



SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS

MEETINGS

9 a.m.

Friday, September 20, 2019

2nd Floor- J S Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana 70813

ACADEMIC
AFFAIRS
COMMITTEE

ACADEMIC AFFAIRS COMMITTEE

2nd Floor - J.S. Clark Administration Building

Board of Supervisors Meeting Room

Baton Rouge, Louisiana

Friday, September 20, 2019

9:00 AM

AGENDA

1. Call to Order / Pledge of Allegiance
2. Invocation
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Special Presentation:
 - A. Selection of Southern University and A&M College System as the First Pilot Institution for the CIA's Recruitment and Workforce Development Strategy for the White House Initiative on HBCUs
7. Action Item(s):
 - A. Request Approval to Establish a Pilot Spring Evening and Weekend Admission Program (SULC)
8. Other Business
9. Adjournment

MEMBERS

Dr. Curman L. Gaines – Chair, Dr. Leroy Davis – Vice Chair
Dr. Leon R. Tarver, Mr. Sam Gilliam, Mr. John Barthelemy, Rev. Samuel C. Tolbert, Jr.
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

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September 3, 2019

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

RE: Pilot Spring Law Center Evening and Weekend
Admission Program

Dear Dr. Belton:

The Southern University Law Center has been a leading “access and opportunity” legal education institution among the approximately 200 ABA Accredited law schools in the United States. Individuals that seek legal education opportunities leading to a Juris Doctor degree at the Law Center can do so through three enrollment options: (1) Full-time Day; (2) Part-time Day; and (3) Part-time Evening.

All of the aforementioned enrollment options are based upon a fall semester admission/enrollment initial matriculation process, which is the traditional initial admission/enrollment matriculation point of entry for approximately 80 to 90 percent of ABA accredited law schools. That fall semester initial admission/enrollment point of entry for first year law students is based upon traditional 20th century notions of academic planning. Some of those traditional 20th century notions have changed or evolved significantly in the 21st century higher education and legal education landscape.

One of the traditions that has changed in the 21st century affecting legal education is the number of times the Law School Admissions Test (LSAT) is administered. Beginning in 2018, the LSAT is now administered 6 times a year versus 4 times a year. Another tradition that has changed or evolved is when in the calendar year students are completing their undergraduate degrees.

FACILITIES
AND
PROPERTY
COMMITTEE

FACILITIES AND PROPERTY COMMITTEE

(Following the Academic Affairs Committee)
2nd Floor- J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana
Friday, September 20, 2019
9:00 AM

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Information Item(s):
 - A. Priority Projects Updates, by Campuses
6. Other Business
7. Adjournment

MEMBERS

Rev. Donald R. Henry – Chair, - Dr. Rani Whitfield – Vice Chair,
Dr. Leroy Davis, Mr. John Barthelemy, Mrs. Ann Smith, Mr. Richard Hilliard
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

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(225) 771-2922 FAX
Eli_Guillory@sus.edu

September 5, 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 report, 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, Facility Planning and Control, DOTD and the Governor's Office of Homeland Security/Emergency Preparedness 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, appearing to read "Eli G. Guillory III", with a large 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
Facilities and Property Report
SU System Campuses Projects

Eli G. Guillory III Sept 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		Pending WBS no. from FP&C w/ approval
SUAG	Southwest Center for Rural Initiatives (Opelousas Ag Bldg.) - Mechanical system AC units replacement	\$ 105,221.95	State	2018	6/25/2019	Completed - Construction In Progress 6 mech. units replaced - 100% complete
SUAG	A. O. Williams Hall Mechanical HVAC system upgrades - Westside of Phase one - part 1 mech. units, coil upgrades,	\$ 140,000.00	State	2018	2019	Active - 100% complete Mel Eng. and CMC - completed, pending recommendation of acceptance from the Designer - additional pending work by SUag for \$40k -Pending by FP&C seeking additional AFC funding \$1,500,000 and \$160,000 for Eng. Design.
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	2019	complete (pending to seek Capital Outlay funding for \$4,500,000 for phase 2 - Eastside)
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 2 Eastside, ext. wall flashing, de-brick masonry and Mechanical System upgrades	\$ 4,500,000.00	State	2018		Pending approval by Fp&c of Capital Outlay funding for \$4,500,000 for phase 2 - Eastside / westside p1_ \$160,000 p2_ \$1,500,000 p5_ \$4,000,000
SUAG	Multipurpose Building	\$ 1,492,444.00	Fed. Gov.	2003	2018	complete (furniture funding is 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
SUAG	A. O. Williams Hall - Mechanical AHU / Mech. Room equipment Repairs	\$ 140,000.00	State	10/20/2017	2019	completed
SUAG	New Mega Disaster Relief Shelter (for 2,500 beds)	\$ 24,375,000.00	State / Federal	Jan. 2019		Active - pending Fp&c approval of designer in July/Aug 2019 - p2_ \$1,000,000 p5_ \$8,375,000 interagency GOHSEP\$15,000,000
SUAG	SUAG - Road/Street and Canal Soil Erosion Improvements at SUAG Experimental Farm Station 14600 Scenic Highway / US Hwy 61 (EBRP/Baker LA)	\$ 3,300,000.00	State	7/1/2016		pending state approval
SUAG	Existing Meat Processing Facility Expansion Addition	\$ 1,225,000.00	State	7/1/2018		pending state approval
SUAG	Demolition of Barn building(s) of the 1960's and 1970's	\$ 103,500.00	State	6/1/2019		Active - pending planning and bidding by Fp&c
SUBR	B. A. Little Dr. Road upgrade at SUPD & TT Allain Hall	\$ 151,775.00	Title 3	2018	2019	complete
SUBR	New Science Complex - program room/space planning phase	\$ 56,000.00	Title 3	2017	2019	completed

	SUBR	New Science "STEM" Complex Building	\$ 46,000,000.00	State	7/1/2017		Pending full planning and Construction funding by State / DoA / Fp&c to proceed with design planning (p2 \$500,000 - July 2019) for construction
	SUBR	J. B. Moore Hall Hi-Tech Smart Classroom Renovation	\$ 300,000.00	Title 3	Apr. 2016	2019	construction 100% complete
	SUBR	SU Museum of Art - HVAC Mechanical System Repairs	\$ 127,112.00	State	10/11/2018	7/30/2019	completed - Construction in progress - 100% complete
	SUBR	Air Handling Unit Repair - W. H. James Hall	\$ 350,000.00	State	10/20/2017	9/3/2018	completed - 100%
	SUBR	Fan Coil Unit Repairs-JW Fisher hall	\$ 100,000.00	State	10/19/2017	7/30/2019	complete
	SUBR	Fan Coil Unit Repairs-J. Lee Hall & Health Research Center	\$ 100,000.00	State	10/19/2017	7/30/2019	complete
	SUBR	Mechanical Unit Repairs-WW Stewart Hall -Phase 1	\$ 100,000.00	State	10/19/2017	2019	Construction in progress - 100% complete
	SUBR	Dehumidifying System Repair-Tourgee A. Debose Music Hall	\$ 225,000.00	State	10/19/2017		Active - Construction in progress 95% complete
	SUBR	A.W. Mumford (Consent Decree ADA)	\$ 7,900,000.00	State	2016		Active - Construction in progress 98% complete (seek funding approval from Fp&c to upgrade perimeter roadway, walks, and streets)
	SUBR	F.G. Clark Activity Center (Consent Decree ADA)	\$ 7,450,000.00	State	2016		Active - Construction in progress 99% complete (seek funding approval from Fp&c to upgrade perimeter roadway and parking)
	SUBR	J.S. Clark Admin. Building - Roof Replacement	\$ 216,558.00	State	12/20/2017		completed
	SUBR	Frank Hayden Hall - Theatre Lobby Restrooms Phase 1 upgrades	\$ 150,000.00	Title 3	Apr. 2016		pending budget funding for planning & construction
	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 - pre bid meeting by Fp&c Sept 2019
	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.	\$ 300,000.00	State	2018		Pending WBS no. from FP&C approval
	SUBR	SU Laboratory School Gym Locker Room upgrades	\$ 70,000.00	SUBR	2019	Jul-19	complete
	SUBR	SU Laboratory School Elementary Buildings renovations	\$ 440,000.00	State	2019		Active - FP&C pending planning phase
	SUBR	Repairs of 100ft tower and parking lot lighting upgrades to LED's - West and East of F G Clark Activity Center (Disaster Relief Shelter)	\$ 175,000.00	State	2018		Active - FP&C pending planning phase
	SUBR	Upgrade lighting system for classrooms, exits and stairwells in various buildings	\$ 100,000.00	State	2018		Active - FP&C pending planning phase
	SUBR	Campus sidewalks repairs neutralizing trip hazards and ensuring wheelchair accessibility	\$ 55,542.00	State	2018		Active - construction in progress 98% complete

	SUBR	J. S. Clark Adm. Building - Upgrade chill water and hot water pumps and install new automated digital controls	\$ 160,000.00	State	2018		Active - FP&C pending planning phase
	SUBR	W. W. Stewart Hall Auditorium Mech. HVAC repairs/upgrades	\$ 255,414.00	State	2018		Active - planning in progress
	SUBR	DOTD - Ravine Erosion Control & Road Improvements	\$ 10,000,000.00	DOTD	5/25/2017		Active - construction / low bid \$5,000,000 by Merrick LLC - pre-const. meeting 3July2019
	SUBR	DOTO / FP&C Ravine Utility Line Erosion Control and Relocation	\$ 1,221,407.00	State	2016		Active - in progress - Designer AST Engineers pre-con 24June2019 - Gallo Mech. bid \$400,000
	SUBR	Music Building Annex - Music & Recording Studio	\$ 200,000.00	Title 3	2018		Active - planning CD's Construction Bid Documents @ 75% phase
	SUBR	W. W. Stewart Hall First Floor Renovations - North	\$ 334,000.00	Title 3	2018		Active - programing & planning phase (Williams & Williams Architecture LLC) - bidding (<i>low bidder - Miremont/Schoonmaker Construction Co. Aug. 12, 2019 @ \$303,000</i>)
	SUBR	W. W. Stewart Hall Lobby Restrooms	\$ 160,000.00	Title 3	2018		Active - programing & planning phase for bidding
	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 Coil 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. Thurman 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	\$ 231,363.60	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	\$ 450,000.00	SUBR	Apr. 2016		Seeking funding approval for renovations by SUBR - pending approval
	SUBR	J. B. Moore Hall I. T. Renovation	\$ 450,000.00	SUBR	2018		Active - programing phase - pending
	SUBR	J. W. Fisher Renovations - classroom Labs hoods, lab casework, Mech., Elect, Window sys. Interior finishes upgrades	\$ 5,500,000.00	State / Private	2018 April / approved 2019 June		Active - planning phase w/ pj# 01-107-18-02 WBS-F.01003868 - Coleman Partners Architects (\$485,927) 6/2019 to 6/2020 planning. State \$3,500,000 p5 trailing funds / Interagency \$2,000,000
	SUBR	Softball Complex Upgrades	\$ 500,000.00	SUBR	5/1/2019		master planning / construction in progress at 30% and seeking additional funding (\$500,000) for upgrades - review w/ BoR and Fp&c for capital outlay funding July 2019
	SUBR	Demolition of Buildings- Arch. West, Jesse Owens, Lottie Anthony, Washington Hall, Old Hill Infirmary, Old Jones Hall	\$ 1,969,000.00	State	5/1/2019		Active - in the planning phase for bidding by Fp&c
	SUBR	DOTD - Information Center @ SUBR Campus	\$ 5,625,876.00	State	Aug. 1998 / Aug. 2014		Active - in re-planning phase for bidding by DOTD Aug 2019
	SULC	Roof replacement	\$ 480,000.00	State	2016	2017	Completed
	SUNO	Campus Wide Electrical & Lighting Repairs - Phase II - WBS:F.19002262	\$ 475,399.00	State	8/31/2018		Active - GVA Engineering, LLC Designer and bidding (SUN Industries, LLC bid @ \$239,900)
	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 additional planning meeting w/ Fp&c.
	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 & Humanities and Social Sciences	\$ 21,200,000.00	FEMA	2015		complete
	SUNO	Arts & Humanities and Social Sciences: Auditorium Buildout flooring upgrades (17,533 sf renovated flooring) Project No. 01-107-05B-13, Part No. F.01003889	\$ 400,000.00	FEMA	2019		Active - planning phase (chasm + fusion Architecture) for bidding
	SUNO	Arts & Humanities and Social Sciences - Museum Renovation 2nd floor	\$ 255,780.00	FEMA	2019		Active - planning phase for bidding - (additional displays funding of \$1,200,000 is pending)
	SUNO	Maintenance Building Mechanical HVAC Controls & Equipment upgrades - WBS:F.19003791	\$ 126,804.00	State	2018		Active - planning and bidding by Fp&c / designer GVA Eng. - Industrial Mechanical G.C. bid \$74,900
	SUNO	Campus sidewalk and parking lot upgrades / repairs for various locations on the Park Campus and Lake Campus	\$ 145,000.00	State	2018		Active - planning and bidding by Fp&c
	SUNO	Campus wide Mechanical HVAC System Upgrades for various buildings on the Park and Lake Campus	\$ 400,000.00	State	2018		Active - pending planning and bidding
	SUNO	University Center 2nd & 3rd floor door replacements and painting of offices/restrooms/corridors.	\$ 200,000.00	State	2018		Pending Fp&c approval
	SUNO	Natural Science 1st & 2nd Floors interior build-out spaces Phase 2	\$ 2,700,000.00	FEMA	2015		Active - planning phase
	SUNO	Demolition of existing Buildings - New Science and Old Science Buildings	\$ 1,393,000.00	FEMA	2015		Active - planning phase for bidding by Fp&c
	SUNO	New Education and Human Development Building	\$ 11,608,000.00	FEMA	2015	2019	completed
	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 - Campus wide	\$ 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 - Controls - WBS:F.19002199	\$ 476,000.00	State	7/27/2018		Active - pending planning & bidding - Purtle & Assoc. Eng. - planning Des. Dev. phase
	SUSLA	ADA Restrooms upgrades Downtown Metro 3rd & 4th floors - WBS:F.19002255	\$ 117,873.00	State	2/8/2019		Active - pending planning by Fp&c - Designer McNew Architects
	SUSLA	Multiple Buildings Elevator repairs - WBS:F.19002258	\$ 71,160.00	State	2/14/2019	9/1/2019	Complete

	SUSLA	Allen Building School of Nursing Renovation (Downtown Texas St.)	\$ 3,500,000.00	State	2016	2019	Complete
	SUSLA	Louis Collier Hall Science HVAC upgrades, Roofing repairs, Enhance Drainage.	\$ 192,710.00	Title III	2018		Active - 75% complete
	SUSLA	Install keyless Entry Locks on MLK, Incubator and Metro Campus'	\$ 50,000.00	Title III	2018		Active - Pending
	SUSLA	Campus Building Direction Signage	\$ 15,000.00	Title III	2018		Active - Pending bidding
	SUSLA	Install Energy Efficient External LED Lighting	\$ 85,000.00	Title III	2018		Active - Pending
	SUSLA	Admissions Office Renovations	\$ 10,000.00	Title III	2018		Active - Pending
	SUSLA	MLK Restrooms Renovations	\$ 50,000.00	Title III	2018		Active - Pending
	SUSLA	Campus HVAC System Repairs -WBS:F.19001175	\$ 194,698.00	State	1/30/2017		Active - 95% completion
	SUSLA	Louis Collier Hall (Site campus drainage upgrade throughout the main campus) - WBS:F.19002260	\$ 47,828.00	State	2018		Active - pending planning by Fp&c for Designer
	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) - WBS:F.19002216	\$ 515,000.00	State	2018		Active - pending planning & bidding
	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, Women's and Minorities Small Business S15937, Jackson & Dental Hygiene Buildings)	\$ 150,000.00	State	2018		Pending WBS# funding approval by Fp&c
	SUSLA	Downtown Metro Building roof repairs and existing rooftop mechanical items removal - WBS:F.19002266	\$ 30,900.00	State	2019	2019	Completed
	SUSLA	SUSLA -Campus Safety Compliance Projects - walks/doors/lighting repairs - WBS:F.19001176	\$ 97,850.00	State	1/30/2017	2018	Active - 75% complete
	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	\$ 237,530,102.91				

FINANCE
COMMITTEE

FINANCE COMMITTEE
(Following the Facilities and Property Committee)
2nd Floor J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana
Friday, September 20, 2019
9:00 AM

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Information Item
 - A. Interim Financial Reports
6. Other Business
7. Adjournment

MEMBERS

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

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of August 31, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 45,838,434	\$ -	\$ 45,838,434	\$ 10,279,804	\$ 35,558,630	\$ 45,838,434	\$ -	22.4%
Statutory Dedicated	4,624,272	-	4,624,272	-	4,624,272	4,624,272	-	0.0%
Federal	3,654,209	-	3,654,209	-	3,654,209	3,654,209	-	0.0%
Self Generated								
Tuition - Fall 2019	37,137,024	3,207,649	33,929,375	33,907,552	(344,122)	33,563,430	(365,945)	99.9%
Tuition - Spring 2020	33,692,506	2,860,486	30,832,020	(2,710)	30,652,158	30,649,449	(182,571)	0.0%
Tuition - Summer	5,301,499	418,247	4,883,252	843,106	4,040,146	4,883,252	0	17.3%
Out-of-State Fees	10,644,516	-	10,644,516	6,403,827	4,254,452	10,658,279	13,763	60.2%
Other	18,043,816	3,183,811	14,860,005	4,401,015	10,411,178	14,812,193	(47,812)	29.6%
Interagency Transfer	3,028,515	-	3,028,515	-	3,028,515	3,028,515	-	0.0%
Total Revenues	\$ 161,964,791	\$ 9,670,193	\$ 152,294,598	\$ 55,832,594	\$ 95,879,438	\$ 151,712,033	\$ (582,565)	36.7%
Expenditures								
Salaries	\$ 77,162,146	\$ 3,728,981	\$ 73,433,165	\$ 9,456,939	\$ 63,976,227	\$ 73,433,165	\$ 0	12.9%
Other Compensation	686,374	16,997	669,377	142,140	527,237	669,377	-	21.2%
Related Benefits	34,933,126	1,712,707	33,220,419	3,563,522	29,656,897	33,220,419	0	10.7%
Total Personal Services	\$ 112,781,646	\$ 5,458,685	\$ 107,322,961	\$ 13,162,601	\$ 94,160,361	\$ 107,322,961	\$ 0	12.3%
Travel	1,081,008	27,908	1,053,100	48,502	996,850	1,045,352	(7,748)	4.6%
Operating Services	15,237,611	720,627	14,516,984	1,245,441	13,038,983	14,284,424	(232,560)	8.6%
Supplies	1,879,942	87,331	1,792,611	78,987	1,602,015	1,681,002	(111,609)	4.4%
Total Operating Expenses	\$ 18,198,561	\$ 835,866	\$ 17,362,695	\$ 1,372,930	\$ 15,637,848	\$ 17,010,778	\$ (351,917)	7.9%
Professional Services	2,228,599	97,599	2,131,000	51,280	2,079,720	2,131,000	-	2.4%
Other Charges	12,418,382	3,259,330	9,159,052	172,285	8,756,119	8,928,404	(230,648)	1.9%
Debt Services								
Interagency Transfers	6,962,571	-	6,962,571	-	6,962,571	6,962,571	-	0.0%
Total Other Charges	\$ 21,609,552	\$ 3,356,929	\$ 18,252,623	\$ 223,565	\$ 17,798,410	\$ 18,021,975	\$ (230,648)	1.2%
General Acquisitions	143,196	18,713	124,483	5,338	119,145	124,483	-	4.3%
Library Acquisitions	675,548	-	675,548	154,394	521,154	675,548	(0)	22.9%
Major Repairs	100,000	-	100,000	-	100,000	100,000	-	0.0%
Total Acquisitions/Major Repairs	\$ 918,744	\$ 18,713	\$ 900,031	\$ 159,732	\$ 740,299	\$ 900,031	\$ (0)	17.7%
Scholarships	8,456,288	-	8,456,288	4,140,804	4,315,484	8,456,288	-	49.0%
Total Expenditures	\$ 161,964,791	\$ 9,670,193	\$ 152,294,598	\$ 19,059,632	\$ 132,652,401	\$ 151,712,033	\$ (582,565)	12.5%

Southern University Board and System Administration
 General Operating Budget Financial Statement
 For Fiscal Year Ending June 30, 2020
 As of August 31, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 3,305,062	-	\$ 3,305,062	\$ 741,199	\$ 2,563,863	\$ 3,305,062	\$ -	22.4%
Statutory Dedicated								
Federal								
Self Generated								
Tuition - Fall 2019								
Tuition - Spring 2020								
Tuition - Summer								
Out-of-State Fees								
Other								
Interagency Transfer								
Total Revenues	\$ 3,305,062	\$ -	\$ 3,305,062	\$ 741,199	\$ 2,563,863	\$ 3,305,062	\$ -	22.4%
Expenditures								
Salaries	\$ 1,625,960	\$ -	\$ 1,625,960	\$ 261,193	\$ 1,364,767	\$ 1,625,960	\$ -	16.1%
Other Compensation	88,000	-	88,000	14,667	73,333	88,000	-	16.7%
Related Benefits	760,749	-	760,749	89,131	671,618	760,749	-	11.7%
Total Personal Services	\$ 2,474,709	\$ -	\$ 2,474,709	\$ 364,991	\$ 2,109,718	\$ 2,474,709	\$ -	14.7%
Travel	185,000	-	185,000	722	184,278	185,000	-	0.4%
Operating Services	171,100	-	171,100	6,713	164,387	171,100	-	3.9%
Supplies	80,000	-	80,000	5,791	74,209	80,000	-	7.2%
Total Operating Expenses	\$ 436,100	\$ -	\$ 436,100	\$ 13,226	\$ 422,874	\$ 436,100	\$ -	3.0%
Professional Services	94,000	-	94,000	-	94,000	94,000	-	0.0%
Other Charges	275,253	-	275,253	-	275,253	275,253	-	0.0%
Debt Services								
Interagency Transfers								
Total Other Charges	\$ 369,253	\$ -	\$ 369,253	\$ -	\$ 369,253	\$ 369,253	\$ -	0.0%
General Acquisitions	25,000	-	25,000	-	25,000	25,000	-	0.0%
Library Acquisitions								
Major Repairs								
Total Acquisitions/Major Repairs	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -	0.0%
Scholarships								
Total Expenditures	\$ 3,305,062	\$ -	\$ 3,305,062	\$ 378,217	\$ 2,926,845	\$ 3,305,062	\$ -	11.4%

Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of August 31, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 19,433,021	-	\$ 19,433,021	\$ 4,358,082	\$ 15,074,939	\$ 19,433,021	\$ -	22.4%
Statutory Dedicated	1,849,219	-	1,849,219	-	1,849,219	1,849,219	-	0.0%
Federal	-	-	-	-	-	-	-	-
Self Generated								
Tuition - Fall 2019	24,584,325	3,207,649	21,376,676	22,943,681	(1,567,005)	21,376,676	-	107.3%
Tuition - Spring 2020	21,923,573	2,860,486	19,063,087	(2,710)	19,065,797	19,063,087	-	0.0%
Tuition - Summer	3,205,562	418,247	2,787,315	70,417	2,716,898	2,787,315	-	2.5%
Out-of-State Fees	7,164,987	-	7,164,987	4,522,555	2,642,432	7,164,987	-	63.1%
Other	8,546,110	-	8,546,110	1,787,551	6,758,559	8,546,110	-	20.9%
Interagency Transfer	3,028,515	-	3,028,515	-	3,028,515	3,028,515	-	0.0%
Total Revenues	\$ 89,735,312	\$ 6,486,382	\$ 83,248,930	\$ 33,679,576	\$ 49,569,354	\$ 83,248,930	\$ -	40.5%
Expenditures								
Salaries	\$ 43,520,719	\$ 3,728,981	\$ 39,791,738	\$ 5,101,830	\$ 34,689,908	\$ 39,791,738	\$ -	12.8%
Other Compensation	198,374	16,997	181,377	-	181,377	181,377	-	0.0%
Related Benefits	19,988,925	1,712,707	18,276,218	2,093,824	16,182,394	18,276,218	-	11.5%
Total Personal Services	\$ 63,708,018	\$ 5,458,685	\$ 58,249,333	\$ 7,195,654	\$ 51,053,679	\$ 58,249,333	\$ -	12.4%
Travel	325,708	27,908	297,800	2,404	295,396	297,800	-	0.8%
Operating Services	8,410,404	720,627	7,689,777	600,019	7,089,758	7,689,777	-	7.8%
Supplies	1,019,242	87,331	931,911	31,142	900,769	931,911	-	3.3%
Total Operating Expenses	\$ 9,755,354	\$ 835,866	\$ 8,919,488	\$ 633,565	\$ 8,285,923	\$ 8,919,488	\$ -	7.1%
Professional Services	1,139,079	97,599	1,041,480	16,633	1,024,847	1,041,480	-	1.6%
Other Charges	3,881,219	75,519	3,805,700	162,863	3,642,837	3,805,700	-	4.3%
Debt Services								
Interagency Transfers	4,091,960		4,091,960	-	4,091,960	4,091,960	-	0.0%
Total Other Charges	\$ 9,112,258	\$ 173,118	\$ 8,939,140	\$ 179,496	\$ 8,759,644	\$ 8,939,140	\$ -	2.0%
General Acquisitions	67,846	18,713	49,133	-	49,133	49,133	-	0.0%
Library Acquisitions	150,548	-	150,548	50	150,498	150,548	-	0.0%
Major Repairs	-	-	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 218,394	\$ 18,713	\$ 199,681	\$ 50	\$ 199,631	\$ 199,681	\$ -	0.0%
Scholarships	6,941,288	-	6,941,288	3,736,102	3,205,186	6,941,288	-	53.8%
Total Expenditures	\$ 89,735,312	\$ 6,486,382	\$ 83,248,930	\$ 11,744,868	\$ 71,504,062	\$ 83,248,930	\$ -	14.1%

Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of August 31, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 4,275,772	-	\$ 4,275,772	\$ 958,892	\$ 3,316,880	\$ 4,275,772	\$ -	22.4%
Statutory Dedicated	201,881	-	201,881	-	201,881	201,881	-	0.0%
Federal		-	-	-	-	-	-	
Self Generated								
Tuition - Fall 2019	3,823,146	-	3,823,146	3,690,581	-	3,690,581	(132,565)	96.5%
Tuition - Spring 2020	3,499,336	-	3,499,336	-	3,499,336	3,499,336	-	0.0%
Tuition - Summer	765,938	-	765,938	248,420	517,518	765,938	0	32.4%
Out-of-State Fees	2,576,700	-	2,576,700	1,378,251	1,198,449	2,576,700	-	53.5%
Other	3,773,301	908,749	2,864,552	1,524,427	1,340,125	2,864,552	(0)	53.2%
Interagency Transfer								
Total Revenues	\$ 18,916,074	\$ 908,749	\$ 18,007,325	\$ 7,800,571	\$ 10,074,189	\$ 17,874,760	\$ (132,565)	43.3%
Expenditures								
Salaries	\$ 9,125,960	\$ -	\$ 9,125,960	\$ 993,177	\$ 8,132,783	\$ 9,125,960	\$ 0	10.9%
Other Compensation	-	-	-	-	-	-	-	
Related Benefits	3,487,393	-	3,487,393	293,354	3,194,039	3,487,393	0	8.4%
Total Personal Services	\$ 12,613,353	\$ -	\$ 12,613,353	\$ 1,286,531	\$ 11,326,822	\$ 12,613,353	\$ 0	10.2%
Travel	385,000	-	385,000	40,324	344,676	385,000	0	10.5%
Operating Services	1,949,532	-	1,949,532	68,481	1,748,486	1,816,967	(132,565)	3.5%
Supplies	250,000	-	250,000	8,849	241,151	250,000	(0)	3.5%
Total Operating Expenses	\$ 2,584,532	\$ -	\$ 2,584,532	\$ 117,654	\$ 2,334,313	\$ 2,451,967	\$ (132,565)	4.6%
Professional Services	864,318	-	864,318	31,050	833,268	864,318	-	3.6%
Other Charges	1,362,288	908,749	453,539	-	453,539	453,539	-	0.0%
Debt Services				-	-	-	-	
Interagency Transfers	376,583		376,583	-	376,583	376,583	-	0.0%
Total Other Charges	\$ 2,603,189	\$ 908,749	\$ 1,694,440	\$ 31,050	\$ 1,663,390	\$ 1,694,440	\$ -	1.8%
General Acquisitions	-	-	-	-	-	-	-	
Library Acquisitions	350,000	-	350,000	154,344	195,656	350,000	(0)	44.1%
Major Repairs	100,000	-	100,000	-	100,000	100,000	-	0.0%
Total Acquisitions/Major Repairs	\$ 450,000	\$ -	\$ 450,000	\$ 154,344	\$ 295,656	\$ 450,000	\$ (0)	34.3%
Scholarships	665,000	-	665,000	340,550	324,450	665,000	-	51.2%
Total Expenditures	\$ 18,916,074	\$ 908,749	\$ 18,007,325	\$ 1,930,129	\$ 15,944,631	\$ 17,874,760	\$ (132,565)	10.7%

Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of August 31, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 9,140,226	-	\$ 9,140,226	\$ 2,049,802	\$ 7,090,424	\$ 9,140,226	\$ -	22.4%
Statutory Dedicated	578,577	-	578,577	-	578,577	578,577	-	0.0%
Federal		-	-	-	-	-	-	-
Self Generated								
Tuition - Fall 2019	4,851,700	-	4,851,700	3,820,401	1,031,299	4,851,700	-	78.7%
Tuition - Spring 2020	4,577,842	-	4,577,842	-	4,577,842	4,577,842	-	0.0%
Tuition - Summer	429,999	-	429,999	-	429,999	429,999	-	0.0%
Out-of-State Fees	352,829	-	352,829	223,036	129,793	352,829	-	63.2%
Other	4,735,175	1,825,062	2,910,113	1,082,847	1,827,266	2,910,113	-	37.2%
Interagency Transfer								
Total Revenues	\$ 24,666,348	\$ 1,825,062	\$ 22,841,286	\$ 7,176,086	\$ 15,665,200	\$ 22,841,286	\$ -	31.4%
Expenditures								
Salaries	\$ 10,033,343	\$ -	\$ 10,033,343	\$ 1,501,129	\$ 8,532,214	\$ 10,033,343	\$ -	15.0%
Other Compensation	350,000	-	350,000	29,609	320,391	350,000	-	8.5%
Related Benefits	4,610,662	-	4,610,662	570,421	4,040,241	4,610,662	-	12.4%
Total Personal Services	\$ 14,994,005	\$ -	\$ 14,994,005	\$ 2,101,159	\$ 12,892,846	\$ 14,994,005	\$ -	14.0%
Travel	47,000	-	47,000	292	46,708	47,000	-	0.6%
Operating Services	2,404,366	-	2,404,366	217,150	2,187,216	2,404,366	-	9.0%
Supplies	261,500	-	261,500	12,809	248,691	261,500	-	4.9%
Total Operating Expenses	\$ 2,712,866	\$ -	\$ 2,712,866	\$ 230,251	\$ 2,482,615	\$ 2,712,866	\$ -	8.5%
Professional Services	75,000	-	75,000	(62)	75,062	75,000	-	-0.1%
Other Charges	5,669,072	1,825,062	3,844,010	(1,265)	3,845,275	3,844,010	-	0.0%
Debt Services	-	-	-	-	-	-	-	-
Interagency Transfers	440,405	-	440,405	-	440,405	440,405	-	0.0%
Total Other Charges	\$ 6,184,477	\$ 1,825,062	\$ 4,359,415	\$ (1,327)	\$ 4,360,742	\$ 4,359,415	\$ -	0.0%
General Acquisitions	-	-	-	-	-	-	-	0.0%
Library Acquisitions	175,000	-	175,000	-	175,000	175,000	-	0.0%
Major Repairs	-	-	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ -	0.0%
Scholarships	600,000	-	600,000	22,219	577,781	600,000	-	3.7%
Total Expenditures	\$ 24,666,348	\$ 1,825,062	\$ 22,841,286	\$ 2,352,302	\$ 20,488,984	\$ 22,841,286	\$ -	10.3%

Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of August 31, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 5,692,475	-	\$ 5,692,475	\$ 1,276,604	\$ 4,415,871	\$ 5,692,475	\$ -	22.4%
Statutory Dedicated	189,181	-	189,181	-	189,181	189,181	-	0.0%
Federal								
Self Generated								
Tuition - Fall 2019	3,877,853	-	3,877,853	3,452,889	191,584	3,644,473	(233,380)	89.0%
Tuition - Spring 2020	3,691,755	-	3,691,755	-	3,509,184	3,509,184	(182,571)	0.0%
Tuition - Summer	900,000	-	900,000	524,269	375,731	900,000	-	58.3%
Out-of-State Fees	550,000	-	550,000	279,985	283,778	563,763	13,763	50.9%
Other	989,230	450,000	539,230	6,190	485,228	491,418	(47,812)	1.1%
Interagency Transfer								
Total Revenues	\$ 15,890,494	\$ 450,000	\$ 15,440,494	\$ 5,539,937	\$ 9,450,557	\$ 14,990,494	\$ (450,000)	35.9%
Expenditures								
Salaries	\$ 8,088,366	\$ -	\$ 8,088,366	\$ 886,865	\$ 7,201,501	\$ 8,088,366	\$ -	11.0%
Other Compensation	-	-	-	-	-	-	-	0.0%
Related Benefits	3,873,043	-	3,873,043	351,721	3,521,322	3,873,043	-	9.1%
Total Personal Services	\$ 11,961,409	\$ -	\$ 11,961,409	\$ 1,238,586	\$ 10,722,823	\$ 11,961,409	\$ -	10.4%
Travel	38,300	-	38,300	552	30,000	30,552	(7,748)	1.4%
Operating Services	1,982,184	-	1,982,184	219,437	1,662,752	1,882,189	(99,995)	11.1%
Supplies	138,200	-	138,200	16,591	10,000	26,591	(111,609)	12.0%
Total Operating Expenses	\$ 2,158,684	\$ -	\$ 2,158,684	\$ 236,580	\$ 1,702,752	\$ 1,939,332	\$ (219,352)	11.0%
Professional Services	17,000	-	17,000	2,459	14,541	17,000	-	14.5%
Other Charges	754,778	450,000	304,778	10,687	63,443	74,130	(230,648)	3.5%
Debt Services								
Interagency Transfers	748,623		748,623	-	748,623	748,623	-	0.0%
Total Other Charges	\$ 1,520,401	\$ 450,000	\$ 1,070,401	\$ 13,146	\$ 826,607	\$ 839,753	\$ (230,648)	1.2%
General Acquisitions	-	-	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	250,000	-	250,000	41,933	208,067	250,000	-	16.8%
Total Expenditures	\$ 15,890,494	\$ 450,000	\$ 15,440,494	\$ 1,530,245	\$ 13,460,249	\$ 14,990,494	\$ (450,000)	9.9%

Southern University Agricultural Research and Extension Center
 General Operating Budget Financial Statement
 For Fiscal Year Ending June 30, 2020
 As of August 31, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 3,991,878	-	\$ 3,991,878	\$ 895,225	\$ 3,096,653	\$ 3,991,878	\$ -	22.4%
Statutory Dedicated	1,805,414	-	1,805,414	-	1,805,414	1,805,414	-	0.0%
Federal	3,654,209	-	3,654,209	-	3,654,209	3,654,209	-	0.0%
Self Generated								
Tuition - Fall 2019								
Tuition - Spring 2020								
Tuition - Summer								
Out-of-State Fees								
Other								
Interagency Transfer								
Total Revenues	\$ 9,451,501	\$ -	\$ 9,451,501	\$ 895,225	\$ 8,556,276	\$ 9,451,501	\$ -	9.5%
Expenditures								
Salaries	\$ 4,767,798	\$ -	\$ 4,767,798	\$ 712,744	\$ 4,055,054	\$ 4,767,798	\$ -	14.9%
Other Compensation	50,000	-	50,000	97,864	(47,864)	50,000	-	195.7%
Related Benefits	2,212,354	-	2,212,354	165,071	2,047,283	2,212,354	-	7.5%
Total Personal Services	\$ 7,030,152	\$ -	\$ 7,030,152	\$ 975,679	\$ 6,054,473	\$ 7,030,152	\$ -	13.9%
Travel	100,000	-	100,000	4,208	95,792	100,000	-	4.2%
Operating Services	320,025	-	320,025	133,641	186,384	320,025	-	41.8%
Supplies	131,000	-	131,000	3,805	127,195	131,000	-	2.9%
Total Operating Expenses	\$ 551,025	\$ -	\$ 551,025	\$ 141,654	\$ 409,371	\$ 551,025	\$ -	25.7%
Professional Services	39,202	-	39,202	1,200	38,002	39,202	-	3.1%
Other Charges	475,772	-	475,772	-	475,772	475,772	-	0.0%
Debt Services								
Interagency Transfers	1,305,000	-	1,305,000	-	1,305,000	1,305,000	-	0.0%
Total Other Charges	\$ 1,819,974	\$ -	\$ 1,819,974	\$ 1,200	\$ 1,818,774	\$ 1,819,974	\$ -	0.1%
General Acquisitions	50,350	-	50,350	5,338	45,012	50,350	-	10.6%
Library Acquisitions								
Major Repairs								
Total Acquisitions/Major Repairs	\$ 50,350	\$ -	\$ 50,350	\$ 5,338	\$ 45,012	\$ 50,350	\$ -	10.6%
Scholarships								
Total Expenditures	\$ 9,451,501	\$ -	\$ 9,451,501	\$ 1,123,871	\$ 8,327,630	\$ 9,451,501	\$ -	11.9%

GOVERNANCE COMMITTEE

GOVERNANCE COMMITTEE
(Following the Facilities and Property Committee)
2nd Floor - J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana
Friday, September 20, 2019
9:00 AM

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Information Item
 - A. Southern University System Board of Supervisors' Self-Evaluation Results
2018-2019
6. Other Business
7. Adjournment

MEMBERS

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

PERSONNEL
AFFAIRS
COMMITTEE

PERSONNEL AFFAIRS COMMITTEE

(Following the Governance Committee)
2nd Floor - J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana
Friday, September 20, 2019
9:00 AM

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request Approval for Office of Group Benefits Flexible Spending Plan (SUS)
 - B. Request Approval for Salary/Wage Adjustments for the Law Center Faculty and Staff (SULC)
 - C. Request Approval of Personnel Actions - Positions equal to or greater than \$60,000 / \$75,000 (faculty)

Name	Position/Campus	Salary	Funding Source
1. Maya Banks	Public Services Head/Reference Librarian John B. Cade Library SUBR (Transfer)	\$67,600.00	State
2. Tracey Taylor-Jarrell	Assistant Coordinator of Board Relations System Office SUS (Replacement)	\$60,000.00	State
3. Candis Joseph	Chief Budget Officer Budget Office SUBR (Replacement)	\$77,000.00	State
4. Dawn Ventress Kight	Interim Dean of Libraries John B. Cade Library SUBR (Replacement)	\$108,000.00	State
5. Antonius Pegues	Vice-Chancellor for Finance and Administration Finance and Administration SUSLA (New Appointment)	\$91,500.00	State
6. Robert Rene	Coordinator of Board Relations System Office SUS (Replacement)	\$70,000.00	State

7. Cedric Anthony Todd	Assistant Band Director Department of Bands SUBR (New Appointment)	\$60,000.00	State
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6. Other Business

7. Adjournment

MEMBERS

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



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION ANNEX BUILDING
1ST FLOOR
BATON ROUGE, LOUISIANA 70813

HUMAN RESOURCES OFFICE
P. O. Box 10400
BATON ROUGE, LA 70813

OFFICE: (225) 771-2680
FAX: (225) 771-5617

September 6, 2019

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

Dear Dr. Belton:

The Southern University System Human Resources Office request permission to participate in the Office of Group Benefits Flexible Benefits. The plan will begin on January 1, 2020. All employees will be able to sign up during open enrollment in October 2019.

The OGB Benefits will allow employees to pay for their benefits pre-tax dollars. Active employees participating in this plan may enroll in one or several Flexible Benefits Plan options. The options include:

General Purpose Health Care Flexible Spending Arrangement (GPFSA)

The GPFSA option allows an employee to use pre-tax dollars to pay eligible out-of-pocket medical, dental and vision care expenses for the employee, their spouse and any other federal tax dependents. Employees must re-enroll in this plan each year.

Limited-Purpose Dental/Vision Flexible Spending Arrangement (LPFSA)

The LPFSA option allows an employee to use pre-tax dollars to pay for eligible out-of-pocket dental and vision expenses only. Employees cannot participate in both the GPFSA and the LPFSA options at the same time. However, an employee who enrolls in the Pelican Health Savings Account (HSA) 775 can participate in the LPFSA option. Annual re-enrollment is required.

“Five Campuses, One Vision... Global Excellence”

WWW.SUS.EDU

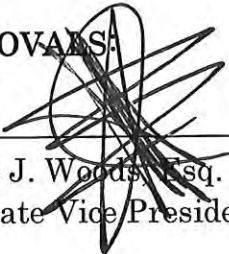
Dependent Care Flexible Spending Arrangements (DCFSA)

A Dependent Care FSA allows you to set aside pre-tax money to pay for dependent care expenses while employees are at work. That includes young children under age 13 in daycare and elderly or disabled dependents, who cannot care for themselves.

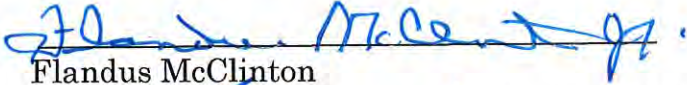
There is an administrative fee of \$36 annually or \$3 per month paid by the employee as a pre-tax deduction and the fee subject to change.

The OGB Flexible Benefits Plan has been available to state employees since 2016. A favorable response would be most appreciated.

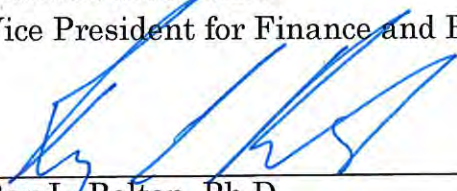
APPROVALS:



Tracie J. Woods, Esq.
Associate Vice President for Human Resources



Flandus McClinton
Vice President for Finance and Business Affairs



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



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

September 6, 2019

VIA HAND DELIVERY

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

RE: Salary and Wage Increases

Dear Dr. Belton:

The Southern University Law Center desires, in accordance with your initiative to provide Salary and Wage (S&W) increases to Southern University employees, to award an average four percent (4%) S&W increase to its employees. Where applicable, the increase will be computed and applied in accordance with Louisiana State Civil Service rules. We have reviewed our finance and budget data and determined that the proposed S&W increase will have an annual cost of approximately \$395,707, including fringe benefits. The Law Center is requesting that the S&W increase be effective October 1, 2019, with an approximate cost of \$296,780, for the 2019-2020 fiscal year.

The Law Center's Budget for the fiscal year 2019-2020 and for future years will be sufficient to fund the proposed S&W increase.

I respectfully ask that this request be presented to the Southern University Board of Supervisors, at its September 2019 Board Meeting.

Thank you and with kind regards, I am

Respectfully submitted,

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

RECEIVED
OFFICE OF THE
PRESIDENT
2019 SEP -9 AM 10:37
SYSTEM

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	9	0	6
-----------------	---	---	---	---	---	---

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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

RECEIVED
SEP 06 2019
Office of the Executive Vice President
for Academic Affairs and Provost

Profile of Person Recommended

Length of Employment 07/01/2019 To 06/30/2020
 Effective Date 08/01/2019

Name Maya Banks SS# _____ Sex F Race* Black
 (Last 4 digits only)

Position Title: Public Services Head/Reference Librarian Department: John B Cade Library

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

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

Years Experience 24 Southern University Experience 24

Degree(s):	Type/Discipline:	Institution/Location:	Year:
MLIS	<u>Library and Information Science</u>	<u>Louisiana State University</u>	<u>2003</u>
BA	<u>English, magna cum laude</u>	<u>Southern University A&M College</u>	<u>1993</u>

Current Employer _____

Personnel Action

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

Recommended Salary \$67,600.00 Salary Budgeted \$67,600.00

Source of Funds _____

Identify Budget: 21101 Location _____
 Form Code: _____ Page 1 Item # _____

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Board Relations Coordinator</u>	<u>Public Services Head/Reference Librarian</u>
Status	_____	_____
Salary Adjustment	<u>\$67,600.00</u>	<u>\$67,600.00</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
State	67,600.00
<u>211001-22561-24500</u>	

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

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

<u>Dawn Kelt</u> <u>9-6-19</u>	<u>Dawn Kelt</u> <u>9-6-19</u>
Supervisor Date	Dean/Unit Head Date
<u>James H. Amos</u> <u>9-6-19</u>	<u>BP/mmm</u> <u>9/6/19</u>
Vice Chancellor Date	Chancellor Date
<u>[Signature]</u> <u>9-6-19</u>	<u>Brandon McCarty</u> <u>[Date]</u>
Director/Personnel Date	Vice President/Finance Date
	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:

EMPLOYEE REGULAR WORK SCHEDULE: Monday-Friday 8am-5pm
 EMPLOYEE DIRECT SUPERVISOR: Dawn Kight
 SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4934
 NUMBER OF EMPLOYEES SUPERVISED, (if any) 7

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.

