
- Knowledge Management and Organizational Learning
- Decision Support Systems
- Systems Modeling and Simulation
- Systems Analysis and Design

Certifications

- Unix Specialist – Computerij Zwolle - Scholarship Award from the European Social Funds, the Netherlands September 1994.
- Compaq Training – Concepts and Facilities June 2000, Vianen, the Netherlands.

Professional Affiliations

- Association of Information Systems (AIS)
- IEEE Computer Society

- Informs
- Decision Sciences Institute
- Member Information Technology Association of America (ITAA)

Technical Skills

- Programming languages: SAS, Java, C, C++, BASIC, PL/SQL
- Computer Applications: MS Office, Visio, Arena, Adobe Photoshop, JBuilder, SPSS, ITIL, Bloomberg
- Operating Systems: MS-DOS, MS Windows 95/98/2000/2003/NT/XP, Novell, Unix, Linux, Tandem,
- Database Applications: Oracle 9i designer, MS SQL, MS Access 7.0, Vineyard, VICP, DHLEasyShip, Remedy,
- Internet Technologies: HTML, XHTML, XML,
- Workflow Tools: Oracle, Arena, Pilot studio, Work point

Work Experience

*Department of Computer Information Systems Division of Business and Technology,
Wiley College
Associate Professor and Chair 08/14 – Present*

Courses Taught

- Management Information Systems (MIS)
- Introduction to Computing
- Networking and Communications

*Gary E. West College of Business, West Liberty University
Associate Professor 08/11 – 08/14*

Courses Taught

- Web Development
- Decision Support Systems
- Systems Analysis and Design
- Data Communications
- Computer Business Applications
- Project Management

*Byrd School of Business, Shenandoah University (SU) – Winchester Virginia
Assistant Professor 08/05 – 08/11*

Courses Taught

- Data Communications
- Systems Analysis and Design

- Data Base Management Systems
- Accounting Information Systems
- Applied Problem Solving Approach
- Management Information Systems and E-commerce
- Quantitative Methods in Decision-Making
- Program Development
- Problem Solving Approach with the use of Computer Applications
- Multimedia Systems
- Database Systems: Design, Implementation and Management

Adjunct Assistant Professor: Spring and Summer 2004 - 2013

Graduate School of Management & Technology University of Maryland University College (UMUC) – Adelphi, Maryland

Courses Taught

- Cyberspace and Cybersecurity
- Computer Infrastructure
- Managing People in Technology-based Organizations
- Management of Technology
- Emerging Technology

Service at Shenandoah University

- Member - The university-wide Information and technology committee.
- Member - The Information Literacy committee.
- Member - The students affairs committee
- Web Admin for Sedona and now Digital Measures

Other Activities

Participated in the Byrd School of Business, Shenandoah University AACSB accreditation sessions - We reviewed and re-crafted the response to preliminary recommendations from the AACSB review committee.

Non-Academic Work

- Consulting for Kendall/Hunt publishing Company on the publication of Information Systems and Electronic Commerce Textbooks - Since 2006

Coordinator, IT Operations & Vehicle Chip Programming, Getronics Transaction Services (GTS) and EuroShell International (1999 -2001)

- Served as coordinator for the IT Operations Department and EuroShell International at the Getronics Transaction Services (GTS)
- Responsible for overseeing the processing of credit cards such as diners, visa, Master Card and American Express.

- Oversaw the processing of financial transactions of credit card companies and other financial institutions.
- Utilized computers in engineering design and management (engineering software, Spreadsheets, word-processing, database management and, scheduling).
- Experienced in operating and troubleshooting server-based software including client-based operating systems and productivity software such as Microsoft Office suite (Excel, Word, Access, and Power Point).

IT Specialist (1/2nd line Support) (98 –99)

ABN AMRO Bank (Dealing room/Trading floor Specific Applications)

- Rendered 1st and 2nd line technical support to Bank clients with financial applications such as Bloomberg, Reuters in the dealing room/trading floor.
- Installed, maintained and did troubleshooting on workstation, servers, printers, modems, etc. Installing, configuring and troubleshooting software and applications on UNIX and NT based platforms.
- Implemented configuration, maintenance, upgrade and change management of programs and applications on servers and client workstations of traders on the trading floors and Bank clients as well.

Academic Awards & Honors

- Doctoral Dissertation Fellowship Award, Spring 2004, University of Maryland, Baltimore County
- Research Assistantship Award funded from National Science Foundation (NSF) Grant, University of Maryland Baltimore County. 2002-2004.
- Award of Highest Distinction in MBA, Ferris State University, Michigan, 2000.
- Research Assistantship Award funded from Maryland Industrial Partnership Society (MIPS) Grant, University of Maryland Baltimore County. 2001-2002.
- Fellowship Award from the Netherlands Fellowships Program (NFP), International Institute for Aerospace Survey and Earth Sciences (ITC), the Netherlands. 1993-1994.
- Scholarship Award from the European Social Funds, the Netherlands 1999.

Languages Spoken

English, Dutch, Russian, German, and 4 African Languages

Peer-Reviewed Journal Articles

[1] Conteh, N. Y. (2011). The Hybrid Design: Integrating Human and Technical Components in the Design of Just-In-Time Knowledge Management Systems. *The Journal on Systemics, Cybernetics and Informatics*. Vol. 8 (No. 2) pp. 1 -5.

[2] Conteh, N.Y (2009). The Hypothesis Testing of Decision Making Styles in the Decision Making Process. *Journal of Technology Research (Academic and Business Research Institute (AABRI))*. Vol. 1 (ISSN: 1941-3416 Online).

[3] Conteh, N.Y (2007). IT in Africa: Past and Current Trends, Achievements and the Future. (*Association of Third World Studies*). *Congressional Quarterly* November 18 -20, 2007.

[4] Conteh, N.Y., Forgionne, G., G. Schulte, W., & O'Sullivan, K. (2006). The Merits of a just-In-Time Knowledge (JITKM) Management Approach to Decision Making Support. *Journal of Information and Knowledge Management*. Vol. 5 (No. 4) pp. 269 - 277.

[5] Conteh, N.Y and Forgionne, G (2005). A Just in time Approach to Intelligent Decision Support Systems. *Journal of Decision Systems*. Vol. 14 (No. 1-2/2005, P. 39 – 54.

[6] Conteh, N. Y., "HIPAA – Review of Case Studies" HIMSS HIPAA SIG Newsletter *Advocacy, Transactions, Case Studies* (May, 2002). **Newsletter**

Refereed Conference Proceedings

[1] Conteh, N.Y (2011). The Culpability of the Trans-Atlantic Slave Trade: Information Technology. Proceedings of the 29th Annual Conference of *Association of Third World Studies (ATWS)*, Bahia, Brazil, November 20 -23, 2011.

[2] Conteh, N. Y. (2010). Properly Balancing a Hybrid: Integrating Human and Technical Components in the Design of Just-In-Time Knowledge Management Systems. *Proceedings of the International Conference on Engineering and Meta-Engineering (ICEME) collocated with the 16th International Conference on Information Systems Analysis and Synthesis: ISAS April 6th - 9th; 2010 – Orlando, Florida, USA chaired a session at the proceedings and received the best paper award.*

[3] Conteh, N. Y. & Pineno, C. (2008). Enhancing Decision-Making and Facilitating Problem Solving By Organizing Data and Information and Preventing Information Chaos. Proceedings of the *National Decision Sciences Institute (DSI) 39th Annual Conference, Baltimore, MD, November 22-25, 2008, 1-6.*

[4] Conteh, N.Y & Forgionne, G. (2007). The Merits of Data Gathering and Hypothesis Testing through Simulation Modeling. *Society for the Advancement of Management (SAM) International Business Conference, Las Vegas, Nevada. March 25-28, 2007*

[5] Conteh, N. Y. & Forgionne, G. (2004). Simulation Modeling as an Information Systems Evaluation Tool. *35th annual conference of the Decision Sciences Institute, Boston, November 22 – 25, 2004, 1501-1506.*

[6] Conteh, N. Y. & Forgionne, G. (2003). Delivering Enhanced Decision Making Support through Intelligent Just-In-Time Decision Support Systems. *34th annual conference of the Decision Sciences Institute, Washington D.C, pp. 1 – 6. November 22 – 25, 2003. 1-6.*

[7] Conteh, N. Y. & Forgionne, G. (2003). Intelligent Decision Making Support, through Just-In-Time Knowledge Management. *7th International Conference on Knowledge-based Intelligent Information and Engineering Systems, Oxford University, UK, 101-106.*

Book Chapters

[1] Conteh, N.Y (2011). Hypothesis Testing of the Efficacies of Africentric Decision-making Styles through Simulation Modeling. In Ishmael Munene (Ed.) *An Interdisciplinary Primer in African Studies. Lexington Books.*

[2] Conteh, N.Y. & Forgionne, G. (2006). A Simulation Study of Just-In-Time Knowledge Management (JITKM). In Guisseppi Forgionne, Jatinder Gupta, Manuel Mora (Ed.) *Intelligent Decision-Making Support Systems (i-DMSS): Foundations, Applications and Challenges.* London, UK: Springer Verlag. pp 187-197

[3] Conteh, N. Y. & Forgionne, G. (2005). The Design of Dynamic Just-in-time Agent Technology through Simulation Modeling. In Gloria E. Philips-Wren & Lakhmi C. Jain (Ed.) *Intelligent Decision Support Systems In Agent-Mediated Environments,* (pp. 91-101) Amsterdam, The Netherlands: IOS Press.

Research in Progress

[1] The Impact of Information Technology on Competitive Advantage and Productivity: A Critical Analysis of Empirical Studies. (10/2013)

[2] Ethical and Privacy Issues in Social Networking. (10/2013)

[3] Post-conflict Infrastructure Reconstruction – Integration of Postwar Situational Factors in the Cost Estimating: The Case of South Sudan (in review 2014)

Research Fellowships/Assistantship Grants Awarded

Spring 2004 – “Doctoral Dissertation Fellowship funded by the Graduate School of the University Maryland Baltimore County”.

2003 - "Research Assistantship funded from National Science Foundation (NSF) Grant, University of Maryland Baltimore County. 2002-2004". National Science Foundation (NSF).

2002 - "Research Assistantship funded from Maryland Industrial Partnerships (MIPS) Grant, University of Maryland Baltimore County. 2001-2002.," Maryland Industrial Partnerships (MIPS) Grant, University of Maryland Baltimore County.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	F	9	8	4	8
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2019 To _____
Effective Date 08/01/2019

Name Albert Clark SS# _____ Sex M Race* B
(Last 4 digits only)

Position Title: Professor with Tenure Department: College of Business / Mgmt & Mktg

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 PAR, if applicable.)

Years Experience 43 Southern University Experience 43
Degree(s): Type/Discipline (BA-Education): JD (Juris Doctorate) Institution/Location (SU-Baton Rouge): SUBR Law Center Year: 1975
BS North East / LA University of Monroe 1972

Current Employer Southern University

Personnel Action

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

Recommended Salary 86,328 Salary Budgeted 86,328

Source of Funds State

Identify Budget: 211001-22207-61003-21000 Location _____
Form Code: _____ Page _____ Item # _____

Change of: _____
Position Tenured Associate Professor From Professor with Tenure To
Status _____
Salary Adjustment 74,143 86,328

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
211001-22207-61003-21000	\$74,143

*See Reverse Side Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor Date <u>3/29/19</u>	<u>[Signature]</u> Dean/Unit Head Date <u>3/29/19</u>
<u>[Signature]</u> Vice Chancellor Date <u>3/29/19</u>	<u>[Signature]</u> Cancellor Date <u>3/29/19</u>
<u>[Signature]</u> Director/Personnel Date <u>3/29/19</u>	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller Date <u>3/29/19</u>
_____ 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:

Promoted from Tenured Associate Professor to Tenured Professor.

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8 AM – 5 PM

EMPLOYEE DIRECT SUPERVISOR: Dr. Jose Noguera

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225 771 5640

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)

REC'D UP FIN&BUS AFFAI
'19 APR 1 08:06

SOUTHERN UNIVERSITY
BUDGET OFFICE

MAR 29 2019

Ypd/mes
FUNDS AVAILABLE

Rev. 07/24/2007

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	F	9	8	6	5
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2019 To _____
Effective Date 08/01/2019

Name Koffi Dodor SS# _____ Sex M Race* B
(Last 4 digits only)

Position Title: Associate Professor with Tenure Department: College of Business / Accounting

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 14 Southern University Experience 6

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>PHD ACCT</u>	<u>JACKSON STATE UNIVERSITY</u>	<u>2011</u>
	<u>PHD BUS ADMIN</u>	<u>JACKSON STATE UNIVERSITY</u>	<u>2007</u>
	<u>MS ECONOMICS</u>	<u>NATIONAL UNIVERSITY OF TOGO</u>	<u>1994</u>

Current Employer Southern University

Personnel Action

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

Recommended Salary 99,600 Salary Budgeted 99,600

Source of Funds State

Identify Budget: 211001-22205-61003-21000 Location _____
Form Code: _____ Page _____ Item # _____

Change of:
Position Probationary Assistant Professor Associate Professor with Tenure
Status _____
Salary Adjustment 98,800 99,600

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
211001-22205-61003-21000	\$98,800

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor	<u>3/29/19</u> Date	<u>[Signature]</u> Dean/Unit Head	<u>3/29/2019</u> Date
<u>James H. Ammons</u> Vice Chancellor	<u>3/29/19</u> Date	<u>[Signature]</u> Chancellor	<u>3/29/19</u> Date
<u>[Signature]</u> Director/Personnel	<u>3/29/19</u> Date	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller	<u>3/29/19</u> Date
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino 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:

Promoted from Tenured Associate Professor to Tenured Professor.

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8 AM – 5 PM

EMPLOYEE DIRECT SUPERVISOR: Dr. Ghirmay Ghebreyesus

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225 771 5640

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)

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE

MAR 29 2019

[Signature]
FUNDS AVAILABLE

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19 APR 1 AM 9:06

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	F	9	8	5	3
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2019 To _____
Effective Date 08/01/2019

Name George Kirk SS# [REDACTED] Sex M Race* W
(Last 4 digits only)

Position Title: Professor with Tenure Department: College of Business / Mgmt. & Mktg.

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 31 Southern University Experience 22

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>PHD - MKTG</u>	<u>TEXAS TECH - TEXAS</u>	<u>1996</u>
	<u>MBA - MKTG</u>	<u>SOUTHERN ILLINOIS UNIV - CARBONDALE</u>	<u>1986</u>
	<u>BS - ADM SYS MGMT</u>	<u>SOUTHERN ILLINOIS UNIV - CARBONDALE</u>	<u>1984</u>

Current Employer Southern University

Personnel Action

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

Recommended Salary 86,328 Salary Budgeted 86,328

Source of Funds State

Identify Budget: 211001-22207-61003-21000 Location _____
Form Code: _____ Page _____ Item # _____

Change of: _____
Position Tenured Associate Professor From To Professor with Tenure
Status _____
Salary Adjustment 74,143 86,328

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
211001-22207-61003-21000	\$74,143.00

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 3/29/19
Supervisor Date
James H. Ammons 3/29/19
Vice Chancellor Date
[Signature] 3/29/19
Director/Personnel Date

[Signature] 3/29/19
Dean/Unit Head Date
[Signature]
Vice President/Finance Date
[Signature] 3/29/19
Business Affairs/Comptroller Date

President _____ Date _____

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

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

- 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:

Promoted from Tenured Associate Professor to Tenured Professor.

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8 AM – 5 PM

EMPLOYEE DIRECT SUPERVISOR: Dr. Jose Noguera

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225 771 5640

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)
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- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE

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MAR 29 2019

[Signature]
FUNDS AVAILABLE

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	F	9	7	1	9
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

<input checked="" type="checkbox"/> Academic	<input 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 checked="" 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 SAME Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 07/01/2019 To _____
 Effective Date 08/01/2019

Name Jose Noguera SS# S [REDACTED] Sex M Race* India
(Last 4 digits only)

Position Title: Professor with Tenure Department: Col of Business / Mgmt & Mktg (Ebiz)

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 17 Southern University Experience 13
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
PHD BUS ADMIN/INFO SYS LSU - BR 2000
M. SC. INFO SYS LSU - BR 1996
M. SC OCEANOGRAPHY LSU - BR 1994

Current Employer Southern University

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Promotion with Tenure

Recommended Salary 86,328 Salary Budgeted 86,328

Source of Funds State

Identify Budget: 211001-22207-61003-21000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Tenured Associate Professor (2F9719-03)</u>	<u>Professor with Tenure</u>
Status	_____	_____
Salary Adjustment	<u>85,855</u>	<u>86,328</u>

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
211001-22207-61003-21000	\$85,855

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor <u>James H. Armons</u> Date <u>3/29/19</u>	<u>[Signature]</u> Dean/Unit Head <u>[Signature]</u> Date <u>3/29/2019</u>
<u>[Signature]</u> Vice Chancellor <u>[Signature]</u> Date <u>3/29/19</u>	<u>[Signature]</u> Chancellor <u>[Signature]</u> Date <u>3/29/19</u>
<u>[Signature]</u> Director/Personnel <u>[Signature]</u> Date _____	<u>[Signature]</u> Vice President/Finance <u>[Signature]</u> Date _____
<u>[Signature]</u> Business Affairs/Comptroller <u>[Signature]</u> Date _____	
President _____ Date _____	Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ 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:

Promoted from Tenured Associate Professor to Tenured Professor.