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE

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	

SEP 06 2019
Yajones
FUNDS AVAILABLE

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

- PAF APPROVAL PROCESS CHECKLIST** (Must have the information outlined below):
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
 - Application for Employment Form Admin/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 - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Public Services Head/Reference Librarian AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR John B. Cade Library

(Department or Unit)

Replacement
 Civil Service
 Tenured

New Position
 Temporary
 Probationary (For Faculty this is same as tenure track)

Unclassified
 Faculty

Source of Funds
 State
 Grant -in-Aid
 System Revenue
 Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources).

Organizes and supervises the services and activities of the Public Service department, including providing library services to patrons, community outreach programs, reference and user service departments; performs professional library services in assisting library users in research, selection and use of traditional and electronic library materials; teaches and develops information literacy courses; uses various assessments to evaluate and improve user services; assists with library marketing services; and serves as a liaison librarian.

Salary/Range: \$67,600 Previous Incumbent (if replacement): _____

Approved Disapproved Dawn Ryle 8/5/2019
 Department Head Date

Approved Disapproved Slattery 8/6/2019
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>2m 9906</u>	
<u>Updones</u>	<u>8/19/19</u>
Signature	Date
<u>211001-22561-15000</u>	
Budget Number	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:	<u>MU</u>	Job Class:	<u>24650</u>
<u>Mikhael Williams</u>		<u>8/19/19</u>	
Verified By:		Date:	

Approved Disapproved Benjamin W. Pugh 8/21/19
 Vice Chancellor Date

Approved Disapproved _____ Date
 Chancellor/Vice President

Approved Disapproved _____ Date
 President

An Equal Opportunity Employer

GF
 8/14/19 gmk

Classification (Exempt/ Non Exempt)

Salary Grade/Range
Unclassified/ \$67,600

Reports to: Assistant University Librarian for Technology and Information Services

Date – 8/1/2019

JOB DESCRIPTION

Organizes and supervises the services and activities of the Public Service department, including providing library services to patrons, community outreach programs, reference and user service departments; performs professional library services in assisting library users in research, selection and use of library materials; uses various assessments to evaluate and improve user services; assists with library marketing services; and serves as a liaison librarian.

Summary/Objective

To provide and lead the Public Services Department for the John B. Cade Library by supporting and enhancing resources for teaching, learning and research for the University community.

Essential Functions

Daily supervision of public service areas; Grant-writing; reference desk duties; Interlibrary loan coordination; conduct library surveys;

Competencies

Information literacy/information competence techniques and methods; Techniques used to retrieve, evaluate, and synthesize information from diverse sources for use by individuals of all ages and groups; and Information, communication, assistive, and related technologies as they affect the resources, service delivery, and uses of libraries and other information agencies.

Supervisory Responsibility

Supervises Reference Librarians and User Services

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

Position Type/Expected Hours of Work – 40 hrs/week

Travel

Required Education and Experience

Graduate degree from a program accredited by the American Library Association or an equivalent graduate library/information studies degree.

Minimum three-years of Public Service/Reference Librarian experience.

Strong written, verbal, and interpersonal communication skills including demonstrated ability to work with staff and users.

Preferred Education and Experience

Ability to work creatively in a rapidly changing environment and to set priorities.

Ability to work independently, communicate effectively, and work as part of a team.

Additional Eligibility Qualifications

AAP/EEO Statement

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager *Dawn Kight*

Director *Sheperry*

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

1M8921

POSITION NUMBER	11	M	98	99	8	9
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CAMPUS: SUS X SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

Previous Employee Robert Rene Reason Left Promoted
 Date Left September 30, 2019 Salary Paid \$59,500.00

Profile of Person Recommended

Length of Employment 07/01/2019 To Present 06/30/2020
 Effective Date October 1, 2019

Name Tracey Taylor-Jarrell SS# _____ Sex M Race* Black
 (Last 4 digits only)

Position Title: ASSISTANT TO THE COORDINATOR OF BOARD RELATIONS Department: System Board Office

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 _____	Southern University Experience _____
Degree(s): Type/Discipline: _____	Institution/Location: _____ Year: _____
Masters <u>Business Admin Energy Finance</u>	<u>Texas Southern University</u> <u>2012</u>
BS <u>Accounting</u>	<u>Southern University</u> <u>1992</u>

Current Employer _____

Personnel Action

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

Recommended Salary \$60,000.00 Salary Budgeted \$59,500.00

Source of Funds _____

Identify Budget: 111001-11101-61002-16000 Location _____
 Form Code: General Fund Page 1 Item # _____

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
State <u>111001-11101-61002-16000</u>	<u>60,000</u>

Comments: (Use back of form)

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

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

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8am-5pm
EMPLOYEE DIRECT SUPERVISOR: Robert Rene
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-4600
NUMBER OF EMPLOYEES SUPERVISED, (if any): 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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	

FUNDS AVAILABLE
OFFICE OF THE VICE PRESIDENT
FOR FINANCE & BUSINESS AFFAIRS
SOUTHERN UNIVERSITY SYSTEM
[Signature] 9/17/19
SIGNED DATE

**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 SEP 17 PM 2:50
REC'D UP FIN&BUS AFFAI
19 SEP 17 PM 2:50

TRACEY TAYLOR-JARRELL

Career Summary

Accounting and community development professional with over 15 years of experience in budget preparation and analysis, financial accounting, team leadership, student recruitment and program development. Proven leadership in managing accounting and tax personnel planning community programs to promote and enhance educational opportunities for students. Demonstrated capability in fundraising and strategic planning in corporate and higher education institutions.

PROFESSIONAL EXPERIENCE

Budget Preparation and Analysis.

- Prepared comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years; submitted reports to vice presidents with recommendations for budget revisions
- Reviewed operating budgets to analyze trends affecting budget needs
- Consulted with vice presidents to make adjustments in accordance with program changes in order to facilitate long-term planning
- Correlate appropriations for specific programs for divisional programs which included items for emergency funds

Program Development and Recruitment

- Developed the Southern University Young Alumni Network (SUYAN) to engage recent alumni in federation activities and student support
- Created the Southern University Walk-a-thon to raise funds for scholarships for potential Southern University students
- Implemented regional recruiting programs for Southern University in collaboration with the campus recruiting team
- Served as Regional Director for Texas, setting strategic direction for high school recruitment in the state; increased matriculation by 25% over three years
- Led volunteer efforts in student recruitment events including the SWAC College Expo, Black College Expo and Educational Enrichment Expo

Team Leadership

- Served as President of the Houston Chapter of the Southern University Alumni Federation for five years, setting strategic direction and managing operating budget for the chapter in accordance to national federation guidelines
- Grew the Houston Chapter active membership by 30% over a five year period
- Chaired fundraising effort at the Pink on the Green Golf Tournament hosted by Alpha Kappa Alpha Sorority, Inc.
- Led the planning team to host the National Alumni Conference in Houston, hosting over 400 alumni attendees
- Provided leadership to the Scholarship, Recruitment and Event committees to raise scholarship dollars for potential Southern University students
- Led the chapter efforts for National Academic Signing Day, SU Walk-A-Thon, Mardi Gras Gala and Crawfish Boil and Fish Fry to raise funds for student scholarships

Fiscal Management

- Serve as Office Manager for Forest Park Westheimer Funeral Home, managing and coordinating the operational activities of the funeral home, cemetery and crematory operation. Ensuring the highest quality service and products, to satisfy the need of the client family, to maximize budgeted profit plans for the location, and maintain a positive employee relations atmosphere.
- Served as Tax Manager for BDO USA, LLP, managing and reviewing the preparation of state and franchise tax returns, completing state apportionment and conducting tax research
- Completed and reviewed state tax compliance memos and researched new state tax filing regulations
- Computed state specific adjustments such as bonus depreciation and state depreciation
- Prepared for Federal Audits through research and amended tax returns
- Served as Executive Vice President of Finance for the Southern University Alumni Federation, managing compliance and national governance procedures

WORK HISTORY

BDO USA, LLP - Tax Manager	7/2017-4/2019
Lyondell Basell, Houston, TX - Contract Tax Accountant – Tax Compliance	5/2016 – 11/2016
TransCanada, Houston, TX - Contract Tax Accountant – Tax Compliance, Provision and Audits	8/2015 – 3/2016
Linn Energy, LLC, Houston, TX - Senior Tax Accountant 4	6/2014 – 4/2015
Service Corporation International, Houston, TX - Tax Supervisor – Tax Compliance, Provision and Audits	6/2011 – 6/2014
Marathon Oil Company, Houston, TX - Senior Tax Accountant	12/2005 -4/2011

COMPUTER SKILLS

Corptax and One Source Tax Preparation Software, CCH and RIA Tax Research Software, Microsoft Office Products, SAP, Liquid Engines Tax Software, HMIS Software

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Tax Executive Institute
Tax Executive Institute Houston Chapter
Council on State Taxation (COST)
Alpha Kappa Alpha Sorority, Inc.
Southern University Alumni Federation – First Vice-president

EDUCATION

Texas Southern University, Houston, TX
Executive Masters of Business Administration in Energy and Finance – May 2012

Southern University, Baton Rouge, LA
Bachelors of Science in Accounting - July 1992

Vice Chancellor for Finance and Administration
Post Office Box 9212
Baton Rouge, LA 70813
Fax: 225 771-2018
Office: 225 771-5021

August 30, 2019

Dr. Ray L. Belton
Chancellor/System President
J.S. Clark Administration Bldg.
Baton Rouge, LA 70813

Dear Dr. Belton:

The purpose of this correspondence is to recommend Ms. Candis Joseph for the position of Chief Budget Officer.

Ms. Joseph is a graduate of Southern University – Baton Rouge and has a B.S. in Accounting. She has been employed by the University for over twenty eight years in various Accounting and Grants Management positions.

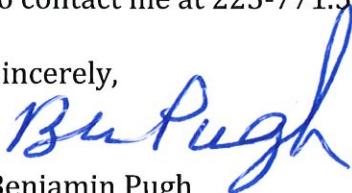
She is already familiar with the Banner software application and possesses a wealth of knowledge that should be transferrable to the Chief Budget Officer position.

Ms. Joseph received high marks from an interview panel that included Mr. Flandus McClinton, Mrs. Monica Mealie, Ms. Pamela Jones and myself.

I am requesting an annual starting salary of seventy-seven thousand dollars for this position (\$77,000.00). The effective start date will be October 1, 2019 pending Board approval.

If you have any questions or concerns regarding this correspondence, please feel free to contact me at 225-771.5021.


Sincerely,



Benjamin Pugh
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

cc: Mr. Flandus McClinton, Jr., System Vice President for Finance and Business Affairs

APPROVED: _____



Ray L. Belton, Ph.D.
System President/Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2m9764

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 Pamela Jones Reason Left Promoted
 Date Left 03/15/2019 Salary Paid \$72,800

Profile of Person Recommended

Length of Employment October 1, 2019 To June 30, 2020
 Effective Date October 1, 2019

Name Candis Joseph SS# _____ Sex Female Race* Black
 (Last 4 digits only)

Position Title: Chief Budget Officer Department: Budget Office

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 28 Southern University Experience 28
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:

Bachelor of Science - Accounting Southern University and A&M College 1989

Current Employer _____

Personnel Action

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

Recommended Salary \$77,000 Salary Budgeted \$77,000

Source of Funds 211001

Identify Budget: 211001-26451-61002-26000 Location _____

Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001-26451-61002-26000	\$77,000

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

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

Supervisor Bruce Pugh 9/4/19 Date
 Dean/Unit Head Bruce Pugh 9/4/19 Date
 Vice Chancellor [Signature] 9/4/19 Date
 Director/Personnel [Signature] 9/4/19 Date
 President [Signature] Date
 Chancellor [Signature] 9/4/19 Date
 Vice President/Finance Business Affairs/Comptroller [Signature] 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:

Employment may require occasional travel within the Southern University System campuses

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 am – 5:00 pm (Monday – Friday)
EMPLOYEE DIRECT SUPERVISOR: Benjamin W. Pugh
SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5021
NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	SOUTHERN UNIVERSITY SYSTEM BUDGET DIRECTOR SEP 04 2019 FONDS AVAILABLE
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 VP FIN&BUS AFFAI
'19 SEP 4 PM 3:11

TRACEY TAYLOR-JARRELL

Career Summary

Accounting and community development professional with over 15 years of experience in budget preparation and analysis, financial accounting, team leadership, student recruitment and program development. Proven leadership in managing accounting and tax personnel planning community programs to promote and enhance educational opportunities for students. Demonstrated capability in fundraising and strategic planning in corporate and higher education institutions.

PROFESSIONAL EXPERIENCE

Budget Preparation and Analysis.

- Prepared comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years; submitted reports to vice presidents with recommendations for budget revisions
- Reviewed operating budgets to analyze trends affecting budget needs
- Consulted with vice presidents to make adjustments in accordance with program changes in order to facilitate long-term planning
- Correlate appropriations for specific programs for divisional programs which included items for emergency funds

Program Development and Recruitment

- Developed the Southern University Young Alumni Network (SUYAN) to engage recent alumni in federation activities and student support
- Created the Southern University Walk-a-thon to raise funds for scholarships for potential Southern University students
- Implemented regional recruiting programs for Southern University in collaboration with the campus recruiting team
- Served as Regional Director for Texas, setting strategic direction for high school recruitment in the state; increased matriculation by 25% over three years
- Led volunteer efforts in student recruitment events including the SWAC College Expo, Black College Expo and Educational Enrichment Expo

Team Leadership

- Served as President of the Houston Chapter of the Southern University Alumni Federation for five years, setting strategic direction and managing operating budget for the chapter in accordance to national federation guidelines
- Grew the Houston Chapter active membership by 30% over a five year period
- Chaired fundraising effort at the Pink on the Green Golf Tournament hosted by Alpha Kappa Alpha Sorority, Inc.
- Led the planning team to host the National Alumni Conference in Houston, hosting over 400 alumni attendees
- Provided leadership to the Scholarship, Recruitment and Event committees to raise scholarship dollars for potential Southern University students
- Led the chapter efforts for National Academic Signing Day, SU Walk-A-Thon, Mardi Gras Gala and Crawfish Boil and Fish Fry to raise funds for student scholarships

Fiscal Management

- Serve as Office Manager for Forest Park Westheimer Funeral Home, managing and coordinating the operational activities of the funeral home, cemetery and crematory operation. Ensuring the highest quality service and products, to satisfy the need of the client family, to maximize budgeted profit plans for the location, and maintain a positive employee relations atmosphere.
- Served as Tax Manager for BDO USA, LLP, managing and reviewing the preparation of state and franchise tax returns, completing state apportionment and conducting tax research
- Completed and reviewed state tax compliance memos and researched new state tax filing regulations
- Computed state specific adjustments such as bonus depreciation and state depreciation
- Prepared for Federal Audits through research and amended tax returns
- Served as Executive Vice President of Finance for the Southern University Alumni Federation, managing compliance and national governance procedures

WORK HISTORY

BDO USA, LLP - Tax Manager	7/2017-4/2019
Lyondell Basell, Houston, TX - Contract Tax Accountant – Tax Compliance	5/2016 – 11/2016
TransCanada, Houston, TX - Contract Tax Accountant – Tax Compliance, Provision and Audits	8/2015 – 3/2016
Linn Energy, LLC, Houston, TX - Senior Tax Accountant 4	6/2014 – 4/2015
Service Corporation International, Houston, TX - Tax Supervisor – Tax Compliance, Provision and Audits	6/2011 – 6/2014
Marathon Oil Company, Houston, TX - Senior Tax Accountant	12/2005 -4/2011

COMPUTER SKILLS

Corptax and One Source Tax Preparation Software, CCH and RIA Tax Research Software, Microsoft Office Products, SAP, Liquid Engines Tax Software, HMIS Software

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Tax Executive Institute
Tax Executive Institute Houston Chapter
Council on State Taxation (COST)
Alpha Kappa Alpha Sorority, Inc.
Southern University Alumni Federation – First Vice-president

EDUCATION

Texas Southern University, Houston, TX
Executive Masters of Business Administration in Energy and Finance – May 2012

Southern University, Baton Rouge, LA
Bachelors of Science in Accounting - July 1992

Professional Profile

Profile Statement

Accounting manager with twenty-eight years of progressive accounting and managerial experience within an institution of higher education. This includes fourteen years of post-award experience managing and directing Sponsored Program Accounting. This extensive experience will be utilized to provide excellent financial service for the University.

Summary of Qualifications

- Experience:** Experience in supervising personnel; preparing financial reports and invoicing; management of general fund appropriations; preparing recording and approving journal entries; account analysis relative to budgets, expenditures, and revenues; navigating Banner finance system and fund accounting.
- Education:** *Southern University and A & M College*- Bachelor of Science in Accounting-December, 1989.
- Skills:** Experience and knowledge of accounting spreadsheet applications, accounting practices and regulations; preparation and presentation of financial accounting statements and schedules.
- Strengths:** Excellent leadership and interpersonal relation skills...success oriented...good communications and customer service abilities.

Professional History

October, 2004 – Present, **Grants & Contracts Administrator**, *Southern University and A & M College*. Responsibilities include planning, organizing, and directing Sponsored Program Accounting; monitoring financial reporting, invoicing, and collection of grant receivables; coordinating post award review and compliance; interact with Legislative, internal and external auditors.

September 30, 2003 – October, 2004 and May 1, 2002- May 19, 2003, **Accountant Manager**, *Southern University and A & M College*. Responsibilities included planning, organizing, and directing the Accounting and Budgetary Control sections.

May 20, 2003 – September 29, 2003, **Interim Bursar**, *Southern University and A & M College*. Responsibilities included supervising Cashiers, Third Party Billing, Collections and Receivable divisions and coordinating activities for registration.

April 9, 1997 – April 30, 2002, **Accountant Supervisor I & II**, *Southern University and A & M College*. Responsibilities included directing, supervising, and coordinating the financial activities for general fund appropriations and special state funds for the Southern University System; management and maintenance of fiscal records; supervision of subordinates.

January 27, 1992 – April 8, 1997, **Appropriations Accountant I & II**, *Southern University and A & M College*. Responsibilities included maintenance of general and subsidiary ledgers; preparing various reports on a monthly, quarterly, and annual basis for internal and external use; interacting with management and staff to resolve various internal fiscal problems and insure proper university and state policies and procedures are followed.

January 1, 1990 – January 24, 1992, **Compliance Program Specialist I & II**, *Southern University and A & M College*. Responsibilities included preparing the annual Affirmative Action report, assisting in developing agency's Affirmative Action plan, posting leave records, analyzing the group insurance account and compiling statistical reports.

Southern University and A&M College

Dean of Libraries

The dean of the libraries is the chief administrative and budgetary officer of the University Libraries and plays a key role in working with faculty, other deans, and university administration to advance the mission of the University. The dean develops and articulates a compelling vision for University Libraries and is responsible for enhancing resources through various partnerships. He/She is responsible for all matters relating to the administration of University Libraries, including recruiting, supervising, evaluating faculty and staff; managing and developing collections and grant writing; assuring that the Libraries remain on the cutting edge of information technology; administering the libraries' budget; assuring excellent and innovative service to faculty, staff and students; and representing the library to communities outside the University. The Dean seeks opportunities for collaborations within the region and nationally, while advancing digital initiatives, scholarship and research.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

Previous Employee Emma Bradford Perry Reason Left Retired
 Date Left August 31, 2019 Salary Paid \$120,000

Profile of Person Recommended

Length of Employment July 1, 2019 To June 30, 2019
 Effective Date September 1, 2019

Name Dawn Ventress Kight SS# _____ Sex F Race* Blk
 (Last 4 digits only)

Position Title: Interim Dean of Libraries Department: John B. Cade Library

Check One Existing Position *Visa Type (See Reverse Side): U S _____
 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 29 Southern University Experience 26

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS - Computer Science</u>	<u>Southern University</u>	<u>1984</u>
	<u>MLIS Library & Information Sci</u>	<u>Louisiana State University</u>	<u>1992</u>
	<u>PhD -Math/Sci Education</u>	<u>Southern University</u>	<u>Pursuing</u>

Current Employer SUBR

Personnel Action

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

Recommended Salary 108,000 Salary Budgeted 108,000

Source of Funds 211001-22561-24500-61000

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

Change of:
 Position Assistant University/System Librarian From Interim Dean of Libraries To
 Status _____
 Salary Adjustment 73,726 108,000

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
22561	28,321
Title III 220388	45,405
<u>211001-22561-24500</u>	<u>108,000</u>

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

Supervisor <u>[Signature]</u> <u>9/13/2019</u> Date	Dean/Unit Head <u>[Signature]</u> <u>9/13/2019</u> Date
Vice Chancellor <u>[Signature]</u> <u>9/4/19</u> Date	Chancellor <u>[Signature]</u> <u>12/4/19</u> Date
Director/Personnel <u>[Signature]</u> <u>9/4/19</u> Date	Vice President/Finance <u>[Signature]</u> <u>9/13/19</u> Date
President <u>[Signature]</u> _____ Date	Business Affairs/Comptroller _____ 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: Effective, September 1, 2019, Dawn Kight is promoted to Interim Dean of Libraries, due to retirement of Dean Emma Perry on August 31, 2019.

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8am - 5pm
EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahoo
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2360
NUMBER OF EMPLOYEES SUPERVISED, (if any) 23

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>
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

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
EXPIRES
SEP 04 2019
FUND AVAILABLE

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

- PAF APPROVAL PROCESS CHECKLIST** (Must have the information outlined below):
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
 - Application for Employment Form Admin/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 VP FIN&BUS AFFAI
'19 SEP 4 PM 4:42



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Senior Associate Vice Chancellor for Academic Affairs

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

August 29, 2019

Dr. James H. Ammons,
Executive Vice President/
Executive Vice Chancellor
Southern University System
Baton Rouge, LA 70813

Dear Dr. Ammons:

Dr. Emma Perry has filed a written request to retire from her post as Dean of Libraries. Her last date of employment is August 31, 2019.

I am recommending Assistant Dean, Ms. Dawn Kight, to serve as the Interim Dean, beginning September 1, 2019, subject to your review and affirmation by the university Board of Supervisors. Ms. Kight has the requisite qualification and experience to serve during the period of transition. She was strongly recommended by Dean Emma Perry. Further, I personally interviewed her and feel she has the qualifications, skills and the abilities to serve in the recommended position.

Kindly consider sending a general announcement to the university community marking the years of dedicated service by Dean Emma Perry (tomorrow is her last date on campus) and your appointment of Ms. Dawn Kight as the Interim Dean. Dean Emma Perry's salary is \$120,000. I am recommending \$108,000 (90% of \$120,000) for the Interim Dean position, again subject to approval by you and the Board of Supervisors.

With your approval, I will appoint a committee and will open a national search to fill the position of Dean of Libraries at our university. Ms. Dawn Kight's CV is attached for your review and kind consideration.

With kindest regards,

A handwritten signature in blue ink that reads "Bijoy Sahoo".

Bijoy Sahoo
Senior Associate Vice Chancellor
for Academic Affairs

Dawn Ventress Kight

Academic Librarian Information Technologist Team Leader Customer-Focused

Career Objective

Proactive professional with 25+ years of experience and a proven knowledge of library operations management, e-learning, and emerging technologies. Aiming to leverage my skills to successfully serve in an academic library leadership role in higher education.



Education

SOUTHERN UNIVERSITY AND A&M COLLEGE

Baton Rouge, LA

Ph.D. Math and Science Education

(Expected Graduation-December 2020)

LOUISIANA STATE UNIVERSITY

Baton Rouge, LA

Master of Library and Information Science

(1993)

SOUTHERN UNIVERSITY AND A&M COLLEGE

Baton Rouge, LA

B.S. Computer Science (1988)

Continuing Education

Harvard Graduate School for Education- Leadership Institute for Academic Librarians

HBCU Library Alliance
Leadership Institute Fellow
University of Florida Exchange Librarian
Frye Technology Leadership Institute Fellow, **Emory University**

Association of Research Libraries, Leadership and Career Development Program

Additional Skills

Student-centered information literacy instruction, technology, team management, project management, budget operations, and public speaking

Professional Experience

2013 – Present

Southern University and A&M College

Assistant University Librarian for Technology and Information Services

Responsibilities include a significant role in all aspects of library-wide planning, budgeting, operations, technology, communications and policy development; acts on behalf of the Dean in her absence and reports directly to the Dean of Libraries; writes proposals for grant funding; manages public service areas (Reference, Circulation, Reserves, User Services, Interlibrary Loan, Research Information Services, Emerging Technologies, and Computer Labs); supports and promotes open educational resources; teaches information literacy classes; conducts user assessments; serves on the library management team and leads the library's collaborations that support engaged student learning and student and faculty scholarship, including instruction and curricular support, technology support and delivery of information services.

Professional Experience (cont.)

<p>2002 – 2013</p>	<p>Southern University and A&M College, Baton Rouge, LA Manager, Library Systems & Technology (Systems Librarian) Team Leader of a staff of five engaged team members; responsible for planning, supporting and implementing all library technologies; designed and implemented web-based user services; served a LOUIS Consortium System Administrator; Title III Library Project Director; prepared requests for proposals for library technology bids; analyzed system usage and prepared statistical reports; coordinated closely with the campus IT department; and served as library liaison to the SU Computer Science department.</p>
<p>2000-2003</p>	<p>Association of Research Libraries, Washington, DC Visiting Program Director for Distance Learning Managed the Office of Learning and Management Services online learning initiative. Developed strategies for continued operation of the Association's Online Lyceum which provided e-learning professional development courses to member and non-member libraries. Worked and engaged with leading Librarians and Library Deans throughout the United States and Canada to enhance this initiative.</p>
<p>Jan. 2000 – Sept. 2000</p>	<p>Association of Research Libraries, Washington, DC Visiting Program Officer – Initiative to Recruit a Diverse Workforce Worked with the Diversity Officer to enhance the online presence of the organization's initiative to develop a diverse workforce for research libraries throughout the United States and Canada.</p>
<p>July 1993 – Jan. 2000</p>	<p>Southern University and A&M College, Baton Rouge, LA Systems Librarian Implemented the online integrated library system (NOTIS). Trained staff in all library areas including Reference, Circulation and Technical Services. Worked closely with the library statewide consortium. Created workflows for departments to efficiently transition to automated processes. Implemented library wide email and supported servers to offer online research databases to students, faculty and staff. Served on the Dean's Library Management Team.</p>
<p>Oct. 1989 – July 1993</p>	<p>Southern University and A&M College, Baton Rouge, LA Computer Programmer/Analyst Assisted with the initial planning, coding, conversion and implementation of the library's first automated library system. Developed database programs to support various functions of library services.</p>
<p>Aug. 1990 – May 1992</p>	<p>Westside Technical College Instructor – Adjunct Served as the instructor for evening computer classes.</p>
<p>Consulting</p>	
<p>2001 - 2002</p>	<p>Entrepreneurial Training and Technical Assistance Program (ETTAP), Southern University College of Business ➤ Designed, implemented and facilitated a course on e-business and web design.</p>
<p>1999 – 2000</p>	<p>Technical Consultant, Texas College, Tyler Texas ➤ Lead project analyst ➤ Digitized registrar's records ➤ Recommended software and hardware acquisition</p>
<p>1997</p>	<p>Library Advance Technology Training Workshops, Continuing Education Division, Southern University, Baton Rouge, LA</p>

Presentations

"Open Textbook Network Faculty Workshop", Southern University, 4/2019
"Mission Critical: Information Literacy to the Rescue", LUC Conference, 9/2018
"Affordable Learning Model: Using Open Educational Resources", Innovate Conference, 4/2017
"Open Textbook Network Faculty Workshop", Southern University, 3/ 2017
"Open Educational Resources", Panel Facilitator, Open Education Week, Southern University 2016
SU New Faculty Library Orientation, 2016
Webinar Presenter: Using Technology to Enhance User Services, 2015, HBCU Library Alliance
LSU SLIS/LLA Diversity Interest Group Speaker, "Keeping Pace with the Transformation of Libraries in an Ever-Diverse Society", 2013
HBCU Library Alliance Membership Meeting, 2010
Collaborative Learning Spaces, HBCU Library Alliance Membership Meeting, North Carolina, 2008
Collaborative Learning Spaces: Designing for Now and Beyond, ALA Black Caucus, Dallas, TX, 2007
"Using the Booking Module", ACRL/LUC Conference, Natchitoches, LA, 10/2002
"Career Development", Louisiana Library Association Annual Conference, Alexandria, LA, 3/2001

Publications

"Library Staff Development and Training for Assessment of Services" Library Administration and Management, Winter 2002
" Grant Resources on the Web" C&RL News, July/August 1999 , co-author (with Emma Perry)
"Electronic Reserve Library: Moving from Paper to the Web", Journal of Cause/Effect, vol. 21, Nov. 4, 1998. Co-author (with Angela Proctor)
"Joining the LOUIS Consortium", Louisiana Library Newsletter, vol. 6 no.3, 1998
"Digitization of Reserves and Archives" Books & Bytes, vol. 6, no. 1, winter 1998

Funded Projects/Grants

- Open Textbook Network Workshop, Faculty Stipends & Workshop funded, LOUIS/Louisiana BoR, 4/2019, \$2,200, Administrator & Facilitator
- Project SALUTE-Strengthening Access & Learning Using Technology Enhancements, U.S. Department of Education –Title III, 2017-2020, Project Director, \$520,000
- Open Textbook Network Workshop, Faculty Stipends & Workshop funded, LOUIS/Louisiana BoR, 3/2017, \$2,000, Coordinator & Facilitator
- Enhancing Library Support for Faculty Research, HBCU Library Alliance/Mellon Foundation, 2014-15, Principal Investigator, \$6,000
- John B. Cade Library Enhancement Project, U.S. Department of Education –Title III, Project Director, 2007-2015
- "Enhancement of Electronic Resources for Faculty Teaching and Distance Education", Louisiana Board of Regents Support Fund, Co-Principal Investigator, 1999-2000, \$117,900
- "Enhancement of Electronic Research for Educational Support", Louisiana Board of Regents Support Fund, Co-Principal Investigator, 1998-99, \$78,700
- "Electronic Reserve Desk", U.S. Department of Education, Project Director – Title III, 1997-2000, \$360,000
- "Library Learning Resource Center Enhancement, Louisiana Education Quality Support Fund, Co-Principal Investigator, 1996-97, \$89,500

Workshops/Conferences/Committees (2015-2019)

- American Library Association, Washington, DC 2019
- SU Student Technology Fee Oversight Committee, 2019
- Louisiana Library Association Annual Conference, 2019
- Chair, Library SACS-COC Subcommittee, 2018
- SU Online Taskforce Committee, 2018

Workshops/Conferences/Committees (2015-2019) cont.

- Text Mining with the Hathitrust: Empowering Support of Digital Scholarship Research - Tulane University, 2018
- Quality Matters Certification, QM Workshop, Southern University, 2018
- American Library Association, New Orleans, LA 2018
- SU Quality Enhancement Plan Task force, 2017
- LUC Conference, Baton Rouge, LA, 2017
- Creative Commons, University of New Orleans, 2017
- Association of Colleges and Research Libraries, Baltimore, Md. 2017
- American Library Association, Orlando, FL 2016
- Association of Colleges and Research Libraries, Portland, Or. 2015
- Chair, Library's Grant Writing Team

Awards/Recognition/Special Programs

- Renovation Project Acknowledged in *Against the Grain* Publication, February 2012, Southern University and A & M College in Baton Rouge Streamlines Library Service Points
- University of Florida Exchange Librarian, 2011
- Polaris Award Winner, 2004
- Outstanding Leadership Award, Girl Scouts Audubon Council, USA, 2003
- National Agricultural Library Director Shadow (ARL LCDP Program, 2000)
- Librarian of the Year runner-up Award, 1996
- Southern University Distinguished Service Award, 1995
- Southern University Quality Employee of the Year Award, 1995

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 Brandy Jacobsen Reason Left Interim Position
 Date Left June 30, 2015 Salary Paid 97,850

Profile of Person Recommended

Length of Employment July 1, 2019 To June 30, 2020
 Effective Date October 1, 2019

Name Antonius Pegues SS# xxx-xx-XXXX Sex F Race* B
(Last 4 digits only)

Position Title: Vice Chancellor for Fin & Admin Department: Finance and Administration

Check One Existing Position *Visa Type (See Reverse Side): U S A
 New Position Expiration Date: _____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 10 Southern University Experience none
 Degree(s): Type/Discipline (BA-Education): Ed. D Institution/Location (SU-Baton Rouge): Texas Southern Uni-Houston TX Year: 2017
Master of Bus Adm Uni of Phoenix 2016
Bachelor of Sci-Accounting Southern Uni, Baton Rouge 2014

Current Employer none

Personnel Action

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

Recommended Salary \$91,500 Salary Budgeted \$91,500

Source of Funds General Appropriations

Identify Budget: State _____ Location 511001 56110 561002 56000
 Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
State: 511001 56110 561002 56000	\$91,500

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u>	9-13-19	<u>[Signature]</u>	9-13-19
Supervisor	Date	Dean/Unit Head	Date
Vice Chancellor	Date	<u>[Signature]</u>	9-13-19
<u>Wayne Bryant</u>	9-13-19	Chancellor	Date
Director/Personnel	Date	<u>[Signature]</u>	9-13-19
President	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 America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 a.m.-6:00 p.m./M-Th; 8:00 a.m.-12 noon/Fri
EMPLOYEE DIRECT SUPERVISOR: Dr. Rodney A. Ellis, Chancellor
SUPERVISOR/DEPARTMENT CONTACT NUMBER (318) 670-9312
NUMBER OF EMPLOYEES SUPERVISED, (if any) 17+

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 Bmp. 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/Faculty/Unclassified 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 - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION VC Finance and Administrator AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office Of The Chancellor
 (Department or Unit)

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Replacement | <input checked="" type="checkbox"/> New Position* | <input type="checkbox"/> Unclassified |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (For Faculty this is same as tenure track) | |

- Source of Funds
- State
 - Grant -in-Aid
 - System Revenue
 - Agency Fund State

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved thru Human Resources).

Reporting to the Chancellor, the Vice Chancellor (VC) of Finance and Administration is responsible for providing leadership and administrative oversight to all aspects of the finance, facilities, information technology and campus police departments for Southern University at Shreveport (SUSLA) to ensure success of the educational mission. Provides executive oversight and strategic guidance in the planning, development, implementation, assessment, and evaluation of all aspects of the finance, facilities, information technology and campus police departments. VC is responsible for the development of innovative, entrepreneurial, and strategic initiatives designed to proactively respond to needs of constituencies

511001 56110 56000

Salary/Range: \$80,000-\$92,500 Previous Incumbent (if replacement): NA

Approved Disapproved _____
 Department Head Date

Approved Disapproved _____
 Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Job Code: <u>511</u> Cal Id: _____	Job Class: <u>55095</u>
<u>Wayne W. Broussard</u>	<u>7/22/2019</u>
Verified By:	Date:

Approved Disapproved _____
 Vice Chancellor Date

Approved Disapproved _____
D. S. ... 7/22/19
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer



Dr. Rodney A. Ellis
Chancellor



September 13, 2019

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

RE: Approval To Appoint Mr. Antonius (Tony) Pegues To Vice Chancellor for Finance and Administration

Dear Dr. Belton:

Please accept this request for *approval to appoint Mr. Antonius Pegues to the position of Vice Chancellor for Finance and Administration*. This position reports directly to the Chancellor. The Vice Chancellor for Finance and Administration develops, coordinate and oversee financial reporting to various system and state agencies for the Southern University at Shreveport (SUSLA) campus. This position also oversees, Purchasing, Accounting, University Police, Facilities and various other essential departments at SUSLA to assure its operations in a professional and aboveboard manner.

Mr. Pegues interviewed with a selected committee and achieved high scores from all committee members during the interview process. He also met with the Executive Team and the direct reports to that position. He again achieved very high rating in both sessions. It is with great pleasure that I recommend **Mr. Antonius (Tony) Pegues** for the position of Vice Chancellor for Finance and Administration. His salary will be \$91,500.00 for this position.

Thank you for your consideration and approval of this request and submission to the Southern University Board of Supervisors at their next scheduled meeting.

Respectfully Submitted

Dr. Rodney A. Ellis
Chancellor

Approved: _____ Date: _____
Dr. Ray L. Belton, President

RAE/lw

Attachments

Disapproved: _____ Date: _____
3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
www.SUSLA.EDU

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoney, College Success Ctr. (318) 670-9201. Section 504 Coordinator: Jerushka Ellis, Behavioral Science, (318) 670-9367

Antonius (Tony) Pegues, Ed.D

RECEIVED
SUSLA
AUG 26 2019
CHANCELLOR

August 5, 2019

Wayne H. Bryant, Director of Human Resources
Southern University at Shreveport
3050 Martin Luther King, Jr. Drive
Shreveport, LA 71107

Dear Mr. Bryant:

As a results-oriented and motivated academic with rich experience and a doctorate in higher education administration, I am confident I will make immediate contributions to Southern University at Shreveport goals in the Vice Chancellor, Finance and Administration role.

The focus of my career to date has been in finance, business administration and higher education. Over the course of 20 years, I have offered key contributions to these fields through practical application and administration. As Director of Operations and Business at Louisiana State University, I have the responsibility of cash management, asset management, accounts payable and disbursements, financial policies and procedures and internal controls. I have also developed and maintained strong working relationships and collaborative partnerships with administration, colleges and peers. Based upon my background and Southern University at Shreveport's commitment to excellence and service, I am confident of my ability to excel in this role.

Highlights of my credentials and background include:

- Proven collaborative leadership of multiple site organizations with tangible objectives and results.
- Extensive hands on experience in the practical application of administration and finance practices including financial reporting, forecasting, student financial services and internal controls.
- Strong demonstrated background in university level instruction, engaging students in active dialogue regarding business theory, methodology, and practical application.
- Proven track record in management of facilities including renovations and new construction.
- Demonstrated experience implementing innovative technology modernizations.
- Member of multiple companies and institutions emergency preparedness and response team.

With a strong hub on finance and administration, I believe that utilizing a wide range of innovative methodologies, practical applications and educational technologies is paramount to meeting the diverse needs of finance, students and administration.

Should you need further information, I am available by phone or email. I look forward to the opportunity to speak with you to discuss my qualifications in greater detail.

Sincerely,

Antonius (Tony) Pegues

Antonius (Tony) Pegues, Ed.D

Antonius (Tony) Pegues, Ed.D

Education and Credentials

Doctor of Education in Higher Education Administration – Texas Southern University, Houston, Texas, 2017

Master of Business Administration – Global Management - University of Phoenix, Phoenix, Arizona

Bachelor of Science in Accounting – Southern University, Baton Rouge, Louisiana

Higher Education Leadership Foundation, “Leadership Institute-Lead, Inspire, Lift-Fulfilling Our Purpose”, 2017, Baton Rouge, Louisiana

Hampton University-Executive Leadership Summit, “Passing the Executive Leadership Torch”, 2016, Hampton, Virginia

The Albert Schweitzer Fellowship Program, “Improving Health, Developing Leaders, Creating Change”, 2015-2016, Houston, Texas

Administrative Experience

LOUISIANA STATE UNIVERSITY - Baton Rouge, Louisiana

Director – Operations and Business

August 2018 - Present

Leads the business office and all operations (including facility services, student service team and technology) for online learning and professional development and community programs as well as continuing education. Manages budget, expenditures and revenue for these revenue-generating departments of the university; including keeping timely and accurate records of budget current state for a budget of \$28 million. Ensures the operational effectiveness of the customer service and localized technology team areas and execution of strategic vision of such as set by the vice provost.

Responsible for contracting and procurement, financial reporting, student financial services, accounts payable, cash, asset & grant management. Acts on behalf of vice provost in her absence and as directed.

Manages flagship campus and three sister campuses enrollment and recruitment division for online and professional programs and student services.

- *Implemented fiscal management plan that recovered \$1M in 6 months.*
- *Successfully restructured staff to align with strategic plan resulting in \$600K savings annually.*
- *Centralized college accounting services resulting cost savings and more cohesive processes.*
- *Implemented new IT Software via employing innovative completion strategies*
- *Emergency preparedness & response lead team member*

CITY OF PORT ARTHUR, Port Arthur, Texas

Manager of Billing-Administration, October 2015 to Present

Create and implement citywide customer service strategic plan to service 18,000 customers. Develop and implement departmental policies and procedures manual. Devise a delinquency plan to recover \$3M, oversee divisional budget, and prepare/report on monthly revenue. Manage forecasting process.

- *Implemented fiscal management plan that recovered \$1.8M in 16 months.*

Continued...

Antonius (Tony) Pegues, Ed.D – Page 2 of 5

PORT ARTHUR INDEPENDENT SCHOOL DISTRICT, Port Arthur, Texas

Manager-Grants & Accounting Administration, October 2014 to September 2015

Managed daily activities of the general accounting department, including adherence to accounting procedures. Ensured regulatory compliance in the administration, monitoring, and tracking of state and federal grants. Developed policies and procedures manual for accounting and grant departments.

- *Successfully re-established grant program resulting in the recovery of \$12M.*
- Mentored and tutored student workers to aid in college and career selection.

VALOUREC, INC., Houston, Texas

Manager-Finance Administration, May 2013 to April 2014

Oversaw company budget including monthly, quarterly, and annual preparation, monitoring, and presentation of monthly PowerPoint reports to senior executives. Partnered with external and internal auditors to coordinate data collection activities. Collaborated with managers in the preparation of monthly rolling forecasts, budgets, and expenditures. Served in controller capacity for special projects.

- *Successfully transitioned the finance department to the corporate office.*

DESELLE CPA FIRM, Houston, Texas

Senior Manager-Financial Administration, January 2012 to April 2013

Transformed and administered financial operations through the analysis of financial statements, creation/maintenance of corporate forecasts, and the development of financial policies and SOX. Built management reporting package, KPI's, and Dashboards. Strategically supported funding activities and prepared financial portion of monthly Board package.

- *Streamlined reporting process by developing a standard reporting practice to improve procedural efficiency.*

KRATON POLYMERS, Houston, Texas

Senior Manager-Global Finance, April 2010 to December 2011

Oversaw finance operations including analyzing fixed, variable, and product cost performance in conjunction with the preparation of the annual fixed cost budget and labor cost rates for global operating units and corporate functions. Cross-functionally collaborated by leading weekly contact with global operation unit financial analysts to discuss variances to budget and forecast and partnering monthly with corporate cost center owners to address fixed cost variances to budget and corrective actions. Supported manager, CFO, senior executives, and the Board of Directors through the preparation of ad-hoc analyses, reports, fixed cost summaries, and commentary. Assisted with preparation of schedules and commentary for quarterly and annual SEC financial reports.

- *Implemented mid-month forecast function resulting in a savings of \$2.1M.*
- *Served as financial representative on the IT "Center of Excellence" team.*

EL PASO CORPORATION, Houston, Texas

Senior Manager-Corporate Finance, July 2008 to December 2009

Analyzed monthly/quarterly cash flow and operating expenses for six business units including monitoring the annual budget and developing a strategic financial plan. Complied with regulatory requirements including assisting with quarterly and annual SEC financial report preparation and serving as the key contact for internal and external auditors. Built financial structure for environmental projects and provided accounting codes. Coordinated company student success program including recruiting, tutoring and interviewing.

- *Employed a web-based financial program resulting in an annual savings of \$250,000.*
- Coordinated company's student success program including recruiting, tutoring and interviewing.
- *Executed procedures resulting in a reduction of \$1.2M to operating expenditures.*

PRAXAIR CORPORATION, Houston, Texas

Manager-Southeast Region, December 2006 to June 2008

Advanced organizational profile through the full scope of financial analysis and reporting support for region comprised of 10 operating plants. Offered financial analysis and guidance in the preparation of monthly operating expenses/capital expenditures for regional and corporate executives, the development of models on energy contracts and cost improvement opportunities, and the creation of detailed analysis of product price, volume, and surcharges. Advised cross functional sectors including Distribution Managers regarding shipments/distribution expenses, Operation Directors and plant managers regarding site/capital expenses, and the Business Development Manager regarding financial performance improvement opportunities. Managed merchant pipeline sales databases for monthly sales reporting. Assisted with regional budget preparation.

- *Fiscal Management-Led cross-functional team, which developed initiatives that reduced cost by \$1.5M.*
- Administered company student success program including recruiting, tutoring and interviewing.

VALERO ENERGY CORPORATION, Port Arthur, Texas

Manager-Trade Administration, March 1997 to September 2006

Supervised 53 employees comprised of Accounting, Accounts Payable, Budgeting/Forecasting and Purchasing staff. Implemented and provided facility wide support as member of SAP team. Served as Project Manager for new \$5M facility.

- *Developed Foreign Trade Zone Program resulting in an annual savings of \$2M.*
- *Taught in-house financial performance and reporting class for non-financial professionals.*
- Coordinated company student success program including recruiting, tutoring, and interviewing.

ADDITIONAL EXPERIENCE

Senior Accountant, Fina Oil & Chemical Company

Lead Auditor, Jefferson County Auditor's Office

Lead Auditor, U.S. Department of Agriculture

Academic Experience

HOUSTON COMMUNITY COLLEGE, Houston, Texas

Adjunct Business & Human Resources Professor, January 2015 to 2018

Enhance student knowledge and professional skills regarding employee relations and human resources through engaging and collaborative instruction. Involve students in active discussions concerning communication methodology regarding employee personalities and the effect of employment policies on organizations.

- Individualized the educational process by modifying lessons to meet the learning needs of students.

LAMAR STATE COLLEGE, Port Arthur, Texas

Adjunct Business Professor-Continuing Studies Program, June 2008 to 2018

Offer instruction and guidance to students regarding the effective review, analysis, and comprehensive knowledge regarding business, marketing and economic systems. Design and implement instructional sessions to address the basis of business technology, ownership, management, marketing, and policy dialect within domestic and global environments. Mentor and assist students in the development of functioning business plans.