EMPLOYEE REGULAR WORK SCHEDULE: Monday -- Friday

EMPLOYEE DIRECT SUPERVISOR: Dr. Donald Andrews

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225 771 5640

NUMBER OF EMPLOYEES SUPERVISED, (if any) 11 employees

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	CODE	EXPIRES
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)
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- _____ 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)

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE

MAR 23 2019

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FUNDS AVAILABLE

Rev. 07/24/2007

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	F	9	8	6	3
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2019 To _____
 Effective Date 08/01/2019

Name Joseph Omonnk SS# [REDACTED] Sex M Race* B
 (Last 4 digits only)

Position Title: Professor with Tenure Department: College of Business / Accounting

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 23 Southern University Experience 8

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>PHD ACCOUNTING</u>	<u>LSU - BR</u>	<u>2007</u>
	<u>MBA ACCT & FINC</u>	<u>MAKERERE UNIVERSITY, KAMPALA</u>	<u>1997</u>
	<u>ACCOUNTING</u>	<u>MAKERERE UNIVERSITY, KAMPALA</u>	<u>1990</u>

Current Employer Southern University

Personnel Action

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

Recommended Salary 125,800 Salary Budgeted 125,800

Source of Funds State

Identify Budget: 211001-22205-61003-21000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 Position Probationary Associate Professor From To Professor with Tenure
 Status _____
 Salary Adjustment 124,800 125,800

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
211001-22205-61003-21000	\$124,800

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor Date <u>3/29/2019</u>	<u>[Signature]</u> Dean/Unit Head Date <u>3/29/2019</u>
<u>James N. Amuns</u> Vice Chancellor Date <u>3/29/19</u>	<u>[Signature]</u> Chancellor Date <u>3/29/19</u>
<u>[Signature]</u> Director/Personnel Date <u>3/29/19</u>	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller Date <u>3/29/19</u>
_____ 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 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:

Promoted from Tenured Associate Professor to Tenured Professor.

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8 AM to 5 PM

EMPLOYEE DIRECT SUPERVISOR: Dr. Ghirmay Ghebreyesus

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225 771 5640

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):

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- _____ 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)

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE

MAR 20 2019

[Signature]
FUNDS AVAILABLE

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19 APR 1 AM 9:06



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

April 9, 2019

Dr. Ray Belton
President-Chancellor
Southern University and A&M College
Baton Rouge, LA 70813

Dear Dr. Belton:

Re: Salary Adjustment for SULS Employees

Please accept this correspondence requesting approval to adjust the salaries for the following positions within the Southern University Laboratory School organization: Assistant Principal, Director of Virtual School, and Dean of Students/Head Football Coach. Attached to this document are the resumes for the aforementioned positions. The Laboratory School is comprised of a traditional school with pre-k through 12th grade student enrollment of 320 students and a virtual school with kindergarten through 12th grade serving 367 students. The total enrollment for both schools is 687 students.

In previous years, Southern University Laboratory School (SULS) and Southern University Laboratory Virtual School (SULVS) have suffered with inconsistency in leadership for the past several years. The salary adjustments for the Director of the Virtual School and the Assistant Principal will bring them inline with the salaries of their counterparts in surrounding school systems and parishes thus providing continued stability in the school. The salaries for these positions (Assistant Principal and Virtual School Director) will be \$86,000.00 (Current Salary \$75,000).

Finally, we have initiated many projects relative to facility maintenance and "upkeep" of the Laboratory School. We are in need of an individual to oversee and assist with the management of this process; therefore, the duties and responsibilities for the Dean of Students/Head Football Coach will increase. This position will also facilitate the needs of the school in relationship to Southern University facilities department. The salary for this position (Dean of Students/Head Football Coach) will be \$85,000.00 (Current Salary 70,000).

Southern University Laboratory School Virtual School Director (SULVS): Nadia Washington Seals (see attachment for resume)

The Southern University Laboratory School Virtual School Director oversees the day to day operations of SULVS. The current enrollment of the virtual school is approximately 367 students (K-12). The daily responsibilities of this position includes but are not limited to the following:

1. Processes student applications.
2. Implements enrollment procedures.
3. Oversees the review of IEP plans in conjunction with state and federal guidelines.
4. Oversees the review of 504 plans in conjunction with state and federal guidelines.
5. Supervises the Academic Advisor (Counselor).
6. Acts as a liaison between K12 Education, Fuel Education, and SULS.
7. Monitors the academic progress of students.
8. Oversees and plans for state testing (LEAP, ACT, and EOC).
9. Oversees Louisiana State Department of Education state reporting.
10. Implements Board Approved Pupil Progression as needed (Promotion Standards).
11. Develops and implements student success guide (Virtual School Handbook).
12. Oversees student integration with Student Information System (JCAMPUS, PEAK, and OLS).

This adjustment will capitalize on Mrs. Seals' experiences and expertise within the K-12 educational setting.

Southern University Laboratory School Assistant Principal: Renita H. Sherrard (see attachment for resume)

The Southern University Laboratory School Assistant Principal will continue assist the Director with the day to day operations of the school. The current enrollment of the school is 320 students (PreK-12). The daily responsibilities of this position includes but not limited to the following:

1. Promotes the mission, vision, and goals of the Director.
2. Communicates High Expectations for ALL.
3. Quality assurance officer for teaching and learning.
4. Oversees student enrollment for Pre-K to 12.
5. Manages Organizational Systems and Safety.
6. Promotes Collaboration with families and community members.
7. Oversees COMPASS Evaluation System for Pre-K to 12.
8. Oversees student integration with Student Information System (JCAMPUS).
9. Oversees student discipline in conjunction with the Student Rights & Responsibilities Handbook.
10. Monitors academic progress of students.
11. Oversees the review of 504 plans in conjunction with state and federal guidelines.

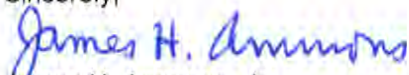
Southern University Laboratory School Dean of Students/Head Football Coach: Darrell Asberry (Resume is attached)

The Dean of Students will continue to assist students, parents/caregivers, teachers, faculty, and administrators in understanding and relating to the school's mission and vision. In general, the Dean of Students will serve as a link between students, parents, and administration. The daily responsibilities of this position includes but not limited to the following:

1. Facilitates academic and behavioral intervention responses.
2. Conferences with students, parents/caregivers and teachers where individual student academic and behavioral problems are involved.
3. Assists teachers and school counselors to better understand and work more effectively with students having school-related problems.
4. Acts as resource for teachers, and school counselors regarding student achievement, attendance, behavior, and other problems.
5. Develops and implements effective community relations programs.
6. Provides educational leadership by creating an environment conducive to teaching and learning
7. Administers and supervises all school activities.
8. Assists in administering the total school health program, including student insurance, school immunization records, student and employee accident reports, and providing basic first aid until professional care is available.
9. Assists in providing plant and campus security.
10. Prepares and submit reports as required for the effective operation of school facilities.
11. Plans, prepares, and distributes student and teacher handbooks and monitors compliance.
12. Interprets and administers policies, rules and regulations, established by the legislature, by state and local boards of education, school district administration, and school administration.
13. Acts as a liaison between SUBR and SULLS facilities management.
14. Coordinates the ordering of supplies and materials for custodial services.
15. Oversee the daily operation of the Football program (students and staff).
16. Monitors compliance in relationship with the Louisiana High School Athletic Association (LHSAA).
17. Performs other duties as assigned by the principal and/or assistant principal.

Your favorable response to the request of salary adjustments for these three position will be highly appreciated.

Sincerely,



James H. Ammons, Jr.
Executive Vice President/Executive Vice Chancellor

Attachments

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	8	8	1
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

<input checked="" type="checkbox"/> Academic	<input 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

RECEIVED

MAR 22 2019

Office of the Executive Vice President
for Academic Affairs and Provost

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

Profile of Person Recommended

Length of Employment 12 months To Present
Effective Date April 01 2019

Name Darrell Asberry SS# 9119 Sex F Race* Black
(Last 4 digits only)

Position Title: Dean of Students/Head Football Coach Department: Southern University Laboratory School

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 12 years Southern University Experience 12 years
Degree(s): Type/Discipline: M.S. Supervision & Admin Institution/Location: Nicholls State University Year: 2012
B.S. Elementary Education University of Louisiana Lafayette 1993

Current Employer Southern University Laboratory School

Personnel Action

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

Recommended Salary \$85,000 Salary Budgeted \$85,000

Source of Funds General Fund

Identify Budget: 211001-22281-24100 Location Southern Laboratory School
Form Code: 61000 Page 1 Item # _____

Change of: From To
Position _____
Status _____
Salary Adjustment \$65,000 \$85,000

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
State	

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 3/22/19
Vice Chancellor [Signature] Date 3/27/19
Director/Personnel [Signature] Date 4/1/19
President _____ Date _____

Dean/Unit Head [Signature] Date 3/28/19
Chancellor _____ Date _____
Vice President/Finance Business Affairs/Comptroller _____ Date _____
Chairman/S.U. Board of Supervisors _____ Date _____

2019 MAR 28 P 1:42

SOUTHERN UNIVERSITY
HUMAN RESOURCES

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: SUBR has initiated many projects relative to facility maintenance and "upkeep" of the Laboratory School. We are in need of an individual to oversee and assist with the management of this process; therefore, the duties and responsibilities for the Dean of Students/Head Football Coach will increase. This position will also facilitate the needs of the school in relationship to Southern University facilities department. The salary for this position (Dean of Students/Head Football Coach) will be \$85,000.00.

EMPLOYEE REGULAR WORK SCHEDULE: 7:30 am to 4:30pm M-F

EMPLOYEE DIRECT SUPERVISOR: Herman R. Brister

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-3490

NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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/UncI 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)

DARRELL R. ASBERRY

Professional Objective: To be affiliated with a strong collegiate athletic football program whose focus is driven by stellar academic and athletic opportunity and performance, and whose total commitment is the overall well-being of its student athletes.

Personal Commitment: As a leader and mentor, it is my obligation and total responsibility to instill a winning attitude of performance on and off the field, by building character, motivating, and providing tireless assistance to every student.

Education: Bachelor of Science, Criminal Justice, 1994, Jackson State University, Jackson, MS. (1990-94)

PROFESSIONAL HISTORY

Head Football Coach/Dean of Students, Southern University Laboratory, Baton Rouge, Louisiana (2017-Present)

- Arranges practices and recruits new players
- Coordinates and supervises the Football program and team.
- Promotes an appreciation of physical fitness, teamwork, and sportsmanship.
- Designs training program and game program.
- Organizes and supervises the coaching staff to assure that the program is properly implemented.
- Communicates effectively with all members of the school district and community
- 2018 6-1A District Champ (11-1)
- 2018 6-1A District Coach of The Year

Color Commentator, Jackson State Football, Jackson, Mississippi (2016-Present)

- Radio and Television Commentator

Dean of Students/Parent Liaison, Belaire High School, Baton Rouge, Louisiana (2016-2017)

- Visited the families of current or potential students; provided information about the school district and offered to enroll the children;
- Maintained records of involvement with parents and families;
- Assisted developed the children and families' relationships with the school district; and
- Assisted the principal with daily duties

DARRELL R. ASBERRY

- Responsible for play selection
- Participated in athletic club fundraising activities
- Monitored activities regarding team travel and game scheduling
- Advised team members of behavioral standard policies & procedures
- Provided fundamentals of releases and route running
- Provided techniques in reading defensive schemes
- Taught proper agility and proper mechanics

Wide Receivers Coach, Jackson State University, Jackson, MS (1996)

- Taught proper football techniques and fundamentals
- Provided instruction and direction for defensive coverage

ADDITIONAL CAREER ACHIEVEMENTS

- 2010 & 2008 & 2007 Pigskin Club of Washington, DC – Named *CIAA Coach of the Year Award*
- 2010; 100% Wrong Club Coach of the Year
- 2009; Quintez Smith named CIAA Defensive Player of the Year
- 2009; Quintez Smith named 1st Team AFCA ALL-AMERICAN Team
- 2007-08 Louis Ellis named CIAA Defensive Player of the Year and was ranked #2 in NCAA Division II in Tackles for loss.
- 2007-08 Team won the Western Divisional Championship
- 2007-08 Pigskin CIAA Coach of the Year
- 2008 Team (Shaw University) won the second consecutive CIAA Championship
- 2007 Four players selected to all conference 1st Team
- 2007 Team (Shaw University) won the conference championship
- 2005 Team (North Carolina Central University) won the conference championship
- 2005 Black College Football National Championship
- 2005 Central Intercollegiate Athletics Association Champions

ATHLETIC ACCOMPLISHMENTS

Player, Wide Receiver, Amsterdam Admirals of the World Football League, 1995

Player, Wide Receiver & Quarterback, Shreveport Pirates of the Canadian Football League, 1994

PROFESSIONAL AFFILIATIONS/ORGANIZATIONS:

2000-Present American Football Coaches Association

1999 Galloway Elementary School PTA

1994-Present Alumni Association, Jackson State University

DARRELL R. ASBERRY

Coaching Accomplishments

- Won 2007, 2008 & 2010 CIAA Football Championship Title; *1st Back to Back in School History*
- Won 2007, 2008 & 2010 Western Division Championship Title
- 2008 Bears ranked #1 in NCAA Division II in Rushing Defense, Tackles for Loss, Sacks & Total Defense
- Four-year overall finish @ 34-10; Four season conference 27 – 4
- 2010 – 2011 Graduated 18 players
- 2007 – 2009 Graduated 35 players

Assistant Head Coach/Offensive Coordinator, North Carolina Central University, Durham, NC (2004-2006)

- Organized and coordinated the offensive direction for the team
- Developed special skills and training program for quarterbacks and wide receivers

Offensive Coordinator, Coahoma Community College, Clarksdale, MS. (2003-2004)

- Organized and coordinated the offense
- Developed special skills and training program for quarterbacks and wide receivers
- Provided counseling and precise instruction to meet complete needs of student-athlete

Offensive Coordinator, Jackson State University, Jackson, MS (2000-2003)

- Coordinated and organized the offensive direction for team
- Developed special skills and training program for quarterbacks and wide receivers
- Provided counseling and precise instruction to meet the overall development of student-athletes

Running Back Coach, Jackson State University, Jackson, MS (1999-2000)

- Taught technical skills needed to play the running back position
- Developed game plan strategy through involvement in the video breakdown of all opponents
- Assessed performance and evaluated running backs after each game

Head Baseball Coach/Offensive Coordinator/Wide Receivers & Quarterback Coach, Albany State University, Albany, GA (1997-1999)

- Administrator of specific skills and fundamentals disseminated to players
- Organized offensive game preparation

DARRELL R. ASBERRY

Head Football Coach, Texas Southern University, Houston, Texas (2012-2015)

- Assisted players to develop a competitive nature; ethical behavior and good sportsmanship;
- Assisted players in the development of leadership skills;
- Involved in meeting with players, parents, scouts and other relevant individuals in discussing the enrollment of a new player in a specific program.
- Involved with assistant coaches in developing game plans, overseen and decided on changes to plans during actual games.
- Organized season timetable
- Monitored other college teams to prepare tactical strategies
- Prepared and conducted training sessions, ensuring all aspects met NCAA, college and conference regulations
- Monitored players' grades, ensuring they maintained university academic standards
- Prepared and managed team budget

- **Coaching Accomplishments**
 - 2015, 5th round NFL Draft Pick Tray Walker
 - 2014, Corey Carter name 1st Team SWAC ALL-AMERICAN Team

- **NCAA Division I Academic Progress Rate (APR) Accomplishments**
 - Texas Southern University 2012-2013 Academic Year – 969 APR
 - Graduated 19 players
 - Texas Southern University 2013 -2014 Academic Year – 972 APR
 - Graduated 7 players
 - Texas Southern University 2014-2015 Academic Year – 955 APR
 - Graduated 21 players
 - Texas Southern University 2012-2016 (Post-Secondary Education)
 - 16 players participated while enrolled in graduate studies

Head Football Coach, Shaw University, Raleigh, North Carolina (2006-2011)

- Assisted players to develop a competitive nature; ethical behavior and good sportsmanship;
- Assisted players in the development of leadership skills;
- Involved in meeting with players, parents, scouts and other relevant individuals in discussing the enrollment of a new player in a specific program.
- Involved with assistant coaches in developing game plans, overseen and decided on changes to plans during actual games.
- Organized season timetable
- Monitored other college teams to prepare tactical strategies
- Prepared and conducted training sessions, ensuring all aspects met NCAA, college and conference regulations
- Monitored players' grades, ensuring they maintained university academic standards
- Prepared and managed team budget

DARRELL R. ASBERRY

References:

Dr. Charles McCleand
Southwestern Athletic Conference
Commissioner
2101 6th AVE N
Birmingham, AL 35203
281-772-6472

Rod Broadway
Head Football Coach, North Carolina A&T State University
1601 E Market St.
Greensboro NC 27411
(336) 541-0717

Doug Williams
21300 Redskin Park Dr.
Ashburn, VA 20147
Senior Vice President of Player Personnel for the Washington Redskins
813-767-1487

Dianthia Ford-Kee
Director of Athletics Mississippi Valley State University
14000 Hwy 82 W/MVSU
#7246
Itta Bena MS, 38941
(919) 696-7462

Robert (Rob J.) Jeuit
Executive Director of University Communications
Jackson State University
(601) 953-6244

Tommy Robinson
Skip Bertman Dr.
Baton Rouge LA 70820
Assistant Head Coach/ Running Backs at LSU
225-335-8621

SOUTHERN UNIVERSITY LABORATORY SCHOOL
DEAN OF STUDENTS JOB DESCRIPTION

POSITION TITLE: Dean of Students

REPORTS TO: Laboratory School Director

SALARY: Commensurate with qualifications

TERMS OF EMPLOYMENT 12 Months

PREPARED BY: Laboratory School Director

APPROVED DATE: _____

SUMMARY:

The Dean of Students is a member of the school's administrative team who reports directly to the Director of the Laboratory School. The Dean of Students will assist students, parents/caregivers, teachers, faculty, and administrators in understanding and relating to the school objectives and ... missions. In general, the Dean of Students will serve as a link between students and administration.