- Developed innovative teaching strategies in response the diverse needs of students.

Continued...

NORTH AMERICAN UNIVERSITY, Houston, Texas

Adjunct Business Law Instructor, January 2012 to May 2012

Met academic requirements through instruction of business law curriculum while engaging students in dialect of business law and accounting policies. Promoted student academic success through anecdotal records, student teacher conferencing, peer evaluation, checklists, and student portfolios.

- Promoted global citizenship by inspiring students to become change agents within their communities.
-

Presentations

Panel Participant, Women's Missionary Council Conference, *The Role of the Church at HBCUs*, September 2017

Keynote Address, Tekoa Academy, Houston, Texas, *Educating the Next Generation*, September 2017

Guest Speaker, HBCU Coalition, Houston, Texas, *Alumni Giving*, August 2017

Keynote Address, Texas Southern School of Public Affairs, Houston, Texas, *How to Establish Relationships in Corporate America*, July 2017

Guest Speaker, Change Happens, Inc., Teambuilding Workshop, Houston, Texas, May 2017

Guest Speaker, Gulf Coast Energy Development, Beaumont, Texas, *Giving Back to the Community*, March 2017

Keynote Address, Sigma Pi Phi Celebration, Beaumont, Texas, December 2016

Panel Participant, Lamar State College, Port Arthur, Texas, *Higher Education and Corporate America*, March 2016

Keynote Address, Houston Community College, Houston, Texas, *Corporate Responsibility in the Community*, January 2016

Guest Speaker, National Alumni Conference, Dallas, Texas, *Building a Strong Alumni*, October 2015

Community Service/Philanthropic Projects

Vice President, HARDWOOD CLUB-SOUTHERN UNIVERSITY

Build strategies to obtain major gifts in support of student athletes, including organizing the annual fundraising banquet. Partner with the athletic director and coaches to devise operational goals.

Founding Member/ Captain, 1880 SOCIETY-SOUTHERN UNIVERSITY

Develop and plan annual giving campaign to provide scholarships to students and lobby for major capital gifts. Prospect potential and solicit existing donors.

Member, COLLEGE OF BUSINESS COMMITTEE OF 100-SOUTHERN UNIVERSITY

Plan and implement annual fundraising gala for student scholarships. Communicate College of Business events and outcomes to alumni. Provide scholarships for students.

National Chaplain, NATIONAL ALUMNI FEDERATION-SOUTHERN UNIVERSITY

Communicate and market spiritual aspect of God's role in the alumni as advisor of prayer and spiritual needs. Co-chair fundraising committee to lead national fundraising efforts.

Professional Associations

Alpha Phi Alpha Fraternity, Inc.

Association of Master of Business Administration

National Association of Blacks Accountants

National Association of Accountants

Sigma Pi Phi Fraternity, Inc.

Three Rivers council Boy Scouts of America

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: 22-Jul-2019 Department: Office Of The Chancellor

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: September 19, 2019 Date position to be filled: _____

Position Title: VC for Finance and Administration Civil Service Pay Level: _____

Salary (annual): _____ or Salary Range: \$80,000 to \$92,500

Please check all categories that apply to this position:

Status:	Faculty Position	Unclassified Position	Classified Position
<input type="checkbox"/> Part-time % of time	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Tenure	<input type="checkbox"/> Temporary	<input type="checkbox"/> Job Appointment
	<input type="checkbox"/> Tenure Track (Probationary)	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Provisional Appointment
	<input type="checkbox"/> Grant	<input type="checkbox"/> Grant	FOR HR USE ONLY: CS Job Code:
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	

Contact Person: Dr. Rodney Ellis Telephone No: 318-670-9312

Contact Email Address: rellis@susla.edu

Contact e-mail address is for:

Human Resources utilization only posting to VAS website

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

Responsible for providing leadership and administrative oversight to all aspects of the finance, facilities, information technology and campus police dept for SUSLA to ensure success of the educational mission. Provides oversight and guidance in the planning, development, assessment and evaluation of finance, facilities, information technology and campus police dept. Responsible to devel all initiatives designed to the needs of the constituencies we serve.

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

MINIIMUM: Bachelor's degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university 2) 3 or more years of increasingly responsible financial/business and/or operations related

PREFERRED: Master's degree in Business Administration, Accounting, Finance, Economics or related fields. 2) 5 or more years of increasingly responsible financial/business and/or operations related administrative experience

Remarks/How To Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address [Maximum 12 lines @ 250 characters (including spaces) per line]:

Send cover letter, resume' or curriculum via unaofficial or official transcripts and three references letter to Mr. Wayne H. Bryant, Dir of Human Resources, Southern Uni at Shreveport, 3050 Martin Luther King Jr. Drive Shreveport, 71107

Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.



Position: Vice Chancellor for Finance and Administration

Employee Name: <i>Vacant position</i>	Department Name: Office Of The Chancellor
Reports To (Supervisor's Name and Title): Chancellor	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY:

Southern University at Shreveport, Louisiana (SUSLA) is accepting applications for the Vice Chancellor, Finance and Administration position. SUSLA is a comprehensive community college serving Shreveport, Bossier City, and surrounding areas in Northwest Louisiana. It is one of five campuses constituting the Historically Black Southern University System. The University serves approximately 3,000 undergraduate students and offers 32 undergraduate degrees and certificate programs in a variety of fields including Allied Health, Nursing, Aerospace Technology, Business Studies, Behavioral Science/Education and Science & Technology.

PRIMARY RESPONSIBILITIES:

Reporting to the Chancellor, the Vice Chancellor (VC) of Finance and Administration is responsible for providing leadership and administrative oversight to all aspects of the finance, facilities, information technology and campus police departments for Southern University at Shreveport (SUSLA) to ensure success of the educational mission. Provides executive oversight and strategic guidance in the planning, development, implementation, assessment, and evaluation of all aspects of the finance, facilities, information technology and campus police departments. The Vice Chancellor is responsible for the development of innovative, entrepreneurial, and strategic initiatives designed to proactively respond to the needs of the constituencies we serve.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university
- Three or more years of increasingly responsible financial/business and/or operations related administrative experience at or above the Director's level (or equivalent)
- Knowledge of the planning and budgeting process within an organization
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)
- Strong communication (written and verbal), organizational and interpersonal skills, and a collaborative approach to working with students, colleagues and partners
- Eligibility for a Louisiana Driver's License

PREFERRED QUALIFICATIONS:

- Master's degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university
- Five or more years of increasingly responsible financial/business and/or operations related administrative experience at or above the Director's level (or equivalent)
- Knowledge of the State of Louisiana Procurement Process
- Proficiency with Ellucian's Banner Finance or other major financial management system
- Working experience with Ellucian's Banner or other major student information system
- Organizational and managerial skills with respect to complex, sensitive issues

UNIVERSAL PERFORMANCE STANDARDS:

1. **Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
2. **Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.
3. **Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
4. **Exhibits** a willingness to perform other duties as requested or required efficiently and timely.
5. **Complies** with all policies and procedures as stipulated in the Employee Handbook.

03/2017

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer

Vice Chancellor, Finance and Administration

SUMMARY

Southern University at Shreveport, Louisiana (SUSLA) is accepting applications for the Vice Chancellor, Finance and Administration position. SUSLA is a comprehensive community college serving Shreveport, Bossier City, and surrounding areas in Northwest Louisiana. It is one of five campuses constituting the Historically Black Southern University System. The University serves approximately 3,000 undergraduate students and offers 32 undergraduate degrees and certificate programs in a variety of fields including Allied Health, Nursing, Aerospace Technology, Business Studies, Behavioral Science/Education and Science & Technology.

RESPONSIBILITIES

Reporting to the Chancellor, the Vice Chancellor (VC) of Finance and Administration is responsible for providing leadership and administrative oversight to all aspects of the finance, facilities, information technology and campus police departments for Southern University at Shreveport (SUSLA) to ensure success of the educational mission. Provides executive oversight and strategic guidance in the planning, development, implementation, assessment, and evaluation of all aspects of the finance, facilities, information technology and campus police departments. The Vice Chancellor is responsible for the development of innovative, entrepreneurial, and strategic initiatives designed to proactively respond to the needs of the constituencies we serve. Specific duties are:

- Oversees and provides strategic leadership to college-wide business operations, systems, and processes, including budget development and administration, short-term and long-term strategic financial planning, fiscal analysis and projections, fiscal and accounting services, banking and payroll, grant budget management and purchasing;
- Oversees and provides strategic leadership to college-wide Information Technology (IT) operations including network and database management, network and database security, hardware upgrade and replacement, software management, programming, and telecommunications services;
- Oversees and provides strategic leadership to college-wide Facilities and Risk Management operations including deferred maintenance, preventive maintenance, master planning, facilities upkeep and maintenance, and mechanical systems maintenance;
- Oversees and provides strategic leadership to college-wide operations of the University's Police and Parking Services including safety and security planning, crime statistics monitoring and reporting, community policing, and routine patrolling;
- In conjunction with the Chancellor and Chief Finance Officer, confers and consults with legislative auditors in the performance of a variety of fiscal and operational audits, and addresses related issues, findings, and concerns;
- Identify potential local, state and/or federal funding sources, assessing impact and requirements, and facilitating system efforts to secure these resources;
- Develop and update the college's Financial, Facilities, Information Technology and Campus Police Strategic Plans and assures their integration with other major planning efforts within the college;
- Develops and manages the budget for Finance and Administration;

- Supervise and evaluate the performance of assigned personnel; coordinate the work assignments of assigned personnel; review work to assure compliance with established standards, requirements and procedures;
- Develop and implement measures and methodology for determining the effectiveness and efficiency of the Finance and Administration Division;
- Ensure Finance and Administration functions are leading edge and adhere to the highest quality standards;
- Builds and strengthens an environment that fosters creativity, innovation, and professional development among staff;
- In coordination with the Chancellor and the Executive Team, participate in the development of rules, regulations, procedures, and policies applicable to Finance and Administration;
- Assure all financial, facilities, information technology, and campus policing/security practices and records of the College comply with local, state, federal and accrediting body (i.e., SACS, etc.) regulations;
- Maintains current knowledge on Finance and Administration (Facilities, IT, Police) laws, regulations, policies and best practices on national, state, and local levels;
- Monitor Finance and Administration website pages and forms to remain current and ensure accuracy;
- Establishes procedures for financial and administration record retention and disposal;
- Establishes procedures for property management and disposal;
- Occasional evening and weekend work and overnight travel may be required;
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university
- Three or more years of increasingly responsible financial/business and/or operations related administrative experience at or above the Director's level (or equivalent)
- Knowledge of the planning and budgeting process within an organization
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)
- Strong communication (written and verbal), organizational and interpersonal skills, and a collaborative approach to working with students, colleagues and partners
- Eligibility for a Louisiana Driver's License

PREFERED QUALIFICATIONS

- Master's degree in Business Administration; Accounting, Finance, Economics or related field from an accredited college or university
- Five or more years of increasingly responsible financial/business and/or operations related administrative experience at or above the Director's level (or equivalent)
- Knowledge of the State of Louisiana Procurement Process
- Proficiency with Ellucian's Banner Finance or other major financial management system
- Working experience with Ellucian's Banner or other major student information system
- Organizational and managerial skills with respect to complex, sensitive issues

Salary range: \$80,000 – \$92,500

This is a full-time position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties. Criminal background check and reference verification is required.

Southern University at Shreveport, a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

APPLICATION PROCEDURE: Send cover letter, resume' or curriculum vitae, unofficial or official transcript(s), and three reference letters to:

Wayne H. Bryant, Director of Human Resources
Southern University at Shreveport
3050 Martin Luther King, Jr. Drive
Shreveport, LA 71107
HResource@susla.edu

APPLICATION DEADLINE: Review of applications begins **August 6, 2019** and continues until the position is filled. Key dates in the hiring process include:

- August 8 – 9, 2019: First Round of Interviews
- August 12 – 13, 2019: Finalists Interviews

Official transcripts will be required if selected as a finalist

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Tuesday W. Mahoney, Johnny L. Vance, Jr. Student Activity Center, Room 208, (318) 670-9201. Section 504 Coordinator: Ms. Jerushka Ellis, Health & Physical Education Complex, Room 314, (318) 670-9367.

Equal Opportunity Employer

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1	M	9	8	7	0
-----------------	---	---	---	---	---	---

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Maya Riley Banks Reason Left Transferred
 Date Left July 30, 2019 Salary Paid \$67,500.00

Profile of Person Recommended

Length of Employment 07/01/2019 To Present 06/30/2020
 Effective Date October 1, 2019

Name Robert Lane Rene SS# _____ Sex M Race* Black
 (Last 4 digits only)

Position Title: Coordinator of Board Relations Department: System Board Office

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 _____ Southern University Experience _____
 Degree(s): Type/Discipline: Institution/Location: Year:
 Masters Mass Communication Loyola University _____
 BA Liberal Studies Southern University _____

Current Employer _____

Personnel Action

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

Recommended Salary \$70,000.00 Salary Budgeted \$67,500.00

Source of Funds _____

Identify Budget: General Fund Location _____
 Form Code: 111001-11101-61002-16000 Page 1 Item # _____

Change of:
 Position Administrative Assistant From Coordinator of Board Relations To
 Status _____
 Salary Adjustment \$59,500.00 \$70,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
State <u>111001-11101-61002-16000</u>	<u>70,000</u>

*See Reverse Side

Comments: (Use back of form)

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

Supervisor _____ Date _____
 Vice Chancellor _____ Date _____
 Director/Personnel _____ Date _____
 President _____ Date _____

Dean/Unit Head _____ Date _____
 Chancellor _____ 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:

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8a-5pm
EMPLOYEE DIRECT SUPERVISOR: Board Chair
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4600
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	

FUNDS AVAILABLE
OFFICE OF THE VICE PRESIDENT
FOR FINANCE & BUSINESS AFFAIRS
SOUTHERN UNIVERSITY SYSTEM

9/18/19
DATE

SIGNED

**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 AFFAIRS
19 SEP 17 PM 2:50

Robert Lane René

2010-2011

2011-2012

2012-2013

2013-2014

PROFESSIONAL EXPERIENCE

Southern University System Board of Supervisors Office

Board Staff

Interim Director, The Office of Recruitment and Admissions

Associate Director/Senior Academic Recruiter- Office of Recruitment

Southern University, Baton Rouge, Louisiana

Meet with students, parents, principals and counselors to guide students' academic futures

Assistant to the Chancellor for Media Relation

(Served temporary until position was filled)

Director of Student Media

Southern University, Baton Rouge, Louisiana

Managed the Office of Student Media

Produced The Digest (newspaper) and The Jaguar (yearbook)

News Assignment Editor

WBRZ Television, Baton Rouge, Louisiana

Coordinated daily assignments for photojournalists and reporters to cover local and state news as a part of Title III Faculty Development

Professor of Communications

Division of Continuing Education

Southern University, Baton Rouge, Louisiana

Coordinated instructional technology, compressed videoconferences and satellite downlinks

Taught class in computer and internet technology including World Wide Web access

Designed, installed network and maintained computer laboratory for Continuing Education

Professor of Communications

Department of Mass Communications, Southern University

Baton Rouge, Louisiana

Taught class in television news production

Director

The Catholic Diocese of Baton Rouge

Produced and directed "Real-to-Reel" Television Show and

Weekly Televised Mass

Supervised production crew

Film Director

WAFB Television, Baton Rouge, Louisiana

Supervised daily program content for circulation and scheduling

Studio Manager

WAFB Television, Baton Rouge, Louisiana

Supervised studio crew for daily live and videotaped studio productions

Photojournalist

WAFB Television, Baton Rouge, Louisiana

Filmed and processed television news stories; supervised technical news production, including editing and composition; trained news photographers and reporters

EDUCATION

Southern University and Agricultural and Mechanical College, Baton Rouge,
Louisiana

Bachelor of Arts, Liberal Studies, Mass Communications

Master of Education, Mass Communication

Loyola University, New Orleans, Louisiana
Fellow, Institute of Politics

Engaged in the study and discussion of political trends in Louisiana.

Eastman Kodak, Atlanta, Georgia

Television Film Production

Planned, produced and processed film stories

National Judicial College, Reno, Nevada

Certified Legal Video Specialist

Studied Theory and Practice of Basic Legal Video Production Technology

Louisiana Comprehensive Public Training Program

Certified Public Manager, Level I

PROFESSIONAL AFFILIATIONS

National Association of College Deans, Registrars and Admissions Officers

Phi Delta Kappa Educational Fraternity

Baton Rouge Area Association of Black Journalists

National Association of Press Photographers

Society of Motion Picture and Television Engineers

Capitol Correspondence Association

Louisiana Association of College Registrars and Admissions Officers

PROFESSIONAL EXPERIENCE

Southern University System Board of Supervisors Office

Board Staff

Interim Director, The Office of Recruitment and Admissions

Associate Director/Senior Academic Recruiter- Office of Recruitment

Southern University, Baton Rouge, Louisiana

Meet with students, parents, principals and counselors to guide students'

academic futures

Assistant to the Chancellor for Media Relation

(Served temporary until position was filled)

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News Assignment Editor

WBRZ Television, Baton Rouge, Louisiana

Coordinated daily assignments for photojournalists and reporters to cover local and state news as a part of Title III Faculty Development

Professor of Communications

Division of Continuing Education

POS CLASS				
EMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	8	3	2
-----------------	---	---	---	---	---	---

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

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

TYPE OF APPOINTMENT:

_____ Academic (Fac)	<u>X</u> Non-Academic (Uncl)	_____ Civil Service
_____ Temporary	_____ Part-time (_____ % of Full Time)	_____ Restricted
_____ Tenured	(must be indicated if less than 100%)	_____ Detail #of mos _____
_____ Tenured Track	_____ Undergraduate Student	<u>X</u> Job Appointment
_____ Other (Specify) _____	_____ Graduate Assistant	_____ Probationary
	_____ Retiree Return To Work	_____ Permanent Status

RECEIVED

Previous Employee Asst. Band Director-Part- Time Reason Left _____
 Date Left _____ Salary Paid AUG 29 2019

Profile of Person Recommended

Length of Employment July 1, 2019 To June 30, 2020
 Effective Date of Employment July 1, 2019

Office of the Executive Vice President
 for Academic Affairs and Provost

Name Cedric Anthony Todd SS# _____ Sex M Race* B
 (Last 4 digits only)

Position Title: Assistant Band Director Department: Band Department

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

--	--	--

 _____ New Position Visa 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 10 years Southern University Experience 1 year

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BM Education</u>	<u>Southern University</u>	<u>2011</u>
	<u>Masters Education Leadership</u>	<u>Southern University</u>	<u>2018</u>

Current Employer Southern University

Personnel Action

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

Annual Salary \$60,000 Salary Budgeted _____ Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty

Source of Funds: _____ Identify Budget: _____ Location: _____

Change of:

	From	To
Position:	<u>Assistant Band Director-Part-Time</u>	<u>Assistant Band Director- Full Time</u>
Status:	_____	_____
Salary Adjustment:	<u>\$15,000</u>	<u>\$60,000</u>

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
211001-27154-01002-25000	36,500
<u>211003-27154-11002-25000</u>	<u>23,500</u>

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

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

[Signature] 8-5-19 Supervisor Date
[Signature] 8/31/19 Vice Chancellor Date
[Signature] 8/21/19 Director/Personnel Date
[Signature] President Date

[Signature] 8/31/19 Dean/Unit Head Date
[Signature] 8/30/19 Chancellor Date
[Signature] 8/21/19 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:
REC'D BY HUMAN RES AFFAI
'19 SEP 4 PM 3:08

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8-5 M-F

EMPLOYEE DIRECT SUPERVISOR: Mr. Kedric Taylor

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-3528

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

HR USE ONLY: STATUS (check 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/I-20. The latter seven (7) 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	FUNDS AVAILABLE OFFICE OF THE COMPTROLLER SOUTHERN UNIVERSITY SYSTEM	CODE	SOUTHERN UNIVERSITY SYSTEM BUDGET EXPENSE
United States Citizen/Certificate of Naturalization	SEP 04 2019	US	AUG 28 2019 <i>Ward</i> FUNDS AVAILABLE
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 Use Only

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below, the forms are located at Downloadable Forms on the HR website at www.subr.edu/humanresources).

- 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)
- Reference Check Form (reference check performed by hiring supervisor)
- Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
- Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment Form (completed by hiring supervisor)
- Proposed Employee Clearance Form (completed by hiring supervisor)
- Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable



SOUTHERN UNIVERSITY
AND AGRICULTURAL & MECHANICAL COLLEGE

Department of Bands

RECEIVED

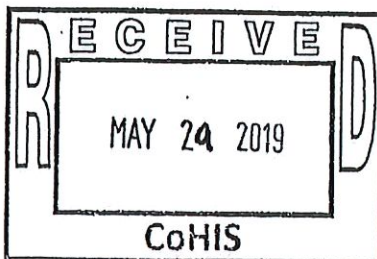
JUN 25 2019

**Office of the Executive Vice President
for Academic Affairs and Provost**

Department of Bands
P.O. Box 9621
Baton Rouge, Louisiana 70813

Office: 225.771.3528
Fax: 225.771.4075

May 28, 2019



Ray L. Belton, Ph.D.
President-Chancellor
Southern University and A&M College
4th Floor, J. S. Clark Administration Bldg.
Baton Rouge, LA 70813

Dear Dr. Belton:

This communication comes to request to waive the search for the position of Assistant Director of Bands. The Department of Bands is amongst one of the busiest departments here at Southern University and A&M College, and well known as the largest recruiting tool for the university. The department is now in need of an Assistant Director of Band to fill the position vacancy that is established at present time. Staffing structures and services to students, their parents and university officials is vital in providing every opportunity that is afforded to our students and the community. With this in mind, I am recommending Cedric Todd to serve in the position that will provide support to the office and oversight as the fall semester begins. I believe his background and experience will be beneficial to assuming this role immediately.

It is my hope that this recommendation receives favorable consideration. Should you have questions, please advise.

Musically yours,

Kedric Taylor
Director of Bands

APPROVED:
Cynthia Bryant, Ph.D.
Dean, Humanities & Interdisciplinary Studies

APPROVED: _____
Benjamin Pugh
Vice Chancellor
Finance & Administration

APPROVED:
James H. Ammons, Ph.D.
Executive Vice President and Executive Vice Chancellor
6/28/2019

APPROVED:
Ray L. Belton, Ph.D.
President-Chancellor, Southern University System

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

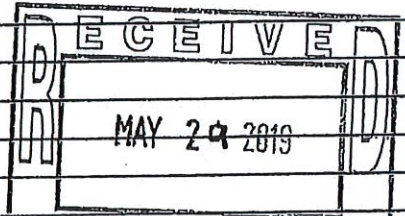
REQUEST THAT THE POSITION TITLE Assistant Director of Bands AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR BAND
 (Department or Unit)

<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Unclassified	<input type="checkbox"/> State	Budget Code
<input type="checkbox"/> Civil Service	<input type="checkbox"/> Temporary	<input type="checkbox"/> Faculty	<input type="checkbox"/> Grant -in-Aid	27054
<input type="checkbox"/> Tenured	<input type="checkbox"/> Probationary (For Faculty this is same as tenure track)		<input type="checkbox"/> System Revenue	
			<input type="checkbox"/> Agency Fund State	

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources).