Specific Job Requirements:

Must be proficient with long and short-term planning.
Must have a high level of organization, energy, enthusiasm, and creativity.
Must have strong, persuasive communication skills (oral, written and electronic).
Must be knowledgeable of managing the day-to-day technical and scientific operations of an informal and clinical environment.

Responsibilities:

- Maintains a safe, secure, clean, and aesthetically pleasing physical plant.
- Coordinates with SUBR maintenance department as it relates to physical plant maintenance
- Coordinates the ordering of supplies and materials for custodial services
- Establishes and/or implements policies, regulations, and procedures that promote effective school operations.
- Maintains a positive school environment where proper student discipline is the norm. Assigning and evaluating all staff effectively and taking other appropriate steps to build an effective school staff (utilizing approved LDOE Policies)
- Provides and coordinates appropriate co-curricular and extra-curricular activities.
- Uses shared decision making effectively in the management of the school.
Manages time and delegates appropriate administrative tasks to maximize attainment of school goals.

- Uses available technology to manage school operations.
Monitors and evaluates school operations and uses feedback appropriately to enhance effectiveness.
- Conferences with students, parents/caregivers and teachers where individual student academic and behavioral problems are involved.
- Assists teachers and school counselors to better understand and work more effectively with students having school-related problems
- Acts as resources for teachers, and school counselors regarding student achievement, attendance, behavior, and other problems
- Develops and implements effective community relations program
- Performs other duties as assigned by the Director of the Laboratory School.

Professional Ethics:

Models ethical behavior at both the school and community levels.

Communicates to others expectations of ethical behavior.

Respects the rights and dignity of others

Provides accurate information without distortion and without violating the rights of others.

Develops a caring school environment in collaboration with faculty and staff.

Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately.

Minimizes bias in self and others and accepts responsibility for his or her own decisions and actions.

Addresses unethical behavior in self and others.

General Operations:

Supervises personnel assigned to the school.

Maintains a visible and accessible presence in the school.

Protects instructional time when scheduling events and communication efforts.

Ensures that school facilities are conducive to a positive school environment.

Assumes responsibility for all physical properties assigned to the school.

Plans, prepares, and distributes student and faculty handbooks.

Cooperates with community agencies whose purpose relates to the health, safety, and welfare of students.

Assumes responsibilities for graduation and/or closing of school activities.

Qualifications:

The Dean of Students should meet the minimal certification requirements for the State of Louisiana for a teacher as outlined by the Louisiana Department of Education in ***Bulletin 746***. The Dean of Students must have a minimum of five (5) years successful teaching experience with evidence of leadership ability.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of Southern University System and/or Southern University Laboratory School policy on Evaluation of Professional Staff.

Printed Name of Evaluatee: _____
Legal Name

Signature of Evaluatee: _____
Legal Name

Evaluatee S #: _____ Date Signed: _____
Eight Digit # M/D/Y

The signature and date indicate the evaluatee has received access to an electronic or hard copy version of the job description, the Louisiana Components of Effective Teaching, the Performance Expectations and Indicators for Educational Leaders, and the Southern University Laboratory standards/process for evaluation for the position.

Printed Name of Evaluator: _____
Legal Name

Signature of Evaluator: _____
Legal Name

Date Signed: _____
M/D/Y

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	0	5	1
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Academic | <input 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 NA _____ Reason Left NA _____
 Date Left NA _____ Salary Paid NA _____

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MAR 22 2019

Office of the Executive Vice President
for Academic Affairs and Provost

Profile of Person Recommended

Length of Employment 12 months To Present
 Effective Date April 01, 2019

Name Nadia Washington Seals SS# 0450 Sex F Race* Black
(Last 4 digits only)
 Position Title: Director of Virtual School (SULS) Department: Southern University Laboratory School

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 12 years Southern University Experience 12 years
 Degree(s): Type/Discipline: M.S. Supervision & Admin Institution/Location: Southern University Baton Rouge Year: 2012
B.S. Elementary Education Southern University Baton Rouge 2006

Current Employer Southern University Laboratory School

Personnel Action

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

Recommended Salary \$86,000 Salary Budgeted \$86,000

Source of Funds General Fund

Identify Budget: 211001-22281-24100 Location Southern Laboratory School
 Form Code: 61000 Page 1 Item # _____

Change of: From _____ To _____
 Position _____
 Status _____
 Salary Adjustment \$75,000 \$86,000

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
State	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 3/22/19
 Vice Chancellor [Signature] Date 3/27/19
 Director/Personnel [Signature] Date 4/1/19
 President _____ Date _____

Dean/Unit Head [Signature] Date 3/28/2019
 Chancellor _____ Date _____
 Vice President/Finance Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

RECEIVED

MAR 28 2019

SOUTH UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT

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: In previous years, Southern University Laboratory Virtual School (SULVS) has suffered with inconsistent in leadership. The salary adjustments for the Virtual School Director will bring her in line with the salaries of her counterparts in surrounding school systems and parishes thus providing continued stability in the virtual school.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 am to 5:00 pm M-F

EMPLOYEE DIRECT SUPERVISOR: Herman R. Brister

SUPERVISOR/DEPARTMENT CONTACT NUMBER (2 25 7 71 39 0

NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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)

Nadia Washington Seals

Professional Summary

Reliable Educator with a Master's degree in Educational Leadership and a Bachelor's of Science degree in Elementary Education. A dedicated educator with 13 years of experience in educating students and collaborating with all stakeholders in a school setting.

Experience

September 2017-Present Southern University Laboratory School Baton Rouge, LA

Virtual School Director

- Supervise the Academic Advisor of the Virtual School
- Ensures compliance with all local and state guidelines regarding policies and standards
- Conduct Bi-weekly conference calls with Fuel-Ed staff to strengthen academic objectives and operational objectives of the virtual school
- Serves as a liaison with partner institutions, external agencies, government departments, current and prospective families
- Confers with partners, teachers and students regarding academic and behavioral concerns in the school
- Analyzes student performance data and trends
- Monitors enrollment and re-enrollment processes, student progress, pacing and completion rates
- Oversees the day to day operation of the virtual school
- Develops and disseminates all information pertaining to testing to all stakeholders (Partners, Families, Teachers)
- Develops and enforces policies and procedures for the virtual school (Orientation Slides)
- Assist with curriculum changes to ensure that best practices are implemented in the virtual setting
- Travels to secure testing sites across the state of Louisiana
- Manage multiple testing sites state wide including but not limited to ACT, LEAP 2025, EOC and ELPT tests
- COMPASS Trained Evaluator
- Back-Up District Test Coordinator
- AdvancEd Trained Review Team Member

August 2016-August 2017 Southern University Laboratory School Baton Rouge, LA

Assistant Principal (Brick and Mortar)

- Observe, supervise and evaluate teachers and staff to further the school's vision of excellence.
- Assist with curriculum development, instructional strategies and lesson planning.
- Supervised classroom activities, creating an environment conducive to learning.
- Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
- Develop and facilitate professional development seminars for teachers and student teachers.
- Enforce discipline and attendance rules.
- Observe teaching methods and examine learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.
- Collaborate with teachers to develop and maintain curriculum standards; develop mission statements and set performance goals and objectives.
- Counsel and provide guidance to students regarding personal, academic, vocational, or behavioral issues.
- DIBELS Coordinator
- COMPASS Trained Evaluator
- Back-Up District Test Coordinator

August 2013-May 2016

Southern University Laboratory School

Baton Rouge, LA

Administrative Assistant/Dean of Students

- Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
- Enforce discipline and attendance rules.
- Observe teaching methods and examine learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.
- Collaborate with teachers to develop and maintain curriculum standards; develop mission statements and set performance goals and objectives.
- Counsel and provide guidance to students regarding personal, academic, vocational, or behavioral issues.
- Develop and monitor In School Suspension protocol and procedures.
- DIBELS Coordinator
- COMPASS Trained Evaluator

August 2006-May 2013

Southern University Laboratory School

Baton Rouge, LA

1st Grade Instructor

- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Establish and enforce rules for behavior and procedures for maintaining order among the students.
- Develop and foster continuous lines of communication with parents.

Education

January 2011-
December 2012

Southern University A&M College

Baton Rouge, LA

Master of Education-Educational Leadership

- Cumulative Grade Point Average 4.0

August 2002-
May 2006

Southern University A&M College

Baton Rouge, LA

Bachelor of Science-Elementary Education

- Honors College Graduate
 - Undergraduate Thesis

References

References are available on request.

SOUTHERN UNIVERSITY LABORATORY SCHOOL
DIRECTOR of VIRTUAL SCHOOL JOB DESCRIPTION

POSITION TITLE: Director of Virtual School

REPORTS TO: Laboratory School Director

SALARY: Commensurate with qualifications

TERMS OF EMPLOYMENT 12 Months

PREPARED BY: Laboratory School Director

APPROVED DATE: _____

SUMMARY:

The SULVS Director is a member of the school's administrative team who reports directly to the Director of the Laboratory School. The SULVS Director is responsible for the effective management of all K-12th grade programs, personnel, materials, and related facilities in order to develop an optimum learning climate for the unique needs of the Virtual School.

He/She shall direct the operation of the school in accordance with policies established by the Elementary Board of Education and the State Department of Education. He/She has the primary responsibility to provide an educational program which is responsive to student needs; while at the same time, addresses the goals and objectives of the school. The Director shall plan, implement, monitor, and evaluate functions of the overall management and leadership of the school.

Specific Job Requirements:

Must be proficient with long and short-term planning.
Must have a high level of organization, energy, enthusiasm, and creativity.
Must have strong, persuasive communication skills (oral, written and electronic).
Must be knowledgeable of managing the day-to-day technical and scientific operations of an informal and clinical environment.

Responsibilities:

- Ensures that the school is meeting the needs of students while comply with local, state, and federal laws;
- Helps articulate the school's mission and vision with the aim of ensuring all stakeholders have a common understanding and are positioned to work cooperatively in order to achieve desired results;
- Utilizes/Relies heavily upon communication technologies and practices that most effectively support a predominantly virtual/remote work environment;
- Confers with teachers, students, and parents concerning educational and behavioral problems in school;
- Coordinates with instructional leaders, school operations and K12 Enrollment regarding expulsions and withdrawals;

- Works with teachers to monitor student adherence to the school's attendance policies and emails, calls and sends auto-dial notices to targeted student population;
- Ensures state compliance guidelines are met for student attendance;
- Ensure school policy and state requirements are met with regard to all withdrawals;
- Produces attendance/truancy reports for the school and state;
- Works with counselor and other support staff to assist students in situations where referrals to service agencies are necessary;
- Works with families and teachers to develop action plans to improve truancy levels;
- Works with Director to develop improved procedures that address attendance;
- Oversee state testing
- Monitors student progress in the Fuel Education Platform/Peak;
- Oversees the mentors associated with students in the program
- Uses available technology to manage school operations.
Monitors and evaluates school operations and uses feedback appropriately to enhance effectiveness.
- Performs other duties as assigned by the Director of the Laboratory School.

Professional Ethics:

Models ethical behavior at both the school and community levels.

Communicates to others expectations of ethical behavior.

Respects the rights and dignity of others

Provides accurate information without distortion and without violating the rights of others.

Develops a caring school environment in collaboration with faculty and staff.

Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately.

Minimizes bias in self and others and accepts responsibility for his or her own decisions and actions.

Addresses unethical behavior in self and others.

General Operations:

Supervises personnel assigned to the school.

Maintains a visible and accessible presence in the school.

Protects instructional time when scheduling events and communication efforts.

Ensures that school facilities are conducive to a positive school environment.

Assumes responsibility for all physical properties assigned to the school.

Plans, prepares, and distributes student and faculty handbooks.

Cooperates with community agencies whose purpose relates to the health, safety, and welfare of students.

Assumes responsibilities for graduation and/or closing of school activities.

Qualifications:

The applicant will meet the legal requirements for principals in Louisiana and possess a Master's and/or Advanced Degree in educational administration or possess the required endorsements of Louisiana Department of Education (LDE) to lead a school.

The applicant will perform administrative tasks which promotes an exemplary educational program.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of Southern University System and/or Southern University Laboratory School policy on Evaluation of Professional Staff.

Printed Name of Evaluatee: _____
Legal Name

Signature of Evaluatee: _____
Legal Name

Evaluatee S #: _____ **Date Signed:** _____
Eight Digit # M/D/Y

The signature and date indicate the evaluatee has received access to an electronic or hard copy version of the job description, the Louisiana Components of Effective Teaching, the Performance Expectations and Indicators for Educational Leaders, and the Southern University Laboratory standards/process for evaluation for the position.

Printed Name of Evaluator: _____
Legal Name

Signature of Evaluator: _____
Legal Name

Date Signed: _____
M/D/Y

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	9	1	6
-----------------	---	---	---	---	---	---

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Academic | <input 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 |

RECEIVED
MAR 22 2019

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

Profile of Person Recommended

Length of Employment 12 months To Present
Effective Date April 01, 2019

Name Renita Sherrard SS# 1384 Sex F Race* Black
(Last 4 digits only)

Position Title: Assistant Principal (SULS) Department: Southern University Laboratory School

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 12 years Southern University Experience 12 years
Degree(s): Type/Discipline: M.S. Supervision & Admin Institution/Location: Nicholls State University Year: 2012
B.S. Elementary Education University of Louisiana Lafayette 1993

Current Employer Southern University Laboratory School

Personnel Action

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

Recommended Salary \$86,000 Salary Budgeted \$86,000

Source of Funds General Fund

Identify Budget: 211001-22281-24100 Location Southern Laboratory School
Form Code: 61000 Page 1 Item # _____

Change of: From To
Position _____
Status _____
Salary Adjustment \$75,000 \$86,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
State	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 3/22/19 Date
James [Signature] 3/27/19 Date
[Signature] 4/1/19 Date

President _____ Date _____

[Signature] 3/22/19 Date
[Signature] _____ Date
Chancellor _____ Date
Vice President/Finance Business Affairs/Comptroller _____ Date
Chairman/S.U. Board of Supervisors _____ Date

2019 MAR 28 P 1:42
SOUTHERN UNIVERSITY
HUMAN RESOURCES

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: In previous years, Southern University Laboratory School (SULS) has suffered with inconsistent in leadership. The salary adjustments for the Assistant Principal will bring her in line with the salaries of her counterparts in surrounding school systems and parishes thus providing continued stability in the school.

EMPLOYEE REGULAR WORK SCHEDULE: 7:30am to 4:30 pm M-F

EMPLOYEE DIRECT SUPERVISOR: Herman R. Brister

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-340

NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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)

RENITA SHERRARD

SUMMARY

Dedicated, resourceful and caring educator with 26 years of experience, with the ability to create and monitor policies and practices that promote a safe learning environment, ensuring a school culture that encourages open communication with colleagues, students, parents and all stakeholders; promoting implementation of class instruction based on Compass rubric and other various educational programs, reviewing lesson plans and student assessment in preparation for moving forward in the education of students.