Please See Attached Job Description



Salary/Range: \$60,000 Previous Incumbent (if replacement): CoHS

Approved Disapproved *Red To* 5-28-19
 Department Head Date

Approved Disapproved *Cynthia Bryant* 5-29-19
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class:	Job Class:
Verified By:	Date:

Approved Disapproved *James H. Armon* 9/4/19
 Vice Chancellor Date

Approved Disapproved _____
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

Position: Assistant Director of Bands, Southern University

Requirements: Bachelor of Music or Bachelor of Music Education accepted Master's degree preferred

The Assistant Director of Bands must fulfill the following requirements:

- 1. Arrange music for the marching band**
- 2. Rehearse the marching band**
- 3. Supervise various student committees required for performances**
- 4. Rehearse and supervise the basketball pep band**
- 5. Instruct sight-reading and development course**
- 6. Conduct the symphonic band or stage band**
- 7. Actively engage the recruitment and the retention of band students**
- 8. Assist the Director of Bands in all other areas of the total program.**

CEDRIC TODD
BAND DIRECTOR
NORTHEAST HIGH SCHOOL

OBJECTIVE

To show skills, education, knowledge and abilities obtain for employment.

SKILLS & ABILITIES

Able to reach and engage students through the art of music. Arranger of music and field shows design. Skilled in Brass, Piano, Organ, Woodwind and percussion.

EXPERIENCE

NORTHEAST HIGH SCHOOL

JULY 1, 2014- CURRENT

Band Director/Choir Teacher/Middle School & 6th grade
Basketball Coach

- During this time, I was entitled and trusted to build a comprehensive band program from the bottom.
- With no foundation, the program has successfully gained attention across the south.
- The program has been named Baton Rouge's Best Band by Cumulus Media.
- The concert program participated in Southern University Concert festival, as well the LMEA district festival receiving Acknowledgement of ratings of Good and Excellent.
- Added modern technology into band program
- Established an evaluation program that can collect student data through music.
- Arranger of band music and field shows.

EAST FELICIANA HIGH SCHOOL AND MIDDLE SCHOOL

JULY 2011- JUNE 30, 2014

High school and Middle school Band Director

- Develop and Revitalize the high school band program,
- Increased student participation from 20 members to 92 members in 3 years' time.
- Developed a comprehensive program that covered Symphonic Band, Jazz Band, and Marching Band.
- Placing no less than 2nd place at adjudicated band competitions.
- Received Excellent Ratings in concert festival 2013 & 2014
- Arranger of music, and field show design
- Managed Band trips, band account, transportation, and student fees.

CEDRIC TODD

BAND DIRECTOR
NORTHEAST HIGH SCHOOL

EDUCATION

SOUTHERN UNIVERSITY (CURRENT)

MASTERS EDUCATIONAL LEADERSHIP
May 10th, 2019 3.66 GPA

SOUTHERN UNIVERSITY

BACHELORS MUSIC EDUCATION

December 2011

COMMUNICATION

For years I have been tasked with teaching students from 6th-12th and to prepare them for the world. I have been entrusted to build two band programs from the ground up, which both became and are now successful programs. Students belonging to these programs have traveled the country, and have gained exposure to the outside world, and taught life skills. The current program has now become the face of the school and has gone from 7 members in it's first week to a total of 72 members.

LEADERSHIP

- Assistant Band Director of The Louisiana Sounds of Dynamite 2008-2012
- Assistant Band Director of The Louisiana Leadership Institute 2013-present
- Minister of Music Sherobee Baptist Church and In His Hands Baptist Church 2015-present

**RECRUITMENT AND
ADMISSIONS
COMMITTEE**

RECRUITMENT AND ADMISSIONS COMMITTEE

(Following the Personnel Affairs Committee)
2nd Floor - J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana
Friday, September 20, 2019
9:00 AM

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Information Item:
 - A. Enrollment Update by Numbers (SUBR, SULC, SUNO, and SUSLA)
6. Other Business
7. Adjournment

MEMBERS

Mrs. Arlanda Williams – Chair, Mr. Raymond Fondel – Vice-Chair,
Atty. Edwin Shorty, Mr. Richard Hilliard, Mr. Donald Dunbar, Mrs. Ann Smith,
Atty. Domoine D. Rutledge-- Ex Officio

SOUTHERN
UNIVERSITY BOARD
OF SUPERVISORS

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following the Recruitment and Admissions Committee)

2nd Floor J.S. Clark Administration Building

Board of Supervisors Meeting Room

Baton Rouge, Louisiana

Friday, September 20, 2019

9:00 AM

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentations
 - A. Above and Beyond Award
6. Action Items
 - A. Approval of Minutes of August 23, 2019 Regular Meeting of the SU Board of Supervisors
 - B. Approval of Committee Reports and Recommendations
 - C. Request Approval of the Inter-Agency Agreement between Louisiana Economic Development Agency (DXC) and the Southern University System
 - D. Request Approval of a MOU between the Central Intelligence Agency (CIA) and the Southern University System (SUS) to establish a partnership program for acquiring talent for CIA's Diverse Workforce
 - E. Request Approval of MOU Between United Houma Nation and the Southern University Law Center to Pursue Federal Recognition
 - F. Consideration of Employment Contract Extension for President-Chancellor *(Executive Session may be Required)*
 - G. Resolutions
7. Information Item(s)
 - A. Update on the Uniform Affiliate Agreement between the Southern University System and the Southern University Alumni Federation and the Southern University System Foundation
 - C. System President's Report
 - D. Campus Reports
8. Other Business
9. Adjournment

Southern University and A&M College System
BOARD OF SUPERVISORS MEETING
Alexandria City Hall Ball Room
1st Floor
Alexandria, Louisiana 71301
Friday, August 23, 2019
9:00 a.m.

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Atty. Domoine Rutledge.

Invocation was given by Reverend Frank Douglas Randall Jr., Special Assistant to the President of the Louisiana Homestead and Foreign Mission Baptist Convention and Herbert Baptiste Jr. Pastor, Nazarene Baptist Church

PRESENT

Atty. Domoine Rutledge, Dr. Samuel C. Tolbert, Jr., Dr. Leroy Davis, Mr. Raymond Fondel, Dr. Curman Gaines, Mr. Donald Duncan, Mrs. Ann A. Smith, Dr. Leon R. Tarver II, Mr. Sam Gilliam, Atty. Patrick Magee and 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), Dr. Calvin Walker (interim) (SUAREC), Dr. Rodney Ellis (SUSLA), and Atty. John Pierre (SULC).

BOARD COUNSEL

Attys. Winston DeCuir, Jr., and Deidre Robert

SPECIAL RECOGNITION

Local Legislative Delegation in Attendance:

Senator Gerald Long, Senator Jay Luneau, Representative Lance Harris, Rev. Ed Larvadain III, Rep. Mike Johnson, Councilman at Large, Joe Fuller, Mayor's Office, David Williams, Mayor of Cheneyville, Derrick Johnson

Special Acknowledgement by the Board Chair, Myron Lawson.

ACADEMIC AFFAIRS COMMITTEE
Alexandria City Hall Ball Room
1st Floor
Alexandria, Louisiana 71301
Friday, August 23, 2019

MINUTES

Board Chair Atty. Domoine Rutledge convened the Academic Affairs Committee.

Academic Affairs Committee Chair Dr. Curman Gaines called the committee meeting to order.

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

AGENDA ITEM 4: ADOPTION OF THE AGENDA

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

Motion passed.

AGENDA ITEMS 5: PUBLIC COMMENTS

Ken'Travius Coleman announced his candidacy for State Representative District 26.

AGENDA ITEM 6: ACTION ITEMS

Motion moved and seconded to approve action items A-E in global

- A. Request to Name the Southern University Child Development Laboratory in Honor of the late Dr. Eula Davis Masingale (SUAREC)
- B. Request Approval of the Southern University Child Development Laboratory 2012-2022 Staff Handbook (SUAREC)
- C. Request Approval of the Southern University Child Development Laboratory 2019-2020 Parent Handbook (SUAREC)
- D. Request Approval of the Southern University Child Development Laboratory 2019-2020 Emergency Preparedness Plan (SUAREC)
- E. Request the Ratification of Doctor of Humane Letters to James E. Charles (SUBR)

Dr. Davis congratulated the College of Agriculture for naming the center after Dr. Eula Davis Masingale.

Motion passed.

AGENDA ITEM 7: INFORMATION ITEM

Notice of Submittal of Substantive Change to Reestablish Associate of Applied Science Degree in Polysomnography (SUSLA)(you may want to include who received the notice)

Dr. Ellis, SUSLA Chancellor, stated that this is a resubmittal of a program that was ceased. It is being resubmitted due to recent trends in sleep disorders and based upon conversations with healthcare providers in Shreveport area there is a greater demand for employment and registered technicians in the area,

AGENDA ITEM 8: OTHER BUSINESS

Dr. Robyn Merrick, Vice Chancellor of External Affairs distributed an advanced copy of *We Are Southern*. This publication in partnership with the Baton Rouge Business Report will go out to subscribers across the state of Louisiana, Mississippi and Texas. The copy is going out next week and focuses on what the Southern University System is doing in the realm of STEM education.

AGENDA ITEM 8: ADJOURNMENT

It was move and seconded that the Academic Affairs Committee be adjourned.

Motion passed

ATHLETICS COMMITTEE
(Following the Academic Affairs Committee)
Alexandria City Hall Ball Room
1st Floor
Alexandria, Louisiana 71301
Friday, August 23, 2019

MINUTES

The Athletics Committee was called to order by Committee Vice-Chair Edwin Shorty
Present: Mr. Raymond Fondel, Jr., Atty. Patrick Magee, Atty. Domoine D. Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

It was moved and seconded that the agenda be adopted
Motion passed

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(S):

Motion moved and seconded to approve action items A-C in global

- A. Request Approval of SUBR FY 2019-2020 Athletic Budget (SUBR)
- B. Request Approval of SUSLA FY 2019-2020 Athletic Budget (SUSLA)
- C. Request Approval of SUNO FY 2019-2020 Athletic Budget (SUNO)

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

It was moved by Vice Chair Edwin Shorty and second that the Athletics Committee be adjourned.
Motion passed.

FACILITIES AND PROPERTY COMMITTEE
(Following the Athletic Committee)
Alexandria City Hall Ball Room
1st Floor
Alexandria, Louisiana 71301
Friday, August 23, 2019

MINUTES

The Facilities and Property Committee was called to order by Committee Vice-Chair Mrs. Ann Smith

Present: Dr. Leroy Davis, Mr. Richard Hilliard, Mrs. Ann Smith and Atty. Domoine D. Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Vice Chair Ann Smith and seconded 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 and Planning reviewed highlights and the status of projects at each campus.

B. Update on SUBR Grounds and Campus Beautification

Mr. Eli Guillory, Director of Facilities and Planning, noted that the issue with potholes and the sidewalks have been addressed. Mr. Guillory met with committee members to discuss the disaster relief shelter. The shelter is under review and will be up for selection of the designer. James Hall mechanical system has been completed. A. W. Mumford stadium renovations are 98.5% complete. The Facilities Department has met with DOTD on the ravine and road upgrades, Mr. Guillory will meet with contractors next week to start construction. He met with FP&C regarding Fisher Hall. Bids for the SUNO lighting project will be received by next week. SUNO's new Educational Building is currently occupied, correcting some minor punch list items. He reported that he has received major funding, approximately a million and a half, for the mechanical system for a major number of buildings. A written report of the status of all projects was included in the meeting packet.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Board member Davis and seconded the Facilities and Property Committee was called for adjournment

Motion carried

FINANCE COMMITTEE
(Following the Facilities and Property Committee)
Alexandria City Hall Ball Room
1st Floor
Alexandria, Louisiana 71301
Friday, August 23, 2019
9:00 AM

MINUTES

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

Present: Dr. Leon R. Tarver II, Mr. Richard Hilliard, Dr. Leroy Davis, Dr. Curman Gaines, Mr. Sam Gilliam, Ms. Arlanda Williams and Atty. Domoine Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

It was moved by Chair Leon Tarver II and seconded that the agenda be accepted.

Motion passed

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(S)

It was moved by Chair Leon Tarver II and seconded that action items A-J be approved in global. Dr. Davis commended Mr. McClinton on putting together the Employee Schedule as per his request.

- A. SU Board and System Administration Operating Budgets – FY 2019-2020
- B. SUBR Operating Budget - FY 2019- 2020
- C. SUNO Operating Budget - FY 2019-2020
- D. SUSLA Operating Budget - FY 2019-2020
- E. SULC Operating Budget - FY2019-2020

- F. SUAREC Operating Budget - FY 2019-2020
- G. SU Board and System Inter-Institutional Cost Transfers Budget – FY 2019-2020
- H. SU Board and System Unrestricted Fund Inter-Institutional Cost Transfers Budget – FY 2019-2020
- I. SU Board and System Special Meals and Miscellaneous Travel Budget - FY 2019-2020
- J. SU System 2019-2020 Operating Budget Form BOR-10 Salaries of Non-Classified Employees and Form BOR-11 Salaries of Classified Employees

AGENDA ITEM 6: INFORMATION ITEM(S)

Interim Financial Report as of June 30, 2019 is before the board members. Mr. McClinton stated that it is interim because they are still closing out last fiscal year, however each campus is expected to come in within budget.

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

Chair Leon R. Tarver called for the adjournment of the Finance Committee, motioned seconded.

Motion passed

**GOVERNANCE COMMITTEE
(Following the Finance Committee)
Alexandria City Hall Ball Room
1st Floor
Alexandria, Louisiana 71301
Friday, August 23, 2019**

MINUTES

Governance Committee was called to order by Committee Chair Sam Gilliam

Present: Mr. Sam Gilliam, Dr. Leon Tarver, Atty. Patrick Magee, Dr. Curman L. Gaines, Rev. Samuel C. Tolbert Jr., and Atty. Domoine D. Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(S)

President Domoine Rutledge at the request of Dr. Valdimir Appeaning, Vice President for Strategic Planning, Policy and Institutional Effectiveness, has requested as per SACS requirements

that each board member complete the Conflict of Interest Statement and return it Dr. Appeaning today.

- A. Request Approval of SUS Accountability Score Card Results – Year One (SUS)
- B. Request Approval of the Updated System Hazing Prevention Policy (SUS)
- C. Request Approval of Southern University Law Center’s Mission Statement (SULC)
- D. Request Approval of SUS Conflict of Interest Statement for SU Board of Supervisors (SUS)
- E. Request Approval of SUS Board Dismissal Policy (SUS)

Dr. Valdimir Appeaning, Vice President, Strategic Planning, Policy and Institutional Effectiveness, presented a power point presentation, *Year 1 Accountability Scorecards*. Dr. Appeaning noted that all the campuses aligned their individual strategic plans to the system plan. Southern University as a system met 96% of the 52 outcome metrics. The Baton Rouge campus met 89% of the outcome metrics and failed to meet 4. A corrective action plan will be developed to do better next year. The New Orleans campus met or exceeded 82% of the 29 outcome metrics. Shreveport met or exceeded 89% of 28 outcome metrics failing only three. Southern University Law Center exceeded 9 of the 13 and met expectations on the remaining 4. The Law Center did not record any failed outcomes. The Ag Center exceeded 7 of the 9 and met expectations on 2.

AGENDA ITEM 6: INFORMATION ITEM(S)

Board Self-Evaluation Instrument Period 2018-2019 (SUS)

Dr. Appeaning stated he has received 15 out of 16 and will reach out to Rev Henry to obtain his self-evaluation.

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

The motion called for the adjournment of the Governance and seconded

Motion passed

Board Chair Domoine Rutledge stated on record that the next committee meeting be Recruitment and Admission, because the board will be taking the Personnel Committee into executive session.

RECRUITMENT AND ADMISSIONS COMMITTEE

Alexandria City Hall Ballroom

1st Floor

Alexandria, Louisiana 71301

Friday, August 23, 2019

MINUTES

The Recruitment and Admissions Committee was called to order by Committee Chair, Ms. Arlanda Williams.

Present: Ms. Arlanda Williams, Mr. Raymond Fondel, Jr., Atty. Edwin Shorty, Mr. Richard Hillard, Mr. Donald Dunbar, Mrs. Ann Smith, and Atty. Domoine Rutledge

Agenda Item 3: Adoption of the Agenda

Committee Chair, Arlanda Williams accepted the motion for the adoption of the agenda, seconded by Mr. Fondel.

Motion passed

Agenda Item 4: Public Comments

None

Agenda Item 5: Information Item:

Native American Recruitment Initiative Presentation

Stanley White, a 1973 graduate introduced members of his Alumni recruitment initiative. Dr. Kevin Ruben, Dr. Calvin Walker, Dr. Robert Ford, Dr. Diola Bagayoko ., Dr. Loretta Cheeks, Patricia Deamer Pamela Brand, Hillary Johnson, Rev. Joseph Bartell Davis. (Let it be noted that the accuracy or spelling of the committee member name may not be accurate.) He welcomed the opportunity to speak before the Board for a second time and his gratitude to work with Chancellor Pierre.

Agenda Item 6: Other Business

Registration Concerns:

Board Member, Mr. Sam Gilliam expressed concerns about the “intake process” regarding financial and the availability of it..... regarding financial aid and the availability of it, expediting and whether it's just taking too long. He is also hearing concerns regarding the SUSLA Connect program and its impact on Shreveport, Baton Rouge and New Orleans. “a lot of these students are first generation college going students, if it's not made student friendly, and customer centered. They will go someplace else.” He posed the question, what are we doing to address that situation on behalf of our student clientele?

Vice President/ Associate Chancellor Dr. Ammons stated that an assessment of the process this current semester determined that unanticipated challenges were created because of “tremendous amount of outstanding work recruiting students to the institution. And once all of this has been settled, we will see the results of that work. But a combination of human and technical difficulties have us where we are now.” He thinks the assessment that is underway they have been able to identify some of the problems and once everything gets settled they have list of issues they correct to ensure that students and families who are entrusted to the university will have a seamless process.

Board Member, Mr. Gilliam asked him to address the issue of Connect.

Vice President/Associate Chancellor, Dr. Ammons said the SUSLA Connect enrollment at Southern University, this semester is 452 students, which is up 38%. Efforts have been put in place to ensure SUSLA connect have the same experience as that of first time Southern University Baton Rouge student. A new position was created New Student Success Assistant Vice Chancellor along with additional staff. There are opportunities but there has also been some tremendous success.

Board Member Rev. Tolbert said he has received more calls this semester than he has since he's been on the board. This was fixed what happened to break it?

Vice President/Assoc. Chancellor Dr. Ammons said it was self-inflicted wounds... "in terms of coding awards in the financial aid system. And those errors created a situation where students could not see their financial aid, once they went into the system, the aid was there, but it wasn't coded correctly." And therefore the other transactions payment, completing registration, etc. didn't happen. So we are having an assessment, but we also have consultants who are working with the team to correct those errors. And that's why I said in the beginning, there was a combination of both human and technical errors."

Board Member Ms. Arlanda Williams asked, "What did we do to cause as a system, this big issue for registration this semester?"

Vice Chancellor of Student Affairs/Enrollment Management, Dr. Scott said it was a coding issue that affected the awards to being applied. They are giving out temporary meal cards and allowing students to move into housing until they get the technical issue resolved.

Board Members, Dr. Tarver and Rev. Tolbert expressed concern that their questions were not being answered and specifically asked if there was a Banner conversion that may have caused the registration calamity this semester.

President/Chancellor, Dr. Belton said the conversion was done in the interest of the System to consolidate Banner. "The consolidated Banner platform promises to be transformative for the Southern University System." It was the hope to have it implemented this Fall. The whole System was bought down which did disrupt the registration process for approximately four days. When it was launched one field did not reconcile and that was student receivables because of that the system went back to the former Banner system. He stated, "What we are talking about now has nothing to do with the Banner consolidation." Financial aid has been awarded, there are coding issues in financial aid. Financial aid policies are updated each year and there were errors made with coding those updates. Students were not able to accept their aid online and converged on campus to the financial aid office.

Board Member Dr. Tarver asked who was responsible and if the center of the problem result with the IT department and the implementation of Banner?

President/Chancellor, Dr. Belton responded IT bought oversight. The problems with the coding of financial aid rest with the office of financial aid on the Baton Rouge campus and the director is Michael Francois.

Board Member Rev. Tolbert expressed concern with the timing of the launch and was also concerned that as they were receiving call for parents when they as board members are not getting their calls answered. He said parents are reporting that they too are not getting the calls answered. Student Affairs and Enrollment Management are non-responsive to calls. He stated, “not only is the technology system broken down but you also have a broken personnel system.”

Vice Chancellor of Student Affairs/Enrollment Management Dr. Scott said that the calls were not being answered because that staff were out in the field assisting students. The purge date has been postponed a date was not provided.

Board Member Mrs. Smith and Dr. Davis would like to see that when someone called Southern University that someone answers the phone. There is technology out there that can forward calls.

Board Member Atty. Edwin Shorty inquired who was doing the coding, are they employees or contractors. If they are contractors, the contract should be reconsidered and if employees the question is should they remain he asked. Did we have an arena registration?

Vice Chancellor of Student Affairs/Enrollment Management, Dr. Scott response was “we don't do the arena registration, because we've been able to handle the problems prior to that. But this year, again, was an anomaly.”

Board Member, Ms. Arlanda Williams suggested putting an enrollment management team that would be inclusive of all areas that would be affected by the purge. She added that spring semester should include super Saturdays’ and going back to the arena for registration. She suggested that a communication be placed on the front page that says the purge date has been delayed. On the bright side this shows that the recruitment efforts are working. ... “Now we built it, they’ve come we need to sustain it.”

Board Chair, Atty. Rutledge requested a comprehensive written report identifying what occurred, why we are we having these challenges and include a corrective action plan with benchmarks and timelines. What are the areas of responsibility? Based upon phone calls he has received “all roads lead to financial aid.” He indicated he has also received calls from student residing at the Palisades, they are being treated as an off campus entity.

Agenda Item 7: Adjournment

The Recruitment Committee was called and seconded for adjournment.

Motion passed

PERSONNEL AFFAIRS COMMITTEE

(Following the Governance Committee)

Alexandria City Hall Ball Room

1st Floor

Alexandria, Louisiana 71301

Friday, August 23, 2019

MINUTES

Personnel Affairs Committee was called to order by Committee Chair, Atty. Patrick Magee

Present: Dr. Curman Gaines, Mr. Sam Gilliam, Dr. Leon Tarver II, Ms. Arlanda Williams and Atty. Domoine Rutledge

Agenda Item 3: Adoption of the Agenda

The agenda was motioned for adoption with the exception of action item 5-B6

Motion Passed

Motion was moved and pass to approve action items 5.A and B 1-9 taking out 6 as amended

Agenda Item 4: Public Comments

None

Agenda Item 5: Action Items

Board Member, Dr. Davis requested an explanation on the \$30,000.00 pay differential between items B1 and B9. It appears they each possess the same educational experience and both will be in the same department. He is concerned that this could affect the morale in the department because there is a possibility that these two individuals may have to team teach.

Vice President/Assoc. Chancellor, Dr. Ammons stated, "Although these two professors are in the same unit, they are teaching two different disciplines, one the 90,000 professor is teaching finance the 120,000 professor is teaching accounting, and there is a market difference in the pay for accounting and finance professors that explains this difference in the salary." The faculty and wanted the professor "badly."

Dr. McMeans stated he is happy to be here and is looking forward to working with the team and excited to talk to some of the other Chancellors. He will start on the 16th of September

Board Chair, Atty. Rutledge thanked and congratulated him.

Roll Call vote was taken

Motion passed

A motion was made to approve action items 5A, B, 1through 9 excluding 6

A. Request Approval of Employment Contract for Dr. Orlando McMeans (SUAREC)

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

Motion passed

Name	Position/Campus	Salary	Funding Source
1. Hasib Ahmed	Assistant Professor of Finance Dept. of Acct, Fin, and Econ SUBR (New Appointment)	\$90,000.00	State
2. Marla Dickerson	Director of CLE & Managing Fellow of the Cannabis Compliance, Law & Policy Law Center SULC (New Appointment)	\$89,700.00	State
3. Mary Cobb-Marshall	MBA Online Coordinator College of Business SUBR (New Position)	\$60,000.00	State
4. Kimberly LaMotte	Academic Support Counselor & Instructor Law Center SULC (Additional Duties/Salary Adjustment))	\$87,000.00	State
5. Orlando McMeans	Chancellor - Southern University Agricultural Research & Extension Center & Dean - College of Agriculture, Family and Consumer Science SUAREC (New Appointment)	\$220,000.00	State/Federal
6. Habib P. Mohamadian	Tenured Professor in Engineering SUBR (Reassignment)	\$99,370.49	State
7. Courtney Richardson	Academic Support Counselor & Instructor SULC (Additional Duties/Salary Adjustment)	\$84,000.00	State
8. Gregory P. Speyrer	System Analyst Law Center SULC (Additional Duties/Salary Adjustment)	\$75,000.00	State
9. Tesfalidet Tuke	Assistant Professor of Accounting Dept. of Acct, Fin, Econ SUBR (New Appointment)	\$120,000.00	State

C. Unpaid Leave Request for Professor Latisha Nixon Jones (SULC)

Action item 5C was motioned and seconded.

Motion passes

Agenda Item 7: Annual Evaluation of Southern University System President/Chancellor Dr. Ray L. Belton (Executive Session may be Required)

Board member, Atty. McGee offered an apology..... "my apology to the Chair to my esteemed colleagues on the Board to the individuals in attendance at last board meeting as well as this board meeting; as I was derelict in my duties to ensure the process was followed. I always preach about the process. I was derelict

in my duties in so far as ensuring that the process of Dr. Belton's evaluation was done in a prudent manner. And with that I'm going to offer everyone including Dr. Belton, my apologies for not ensuring that was done in an appropriate manner. Additionally, I want to extend thanks to Dr. Belton for showing absolute professionalism in dealing with my incompetence.

He then requested the motion to go into executive session be read.

The audience was dismissed and executive session was held in the meeting space

Motion moved and seconded to reconvene after the executive session

Motion passed

Agenda Item 8: Other Business

None

Agenda Item 9: Adjournment

Personnel Affairs was motioned and second for adjournment

Motion passed

**SOUTHERN UNIVERSITY BOARD OF SUPERVISORS
(Following the Personnel Affairs Committee)
Alexandria City Hall Ball Room
1st Floor
Alexandria, Louisiana 71301
Friday, August 23, 2019**

MINUTES

Regular Board of Supervisors meeting was called to order by Chairman of the Board Atty. Domoine Rutledge

Present:

Atty. Domoine Rutledge, Dr. Samuel C. Tolbert, Jr., Dr. Leroy Davis, Mr. Raymond Fondel, Dr. Curman Gaines, Mr. Donald Duncan, Mrs. Ann A. Smith, Dr. Leon R. Tarver II, Mr. Sam Gilliam, Atty. Patrick Magee and Ms. Arlanda Williams

Agenda Item 3: Adoption of the Agenda

Adoption of agenda with the exception of item:

6. D Request Approval of Uniform Affiliation Agreement (SUS)

Agenda Item 4: Public Comments

None

Agenda Item 5: Special Presentations

Above and Beyond Award

Presented by Chancellor Rodney Ellis, SUSLA. The recipient was Damian Whitley, Assistant Director of Records and Registration. He has been with SUSLA for over 12 years.

Special presentation of roses to Board Member, Dr. Curman Gaines for his wife Maxine Gaines by Chairman of the Board Atty. Domoine Rutledge.

Student Board Member Donald Dunbar welcomed Blake Reddick and Miss SUBR Alacia Brew

Dr. Katara Williams, Chief of Staff read resolutions for the following:

- Frank Ransberg
- Lt. Col. Roosevelt Peters
- Vernita Andrews
- Governor Kathleen Babineaux Blanco

Board Member Dr. Tolbert requested a resolution be sent to the Angela Project in recognition for the work they have done with the 400 Commemorative Service of Black Enslavement in America.

Agenda Item 6: Action Items

- A. Approval of Minutes of July 23, 2019 Regular Meeting of the SU Board of Supervisors
- B. Approval of Committee Reports and Recommendations
- C. Request Approval of Contract between Southern University System and Refreshment Solution, LLC for Lease of Space for Vending Operation Services (SUS)
- D. Request Approval of Uniform Affiliation Agreement (SUS)
- E. Resolutions

Recommendation was made for the approval of action items A-E with the exception of D.

Motion seconded and passed

Agenda Item 7: Information Items

Medical Marijuana Update

Dr. Snowden provided an update on medical marijuana program The Louisiana Department of Agriculture and Forestry gave permission to them to begin growing plants on July 12, 2019. The Commissioner toured the facilities last week and was very pleased with the progress they are

making. The Louisiana Department of Pharmacy renew her Schedule 1 drug license to begin research on these type of drugs. They are on target for getting medicine to patients. There are currently 5000 patients enrolled in the program. She asked that the audience refer people they may know who meet some of the requirements and suffer from these debilitating conditions to the Southern University site to see if they qualify for participation in the program. The staff consists of 10 people employed from the Southern University and the North Baton Rouge community the goal is to have a staff of 40. Weekly meetings are held with the Chancellor to discuss weekly endeavors.

B. System President's Report

President/Chancellor Belton acknowledged Miss Southern University and the SGA president for their tireless work putting forth the agenda for the state and for their participation in the Governor's Fellowship Program

C. Campus Reports

SUNO: Chancellor Mims-Devezin, stated that Southern University in New Orleans is ranked #13 for best colleges in the area of Biology and #2 for College of Business accreditation. Southern University is nationally ranked a rating they have never before received.

SUSLA: Chancellor Ellis reported that SUSL is ranked #21 in top colleges and universities in Louisiana. SUSLA received \$10,000.00 contribution from David Rains Community Health Center to go towards Healthcare scholarships. They are having an accreditation site visit in New Orleans and Baton Rouge on Sept 17 and 18 board members are invited to attend. More details will be forthcoming. The grand opening of the Mylan Street Kitchen Incubator on Tuesday, August 27, 2019 at 10am

SUSLA: Chancellor Pierre, gave thanks to Dr. Belton and Dr. Ellis for attending a meeting at the Petroleum Club where they addressed a number of stakeholders. The Board of Regents is announcing RFP's and taking applications to choose a contractor to do the feasibility study.

SUAREC: Interim Chancellor, Calvin Walker thanked the board for the opportunity to have served as interim chancellor for the past 6 months and extended congratulations to Dr. Orlando McMeans the incoming chancellor. Chancellor McMeans served as a president of MANRRS (Minorities in Agriculture, Natural Resources and Related Sciences) the largest student organization in Agriculture. The undergraduate national president is from Southern University majoring in Plant Science. She is scheduled to graduate this spring with a 4.0. Dr. Dawn Million Patin had an excellent Chef Camp. Antonio Harris Appaloosa Santee had an excellent summer camp. He introduced Roosevelt Johnson who presented a brief video which will be shown at the football games and at the Bayou Classic. The message is, "Come join us, Come grow with us."

SUBR: Vice President/Associate Chancellor Dr. Ammons reported that in the August issue Diverse Issues in Higher Education published its top list of bachelor degrees conferred by Historically Black Colleges and Universities, Southern University ranked #3 among HBCUs conferring degrees in nursing, nursing administration, nursing research and clinical nursing. He extended congratulations to the faculty in the School of Nursing. Louisiana's newest Poet Laureate

announced by Governor Edwards is Professor John Warner Smith. Professor Smith teaches English at Southern. Jocelyn Johnson for the second time in 3 years has been recognized as a regional director of the year for region four which consist of Alabama, Louisiana and Mississippi.

Board Member Tolbert thanked Dr. Ruben Walker for the fine way he participated in the transition with the new chancellor.

Agenda Item 8: Other Business

Board member Fondel wanted to recognize that in Lake Charles the first of the month (August) they were able to send 40 students to Louisiana, Historically Black Colleges and Universities. It was a two day event that included giving trunks to the individuals.

Agenda Item 9: Adjournment

Motion was moved and seconded for adjournment.

Motion passed

MEMORANDUM OF UNDERSTANDING

Between the

CENTRAL INTELLIGENCE AGENCY

And

SOUTHERN UNIVERSITY

1. PURPOSE:

This Memorandum of Understanding (MOU) establishes a partnership program between the Central Intelligence Agency (CIA) and Southern University Agricultural and Mechanical College System (SU) for acquiring talent for CIA's diverse workforce.

2. BACKGROUND:

As part of CIA's recruitment strategy and workforce development, select Historically Black Colleges and Universities (HBCU) will be chosen to serve as a pilot for the White House Initiative on HBCUs. A broad range of recruitment activities and workforce development will be conducted to build sustainable relationships with key university staff and personnel on campuses and to sustain contact with qualified and diverse applicant pools.

3. REQUIREMENTS:

SU was evaluated based on CIA's hiring requirements and selected based on the university's accredited programs, the graduation rate of its students, and CIA's track record of onboarding outstanding talent from SU.

4. RESPONSIBILITIES:

CIA shall commit to the following:

- a. Identify a focal point for the program and provide contact information.
- b. Develop a sustainable relationship with key university staff and personnel on campus to brand CIA as an employer of choice and to support identifying collaborative research opportunities.
- c. Conduct on-campus interviews; information sessions; workshops; simulations; and networking activities with student organizations, student honor societies, and campus chapters of diversity professional organizations.
- d. Facilitate unclassified discussions/presentations/seminars that discuss the business of intelligence aligned with course content.
- e. Implement a campus advertising campaign to communicate our diversity and inclusion

brand, working in conjunction with Southern University's Office for External Affairs and Office of Communication.

- f. Employ Agency Resource Group (ARG) members and Agency officers from cohort communities as Campus Ambassadors.
- g. Participate in selective professional development events, including but not limited to: mock interviews, resume reviews, and panels.
- h. Conduct frequent, constructive communications with SU regarding Return on Investment (ROI) for CIA (increased applications and hires).
- i. CIA identifies the following CIA officials as points of contact in the implementation of this MOU:
 - 1. Clara Villarreal Varner, Regional Recruiter: (571-585-0721)
 - 2. Dr. Quintrella V. Cahee, Senior Champion: (571-204-4639)

Southern University shall commit to the following:

- a. Identify a primary focal point(s) for the program who understand CIA's White House Initiative on HBCUs and the wide range of curricula that corresponds to the diversity of occupations for which CIA hires, and provide contact information.
- b. Only disseminate communications related to the program that have been reviewed and coordinated with the CIA prior to any public release.
- c. SU will not use its relationship with CIA to imply CIA endorsement of SU or its programs. Any use of the CIA name or seal requires prior CIA approval.
- d. Conduct frequent, constructive communications with the CIA on its ability to respond to the university's academic and career development needs. Performance feedback is of the utmost importance to CIA.
- e. SU identifies the following SU officials as points of contact in the implementation of this MOU:
 - 1. President-Chancellor, Southern University Agricultural and Mechanical College System or designee

5. REVIEW AND REVISION PROCEDURE:

Any subsequent change to this MOU will be issued for coordination by both organizations and reviewed on an annual basis.

6. IMPLEMENTATION:

This MOU shall become effective upon the signature of all parties and shall remain in effect for one year. Either party may terminate this MOU at any time with 30 business days' written notice. This MOU shall not be displayed on any public forum such as websites or print media.

7. COSTS:

Nothing contained herein shall be construed as requiring the CIA or SU to expend funds on behalf of the purposes, requirements, and responsibilities set forth in the MOU, except as agreed to by the parties to this MOU in separate written agreements and to the extent permitted by law.


8. CONFIDENTIALITY:

This MOU is subject to the privacy provisions and disclosure protections pertaining to student educational information provided under the Family Educational Rights and Privacy Act (FERPA).

9. MERGER CLAUSE:

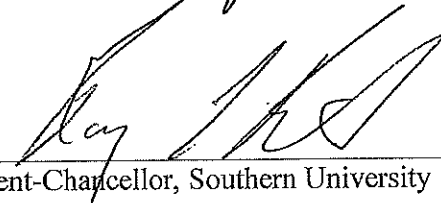
No rights, responsibilities, obligations, or entitlements other than those expressly stipulated in writing in this MOU or any written amendment thereto shall be binding on the United States Government. Furthermore, nothing contained herein shall be construed as implying the creation of an employer-employee relationship, or establishing any entitlement to federal employee benefits.

9. SIGNATURES:



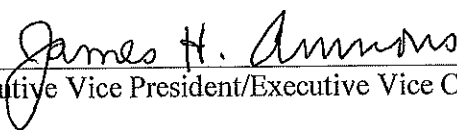
Associate Director of CIA for Talent

09/16/19
Date



President-Chancellor, Southern University

09/16/2019
Date



Executive Vice President/Executive Vice Chancellor

9/16/19
Date



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

September 9, 2019

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

Re: MOU Between United Houma Nation and the Southern University Law Center to Pursue Federal Recognition

Dear Dr. Belton:

The United Houma Nation, a Louisiana Native American tribe through the attached MOU seeks the assistance of the Native American Law and Policy Institute (N A L P I) to help the tribe gain federal recognition with the Bureau of Indian Affairs (B I A). N A L P I was established by the Southern University Law Center (SLUC) and approved by the Southern University Board of Supervisors to assist tribes in these types of endeavors.

SULC, and more specifically, the Southern University A&M College Baton Rouge land mass sits on the United Houma's ancestral lands and hunting grounds. Helping the tribe seek federal recognition using the procedural devices available would be an excellent experiential educational opportunity for SULC students through N A L P I. The three faculty members who are N A L P I fellows are all Native American tribal members and have experience with tribal legal issues and the B I A. I would like for the MOU to be presented to the Board of Supervisors for their approval. If you have any questions, please contact me.

Yours Sincerely,


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

RECEIVED
OFFICE OF THE
PRESIDENT
2019 SEP -9 PM 4:04
SOUTHERN UNIVERSITY
SYSTEM

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED HOUMA NATION
AND THE
SOUTHERN UNIVERSITY LAW CENTER**

This is a Memorandum of Understanding ("MOU") between the United Houma Nation ("UHN") and Southern University Law Center ("SULC") to pursue federal recognition

Federal recognition formalizes the government-to-government relationship between the United States and Indian tribes. Federal recognition enables tribes exercise sovereignty over their land, resources, and citizens. Federal recognition makes tribes eligible for federal services, grants, and other resources. Attaining federal recognition is essential for tribes to preserve their culture and traditions.

The UHN has a long and well-documented history. Citizens of the UHN suffered discrimination because of their Indian ancestry. The UHN is recognized by the State of Louisiana as an Indian tribe. The Indian tribes within Louisiana's borders recognize the UHN as an Indian tribe. The United States has refused to extend recognition to the UHN. SULC believes the UHN is deserving of federal recognition, and the Bureau of Indian Affairs committed a grave injustice when it denied the UHN federal recognition.

As a historically black college, SULC recognizes the struggles American Indians have suffered as a racial minority. The SULC respects the Indian tribes' inherent right to self-government and cultural preservation. To help advocate for tribes, SULC recently established the Native American Law and Policy Institute (NALPI). NAPLI is the first and only Indian law program in the Southeastern United States.

SULC desires to offer its skills, knowledge, and resources to assist the UHN in achieving federal recognition because SULC has a special connection with the UHN. SULC sits on the Houma's ancestral lands and desires help right the historic injustices the UHN has endured. The managing fellow and catalyst for the creation of the NALPI is an enrolled citizen of the UHN.

This MOU formalizes that the UHN desires and SULC agrees to assist the UHN in its effort to achieve federal recognition. By signing this agreement, the UHN is authorizing the SULC to advocate on behalf of the UHN to Congress, as this is the most common way tribes have achieved federal recognition. The term of this agreement shall be for five years with the option renew. Both parties have the right to terminate the agreement at their convenience by providing 90 day written notice to the other party.

Signed this the _____ day of _____, 2019, by John K. Pierre, Chancellor of the Southern University Law Center, and August Creppel, Principal Chief of the United Houma Nation.

John K. Pierre, Chancellor
Southern University Law Center

August Creppel, Principal Chief
United Houma Nation

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BETWEEN THE
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AND THE
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John K. Pierre, Chancellor
Southern University Law Center

August Creppel, Principal Chief
United Houma Nation

**SECOND AMENDED EMPLOYMENT AGREEMENT
FOR DR. RAY L. BELTON AS PRESIDENT-CHANCELLOR**

The Board of Supervisors of Southern University and Agricultural and Mechanical College (the "Board" or "University") and President-Chancellor, Dr. Ray L. Belton, ("President") hereby accept the following terms of employment. This contract is an amendment and extension of the original agreement which, as amended, is set to expire as on June 30, 2020.

1 TERM OF EMPLOYMENT

- 1.1 This agreement shall extend the term of employment for the President-Chancellor for two (2) years, from the current expiration date of June 30, 2020 through and including June 30, 2022.
- 1.2 This agreement shall expire and terminate on June 30, 2022, unless terminated earlier under the provisions of section 5 below.
- 1.3 The President-Chancellor shall retain his current appointment as a full professor with tenure at the Southern University Agricultural & Mechanical College in Baton Rouge, La.

2 DUTIES AND CONDITIONS OF EMPLOYMENT

- 2.1 The President-Chancellor shall oversee and provide leadership for the overall operations of the University System.
- 2.2 The President-Chancellor shall report and be responsible to the Board as required in the Board's by-laws. The President-Chancellor agrees to perform such further and additional duties and responsibilities as may reasonably be assigned to office of President-Chancellor by the Board from time to time.
- 2.3 The President-Chancellor shall have the authority necessary for the execution of all policies, resolution, rules and regulations of the Board for the effective operation of the Southern University Agricultural and Mechanical College in Baton Rouge.
- 2.4 The President-Chancellor's employment shall be subject to all other rules, orders and regulations established and adopted by the Board, as amended from time to time except as such rules, orders and regulations conflict with the express terms of this Agreement.
- 2.5 The President-Chancellor shall comply with all other laws and regulations applicable to his specific office and public officials.

- 2.6 The President-Chancellor will be subject to an annual review by the Board to be conducted in a manner and by a procedure determined by the Board.

3 COMPENSATION

- 3.1 The President shall be paid an annual salary of **four hundred thousand dollars and zero cents** (\$400,000.00) for the term of this Agreement as compensation for his services while serving as President-Chancellor.
- 3.2 The University will provide the President-Chancellor a vehicle allowance of \$16,000 annually.
- 3.3 The University will provide the President-Chancellor a housing allowance of \$36,000 annually.
- 3.4 The President-Chancellor will be eligible to participate in the benefits plans for health insurance, retirement and any other benefits that are available for full time administrative employees.
- 3.5 The President-Chancellor's compensation as a faculty member at SUBR shall be determined by the mean average of the faculty salary of the three highest paid tenured full professors in the department in which he serves as of the date his employment ends as President-Chancellor. This calculation shall exclude full professors who may be receiving salaries based upon an administrative appointment. (i.e. Chancellor, Vice-Chancellor, etc.)

4 EVALUATION

4.1 Procedure for Evaluation:

- 4.1.1 The Board shall evaluate the President-Chancellor annually. The evaluation shall be based upon the criteria below and other criteria/instruments that that may be presented to the President-Chancellor in writing.
- 4.1.2 If the evaluation is satisfactory, the Board may consider a salary adjustment up to 4% of the President-Chancellor's annual salary.
- 4.1.3 If the evaluation is unsatisfactory, the Board shall have the option to void the second year of this agreement. In order to void the second year of this agreement the Board shall, by a two-thirds vote of the members present (but not less than nine members), affirmatively vote to void the second year of this agreement.

4.1.4 If the Board votes as described above to void the second year of this agreement the President-Chancellor's contract will expire and his employment as President-Chancellor will terminate as of June 30, 2021. The President-Chancellor shall be entitled to assume a faculty position in accordance with section 5.3 (Expiration).

4.2 **Criteria:** The President-Chancellor's performance review shall include consideration of the following criteria or other criteria provided to the President in writing by the board.

4.2.1 Demonstrate evidence of progress relative to benchmarks adopted in both the Strategic Plans of the Southern University System and Baton Rouge campus by achieving an accountability score of no less than 70% on the summary outcomes as identified in the annual accountability scorecard using 2017 as the baseline year.

4.2.2 Successfully implement an efficient and fluent registration model marked by enhanced online processing, improved customer service, and increased conversion rates of new and continuing students.

4.2.3 Successfully achieve SACSCOC reaffirmation of accreditation of all campuses within the Southern University System through year 2023.

4.2.4 Successfully advance efforts to prioritize academic programs and affirm that the academic inventory of the campuses is viable and aligns with the 21st Century marketplace as evidenced by the establishment of at least two 4- and 5-star academic programs through 2021.

4.2.5 Demonstrate significant evidence of the advancement of Medicinal Plant Research and Development with special emphasis on the development of the marijuana and hemp programs sufficient to respond to the medicinal needs of eligible patients.

4.2.6 Demonstrate increases in institutional advancement relative to private giving as measured by the number of donors, number of gifts, and the total amount of annual giving extended to the university based on 2017 baseline year.

4.2.7 Demonstrate evidence of capital enhancements on the Baton Rouge campus, inclusive of renovations/new construction; infrastructural improvements; increasing housing capacity; road repairs; landscape and branding improvements; etc.