ACCOMPLISHMENTS

- Delivered training of Literacy Design Collaborative (LDC) modules and module creator to inter-departmental teams to ensure smooth adoption of new program
- Delivered PD to faculty on integration of technology in the classroom
- Named "WBR Parish Teacher of the Year" in 2008
- Completed Trainer of Trainers for LDC implementation
- Regularly met with parents to discuss student issues and course weakness areas
- Participated in developing curriculum maps for the district
- Worked with colleagues to develop cross-curricular lesson plans
- Developed strategies for Response to Intervention (RTI) students
- Increased student participation and test scores by introducing relevant technology and computer exercises to encourage student interest and enjoyment
- Served as the sponsor/coach of the dance team for 14 years
- Member of Phi Delta Kappa (Society for Educators)

EXPERIENCE

9/2017 to Present

Assistant Principal

Southern University Laboratory School-Baton Rouge, Louisiana
Carried out the duties and responsibilities of an Assistant Principal according to the Southern University Laboratory School job description which includes the following:

- Supports and upholds the philosophy and the mission of the school Director
- Maintains confidentiality regarding school matters
- Assists in the general administration of the school
- Supports the communication, training, and supervision of the faculty and staff
- Assists in planning for staff development, curriculum, educational textbooks and materials, and student testing
- Maintains documentation of instructional planning
- Carries out the disciplinary policies of the school
- Interprets and enforces school policies
- Designs the master schedule
- Assists with faculty and other meetings

- Provides direct supervision of school sponsored activities
- Communicates effectively with students, parents, and other professionals
- Collaborates with peers to enhance the work environment and support instructional planning
- Monitors students regarding tardiness, absences, and those on academic probation
- Oversees faculty and staff committees, as assigned
- Observes and evaluates instruction and provides constructive feedback on performance
- Supports the preparation of handbooks
- Collaborates with peers to enhance the work environment and support instructional planning
- Monitors students regarding tardiness, absences, and those on academic probation

8/2017 to 9/2017

Assistant Principal

EBR Parish School Board-Baton Rouge, Louisiana

Carried out the duties and responsibilities of an Assistant Principal according to the EBRPSS job description

8/2016 to 8/2017

Dean of Students/Freshman Academy Coordinator

EBR Parish School Board-Baton Rouge, Louisiana

- Assists students in establishing high standards of conduct
- Properly addresses the improvement of student attendance and discipline
- Reports illegal acts to the proper authorities
- Coordinates with other deans to ensure coverage at all school events at which coverage is necessary.
- Confers with students and parents on security matters
- Coordinates with outside organizations and agencies
- Assists in developing and administering practices dealing with campus control and security
- Patrols buildings and grounds

8/2015 to 8/2016

Gifted English Teacher

EBR Parish School Board-Baton Rouge, Louisiana

8/1993 to 5/2015

English Teacher

WBR Parish School Board-Port Allen, Louisiana

- Use a variety of teaching methods such as lectures, discussions, and demonstrations
- Establish positive relationships with students, parents, colleagues, and administrators
- Encourage discussion of class material to promote critical thinking

- Participate in regular training courses to keep-up-to-date with new teaching methods and developments in the field
- Keep accurate records of student performance, maintaining the confidentiality of student records and information at all times
- Integrate technology into the curriculum to enhance student engagement and student success
- Work cooperatively with special education teachers to modify curricula for special needs students according to IEPs
- Enforce both classroom and administration policies and rules at all times
- Utilize module creator to design LDC modules and implemented the module to increase literacy levels
- Develop strategies for Response to Intervention (RTI) students

EDUCATION

2012

M. ED.: Educational Technology and Leadership
Nicholls University-Thibodaux, Louisiana, USA
4.0 GPA
Dean's List
Honor Graduate

1993

Bachelor of Arts: SPED Mild/Moderate and English
ULL-Lafayette, Louisiana, USA
Member of Gamma Beta Phi Club (Honors Society)
Member of African American Cultural Committee
Heyman Foundation Academic Scholarship
3.5 GPA

Certifications

Educational Leader, Level 1
Educational Technology Facilitator, Lifetime
English grades 6-12, Lifetime

SOUTHERN UNIVERSITY LABORATORY SCHOOL
ASSISTANT PRINCIPAL JOB DESCRIPTION

POSITION TITLE: Assistant Principal

REPORTS TO: Laboratory School Director

SALARY: Commensurate with qualifications

TERMS OF EMPLOYMENT 12 Months

PREPARED BY: Laboratory School Director

APPROVED DATE: _____

SUMMARY:

The SULS Assistant Principal is a member of the school's administrative team who reports directly to the Director of the Laboratory School. The SULS Assistant Principal is responsible for the effective management of all K-12th grade programs, personnel, materials, and related facilities in order to develop an optimum learning climate for the unique needs of a particular school site.

He/She shall direct the operation of the school in accordance with policies established by the Elementary Board of Education and the State Department of Education. He/She has the primary responsibility to provide an educational program which is responsive to student needs; while at the same time, addresses the goals and objectives of the school. The Principal shall plan, implement, monitor, and evaluate functions of the overall management and leadership of the school.

Specific Job Requirements:

Must be proficient with long and short-term planning.
Must have a high level of organization, energy, enthusiasm, and creativity.
Must have strong, persuasive communication skills (oral, written and electronic).
Must be knowledgeable of managing the day-to-day technical and scientific operations of an informal and clinical environment.

Responsibilities:

- Promoting the mission, vision, and goals of the Director
- Communicating High Expectations for All
- Quality assurance officer for teaching and learning
- Oversee student enrollment for Pre-K to 12
- Manage Organizational Systems and Safety
- Promote Collaboration with families and community members
- Oversee COMPASS Evaluation System for Pre-K to 12
- Oversee student integration with Student Information System (JCAMPUS)
- Oversee student discipline in conjunction with the Student Rights & Responsibilities Handbook
- Monitors academic progress of students

- Oversee the review of 504 plans in conjunction with state and federal guidelines
- Performs other duties as assigned by the Director of the Laboratory School

Professional Ethics:

Models ethical behavior at both the school and community levels.
 Communicates to others expectations of ethical behavior.
 Respects the rights and dignity of others
 Provides accurate information without distortion and without violating the rights of others.
 Develops a caring school environment in collaboration with faculty and staff.
 Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately.
 Minimizes bias in self and others and accepts responsibility for his or her own decisions and actions.
 Addresses unethical behavior in self and others.

General Operations:

Supervises personnel assigned to the school.
 Maintains a visible and accessible presence in the school.
 Protects instructional time when scheduling events and communication efforts.
 Ensures that school facilities are conducive to a positive school environment.
 Assumes responsibility for all physical properties assigned to the school.
 Plans, prepares, and distributes student and faculty handbooks.
 Cooperates with community agencies whose purpose relates to the health, safety, and welfare of students.
 Assumes responsibilities for graduation and/or closing of school activities.

Qualifications:

The applicant will meet the legal requirements for principals in Louisiana and possess a Master’s and/or Advanced Degree in educational administration or possess the required endorsements of Louisiana Department of Education (LDE) to lead a school.
 The applicant will perform administrative tasks which promotes an exemplary educational program.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of Southern University System and/or Southern University Laboratory School policy on Evaluation of Professional Staff.

Printed Name of Evaluatee: _____
 Legal Name

Signature of Evaluatee: _____
 Legal Name

Evaluatee S #: _____ **Date Signed:** _____
 Eight Digit # M/D/Y

The signature and date indicate the evaluatee has received access to an electronic or hard copy version of the job description, the Louisiana Components of Effective Teaching, the Performance Expectations and Indicators for Educational Leaders, and the Southern University Laboratory standards/process for evaluation for the position.

Printed Name of Evaluator: _____
Legal Name

Signature of Evaluator: _____
Legal Name

Date Signed: _____
M/D/Y

Board of Supervisors

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following the Personnel Committee)
Calcasieu Parish School Board Office
3310 Broad Street
Lake Charles, LA 70615
Friday, April 12, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentations
 - A. Above and Beyond Award
 - B. Legislative Update
6. Action Items
 - A. Approval of Minutes of March 21-22, 2019 Regular Meeting of the SU Board of Supervisors
 - B. Approval of Committee Reports and Recommendations
 - C. Request Approval of Cooperative Endeavor Agreements Between SULC and BARBRI, Inc. (SULC)
 - D. Request Approval of Cooperative Endeavor Agreements Between SULC and Kaplan, Inc. (SULC)
 - E. Request Approval of Cooperative Endeavor Agreements Between SULC and The City of Baker (SULC)
 - F. Request Approval of MOU Between SULC and the Tunica Biloxi Tribe of Louisiana (SULC)
 - G. Request Approval of MOU Between SUS and Dfree Organization
 - H. SUSLA Chancellor's Evaluation- Dr. Rodney Ellis (Executive Session May Be Required)
 - I. SUNO Chancellor's Evaluation- Dr. Lisa Mims-Devezin (Executive Session May Be Required)
 - J. SULC Chancellor's Evaluation- Atty. John Pierre (Executive Session May Be Required)
 - K. Resolutions
7. Informational Items
 - A. System President's Report
 - B. Campus Reports
8. Other Business
9. Adjournment

Southern University and A&M College System
BOARD OF SUPERVISORS MEETING
Board Meeting Room
2nd Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana
Thursday, March 21, 2019
1:30 p.m.

The committee meetings of the Southern University Board of Supervisors were called to order by Board Chair Atty. Domoine Rutledge. The invocation was given by Rev. S.C. Dixon, pastor of the Greater Mount Olive Missionary B.C. of Baton Rouge. The pledge was led by a student from the SU Laboratory School.

PRESENT

Atty. Domoine Rutledge, Dr. Samuel C. Tolbert, Jr., Mr. John Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Dr. Curman Gaines, Mr. Sam Gilliam, Ms. Xavieria Jeffers, Dr. Leon R. Tarver II

ABSENT

Atty. Tony Clayton, Atty. Patrick Magee, Mr. Richard Hilliard, Mrs. Ann Smith, Dr. Rani Whitfield, Ms. Arlanda Williams

UNIVERSITY PERSONNEL ATTENDING

System President Ray Belton, Chief of Staff Katara Williams, Executive Vice President/Executive Vice Chancellor James Ammons, Vice President for Finance and Business Affairs Flandus McClinton, Vice President for Strategic Planning, Policy and Institutional Effectiveness Vladimir Appeaning, Vice President for External Affairs Robyn Merrick, Chancellors Dr. Lisa Mims-Devezin, (SUNO), Chief Administrative Officer Leslie McClellon for Dr. Rodney Ellis (SUSLA), and Atty. Roederick White for Chancellor John Pierre (SULC) and Interim Chancellor-Dean Dr. C. Reuben Walker (SUAREC).

BOARD COUNSEL

Attys. Winston DeCuir, Jr., and Deidre Robert

ACADEMIC AFFAIRS COMMITTEE

Board Meeting Room
2nd Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana
Thursday, March 21, 2019
9 a.m.

Minutes

Board Chair Atty. Domoine Rutledge announced the convening of the Academic Affairs Committee. Academic Affairs Committee Chair Dr. Curman Gaines called the committee meeting to order.

Present: Dr. Curman Gaines, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Sam Gilliam, Dr. Leon R. Tarver II, Dr. Samuel C. Tolbert, Jr., and Atty. Domoine Rutledge

Absent: None

AGENDA ITEM 4: ADOPTION OF THE AGENDA

Upon the motion by Mr. Samuel Gilliam and seconded by Dr. Leroy Davis the agenda was recommended for adoption.

Motion passed.

AGENDA ITEMS 5: PUBLIC COMMENTS

NONE

AGENDA ITEM 6: ACTION ITEMS

A. Request Approval of Recommendations for Faculty Promotions in Rank (SUNO)

B. SUNO Recommendations for Tenure

Upon the request from Board Member Sam Gilliam about the process for awarding promotions and tenure, Dr. Lisa Mims-Devezin explained the process stating that the college committee and the department committees reviewed faculty dossiers and student and peer evaluations were a part of the process, as well as community service. Tenure applicants underwent the same process.

Upon the motion by Mr. Sam Gilliam and seconded by Dr. Leon R. Tarver II the recommendations for faculty promotions in rank were recommended for approval.

Motion passed.

Chairman Rutledge stated that in the past, questions have been brought forth regarding compensation that accompanies promotions in rank and at the next meeting recommendations will be brought forth with the compensation that will accompany the promotions. Chairman stated that he fully supports the increases as the hallmark of scholarship.

C. Request Approval of Recommendations for Tenure (SULC)

Vice Chancellor Roederick White attended for Attorney Pierre who was not in attendance due to illness. Vice Chancellor White said the applicants presented had been approved by the SULC Tenure and Promotion Committee and were being presented for approval from the Board. Mr. Gilliam asked the vetting process. VC White stated that Chancellor Pierre asked faculty to consider an addendum to the tenure procedures. Faculty considered an addendum because the legal writing professors are not compensated at the same rate as teaching faculty. He explained that the addendum allows any clinical professor or legal writing professor on a long-term contract to be eligible to apply for tenure and promotion. Dr. Tarver asked if the law center adopted an addendum that had not been approved by the Board. Atty. White stated that he thought it was already approved. He later stated that Chancellor Pierre would like to present the addendum for approval at the next board meeting and would table the recommendations until next month.

D. Request Approval of Recommendations for Promotion and Tenure (SUSLA)

Leslie McClellon who was sitting in for Chancellor Ellis asked Dr. Sharon Herron Williams to explain the process in detail. Dr. Williams stated that applicants submit a letter of intent to apply. After the letter of intent is accepted, the applicants participate in tenure and promotion workshops. The tenure and promotion committee also participate in workshops. Applicants provide a dossier which is reviewed at the departmental level and then submitted to the dean. After the dean reviews, the tenure and promotion committee review and then submits to the Chancellor for review. The chancellor's recommendations are presented to the Board for action. Board member Gilliam stated that he had concerns that were addressed by Dr. Williams regarding the applicants and their involvement in student organizations and in the community.

Upon motion by Gilliam and seconded by Dr. Tarver the applicants were recommended for approval.

Motion passed.

E. Request Approval of Endowed Professorships (SULC)

Vice Chancellor White stated that there were 4 applicants being presented for consideration. Faculty members had a 30-day period to apply. Each applicant submitted a dossier and the dossiers were submitted to the tenured faculty for review. SULC policy states that 75% of the faculty had to be present to review and vote on the dossiers. All applicants have met the requirements and received the necessary votes.

Upon the motion by Dr. Sam Gilliam and seconded by Dr. Leon R. Tarver II the recommendations for tenure and promotion were submitted for approval.

Motion passed.

Upon the motion by Dr. Samuel Tolbert and seconded by Dr. Leon R. Tarver II action items 5 F and 5 G were recommended for approval in globo.

Motion passed.

Board member Davis asked for a brief statement from Dr. Stephen McGuire of the Department of physics at SUBR. He also congratulated Dr. McGuire for his achievements in research.

F. Request Approval of Sr. Stephen C. McGuire, Ph.D. as the James and Ruth Smith Professor of Physics Emeritus (SUBR)

Dr. McGuire stated that he had recently retired and that he has been a professor of physics for 20 years. He said that the emeritus status is the capstone recognition of his career. He thanked God and his family, teachers, colleagues, and students who contributed to this honor. He said that he was honored to represent the husband and wife team of James and Ruth Smith who were benefactors to the cause of excellence at SU. He said that he would continue his work in James Hall Room 212 so that he could make his research available to students. He said F.G. Clark invested in him by offering an academic scholarship to attend Southern to study physics. He thanked colleagues for their support of his nomination. He said that he commits to continue his work. Committee Chair Gaines congratulated Dr. McGuire and Chair Rutledge also thanked Dr. McGuire for his contribution to the University.

G. Request to Grant Posthumous Juris Doctor Degree to Brian Lloyd (SULC)

H. Informational Item(s)

1. Academic Program Prioritization (SUBR)

Dr. James Ammons thanked Dr. McGuire for his contributions and congratulated him for being a preeminent scholar. He thanked the Board for supporting the emeritus status for Dr. McGuire.

Dr. Ammons stated that during Fall 2017, SU collaborated with Gallup Inc. to evaluate the workforce outcomes for graduates of SU. The study identified programs that should be added, and those that should have resources reallocated to bring the programs in line with state and workforce needs. They also identified programs for greater investment.

To address the recommendations, the University contracted with consultants to develop a path to better align the academic inventory with the workforce demands of the state of LA and the nation. Dr. Theresa Hardy and Dr. Michael Boone of I50 Consultants made a presentation which is a self-study designed to understand the academic enterprise and programs at SU.

Discussion ensued, and Board chair Rutledge asked when the process would be complete. Dr. Hardy said that sometime this summer the taskforce should be ready to bring recommendations to the Board which will include future new investments or areas where the University may reinvest.

Board member Barthelemy said that the plan should take into consideration the state's four- and five-star jobs.

AGENDA ITEM 7: OTHER BUSINESS

NONE

AGENDA ITEM 8: ADJOURNMENT

Upon the motion by Dr. Tarver and seconded by Dr. Tolbert the meeting was adjourned.

Motion passed

FACILITIES AND PROPERTY COMMITTEE

(Following the Academic Affairs Committee)

Board Meeting Room
2nd Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana
Thursday, March 21, 2019

Minutes

The Facilities and Property Committee was called to order by Committee Chair Rev. Donald R. Henry.

Present: Mr. John Barthelemy, Dr. Leroy Davis, and Atty. Domoine D. Rutledge

Absent: Rev. Donald R. Henry, Mr. Richard Hilliard, Dr. Rani Whitfield, Mrs. Ann Smith

Board Member Tarver was added to the committee to make a quorum.

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Davis and seconded by Dr. Leon R. Tarver the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5 ACTION ITEM(S)

NONE

INFORMATIONAL ITEM(S)

A. Priority Project Updates (per campus)

Mr. Eli Guillory, System Director of Facilities reviewed highlights and stated that the University has been awarded \$440,000 to make renovations to the window wall structure at the Laboratory School. He stated that \$440,000 had been allocated from the state to continue renovations. He reviewed the status of projects at each campus. A written report was included in the meeting packet.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Dr. Tarver and seconded by Dr. Davis

FINANCE COMMITTEE
(Following the Facilities and Property Committee)
Board Meeting Room
2nd Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana
Thursday, March 21, 2019

Minutes

The Finance Committee was called order by Committee Chair Dr. Leon R. Tarver II.

Present: Dr. Leon R. Tarver, Dr. Leroy Davis, Dr. Curman Gaines, Mr. Sam Gilliam, and Atty. Domoine Rutledge,

Absent: Mr. Richard Hilliard and Ms. Arlanda Williams

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Leroy Davis seconded by Dr. Curman Gaines the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM (S)

A. Request Approval of Southern University and A&M College Fee Schedule for Part-Time Students

President Belton stated that finance staff did an assessment of the fee schedule for part-time students at SUBR and found that when compared to full-time students, part-time students were paying an exorbitant amount for 6 hours or less. The fee for part time students is being reduced to make it comparable to peer institutions. The University will lose \$300,000 in revenue. VC McClinton added that the change will assist the University with its graduation rate and though there is a loss in revenue the University may realize an increase in SCHs.

Upon the motion by Dr. Leroy Davis and seconded by Dr. Curman Gaines the fee schedule for part-time students were recommended for approval

Motion passed.

B. Request Approval of BA-7's (SUBR and SULC)

Vice President Flandus McClinton request made because it will allow the University to adjust the budget for the increase in enrollment at SUBR. It will also allow the additional self-generated funds at the law center to be included in the budget.

Upon the motion by Dr. Davis and seconded by Dr. Samuel Tolbert the BA7's were recommended for approval

Motion passed.

C. Request Approval of a Resolution to Open a Southern University and A&M College System Bank Account at Cottonport Bank

Vice President McClinton stated that there is a need to approve a resolution to deposit proceeds from the medicinal marijuana initiative in another account to keep the funds separate from the general fund. Dr. Davis stated that the reason is because there are federal laws that govern most banks, the University had to select a state-chartered bank. Mr. McClinton stated that Cottonport has agreed to be the depository for both LSU and Southern.

AGENDA ITEM 6: INFORMATIONAL ITEM(S)

A. Interim Financial Report

The report was distributed to each member. Vice President McClinton stated that the Board and System is on target to have a balanced budget. SUBR and Law Center will have a balanced budget. At the SUNO campus there is a slight \$238,000 decrease in revenue and an increase in expenditures due to increase in salaries and scholarships. Money will have to be moved from another fund to balance the budget. Auxiliary funds will be used to balance the budget at SUNO.

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 7: OTHER BUSINESS

NONE

AGENDA ITEM 8: ADJOURNMENT

Upon the motion by Dr. Leroy Davis and seconded by Mr. Sam Gilliam the meeting was adjourned.

Motion passed.

PERSONNEL AFFAIRS COMMITTEE

(Following the Finance Committee)

Board Meeting Room
2nd Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana
Thursday, March 21, 2019

AGENDA

The Personnel Affairs Committee was called to order by acting Committee Chair Dr. Leon R. Tarver in the absence of Committee Chair Atty. Patrick Magee

Present: Mr. John Barthelemy, Dr. Curman Gaines, Mr. Sam Gilliam, Dr. Leon R. Tarver II, and Atty. Domoine Rutledge

Absent: Atty. Patrick Magee, Ms. Arlanda Williams

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Curman Gaines and seconded by Mr. Gilliam the agenda was recommended for adoption.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEMS

A. Request Approval of Personnel Action on Positions greater than \$60,000

Upon the motion by Dr. Leon R. Tarver II and seconded by Atty. Rutledge the personnel items **5 A 1 and 5A2** were recommended for approval in globo.

Motion passed.

1. Keisha Ceasar, Director/Instructor, Child Development Laboratory, SUBR at a salary of \$65,000. (salary adjustment)
2. La'Trina Collins, Co-Activity Director of the Center for Student Success, SUBR, at a salary of \$67,932.00 (salary adjustment)

B. Request Approval of Leaves of Absence Greater than three months

1. **Medical Leave for Shawn Vance, Associate Vice Chancellor of Academic Support, Academic Counseling and Bar Prep**

Upon the motion by Dr. Curman Gaines and seconded by Mr. Sam Gilliam the leave of absence for Shawn Vance was recommended for approval.

Motion passed

C. OTHER BUSINESS

NONE

D. ADJOURNMENT

Upon the motion by Dr. Tarver and seconded by Mr. Gilliam the meeting was adjourned

Motion passed.

RECRUITMENT AND ADMISSIONS COMMITTEE

(Following the Personnel Affairs Committee)

Board Meeting Room
2nd Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana
Thursday, March 21, 2019

Minutes

The Recruitment and Admissions Committee was called to order by Committee Vice Chair Raymond Fondel in the absence of Committee Chair Arlanda Williams.

Present: Mr. Raymond Fondel, Ms. Xaviera Jeffers, and Atty. Domoine Rutledge.

Absent: Atty. Tony Clayton, Mr. Richard Hilliard, Mrs. Ann Smith, and Ms. Arlanda Williams

Dr. Curman Gaines and Dr. Samuel Tolbert were added to the committee.

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Tolbert and seconded by Mr. Richard Hilliard the agenda was recommended for adoption.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: INFORMATION ITEMS

A. National Academic Signing Day

Mr. Carlton Jones chair of national academic signing day and outgoing 3rd VP of the National Alumni Federation. He said that the program is designed for high school seniors who are provisionally accepted to the University. The highlight of the occasion is the live stream of the event throughout the country over 15 locations on Saturday, March 30. Cities included Baton Rouge, Lake Charles, Shreveport, Alexandria, New Orleans, Dallas, Sacramento, Los Angeles, Washington D.C., Seattle, Houston, Austin, Cincinnati, Memphis, Chicago, and Atlanta. Students sign a letter of intent committing to the University and the Office of Enrollment staff are on hand to assist students. Some of the students also receive scholarships from the sponsoring alumni chapters.

Mr. Fondel said the event allows students to connect with SU Alumni in the area. He encouraged Board members to participate in the event and to share with the families.

Dr. Belton expressed appreciation to Mr. Carlton Jones for his leadership with the event.

AGENDA ITEM 6: OTHER BUSINESS

NONE

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Dr. Gaines the recruitment and admissions committee adjourned.

Motion passed.

**Southern University and A&M College System
BOARD OF SUPERVISORS MEETING**

Board Meeting Room
2nd Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana
Thursday, March 21, 2019

9 a.m.

Present

Atty. Domoine Rutledge, Dr. Samuel Tolbert, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Dr. Curman Gaines, Mr. Sam Gilliam, Mr. Richard Hilliard, Ms. Xavieria Jeffers, Mrs. Ann Smith, Dr. Leon R. Tarver II, Dr. Rani Whitfield and Ms. Arlanda Williams.

ABSENT

Atty. Tony Clayton, Rev. Donald R. Henry, Atty. Patrick Magee,

UNIVERSITY PERSONNEL ATTENDING

System President Ray Belton, Chief of Staff Katara Williams, Executive Vice President/Executive Vice Chancellor James Ammons, Vice President for Finance and Business Affairs Flandus McClinton, Vice President for Strategic Planning, Policy and Institutional Effectiveness Vladimir Appeaning, Vice President for External Affairs Robyn Merrick, Chancellors Dr. Lisa Mims Devezin (SUNO), Dr. Calvin Walker (SUAREC), Chief Administrative Officer Leslie McClellon for Dr. Rodney Ellis (SUSLA), and Vice Chancellor Roederick White for Atty. John Pierre (SULC).

BOARD COUNSEL

Attys. Winston DeCuir, Jr., and Deidre Robert

AGENDA ITEM 4: ADOPTION OF AGENDA

Upon the motion by Mr. Fondel and seconded by Mr. Richard Hilliard the agenda was recommended for adoption.

AGENDA ITEM 5: PUBLIC COMMENTS

NONE

AGENDA ITEM 6: SPECIAL PRESENTATIONS/RECOGNITION

A. Above and Beyond Award

The Above and Beyond award was presented to Rachel Carriere Director of Web Service Applications. Dr. Gabriel Fagbeyiro made the nomination to the Board's committee and presented Ms. Carriere to the audience. He spoke about her willing attitude and team centered approach to working. Board Chairman Rutledge and President Belton presented a plaque and certificate to Ms. Carriere. She thanked Board members for the award and stated that she could not do her job without her colleagues.

B. Legislative Update

Dr. Robyn Merrick made the presentation announcing that the session begins on April 8 and will focus on fiscal matters. She presented the 6 priorities for the University. A written report was submitted to each member of the Board. Southern Strategies will be working with the University's legislative team to advance the University's priorities. She also announced that Wednesday, April 24, will be SU Day at the legislature and there would be a combined activity with HBCUs in the state. Dr. Belton stated that the BOR and System presidents have met to engage a common agenda. The 2 priorities are as Faculty Salary increases and bringing resources to account for unfunded mandates. 77% of the state general fund is returned based on annual costs. Mr. Rodney Braxton of Southern Strategies addressed members of the Board to reassure them that the priorities of the University would be advanced.

C. SUS Strategic Plan Update – Goals 2,3,4

Dr. Belton stated that the strategic plan is a priority and he invited Dr. Vladimir Appeaning to provide information on Goals 2, 3, and 4. Goal 2 Commitment to Academic and Student Success, Goal 3 Commitment to Institutional Effectiveness and Accountability and Goal 3 Commitment to Scholarly Research, Discovery and Entrepreneurship. Dr. Davis asked whether there has been an audit of the funding formula. And he wanted to know about the status of research on the campus. When will the plan be implemented. Dr. Appeaning stated that there is a schedule, in April, System and each campus will submit strategic plans for review. In May, strategic plans will be presented to the Board for action. The plan is to have implementation of the strategic plan July 1 which will guide the University for the next 7 years. Chair stated that the presentation is mission critical and had a concern about the weight of the research category in the funding formula. Institutions like Southern are at a disadvantage when compared to research intensive Universities. Dr. Ammons stated that plans are underway to incentivize faculty to do research. Chairman Rutledge asked when data would be available on the scorecard. Dr. Appeaning stated that the first data set would be presented in July.

Board member Arlanda Williams announced that Chancellor Lisa Mims Devezin is president-elect of the Conference for Louisiana Colleges and Universities in 2020. She also announced that Dr. Carmen Walters a SUNO graduate was elected as president of Tougaloo College

D. SACS COC REAFFIRMATION UPDATE

Dr. Eurmon Hervey provided an overview of the accreditation process and the University's status. A written report was distributed. He said the University's compliance certification report is due in 6 months. Demonstrates that we have complied with all requirements. He outlined the 4 sections of the report. Principles have changed since last reaffirmation. Reviewed the standards that are no longer applicable. He also stated that a new standard is one that demonstrates that the University provides students with information about indebtedness and financial literacy. He also reviewed the most cited recommendations issues or challenges that other Universities have experienced. He gave information about the Quality

Enhancement Plan which is an indicator that learning is occurring on the campuses. He reviewed the charge is to verify interview all the data in the reports and how the Universities addressed any issues that were cited in the off-site reports. March 2020 onsite committee will visit the University to verify and interview. He reviewed the communication flow of the process. He also said that Dr. Silver is the University's external reviewer. Mr. Willis, Dr. Ammons and Dr. Belton have knowledge and can make certain that the University complies.

Dr. Vladimir Appeaning also reviewed the Board's compliance with Section 4 of the SACS guidelines that focuses on the Governing Board. He stated that there are a few items in the Board by laws that need attention. A redline version of the document was distributed to each member of the Board for consideration.

AGENDA ITEM 6: ACTION ITEMS

Upon the motion by Dr. Tolbert and seconded by Atty. Clayton action items **6A, 6B, 6C, and 6D** were recommended for approval in globo.

Motion passed.

A. Approval of Minutes of February 21-22, 2019 Regular Meeting of the SU Board of Supervisors

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, that the corrected minutes of the February 22, 2019 regular meeting of the Board of Supervisors meeting be and they are hereby approved.

Correction to the minutes: Include Mr. Sam Gilliam in the attendance roster for the full Board meeting held Friday, February 22.

B. Approval of Committee Reports and Recommendations

Upon the motion by Mr. John Barthelemy and seconded by Dr. Leon R. Tarver II the committee reports were recommended for approval except for item 6C of academic affairs committee.

ACADEMIC AFFAIRS COMMITTEE

A. Request Approval of Recommendations for Faculty Promotion in Rank (SUNO)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Academic Affairs Committee, that the recommendations for faculty promotions in rank, SUNO be and they are hereby approved.

B. Request Approval of Recommendations for Tenure (SUNO)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Academic Affairs Committee, that the recommendations for tenure, SUNO be and they are hereby approved.

C. Request Approval of Recommendations for Tenure (SULC)

Item tabled.

D. Request Approval of Recommendations for Promotion and Tenure (SUSLA)

Facilities and Property Committee

A. Priority Projects Update

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Facilities and Property Committee, that the Priority Projects Update report be and it is hereby received.

Personnel Affairs Committee

A. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000

1. Keisha Y. Ceasar

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the salary adjustment for Keisha Ceasar as Director/Instructor, Child Development Laboratory, SUBR at a salary of **\$65,000** be and it is hereby approved.

2. La'Trina Collins

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the salary adjustment for **La'Trina Collins as Co-Activity Director of the Center for Student Success, SUBR** at a salary of **\$67,932** be and it is hereby approved.

B. Request Approval of Leave of Absence

1. Shawn Vance

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the medical leave for Shawn Vance be and it is hereby approved

C. Resolutions

Commendations were extended to US Ambassador to South Africa Johanes Mahlangu and Minister of Agriculture for the South African Embassy Jenetha Mahlangu. They were both visiting to re-establish partnerships with the University and to establish new partnerships.

Condolences were extended to:

The Bridget Udoh Family
The Eugene Brown Family
The Shelby Sanders Family
The Daisy Lee Gant Family
The Leroy Harry Family
The Tevester Scott Family
The Eartha Proctor Family
The Sharon Wilborn Family
The Daisy Scott Drewery Family
The Wilford Bremer Family
The Carl Pierson Family

AGENDA ITEM 7: INFORMATIONAL ITEMS

A. Update on Medical Marijuana Initiative

Dr. Janana Snowden stated that Dr. Chanda Macias was in attendance and provided the update. Dr. Macias talked about the inception of the program. She stated that Kallie May was an advocate and supporter who passed away on Feb. 25 and took a moment of silence to reflect on her life. The team has been moving expeditiously through the process. The team has secured the land and cleared it. All phase I environmental work is complete. The team will appear before the Metro Council April 17 regarding re-zoning. She said that all deadlines are being met. Clones will be available by early summer and products would go to market in late summer or early August. Preliminary packaging is complete; the website was presented to Dept. of Agriculture; brochures have been developed and they are building relationships with pharmacies. Dr. Macias said that she will attend the Congressional black caucus retreat to educate legislators on the program. They are working with the pharmacy Board to discuss the THC cap. They are planning to build a 67,000 square foot facility. She thanked the Board's attorneys for their assistance. Dr. Davis congratulated the team. Chair Rutledge asked about the suitability check. Dr. Macias stated that all information for the suitability check has been submitted to the State Police. Dr. Walker thanked Atty. Deidre Robert and Winston DeCuir for their assistance.

Chairman Rutledge announced the arrival of special guests: Presentation of South African Embassy dignitaries and SASOL representatives

Dr. Tarver introduced His Excellency Johanes Mahlangu whose tour as the Ambassador is ending. The ambassador thanked the University for the support of his tour and thanked the University also for the honorary degree that he was awarded in 2017. He stated that he would like to continue working with the University. One of his projects is to have an exchange study program and an agreement will be finalized soon. He is interested in partnering with the Agricultural Research and Extension Center.

Also, in attendance was Dr. Jean Bailey a Southern University alumna and Chair of the Maryland-KwaZulu-Natal Sister State Committee. Ms. Bailey announced that with the support of the SU Foundation, the Nelson Mandela Foundation and the Spingarn Research Center, an exhibition will be placed in the SU Museum on the 25th anniversary of the independence of South Africa.

Dr. Tarver introduced Mr. Keith Doley, honorary counsel to South Africa, who gave comments about a partnership with the Ag Center. He announced the establishment of the M.J. Mahlangu Scholarship Foundation which will be housed at the Nelson Mandela School of Public Policy.

Kim Cuisamano of the SASOL corporation greeted Board members. She said that SASOL is a global chemicals and energy company based in Johannesburg. Lake Charles is building an \$1 billion plant. The company has prioritized local hiring and utilization of local businesses and social investments in the community. They have reached \$5 million in educational initiatives since its inception. She said the company will continue its relationship with the Business and Industry Cluster and said that an additional partnership will be established with Southern University.

System President's Report

Dr. Belton stated that 2 individuals have been identified to co-chair the Ag Center dean search. He invited Dr. Gina Eubanks and Dr. Bijoy Sahoo for the podium to give an update on the search. Dr. Eubanks stated that she and the committee is fully committed to the search. By June 27-28, they hope to identify 3 individuals that will be recommended unranked to president Belton for presentation to the Board at its July meeting. The announcement appeared in the Chronicle and has been fully vetted and she thanked Rachel Carriere for her assistance and recognized committee members.

Dr. Belton went to Washington, D.C. to visit the CIA who has adopted the University as an educational partner. They visited the agency and executive leadership team. Dr. Ammons and Board Member Fondel and Tamara Montgomery along with alumni from DC area attended to establish a partnership. Legislation is being developed titled HBCU partners. CIA pledged to establish a meaningful partnership that the University will provide training for their employees at the

Thanked the Board for their consideration of

Campus Reports were included in the meeting packet and are available on the SU Board website and available in the Board office for viewing.

AGENDA ITEM 9: OTHER BUSINESS

Fondel reminded everyone about National Academic Signing Day

AGENDA ITEM 9: ADJOURNMENT

Upon the motion by Dr. Tolbert and seconded by Dr. Davis the meeting adjourned.

Motion passed.



SOUTHERN UNIVERSITY LAW CENTER

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March 26, 2019

Dr. Ray L. Belton – President/Chancellor
Southern University System & Baton Rouge Campus
4th Floor - J. S. Clark Administration Building
Baton Rouge, LA 70813-9290

RE: (I) Cooperative Endeavor Agreements Between
(1) SULC and BARBRI, Inc.;;
(2) SULC and Kaplan, Inc.; and
(3) SULC and The City of Baker; and

(II) MOU Between SULC and the Tunica Biloxi Tribe of Louisiana

Dear Dr. Belton:

Pursuant to this letter, I am requesting that the three aforementioned cooperative endeavor agreements and aforementioned MOU be presented to the Southern University Board of Supervisors for their review and approval at the April 2019 Board Meeting. The cooperative endeavor agreements between SULC and BARBRI, as well as SULC and Kaplan relate to services provided to graduates of SULC that provide them access to a well-structured bar review program that will improve the chances of SULC graduates obtaining license to practice law. The funds allocated for the cooperative endeavor agreement with BARBRI equals \$160,000, while the funds allocated for the cooperative endeavor agreement with Kaplan equals \$60,000.

The Cooperative Endeavor agreement by and between SULC and the City of Baker concerns a proposed Leland Restoration Project within the City of Baker. This project is consistent with the assistance rendered by SULC and the SULC Legal Clinics in assisting municipalities with urban restoration efforts to curb blight.

The MOU between SULC and the Tunica-Biloxi Tribe of Louisiana is to establish an “Indian Affairs Student Internship Program” for SULC students interested in learning about the tribal law, tribal sovereignty and tribal economic development with the Tunica Biloxi Tribe of

Dr. Ray L. Belton
March 26, 2019

Louisiana, one of four federally recognized tribes in Louisiana and 573 federally recognized tribes in the United States. The Tunica Biloxi Tribe is one of the largest private employers in the State of Louisiana. This MOU is consistent with the land grant goals of the SU System by serving diverse communities throughout the State of Louisiana.

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

Yours sincerely,



John K. Pierre, Chancellor &
Vanue B. Lacour Endowed Law Professor

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT (*line item appropriations*)

THIS COOPERATIVE ENDEAVOR, made and entered into this *1st* day of *May 2019* by and between *THE SOUTHERN UNIVERSITY LAW CENTER* of the State of Louisiana, hereinafter referred to as "State," and/or "Agency" and *BARBRI, INC.* officially domiciled at *12222 MERIT DR., SUITE 1340, DALLAS, TEXAS; 75251* hereinafter referred to as "Contracting Party".

ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14 of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

1.2 WHEREAS, Act 3 of the 2017 Second Extraordinary Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act contains a line item appropriation within the Agency's budget for the benefit of the Contracting Party of which the sum of ONE HUNDRED SIXTY THOUSAND & NO/100 (\$160,000.00) DOLLARS has been allocated for this project, as set forth in Attachment A Plan, which is attached to this agreement and made a part hereof;

1.3 WHEREAS, the agency desires to cooperate with the Contracting Party in the implementation of the Project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: To increase the number of licensed attorneys available to assist the public who are graduates of the Southern University Law Center, a recipient of state-funds, by providing those graduates with access to a well-structured bar review program that will improve the graduates' chances of obtaining a licence to practice law.

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with Act 3 of the Second Extraordinary Session of 2017, if applicable, and the governor's Executive Order JBE 2016-38 on accountability for line item appropriations; and is attached to this agreement and made a part hereof by reference as "Attachment E".

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE II
SCOPE OF SERVICES

Upon each participant's payment of their portion of fees owed to Contracting Party, Contracting Party will provide such participant access to the bar review content set forth in 1-10 below (which belongs to Contracting Party and its licensors) for the period of time set forth in Attachment D.

2.1 The Contracting Party shall:

1. *Provide substantive outlines of legal topics that are tested on the Louisiana, or relevant state, bar*

examination prior to the February and July Bar Examination administrations.

2. Provide substantive review of legal topics that are tested on the Louisiana, or relevant state, bar examination prior to the February and July Bar Examination administrations.

3. Provide lectures by qualified presenters regarding the legal topics that are tested on the Louisiana, or relevant state, bar examination. Lectures should include how those topics have been traditionally tested. In other words, the presenter must do more than simply review the elements of the various laws being tested on the Louisiana bar exam, or relevant state. He or she must also provide proper context for how the legal topic has been tested, to include information on the sorts of fact patterns in which the topic normally appeared and whether the topic was normally tested in essay or multiple choice questions. Access to lectures must be made available to the law center and program participants by video and/or audio replay.

4. Provide participants with questions and representative/sample answers, in either a narrative or outline format, of the ten most recent bar exams, at a minimum, administered in Louisiana, or relevant state.

5. Provide participants with an opportunity to take a practice exam, or to answer a practice question, that is similar in format, style, and rigor of a question that would traditionally appear on each of the topics/parts of the Louisiana, or relevant state, bar examination.

6. Provide participants with written feedback regarding the quality of the written answer to an essay question (i.e., was the answer correct, well organized, appropriate length in light of point allocation, and absent unnecessary information) to the practice exams and/or questions referenced in paragraph five (5), within 72 hours of the participant's submission of the answer.

7. Provide a suggested plan of study for each participant to help guide preparation of study time.

8. Provide participants with the opportunity to practice answering multiple-choice questions that test the legal topics that appear on the Louisiana bar examination or relevant state and to receive information on whether the answers provided were correct.

9. Provide the law center electronic access to information on the number of SULC graduates who are participating in the bar review program from the commencement of the program through its duration. The number of assignments the graduate completes will be used to assess participation. The term assignment as used herein includes: attendance, in person or otherwise, of lectures and work recommended by the review company, to include the review of pages of an outline, the taking of an essay practice exam question, the review of old essay exam questions and/or the review of old multiple choice exam questions.

10. Provide 24-hour access to a helpdesk for participants to resolve technical access issues.

2.2 Deliverables:

The Contracting Party shall provide the following:

1. Substantive outlines and hosted lectures, live or otherwise, covering all the substantive law tested on the Louisiana, or relevant state, bar examination.

2. *Instruction and assistance with developing test-taking skills necessary for success on the bar exam.*
3. *Weekly summaries, via a web-based program, that evidence student attendance of lectures, live or otherwise.*
4. *Reports, via a web-based program, on student participation and progress on completing assignments.*

The materials referenced in 2.2(1) and 2.2(2) are to be provided to participants and are not subject to the ownership language in Article VII of this agreement. Likewise the parties agree that the items referenced in 2.2(3) and 2.2(4) are to be provided to the law center and are not subject to Article VII of this agreement.

Contracting Party will provide to State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this agreement and periodic **Enrollment Reports (Attachment D)** which provide detailed cost information outlining the use of appropriated funds. **Attachment C (Progress Report)** and **Attachment D (Enrollment Report)** are attached to this agreement and made a part thereof by reference.

2.3 Budget: The **Budget** for this project is incorporated herein as "**Attachment B**" which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The **Budget** for this project shall not exceed the total sum of \$ 160,000.00 which sum shall be inclusive of all costs or expenses to be paid by State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated for this project by State. No state funds shall be paid for any one phase of this agreement that exceeds the categories shown on the **Budget** attached as "Attachment B", without the prior approval of State.

2.4 For public or quasi-public entities which are recipients under Act 3 of the Second Extraordinary Session of 2017, and which are not budget units of the State, no funds shall be transferred unless said Contracting Party submits to the Legislative Auditor for approval a copy of this Agreement and Budget showing all anticipated uses of the appropriation, an estimate of the duration of the project and a plan showing specific goals and objectives for the use of such funds, including measures of performance. The Contracting Party shall provide written reports every six months to the funding agency concerning the use of the funds and the specific goals and objectives for the use thereof.

ARTICLE III **CONTRACT MONITOR**

3.1 The Contract Monitor for this contract is Alfreda Diamond, the Vice Chancellor for Institutional Accountability and Shawn D. Vance, Associate Vice Chancellor of Academic Support, Counseling, and Bar Prep Programs, or their designees, will monitor progress of students who graduate and those students who enroll in the course and passage rate.

3.2 Monitoring Plan: During the term of this agreement, Contracting Party shall discuss with State's Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. Contract Monitor shall review and analyze Contracting Party's **Plan** to ensure Contracting Party's compliance with contract requirements.

The Contract Monitor shall also review and analyze the Contracting Party's written **Progress Reports** and **Expense Reports** and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in this contract to determine the progress made;
2. Contact Contracting Party to secure any missing deliverables;
3. Maintain telephone and/or e-mail contact with Contracting Party on contract activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to assure that performance goals are being achieved, and to verify information when needed; and
4. Assure that expenditures or reimbursements requested in **Expense Reports** are in compliance with the approved **Budget**. Contract Monitor shall coordinate with agency's fiscal office for reimbursements to Contracting Party and shall contact Contracting Party for further details, information or documentation when necessary.

Between required performance reporting dates, Contracting Party shall inform Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party and any assistance which may be needed to resolve the situation.

ARTICLE IV **PAYMENT TERMS**

4.1 Provided Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of State, payments to the Contracting Party shall be made by State on a reimbursement basis, after receipt from the Contracting Party and approval by State of periodic **Enrollment Reports** requesting reimbursement, and certifying that each student listed is enrolled with the Contracting Party. Enrollment Reports must be cross-referenced with the State verifying that each student is eligible to participate in the bar review program. All original documentation supporting the reports shall be maintained by Contracting Party, and shall be subject to audit, as hereinafter stated. Upon commencement of the bar review program, and verification and certification of the enrollment report, agreed to by the Contracting Party and the State, payment will be made for corresponding invoice(s) submitted by the Contracting Party.

4.2 No travel expenses are provided for under this agreement.

4.3 Reimbursements under this agreement will be allowed only for expenditures occurring between and including the dates of **May 01, 2019 and April 30, 2020**, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of funds and upon the approval of this agreement by the Office of *State Procurement*.

4.4 The Contract Monitor shall monitor disbursements on a periodic basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified to the satisfaction of the agency reasons for the lack of progress. If the agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the agency shall demand that any unexpended funds be returned to the state treasury unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative

Committee on the Budget. For public or quasi-public entities which are recipients under Act 3 of the Second Extraordinary Session of 2017, the transferring Agency shall forward to the legislative auditor, the Division of Administration, and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted no later than May 1, 2017.

4.5 Taxes: Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be Contracting Party's obligation and identified under Federal tax identification number 38-3837749.

4.6 Additional Costs and Expenses: No additional costs or expenses incurred by the Contracting Party in performance of this Agreement shall be reimbursed or paid by the University unless agree upon in writing by the parties.

ARTICLE V
TERMINATION FOR CAUSE

5.1 The State may terminate this agreement for cause based upon the failure of Contracting Party to comply with the terms and/or conditions of the agreement; provided that the State shall give Contracting Party written notice specifying Contracting Party's failure. If within thirty (30) days after receipt of such notice, Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place Contracting Party in default and the agreement shall terminate on the date specified in such notice. Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

ARTICLE VI
TERMINATION FOR CONVENIENCE

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to Contracting Party. Upon receipt of notice, Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders, for materials, facilities, services and supplies in connection with the performance of this Agreement. Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

ARTICLE VII
OWNERSHIP

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

ARTICLE VIII
ASSIGNMENT

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

ARTICLE IX
FINANCIAL DISCLOSURE

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the provider is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives.

ARTICLE X
AUDITOR'S CLAUSE

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

10.2 Contractor and any subcontractors paid under this agreement shall maintain all books and records pertaining to this agreement for a period of five years after the date of final payment under the prime contract and any subcontract entered into under this agreement.

ARTICLE XI
AMENDMENTS IN WRITING

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Office of State Procurement, Division of Administration.

ARTICLE XII
FISCAL FUNDING CLAUSE

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

ARTICLE XIII
TERM OF CONTRACT

13.1 This agreement shall begin on May 01, 2019 and shall terminate on April 30, 2020.

ARTICLE XIV
DISCRIMINATION CLAUSE

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, political affiliation, veteran status, or any other non-merit factor. Any act of discrimination committed by Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL

14.2 In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for \$100,000 or more and for any Contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this Contract, refrain from a boycott of Israel.

The State reserves the right to terminate this Contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the Contract.

ARTICLE XV
INDEMNIFICATION

15.1 Contractor shall indemnify and hold harmless the University against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of sums of money to any party accruing against the University growing out of, resulting from, or by reason of any act of omission of the Contracting Party, its agents, servants, independent contractors, or employees while engaged in, about, or in connection with the discharge or performance of the terms of this Agreement. Such indemnification shall include the University fees and costs of litigation, including, but are not limited to, reasonable attorney's fees. Contractor shall provide and bear the expense of all personal and professional insurance related to its duties arising under this Agreement.

ARTICLE XVI
SEVERABILITY

16.1 If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

ARTICLE XVII
GOVERNING LAW

17.1 This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, special terms and conditions, and specifications listed in the RFP (if applicable); and this Contract. Venue of any action brought, after exhaustion of administrative remedies, with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

ARTICLE XVIII
FORCE MAJEURE

18.1 Neither party to this Agreement shall be responsible to the other party hereto for any delays or failure to perform caused by any circumstances reasonably beyond the immediate control of the party prevented from performing, including, but not limited to, acts of God.

ARTICLE XIX
ATTACHMENTS AND EXHIBITS

19.1 A listing of Attachments and Exhibits to this CEA are found in Attachment F, *List of Attachments and Exhibits*. Attachment F is attached and made a part of this agreement by reference.

ARTICLE XX
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

20.1 Any records, data, or information regarding the participants provided by the State to the Contracting Party will be subject to and protected by the Family Educational Rights and Privacy Act (FERPA).

THUS DONE AND SIGNED AT _____, Louisiana on the ___ day, of Month, Year

WITNESSES:

Agency Name

John K. Pierre, Chancellor

THUS DONE AND SIGNED AT _____, _____ on the ___ day, of month, year

WITNESSES:

Contracting Party

Mike Sims, President

Plan

CONTRACTING PARTY:
BARBRI, INC.

NAME AND BRIEF NARRATIVE OF PROGRAM:

To increase the number of graduates of Southern University Law Center that are formally prepared for licensure examinations in Louisiana and other relevant states and ultimately admitted to the practice of law.

Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program: Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.

1. Program Goal (*Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.*)
 1. *Increase the percentage of SULC graduates from previous year(s) that enroll in formal programs for bar preparation by decreasing economic barriers.*
 2. *Increase percentage of SULC graduates from previous years that participate/complete assignments in the formal bar preparation programs. The goal is to attain and/or exceed a minimum level of assignments completed of 75%*
2. Program Objective(s) (*Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal. They identify the expected outcomes and results.*)
 1. *Provide detailed outlines for all subjects tested on the exam.*
 2. *Provide exam-focused lectures.*
 3. *Provide a complete set of practice questions and model answers for all sections of the Louisiana, or relevant state, exam.*
 4. *Provide detailed, real-time reporting for law center faculty and bar support professionals that clearly shows student attendance and performance, based upon assignments completed.*
3. Relevant Activity (Activities) (*An activity is a distinct subset of functions or services within a program.*)

Provide complete bar review services to graduating students and alumni of Southern University Law Center to assist with mastering legal knowledge and exam skills in preparation for successful completion of bar examination.

 1. *A full review of all the substantive law covered on the bar exam.*
 2. *Instruction and assistance with developing test-taking skills necessary for success on the bar exam.*
 3. *Weekly reports, via a web-based program, on student attendance for each session.*
 4. *Reports, via a web-based program, on student participation and progress on completing assignments.*

4. Performance Measure(s) *(Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness.)*

1. *Percentage of eligible students, defined based on the number of graduates in an academic year that enroll in course.*
2. *Percentage of students that participate in course, defined as completing a minimum of 75% of assignments.*

DRAFT

Project Budget (2019-2020)

Contracting Party: BARBRI, Inc.

Anticipated Income or Revenue: \$ NONE

<u>Sources</u> (list all sources of revenue)	<u>Amounts</u>
	\$ _____
	\$ _____
	\$ _____

<u>Expense Categories</u>	<u>Anticipated Expenses</u>	
	<u>Total Amount</u>	<u>Amount of Line Item Appropriation</u>
Salaries	\$	\$
Related Benefits	\$	\$
Travel	\$	\$
Operating Services	\$	\$
Advertising	\$	\$
Printing	\$	\$
Maintenance of Equipment	\$	\$
Maintenance of Office	\$	\$
Rentals	\$	\$
Dues and Subscriptions	\$	\$
Telephones	\$	\$
Postage	\$	\$
Utilities	\$	\$
Other	\$	\$
Office Supplies	\$	\$
Professional & Contract Services	\$ 160,000.00	\$ 160,000.00
Other Charges	\$	\$
Acquisitions & Major Repairs	\$	\$
Total Use of the Appropriation	\$ 160,000.00	\$ 160,000.00

(Budget categories listed above reflect a typical budget and may be adjusted by the agency and recipient to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services shall be detailed using pages 2 and 3 of Attachment B).

Staffing Chart

Contracting Party: _____

Name of Program: _____

Name	Title	Total Salary Amount	Total Salary Paid by Appropriation		Related Benefits	Full time or Part Time # of months
			Amount \$	Percentage %		

Schedule of Professional and Other Contract Services

Contracting Party: _____

Name of Program: _____

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation

Progress Report

(To be submitted at least quarterly showing progress achieved. Duplicate pages as needed.)

Contracting Party: _____

Contact Name: _____

Telephone:() _____ Fax:() _____

Goal:	% Complete
Objective(s):	
Activity (Activities) Performed:	
Performance Measure(s):	

ATTACHMENT D

Enrollment Report for the Period of _____

Student Last Name	Student First Name	SULC Graduation Date	SULC Student ID#	Notes

* Should reflect periodic contract payment terms.

Disclosure and Certification Statement

Contracting Party: BARBRI, INC.

Contractor's Mailing Address: 12222 MERIT DR., SUITE 1340

DALLAS, TEXAS 75251

Organization Type: (For example, local government, non-profit, corporation, LLP, etc.) Corporation

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received, the position held within the organization. Identify the official and the public position held.

- I hereby certify that this organization has no outstanding audit issues or findings.
- I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.

I hereby certify that the above information is true and correct, to the best of my knowledge, and I am the duly authorized representative of the organization.

(Name and Title of Contractor)

(Authorized Signature of Contractor)

ATTACHMENT AND EXHIBIT LIST

List of Attachments

List of Exhibits

DRAFT

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT (*line item appropriations*)

THIS COOPERATIVE ENDEAVOR, made and entered into this *1st* day of *May 2019* by and between *THE SOUTHERN UNIVERSITY LAW CENTER* of the State of Louisiana, hereinafter referred to as "State," and/or "Agency" and *KAPLAN, INC.* officially domiciled at *P.O. Box 203934 DALLAS, TEXAS; 75320-3934* hereinafter referred to as "Contracting Party".

ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14 of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

1.2 WHEREAS, Act 3 of the 2017 Second Extraordinary Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act contains a line item appropriation within the Agency's budget for the benefit of the Contracting Party of which the sum of **SIXTY THOUSAND & NO/100 (\$60,000.00) DOLLARS** has been allocated for this project, as set forth in Attachment A Plan, which is attached to this agreement and made a part hereof;

1.3 WHEREAS, the agency desires to cooperate with the Contracting Party in the implementation of the Project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: To increase the number of licensed attorneys available to assist the public who are graduates of the Southern University Law Center, a recipient of state-funds, by providing those graduates with access to a well-structured bar review program that will improve the graduates' chances of obtaining a licence to practice law.

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with Act 3 of the Second Extraordinary Session of 2017, if applicable, and the governor's Executive Order JBE 2016-38 on accountability for line item appropriations; and is attached to this agreement and made a part hereof by reference as "Attachment E".

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE II
SCOPE OF SERVICES

Upon each participant's payment of their portion of fees owed to Contracting Party, Contracting Party will provide such participant access to the bar review content set forth in 1-10 below (which belongs to Contracting Party and its licensors) for the period of time set forth in Attachment D.

2.1 The Contracting Party shall:

1. *Provide substantive outlines of legal topics that are tested on the Louisiana, or relevant state, bar examination prior to the February and July Bar Examination administrations.*
2. *Provide substantive review of legal topics that are tested on the Louisiana, or relevant state, bar examination prior to the February and July Bar Examination administrations.*
3. *Provide lectures by qualified presenters regarding the legal topics that are tested on the Louisiana, or relevant state, bar examination. Lectures should include how those topics have been traditionally tested. In other words, the presenter must do more than simply review the elements of the various laws being tested on the Louisiana bar exam, or relevant state. He or she must also provide proper context for how the legal topic has been tested, to include information on the sorts of fact patterns in which the topic normally appeared and whether the topic was normally tested in essay or multiple choice questions. Access to lectures must be made available to the law center and program participants by video and/or audio replay.*
4. *Provide participants with questions and representative/sample answers, in either a narrative or outline format, of the ten most recent bar exams, at a minimum, administered in Louisiana, or relevant state.*
5. *Provide participants with an opportunity to take a practice exam, or to answer a practice question, that is similar in format, style, and rigor of a question that would traditionally appear on each of the topics/parts of the Louisiana, or relevant state, bar examination.*
6. *Provide participants with written feedback regarding the quality of the written answer to an essay question (i.e., was the answer correct, well organized, appropriate length in light of point allocation, and absent unnecessary information) to the practice exams and/or questions referenced in paragraph five (5), within 72 hours of the participant's submission of the answer.*
7. *Provide a suggested plan of study for each participant to help guide preparation of study time.*
8. *Provide participants with the opportunity to practice answering multiple-choice questions that test the legal topics that appear on the Louisiana bar examination or relevant state and to receive information on whether the answers provided were correct.*
9. *Provide the law center electronic access to information on the number of SULC graduates who are participating in the bar review program from the commencement of the program through its duration. The number of assignments the graduate completes will be used to assess participation. The term assignment as used herein includes: attendance, in person or otherwise, of lectures and work recommended by the review company, to include the review of pages of an outline, the taking of an essay practice exam question, the review of old essay exam questions and/or the review of old multiple choice exam questions.*
10. *Provide 24-hour access to a helpdesk for participants to resolve technical access issues.*

2.2 Deliverables:

The Contracting Party shall provide the following:

1. *Substantive outlines and hosted lectures, live or otherwise, covering all the substantive law tested on the Louisiana, or relevant state, bar examination.*
2. *Instruction and assistance with developing test-taking skills necessary for success on the bar exam.*
3. *Weekly summaries, via a web-based program, that evidence student attendance of lectures, live or otherwise.*
4. *Reports, via a web-based program, on student participation and progress on completing assignments.*

The materials referenced in 2.2(1) and 2.2(2) are to be provided to participants and are not subject to the ownership language in Article VII of this agreement. Likewise the parties agree that the items referenced in 2.2(3) and 2.2(4) are to be provided to the law center and are not subject to Article VII of this agreement.

Contracting Party will provide to State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this agreement and periodic **Enrollment Reports (Attachment D)** which provide detailed cost information outlining the use of appropriated funds. **Attachment C (Progress Report)** and **Attachment D (Enrollment Report)** are attached to this agreement and made a part thereof by reference.

2.3 Budget: The **Budget** for this project is incorporated herein as "**Attachment B**" which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The **Budget** for this project shall not exceed the total sum of \$ 60,000.00 which sum shall be inclusive of all costs or expenses to be paid by State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated for this project by State. No state funds shall be paid for any one phase of this agreement that exceeds the categories shown on the **Budget** attached as "Attachment B", without the prior approval of State.

2.4 For public or quasi-public entities which are recipients under Act 3 of the Second Extraordinary Session of 2017, and which are not budget units of the State, no funds shall be transferred unless said Contracting Party submits to the Legislative Auditor for approval a copy of this Agreement and Budget showing all anticipated uses of the appropriation, an estimate of the duration of the project and a plan showing specific goals and objectives for the use of such funds, including measures of performance. The Contracting Party shall provide written reports every six months to the funding agency concerning the use of the funds and the specific goals and objectives for the use thereof.

ARTICLE III **CONTRACT MONITOR**

3.1 The Contract Monitor for this contract is *Alfreda Diamond, the Vice Chancellor for Institutional Accountability and Shawn D. Vance, Associate Vice Chancellor of Academic Support, Counseling, and Bar Prep Programs, or their designees, will monitor progress of students who graduate and those students who enroll in the course and passage rate.*

3.2 Monitoring Plan: During the term of this agreement, Contracting Party shall discuss with State's Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. Contract Monitor shall review and analyze Contracting Party's **Plan** to ensure Contracting Party's compliance with contract requirements.

The Contract Monitor shall also review and analyze the Contracting Party's written **Progress**

Reports and Expense Reports and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in this contract to determine the progress made;
2. Contact Contracting Party to secure any missing deliverables;
3. Maintain telephone and/or e-mail contact with Contracting Party on contract activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to assure that performance goals are being achieved, and to verify information when needed; and
4. Assure that expenditures or reimbursements requested in **Expense Reports** are in compliance with the approved **Budget**. Contract Monitor shall coordinate with agency's fiscal office for reimbursements to Contracting Party and shall contact Contracting Party for further details, information or documentation when necessary.

Between required performance reporting dates, Contracting Party shall inform Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party and any assistance which may be needed to resolve the situation.

ARTICLE IV **PAYMENT TERMS**

4.1 Provided Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of State, payments to the Contracting Party shall be made by State on a reimbursement basis, after receipt from the Contracting Party and approval by State of periodic **Enrollment Reports** requesting reimbursement, and certifying that each student listed is enrolled with the Contracting Party. Enrollment Reports must be cross-referenced with the State verifying that each student is eligible to participate in the bar review program. All original documentation supporting the reports shall be maintained by Contracting Party, and shall be subject to audit, as hereinafter stated. Upon commencement of the bar review program, and verification and certification of the enrollment report, agreed to by the Contracting Party and the State, payment will be made for corresponding invoice(s) submitted by the Contracting Party.

4.2 No travel expenses are provided for under this agreement.

4.3 Reimbursements under this agreement will be allowed only for expenditures occurring between and including the dates of May 01, 2019 and April 30, 2020, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of funds and upon the approval of this agreement by the Office of *State Procurement*.

4.4 The Contract Monitor shall monitor disbursements on a periodic basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified to the satisfaction of the agency reasons for the lack of progress. If the agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient

justification, the agency shall demand that any unexpended funds be returned to the state treasury unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. For public or quasi-public entities which are recipients under Act 3 of the Second Extraordinary Session of 2017, the transferring Agency shall forward to the legislative auditor, the Division of Administration, and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted no later than May 1, 2017.

4.5 Taxes: Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be Contracting Party's obligation and identified under Federal tax identification number 22-2573250.

4.6 Additional Costs and Expenses: No additional costs or expenses incurred by the Contracting Party in performance of this Agreement shall be reimbursed or paid by the University unless agree upon in writing by the parties.

ARTICLE V
TERMINATION FOR CAUSE

5.1 The State may terminate this agreement for cause based upon the failure of Contracting Party to comply with the terms and/or conditions of the agreement; provided that the State shall give Contracting Party written notice specifying Contracting Party's failure. If within thirty (30) days after receipt of such notice, Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place Contracting Party in default and the agreement shall terminate on the date specified in such notice. Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

ARTICLE VI
TERMINATION FOR CONVENIENCE

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to Contracting Party. Upon receipt of notice, Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders, for materials, facilities, services and supplies in connection with the performance of this Agreement. Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

ARTICLE VII
OWNERSHIP

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

ARTICLE VIII
ASSIGNMENT

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

ARTICLE IX
FINANCIAL DISCLOSURE

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the provider is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives.

ARTICLE X
AUDITOR'S CLAUSE

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

10.2 Contractor and any subcontractors paid under this agreement shall maintain all books and records pertaining to this agreement for a period of five years after the date of final payment under the prime contract and any subcontract entered into under this agreement.

ARTICLE XI
AMENDMENTS IN WRITING

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Office of State Procurement, Division of Administration.

ARTICLE XII
FISCAL FUNDING CLAUSE

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

ARTICLE XIII
TERM OF CONTRACT

13.1 This agreement shall begin on May 01, 2019 and shall terminate on April 30, 2020.

ARTICLE XIV
DISCRIMINATION CLAUSE

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, political affiliation, veteran status, or any other non-merit factor. Any act of discrimination committed by Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL

14.2 In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for \$100,000 or more and for any Contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this Contract, refrain from a boycott of Israel.

The State reserves the right to terminate this Contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the Contract.

ARTICLE XV
INDEMNIFICATION

15.1 Contractor shall indemnify and hold harmless the University against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of sums of money to any party accruing against the University growing out of, resulting from, or by reason of any act of omission of the Contracting Party, its agents, servants, independent contractors, or employees while engaged in, about, or in connection with the discharge or performance of the terms of this Agreement. Such indemnification shall include the University fees and costs of litigation, including, but are not limited to, reasonable attorney's fees. Contractor shall provide and bear the expense of all personal and professional insurance related to its duties arising under this Agreement.

ARTICLE XVI
SEVERABILITY

16.1 If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

**ARTICLE XVII
GOVERNING LAW**

17.1 This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, special terms and conditions, and specifications listed in the RFP (if applicable); and this Contract. Venue of any action brought, after exhaustion of administrative remedies, with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

**ARTICLE XVIII
FORCE MAJEURE**

18.1 Neither party to this Agreement shall be responsible to the other party hereto for any delays or failure to perform caused by any circumstances reasonably beyond the immediate control of the party prevented from performing, including, but not limited to, acts of God.

**ARTICLE XIX
ATTACHMENTS AND EXHIBITS**

19.1 A listing of Attachments and Exhibits to this CEA are found in Attachment F, *List of Attachments and Exhibits*. Attachment F is attached and made a part of this agreement by reference.

**ARTICLE XX
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

20.1 Any records, data, or information regarding the participants provided by the State to the Contracting Party will be subject to and protected by the Family Educational Rights and Privacy Act (FERPA).

THUS DONE AND SIGNED AT _____, Louisiana on the ___ day, of Month, Year

WITNESSES:

Agency Name

John K. Pierre, Chancellor

THUS DONE AND SIGNED AT _____, _____ on the ___ day, of month, year

WITNESSES:

Contracting Party

Mike Power, President

Plan

CONTRACTING PARTY:
KAPLAN, INC.

NAME AND BRIEF NARRATIVE OF PROGRAM:

To increase the number of graduates of Southern University Law Center that are formally prepared for licensure examinations in Louisiana and other relevant states and ultimately admitted to the practice of law.

Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program: Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.

1. Program Goal (*Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.*)
 1. *Increase the percentage of SULC graduates from previous year(s) that enroll in formal programs for bar preparation by decreasing economic barriers.*
 2. *Increase percentage of SULC graduates from previous years that participate/complete assignments in the formal bar preparation programs. The goal is to attain and/or exceed a minimum level of assignments completed of 75%*
2. Program Objective(s) (*Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal. They identify the expected outcomes and results.*)
 1. *Provide detailed outlines for all subjects tested on the exam.*
 2. *Provide exam-focused lectures.*
 3. *Provide a complete set of practice questions and model answers for all sections of the Louisiana, or relevant state, exam.*
 4. *Provide detailed, real-time reporting for law center faculty and bar support professionals that clearly shows student attendance and performance, based upon assignments completed.*
3. Relevant Activity (Activities) (*An activity is a distinct subset of functions or services within a program.*)

Provide complete bar review services to graduating students and alumni of Southern University Law Center to assist with mastering legal knowledge and exam skills in preparation for successful completion of bar examination.

 1. *A full review of all the substantive law covered on the bar exam.*
 2. *Instruction and assistance with developing test-taking skills necessary for success on the bar exam.*
 3. *Weekly reports, via a web-based program, on student attendance for each session.*
 4. *Reports, via a web-based program, on student participation and progress on completing assignments.*

4. Performance Measure(s) *(Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness.)*

1. *Percentage of eligible students, defined based on the number of graduates in an academic year that enroll in course.*
2. *Percentage of students that participate in course, defined as completing a minimum of 75% of assignments.*

DRAFT

Project Budget (2019-2020)

Contracting Party: KAPLAN, Inc.

Anticipated Income or Revenue: \$ NONE

Sources *(list all sources of revenue)*

<u>Sources</u>	<u>Amounts</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Anticipated Expenses

<u>Expense Categories</u>	<u>Total Amount</u>	<u>Amount of Line Item Appropriation</u>
Salaries	\$	\$
Related Benefits	\$	\$
Travel	\$	\$
Operating Services	\$	\$
Advertising	\$	\$
Printing	\$	\$
Maintenance of Equipment	\$	\$
Maintenance of Office	\$	\$
Rentals	\$	\$
Dues and Subscriptions	\$	\$
Telephones	\$	\$
Postage	\$	\$
Utilities	\$	\$
Other	\$	\$
Office Supplies	\$	\$
Professional & Contract Services	\$ 60,000.00	\$ 60,000.00
Other Charges	\$	\$
Acquisitions & Major Repairs	\$	\$
Total Use of the Appropriation	\$ 60,000.00	\$ 60,000.00

(Budget categories listed above reflect a typical budget and may be adjusted by the agency and recipient to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services shall be detailed using pages 2 and 3 of Attachment B).

Staffing Chart

Contracting Party: _____

Name of Program: _____

Name	Title	Total Salary Amount	Total Salary Paid by Appropriation		Related Benefits	Full time or Part Time # of months
			Amount \$	Percentage %		

Schedule of Professional and Other Contract Services

Contracting Party: _____

Name of Program: _____

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation

Progress Report

(To be submitted at least quarterly showing progress achieved. Duplicate pages as needed.)

Contracting Party: _____

Contact Name: _____

Telephone:() _____ Fax:() _____

Goal:	% Complete
Objective(s):	
Activity (Activities) Performed:	
Performance Measure(s):	

Enrollment Report for the Period of _____

Student Last Name	Student First Name	SULC Graduation Date	SULC Student ID#	Notes

* Should reflect periodic contract payment terms.

Disclosure and Certification Statement

Contracting Party: KAPLAN, INC.

Contractor's Mailing Address: P.O. Box 203934

DALLAS, TEXAS 75320-3934

Organization Type: (For example, local government, non-profit, corporation, LLP, etc.) Corporation

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received, the position held within the organization. Identify the official and the public position held.

- I hereby certify that this organization has no outstanding audit issues or findings.
- I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.

I hereby certify that the above information is true and correct, to the best of my knowledge, and I am the duly authorized representative of the organization.

(Name and Title of Contractor)

(Authorized Signature of Contractor)

ATTACHMENT AND EXHIBIT LIST

List of Attachments

List of Exhibits

DRAFT

**COOPERATIVE ENDEAVOR AGREEMENT
BY AND BETWEEN**

**THE CITY OF BAKER
AND
SOUTHERN UNIVERSITY LAW CENTER**

**CONCERNING THE PROPOSED LELAND
RESTORATION PROJECT**

This is a Cooperative Endeavor Agreement between

THE CITY OF BAKER, a local municipality of the State of Louisiana represented by Mayor Darnell Waites, its duly authorized agent;

and

THE SOUTHERN UNIVERSITY LAW CENTER, a law school domiciled in East Baton Rouge Parish, Louisiana, represented herein by John Pierre, its Chancellor, (hereafter referred to as "**SULC**");

WHEREAS, Heirship, abandoned, restorative, and adjudicated properties are a major impediment to the current and future economic development of both rural and urban neighborhoods in the City of Baker, Louisiana more specifically the restoration of properties adjacent to the historical Leland College; and

WHEREAS, the City of Baker and SULC desire to engage SULC students in endeavors that advance their educational pursuits while furthering economic development through the remediation of legal issues that hinder heirship, abandoned, and adjudicated properties; negotiate overhead costs on a project by project basis; and develop planning and legal skills in law students by providing opportunities for supervised student internships in government and clinical legal education; and

WHEREAS, SULC is an institution of higher education governed by the Board of Supervisors of Southern University and Agricultural and Mechanical College pursuant to the authority granted under the Louisiana Constitution Article 8 and §7; whose primary mission is the preparation of law students for practice in the legal profession; and

WHEREAS, the City of Baker is a local municipality of the state of Louisiana whose mission is to transform the quality of life for all citizens who live, work and play in the City of Baker by returning blighted properties to productive use, fostering redevelopment through facilitating partnerships, and creating a vibrant, globally competitive community while preserving character of place; and

WHEREAS, Article VII, Section 14(C) of the 1974 Constitution of the State of Louisiana and LSA-R.S. 33:1324, et seq. provide that, for a public purpose, public entities, parishes, municipalities and political subdivisions may engage in and make cooperative endeavor agreements/intergovernmental agreements between themselves for specific purposes;

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained and the mutual benefits to be derived here from, the adequacy of which is hereby acknowledged, it is stipulated and agreed as follows:

1. AGREEMENT: Upon mutual agreement, the City of Baker and SULC shall agree to collaborate on planning, research, and implementation to bring heirship, abandoned, and adjudicated properties back into commerce. These projects will:

- A. Aid property owners in perfecting a merchantable title as part of a student legal clinical experience to be coordinated and developed by SULC;
- B. Educate through the preparation and distribution of informative materials related to the problems associated with heirship, blighted, and adjudicated properties;
- C. Facilitate the mentorship of law students through unpaid internships with the City of Baker;
- D. Utilize SULC's student internship, externship and clinical education programs to aid the City of Baker in the perfection of the constitutionally mandated notice requirements for targeted adjudicated properties; and/or
- E. Support the City of Baker in the preparation of standardized legal forms and the operation of its computer-based system for the sale and tracking of adjudicated

property by providing relevant legal research to be conducted by SULC students under the supervision of faculty;

- F. Identify 4 targeted heirship, abandoned, restorative, or adjudicated properties within the Leland Restoration Project area for purposes of implementing the project plan.

2. PLAN ADMINISTRATION: Plan, grant, and fiscal administration shall be handled by the City of Baker and SULC respectively, with each entity responsible for following its own internal procedures, while cooperating with one another to streamline costs and maximize efficiencies. Upon execution of this Agreement, representatives from each party shall work collectively to develop one or more projects to accomplish one or more of the above stated goals. Each party shall appoint a person to supervise implementation of these projects and one or more persons shall be assigned to manage each project created under this Agreement. Each program shall be created with the goals and milestones necessary to ensure proper compliance with all grant funding opportunities or other statutory or regulatory requirements, as well as to create a framework for evaluating the effectiveness of each program. Quarterly reports shall be created with such information as may be necessary to inform of each project's progress and satisfaction of the stated goals and milestones. Reports shall be provided to both SULC and the City of Baker for analysis and review, and shall be in a format sufficient to share with key stakeholders.

3. OVERHEAD AND INDIRECT COSTS: Participating parties shall negotiate overhead and indirect costs on a project by project basis with granting agencies. Each party shall make every effort to identify grants, awards or other dollars that can provide funding for the projects created hereunder throughout the entire term of this Agreement. Participation in joint applications will be at the discretion of each party.

4. STORAGE AND DISTRIBUTION OF MATERIALS: City of Baker and SULC, and/or other assignees shall serve as archival repositories for information gathered through these projects as agreed by the participating parties. Materials, if any, related to property owned or controlled by the City of Baker

shall be considered the property of the City of Baker, regardless of where or how such information is stored. No materials shall be distributed to parties not subject to this Agreement without the express written consent of each party hereto. The parties agree to mark confidential or proprietary information clearly to avoid distribution of such materials.

5. **MAINTENANCE OF RECORDS:** City of Baker and SULC and/or other assignees, upon agreement of all parties, shall maintain and keep the necessary financial records and other documentation pertaining to costs associated with the aforementioned projects in accordance with all federal and state regulations and laws, and in compliance with the bookkeeping and accounting policies of the parties. Such records shall be safeguarded and treated as confidential and shall not be distributed to any party not subject to this Agreement without express written consent from all parties.

6. **ASSIGNMENT:** No party to this Agreement shall assign any interest in this Agreement by assignment, transfer, or novation, without prior written consent of the other party.

7. **APPROVAL OF ADDITIONAL PARTIES:** Upon express written consent of each party, other parties may enter into this Agreement by executing an instrument where such additional party agrees and obligates itself to be bound hereby. Other parties may include entities other than municipalities and educational institutions.

8. **TERM:** The term of this Agreement shall commence upon the signature of all parties to the Agreement, and the term period shall be five (5) years from such date. At the option of the City of Baker and SULC, this Agreement may be extended on the same terms and conditions as the original Agreement, or upon such terms and conditions as the parties agree, for five (5) additional one-year periods.

9. **AMENDMENTS:** Upon agreement of the parties, individual provisions of this Agreement may be deleted, modified, or amended as required to meet changing conditions.

10. **TERMINATION:** Notwithstanding anything contained herein to the contrary, either the City of Baker or SULC may terminate this Agreement at any time by giving ninety (90) days prior written notice

to the other party. Upon termination by either party, any materials related to particular properties held by the City of Baker or its affiliates shall be returned to the City of Baker.

11. DISCRIMINATION CLAUSE: City of Baker and/or SULC agree to abide by the requirements of the following as applicable:

- A. Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972.*
- B. Federal Executive Order 11246*
- C. Federal Rehabilitation Act of 1972, as amended*
- D. Vietnam Era Veteran's Readjustment Assistance Act of 1974*
- E. Title IX of the Education Amendments of 1972*
- F. Age Act of 1975*
- G. Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008*
- H. LSA-R.S. 23:323 and seq.*

12. ENTIRE AGREEMENT: This Agreement shall constitute the entire agreement between the parties and shall be effective as of the date that this Agreement is fully executed; all prior agreements between the parties, whether written or oral, are merged into this Agreement and shall have no force and effect with regard to this Agreement.

13. SURVIVAL: All obligations to be performed after the term of this Agreement shall survive this Agreement.

14. SEVERABILITY: The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

15. PRIVACY: Any records, data, or information regarding students provided by SULC to the City of Baker will be subject to and protected by the Family Educational Rights and Privacy Act (FERPA).

This agreement will become effective upon the approval of the Southern University System Board of Supervisors and the Office of the Mayor for the City of Baker.

THUS DONE AND SIGNED, this _____ day of March, 2019.

BY: _____
John K. Pierre
Chancellor, Southern University Law Center

BY: _____
Darnell Waites
Mayor, City of Baker

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SOUTHERN UNIVERSITY LAW CENTER
AND THE
TUNICA-BILOXI TRIBE OF LOUISIANA**

This is a Memorandum of Understanding ("MOU") between the Southern University Law Center ("SULC") and the Tunica-Biloxi Tribe of Louisiana ("Tunica-Biloxi") to establish an "Indian Affairs Student Internship Program."

1. Background

Indian law is a highly specialized field that is rooted in the unique sovereign status of Indian tribes that has been reaffirmed in countless judicial decisions, statutes, and executive orders. Indian law centers around jurisdictional disputes arising from tribal sovereignty. Due to rapid tribal economic growth since the advent of Indian gaming, tribes are now major employers in the State of Louisiana. Tribal businesses include much more than gaming, and non-Indian private enterprises and state agencies routinely interact with Indian tribes. Attorneys who have studied Indian law will have an advantage when seeking employment with tribes. Attorneys that have taken Indian law but do not work for tribes will have an advantage when engaged in business involving an Indian tribe.

The Tunica-Biloxi Tribe of LA was federally recognized in 1981 and has one of the oldest tribal court systems in Louisiana. The Tunica-Biloxi Tribe of LA are one of the 573 federally recognized tribes to implement special domestic violence criminal jurisdiction under the Violence Against Women Reauthorization Act of 2013 and to implement enhanced sentencing authority under the Tribal Law and Order Act of 2010. In order to implement these laws and exercise its inherent sovereignty, the Tunica-Biloxi Tribe of LA routinely work with attorneys.

The Southern University Law Center (SULC) has been providing legal education for more than seventy (70) years and is the alma mater of many of Louisiana's premier jurists. Since its inception, the SULC has maintained a reputation for balancing high standards with access and opportunity. The quest for academic excellence is shaped by a desire to educate lawyers who foster a commitment to important ideals of social justice and public service. The SULC offers a unique opportunity for students to receive a rigorous legal education in the context of a respectful, caring, and committed community of faculty and staff.

As a historically black college, the SULC sees adding an Indian Law Program (ILP) to its curriculum as a natural part of its mission. Not only does the SULC recognize the struggles American Indians have suffered as a racial minority, the SULC respects the Tunica-Biloxi's inherent right to self-government and cultural preservation. By working together and providing practical "hands-on" training, the Tunica-Biloxi can help the SULC educate its students for careers in Indian law.

Therefore, recognizing the reciprocal benefits that collaboration provides, the Tunica-Biloxi and the SULC hereby enter into this MOU to enhance practical training opportunities for the SULC students.

2. Tunica-Biloxi Deliverables

- a. In coordination with SULC faculty, create externship/internship program opportunities for SULC students interested in becoming Indian law professionals; and,
- b. Engage in curricular training opportunities with the SULC faculty to enhance the skill set of SULC students interested in Indian law careers.

3. SULC Deliverables


- a. Establish an ILP that offers a 3-credit course on Federal Indian Law and hosts at least one conference per academic year on an Indian law and policy topic.
- b. Identify tribal collaboration, grant/contract opportunities related to Indian education projects, and foster and stimulate cooperation between the SULC ILP and the Tunica-Biloxi Tribe; and,
- c. Create internship opportunities and experiential learning opportunities for the SULC students related to Indian Affairs, legislation, and regulation with Tunica-Biloxi.

The Tunica-Biloxi Tribe of LA and the SULC hereby agree to use their best efforts to ensure the success of this MOU. The MOU will become final once it is approved by the Southern University System Board of Supervisors ("the Board"), and executed by authorized representatives of the Tunica-Biloxi governing body, the Tunica-Biloxi Tribal Council, and the SULC.

The term of this agreement will be for five years with the option to renew for an additional number of years to be decided upon and approved by the Tunica-Biloxi Tribal Council and the Board. This agreement and its implementation will be reviewed annually during the pendency of its term and during any subsequent renewed additional years. Both parties have the right to terminate this agreement for convenience upon providing ninety (90) days written notice to the other party.

Signed this the 21st day of February, 2019, by John K. Pierre, Chancellor of the Southern University Law Center, and Marshall Pierite, Chairman of the Tunica-Biloxi Tribe of Louisiana.

John K. Pierre, Chancellor
Southern University Law Center



Marshall Pierite, Chairman
Tunica-Biloxi Tribe of Louisiana



Memorandum of Understanding

Southern University and A & M College

And

dfree® Global Foundation, Inc.

This Memorandum of Understanding (“MOU”), is made and entered into this ___ day of April, 2019, between the dfree® Global Foundation, Inc. (“dfree®”) represented by Dr. DeForest B. Soaries, Jr., Founder and CEO and Southern University and A & M College (“SU”), represented by Dr. Ray Belton, President-Chancellor to document the commitment of both Southern University and dfree® to deliver financial educational information, programming and events for students and faculty/staff of SU.

1. Through a committed team and a structured approach, we endeavor to provide SU with programming and training of voluntary leaders (Ambassadors) in select areas to prepare, train, and support their needs in financial matters using dfree® tools, resources, strategies and solutions.

The above goal will be accomplished by undertaking the following activities:

- dfree® to provide ongoing training and support to Southern University Faculty and dfree® Student Ambassadors to function as a local school resource using the dfree® Financial Freedom Movement leading, training and launching dfree® initiatives with students and faculty/staff;
- dfree® will provide information via facilitation tools, student webinars and events supporting SU’s initiatives to provide exposure and access of financial literacy programs to student body;

- dfree® and SU to adopt a contract of services, schedule and scope of work each year with an annual review, to begin summer 2019/20 academic year. Contract to explicitly define scope of work and compensation for dfree services, materials, staffing, etc. in support of this initiative;
- dfree® will provide to SU access to dfree® programming, tools, and resources;
- SU to provide cross function expertise, facilities, office space, staff and access to student body supporting dfree® team and dfree® student users; and,
- SU to provide additional identification of appropriate resources for dfree® at SU

Reporting

Both SU and dfree® will set goals and tracking parameters to evaluate effectiveness and adherence to the agreement. We will evaluate progress on an ongoing basis to grow and adjust the relationship as needed. Key metrics will include, but not limited to the following, with the exception of legally protected information to include FERPA regulations:

- Number of students, student family members, and faculty/staff trained in dfree®
- Qualitative Outcomes (behavioral change, testimonials, etc.)

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from SU and dfree® with sixty (60) days written notice and acceptance of modifications by the parties. This MOU shall become effective upon signature by the authorized officials from SU and dfree® and will remain in effect until modified or terminated by any one of the partners by mutual consent with sixty (60) days written notice.

Signatures

_____ Date:
Dr. Ray Belton
President-Chancellor, Southern University

_____ Date:
Dr. DeForest B. Soaries, Jr.
Founder & CEO, dfree® Global Foundation, Inc.

Contact Information

Dr. Ray Belton
President-Chancellor, SU
ray_belton@sus.edu

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Katara_Williams@sus.edu

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tstembridge@mydfree.org

Janiah Lake
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jlake@mydfree.org

Nia Baskerville
Events & Youth/Young Adult Manager
nbaskerville@mydfree.org

Let's Move Forward Together.