5 TERMINATION

5.1 Termination Without Cause.

- 5.1.1 The President-Chancellor may be terminated without cause at the sole discretion of the Board. If terminated without cause, he will be entitled to the same base salary that he would have received as President-Chancellor for the balance of the term of employment specified herein. Such payments shall be subject to change in accordance with 4.1.3 below.
- 5.1.2 The President-Chancellor, upon termination as President-Chancellor without cause, shall have the right to: (a) remain at the University and assume the position of full professor with tenure or other such position as may be mutually agreed upon by the parties or (b) he may elect to leave the University. For purposes of this paragraph, the President-Chancellor's faculty compensation shall be calculated and begin as last date of payment of the base salary due under this agreement.
- 5.1.3 If the President-Chancellor elects to leave the University following a termination without cause and accepts new employment prior to the expiration date of this agreement, the University shall be entitled to a credit for the amount of salary, allowances, or fringe benefits earned from such new employment. The amount of any payment due by the University following a termination without cause shall be reduced by the credit.
- 5.1.4 The parties agree that the above payments represent liquidated damages and are all that is due should the agreement be terminated without cause.

5.2 Resignation.

- 5.2.1 The President-Chancellor shall provide the Board with notice of a resignation of at least ninety days unless such notice is waived by the Board or occasioned by illness or disability. If the President-Chancellor voluntarily elects to leave his position as President-Chancellor during the term of employment herein he shall be entitled to assume his appointment as a full professor with tenure. He shall be compensated at the faculty pay described in section 3.5 to be calculated as of the date of his letter of resignation. His faculty position will begin at the start of the fall or spring semester immediately following the expiration of the ninety (90) day notice period or following the effective date of his resignation should it be sooner.

5.3 Expiration.

5.3.1 After the end of the term of employment specified herein, the President-Chancellor will be entitled to assume his position as a full professor to begin at the start of the next fall or spring semester, whichever is sooner. He shall be compensated as calculated in section 3.5.

5.4 Termination for Cause.

5.4.1 If the President-Chancellor is terminated for cause, he shall be terminated from all positions with the University immediately, including his position as a tenured faculty member. If terminated for cause, the President-Chancellor shall be entitled to no further payments whatsoever after his termination date. The reasons for termination shall be provided to the president in writing and he shall be afforded an opportunity of not less than ten days to respond to such notice and a due process hearing before the Board.

5.4.2 The Board may terminate the President-Chancellor for cause for the following reasons:

5.4.2.1 Conviction of a crime of moral turpitude;

5.4.2.2 A finding of academic dishonesty as that term is used in the Faculty Handbook.

5.4.2.3 Felony indictment for a crime of moral turpitude or other crime which would bring the University reputation in disrepute.

5.4.2.4 Neglect of duty; and

5.4.2.5 Disability (defined as an inability to fulfill the duties of President for a period of at least ninety (90) consecutive days);

6 SERVICE ON CORPORATE BOARDS

6.1 The President-Chancellor may serve as a member of the Board of Directors of other public or private corporations so long as such service is not a violation of any law and will not interfere with or detract from the performance of his duties and responsibilities as President-Chancellor or create any conflict of interest involving or affecting the University. The President-Chancellor shall obtain approval from

the Board prior to accepting an appointment to, or agreeing to continued service on, any such Board. The Board shall not unreasonably withhold its approval.

7 EDUCATIONAL BENEFITS.

7.1 The President-Chancellor and the members of his immediate family shall be entitled to any privileges or benefits of attendance at the University as afforded other full-time employees of the University.

8 NOTICES

8.1 Any notice required or desired to be given under this Agreement shall be deemed given if given in writing, sent by postage prepaid certified mail, or hand delivery to:

8.1.1 President-Chancellor, Dr. Ray Belton, Southern University System, 4th Floor, J.S. Clark Administrative Building, Baton Rouge, LA, and/or delivered to him at his office at the University.

8.1.2 Chairman, Board of Supervisors of Southern University Agricultural and Mechanical College, 4th Floor, J.S. Clark Administrative Building, Baton Rouge, LA.

9 ENTIRE CONTRACT

9.1 This Agreement constitutes the entire understanding and agreement between the University and the President-Chancellor with regard to all matters related to his employment. There are no other agreements, conditions or representations, oral written, express or implied, with regard thereto. This Agreement may be amended only in writing and signed by both parties thereto.

IN WITNESS WHEREOF, this Agreement is executed by Dr. Ray L. Belton and Chairman, Mr. Domoine Rutledge, on behalf of the Board of Supervisors of Southern University and Agricultural and Mechanical College, as of the _____ day of _____, 2019.

DR. RAY L. BELTON

Date

BOARD OF SUPERVISORS OF SOUTHERN
UNIVERSITY AND AGRICULTURAL AND
MECHANICAL COLLEGE

BY: _____

MR. DOMOINE RUTLEDGE

Date

Second Amendment to Memorandum of Agreement
between
Board of Directors of the Southern University System Foundation
and
Board of Supervisors of the Southern University and Agricultural and
Mechanical College System

This Amendment is made and entered into on the 1st day of August 2019, between the Board of Supervisors of Southern University and Agricultural & Mechanical College ("University") and the Board of Directors of the Southern University System Foundation.

WHEREAS, many foundations, associations, and closely affiliated organizations render invaluable support to and work very closely with the University; and

WHEREAS, such foundations, associations, and affiliated organizations often use the University's name in carrying out their functions, and in some cases, use University facilities, personnel, or resources in raising funds for and otherwise supporting the University and its programs; and

WHEREAS, private non-profit corporations organized to support and affiliated with a public university under La. R.S. 17:3390 are recognized by legislature as having an integral role; and

WHEREAS, because of the close association of this Affiliate with the University, it is prudent and beneficial to have a clear statement, agreed upon by the parties, of the responsibilities, authority, and the relationship of the University and this related Affiliate; and

WHEREAS, it is, therefore, appropriate that the University and this related Affiliate document clarify the relationship of the University and the Affiliate and their respective responsibilities and authority;

WHEREAS, an Affiliate by its nature is closely identified with the University by citizens, alumni, and contributors to the support and development of the University, it is important that the University and the Affiliate agree to the standards and procedures for accounting for and auditing of accounts of the Affiliate while at the same time preserving the private and independent legal status of the Affiliate;

WHEREAS, University recognizes that gifts coming to Affiliate are made with thoughtful care and with great affection for and devotion to the University for the purpose of supporting its students, its faculty and staff, and the institutional goals of University, and because of Affiliate's tax exempt purpose of supporting the instruction, research and public service missions of University;

WHEREAS, University recognizes that it has the responsibility to cooperate with Affiliate in the solicitation of gifts, to maintain the private nature of Affiliate's books and records, to preserve the confidentiality of donor records to the extent allowed by law, and to provide good stewardship of the gifts once received;

WHEREAS, Affiliate, likewise, recognizes that it has the responsibility to cooperate with University in the solicitation of gifts and to provide good stewardship of the gifts once received;

WHEREAS, Affiliate and University recognize that all disbursements and other transactions (other than reasonable administrative and operating expenses of Affiliate provided for in its annual budget) must be for the benefit of the University and not for the private benefit of any individual or legal entity; and

WHEREAS, Affiliate and University recognize their mutual interest in guarding against even the appearance of impropriety in their activities:

NOW, THEREFORE, University and Affiliate agree as follows:

1. Purpose and Status

- 1.1. Affiliate's purpose shall be to support the university system, one or more of its institutions, one or more programs, facilities, or research or educational opportunities offered by University.
- 1.2. In furtherance of that purpose, Affiliate shall receive, hold, invest, and administer property and make expenditures to support programs and activities designed to advance, promote, or otherwise benefit the University.
- 1.3. Affiliate has been formed as a non-profit corporation and its activities are not for the pecuniary profit or financial gain of its officers, directors or members. As confirmed by the determination letter issued by the Internal Revenue Service, Affiliate has been recognized as, and shall remain during the term of this Agreement, an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
- 1.4. Affiliate understands that it is a university support organization as recognized by La. R.S. 17:3390 and all actions taken by Affiliate shall be consistent with and in furtherance of this purpose. In furtherance of that purpose the acts, deeds, functions, and activities of Affiliate shall not conflict with the authority of the University.
- 1.5. Affiliate is a separate legal entity from University. Nothing in this Agreement shall be construed as to invalidate or restrict that private and independent legal status..

2. Governance

- 2.1. Affiliate shall be under the management and control of a board of directors ("Affiliate's Board") elected by the members or shareholders of Affiliate;
- 2.2. A majority of the voting members of Affiliate's Board shall consist of individuals who are not members or employees of University or its Board of Supervisors;
- 2.3. Affiliate shall adopt procedures to insure timely and full consideration of Affiliate's operating

budgets and any significant amendments thereto.

- 2.4. Affiliate shall provide a copy of its Charter and Bylaws to University and shall promptly notify the President of the SU System of any proposed amendments to either. If the affiliate is organized to support a single campus, then the Chancellor shall also receive such notice.

3. General Duties and Responsibilities of Affiliate

- 3.1. Operate Affiliate for the primary benefit of the University in accordance with Affiliate's Articles of Incorporation and tax-exempt purpose;
- 3.2. Solicit and accept appropriate things of value in accordance with applicable law;
- 3.3. Receive, hold, and administer such donations and gifts in accordance with donor intent and applicable law;
- 3.4. Expend funds for the establishment and operation of Affiliate and for any reasonable expense's incidental to the conduct of the affairs of Affiliate;
- 3.5. Provide information required for the University to prepare annual reports containing the following information, in a format mutually agreed upon by University and Affiliate:
- 3.5.1. The amount of funds expended in the previous year in support of University programs broken down by category (e.g., travel expense reimbursements, grants, salary supplements),
- 3.5.2. The value of any non-monetary support provided to the university which shall be considered "in-kind" reimbursement for purposes of La. R.S. 17:3390(B)(3);
- 3.5.3. A listing of any university official or employee for whom the Affiliate has made a payment or reimbursement on their behalf in excess of \$1,000 in accordance with La. R.S. 17:3390(F).
- 3.6. Reimburse University, directly or in-kind, for the value of any facilities, personnel, or other support provided by University to Affiliate, as mutually agreed to by the parties, pursuant to the provisions of R.S. 17:3390(B)(3);
- 3.7. Perform such other specific duties and responsibilities as are set forth elsewhere in this Agreement; and
- 3.8. Perform other services as mutually agreed upon by the University, through the President, and the Affiliate which are consistent with this Agreement and in support of University,

4. Records, Internal Controls, and Funds Management

- 4.1. The books and records of Affiliate shall be kept in accordance with generally accepted accounting principles and shall be audited annually in accordance with generally accepted auditing standards by an independent professional auditor.
- 4.2. Copies of the annual audit and a copy of Affiliate's most recent IRS Form 990 filing, excluding such schedules, exhibits and information that are not required to be disclosed to the public under applicable provisions of the Internal Revenue Code, shall be provided to the University. A copy of Affiliate's annual audit shall also be furnished to the Legislative Auditor.

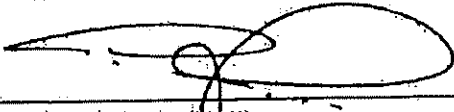
- 4.3. Affiliate shall take appropriate corrective action to remedy any audit findings. Audit findings which have not either been resolved through corrective action within ninety (90) days following issuance of the annual audit, or as to which corrective action reasonably designed to resolve the issue has not been taken within ninety (90) days following issuance of the annual audit, shall be reported to the University in writing.
- 4.4. Affiliate shall adopt and practice appropriate internal controls to protect against the risk of fraud and mismanagement. Such controls shall be evaluated and/or tested in accordance with Generally Accepted Auditing Standards as part of Affiliate's annual financial audit.
- 4.5. University may, in its sole discretion, deliver for deposit with Affiliate funds which have been donated to the University by private individuals or entities or which have been provided from the state to the University pursuant to the Board of Regents Support Fund or other programs. If University does so, such funds will be managed in accordance with a Funds Management Agreement/Policy. (The policy shall be made available to the University, upon request.)
- 4.6. If Affiliate (or a subsidiary) acts as a depository for public funds in accordance with the provisions of section 5.5, said funds shall be subject to any agreed upon auditing procedures as required by the Legislative Auditor, the Board of Supervisors, and Board of Regents. Such procedures shall be performed by an independent professional auditor who shall furnish the University and the Board of Supervisors, as well as the Legislative Auditor and the Board of Regents, if necessary, copies of his annual report relating to such agreed upon procedures. All findings or exceptions involving public funds, or the misuse of public funds shall be reported without delay to the Board of Supervisors for appropriate action with a copy to the chief financial officer of the University and general counsel. Any such findings or exceptions involving Board of Regents program funds shall also be reported to the Board of Regents' chief financial officer. University may require specific corrective action as it deems necessary in order to protect the integrity of public funds held by Affiliate. University may also demand the immediate withdrawal of some or all public funds on deposit with Affiliate. As required by R.S. 17:3390(C), all records of Affiliate directly pertaining to such public funds shall be subject to the provisions of R.S. 44:1 et seq. (Public Records Law).

THUS, DONE this 9th day of Sept, 2019, by the undersigned duly authorized representatives.

For Affillate:

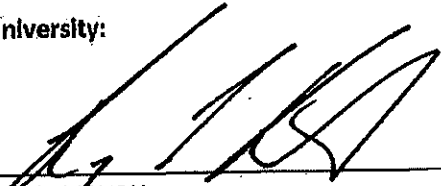


MR. FRED BANKS
CHAIRMAN
SOUTHERN UNIVERSITY SYSTEM FOUNDATION

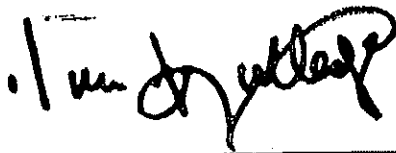


MR. ALFRED HARRELL, III
CHIEF EXECUTIVE OFFICER
SOUTHERN UNIVERSITY SYSTEM FOUNDATION

For University:



DR. RAY L. BELTON
PRESIDENT-CHANCELLOR
SOUTHERN UNIVERSITY SYSTEM



MR. DOMOINE RUTLEDGE
CHAIRMAN
BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE

Uniform Affiliation Agreement

This Agreement is made and entered into on the 1st day of August, 2019, between:

The Board of Supervisors of Southern University and Agricultural & Mechanical College

("University") and

Its Affiliate:

The Southern University Alumni Federation, Inc.

WHEREAS, many foundations, associations, and closely affiliated organizations render invaluable support to and work very closely with the University; and

WHEREAS, such foundations, associations, and affiliated organizations often use the University's name in carrying out their functions, and in some cases, use University facilities, personnel, or resources in raising funds for and otherwise supporting the University and its programs; and

WHEREAS, private non-profit corporations organized to support and affiliated with a public university under La. R.S. 17:3390 are recognized by legislature as having an integral role; and

WHEREAS, because of the close association of this Affiliate with the University, it is prudent and beneficial to have a clear statement, agreed upon by the parties, of the responsibilities, authority, and the relationship of the University and this related Affiliate; and

WHEREAS, it is, therefore, appropriate that the University and this related Affiliate document clearly the relationship of the University and the Affiliate and their respective responsibilities and authority;

WHEREAS, an Affiliate by its nature is closely identified with the University by citizens, alumni, and contributors to the support and development of the University, it is important that the University and the Affiliate agree to the standards and procedures for accounting for and auditing of accounts of the Affiliate while at the same time preserving the private and independent legal status of the Affiliate;

WHEREAS, University recognizes that gifts coming to Affiliate are made with thoughtful care and with great affection for and devotion to the University for the purpose of supporting its students, its faculty and staff, and the institutional goals of University, and because of Affiliate's tax exempt purpose of supporting the instruction, research and public service missions of University;

WHEREAS, University recognizes that it has the responsibility to cooperate with Affiliate in the solicitation of gifts, to maintain the private nature of Affiliate's books and records, to preserve the confidentiality of donor records to the extent allowed by law, and to provide good stewardship of the gifts once received;

WHEREAS, Affiliate, likewise, recognizes that it has the responsibility to cooperate with University in the solicitation of gifts and to provide good stewardship of the gifts once received;

WHEREAS, Affiliate and University recognize that all disbursements and other transactions (other than reasonable administrative and operating expenses of Affiliate provided for in its annual budget) must be for the benefit of the University and not for the private benefit of any individual or legal entity; and

WHEREAS, Affiliate and University recognize their mutual interest in guarding against even the appearance of impropriety in their activities:

NOW, THEREFORE, University and Affiliate agree as follows:

1. Purpose and Status

- 1.1. Affiliate's purpose shall be to support the university system, one or more of its institutions, one or more programs, facilities, or research or educational opportunities offered by University.
- 1.2. In furtherance of that purpose, Affiliate shall receive, hold, invest, and administer property and make expenditures to support programs and activities designed to advance, promote, or otherwise benefit the University.
- 1.3. Affiliate has been formed as a non-profit corporation and its activities are not for the pecuniary profit or financial gain of its officers, directors or members. As confirmed by the determination letter issued by the Internal Revenue Service, Affiliate has been recognized as, and shall remain during the term of this Agreement, an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
- 1.4. Affiliate understands that it is a university support organization as recognized by La. R.S. 17:3390 and all actions taken by Affiliate shall be consistent with and in furtherance of this purpose. In furtherance of that purpose the acts, deeds, functions, and activities of Affiliate shall not conflict with the authority of the University.
- 1.5. Affiliate is a separate legal entity from University. Nothing in this Agreement shall be construed as to invalidate or restrict that private and independent legal status.

2. Governance

- 2.1. Affiliate shall be under the management and control of a board of directors ("Affiliate's Board") elected by the members or shareholders of Affiliate.
- 2.2. The voting members of Affiliate's Board may consist of individuals who are members or employees of University or its Board of Supervisors, although they will be excluded from voting on items that could pose a conflict of interest.
- 2.3. If the Affiliate is created to primarily support a single campus or institution, the Chancellor or equivalent shall, at a minimum, be given notice of meetings of the Affiliate's Board and Executive Committee.
- 2.4. Affiliate shall adopt procedures to insure timely and full consideration of Affiliate's operating budgets and any significant amendments thereto.

2.5. Affiliate shall provide a copy of its Charter and Bylaws to University and shall promptly notify the President of the SU System, or his designee, of any proposed amendments to either. If the affiliate is organized to support a single campus, then the Chancellor shall also receive such notice.

3. General Duties and Responsibilities of Affiliate

- 3.1. Operate Affiliate for the primary benefit of the University in accordance with Affiliate's Articles of Incorporation and tax-exempt purpose;
- 3.2. Solicit and accept things of value of all kinds in accordance with applicable law;
- 3.3. Receive, hold, and administer such donations and gifts in accordance with donor intent and applicable law;
- 3.4. Expend funds for the establishment and operation of Affiliate and for any reasonable expenses incidental to the conduct of the affairs of Affiliate;
- 3.5. Provide information required for the University to prepare annual reports containing the following information, in a format mutually agreed upon by University and Affiliate:
 - 3.4.1. The amount of funds expended in the previous year in support of University programs broken down by category (e.g., travel expense reimbursements, grants, salary supplements),
 - 3.4.2. The value of any non-monetary support provided to the university which shall be considered "in-kind" reimbursement for purposes of La. R.S. 17:3390(B)(3);
 - 3.4.4. A listing of any university official or employee for whom the Affiliate has made a payment or reimbursement on their behalf in excess of \$1,000 in accordance with La. R.S. 17:3390(F).
- 3.6. Reimburse University, directly or in-kind, for the value of any facilities, personnel, or other support provided by University to Affiliate pursuant to the provisions of R.S. 17:3390(B)(3);
- 3.7. Perform such other specific duties and responsibilities as are set forth elsewhere in this Agreement; and
- 3.8. Perform other services as mutually agreed upon by the University, through the President, and the Affiliate which are consistent with this Agreement and in support of University,

4. General Duties and Responsibilities of University

- 4.1. Support and promote the purpose and activities of Affiliate and encourage the donation of private funds to Affiliate;
- 4.2. Accept funds from Affiliate for the purpose of promoting the well-being and advancement of the University;
- 4.3. Use any such funds in accordance with any terms and conditions imposed by testators and donors, within the limits of the law and consistent with this Agreement and University policy;
- 4.4. Make available to Affiliate, at University's sole discretion, appropriate facilities, or other support as allowed by law; and
- 4.5. Perform other services consistent with law, the mission of the University, and the purpose of the Affiliate in support of University.

5. Records, Internal Controls, and Funds Management

- 5.1. The books and records of Affiliate shall be kept in accordance with generally accepted accounting principles and shall be audited annually in accordance with generally accepted auditing standards by an independent professional auditor.
- 5.2. Copies of the annual audit and a copy of Affiliate's most recent IRS Form 990 filing, excluding such schedules, exhibits and information that are not required to be disclosed to the public under applicable provisions of the Internal Revenue Code, shall be provided to the University. A copy of Affiliate's annual audit shall also be furnished to the Legislative Auditor.
- 5.3. Affiliate shall take appropriate corrective action to remedy any audit findings. Audit findings which have not either been resolved through corrective action within ninety (90) days following issuance of the annual audit, or as to which corrective action reasonably designed to resolve the issue has not been taken within ninety (90) days following issuance of the annual audit, shall be reported to the University in writing.
- 5.4. Affiliate shall adopt and practice appropriate internal controls to protect against the risk of fraud and mismanagement. Such controls shall be evaluated and/or tested in accordance with Generally Accepted Auditing Standards as part of Affiliate's annual financial audit.
- 5.5. University may, in its sole discretion, deliver for deposit with Affiliate funds which have been donated to the University by private individuals or entities or which have been provided from the state to the University pursuant to the Board of Regents Support Fund or other programs. If University does so, such funds will be managed in accordance with a Funds Management Agreement/Policy. (The policy shall be made available to the University, upon request.)
- 5.6. In the event that Affiliate (or a subsidiary) acts as a depository for public funds in accordance with the provisions of section 5.5, said funds shall be subject to any agreed upon auditing procedures as required by the Legislative Auditor, the Board of Supervisors, and Board of Regents. Such procedures shall be performed by an independent professional auditor who shall furnish the University and the Board of Supervisors, as well as the Legislative Auditor and the Board of Regents, if necessary, copies of his annual report relating to such agreed upon procedures. All findings or exceptions involving public funds, or the misuse of public funds shall be reported without delay to the Board of Supervisors for appropriate action with a copy to the chief financial officer of the University and general counsel. Any such findings or exceptions involving Board of Regents program funds shall also be reported to the Board of Regents' chief financial officer. University may require specific corrective action as it deems necessary in order to protect the integrity of public funds held by Affiliate. University may also demand the immediate withdrawal of some or all public funds on deposit with Affiliate. As required by R.S. 17:3390(C), all records of Affiliate directly pertaining to such public funds shall be subject to the provisions of R.S. 44:1 et seq. (Public Records Law).

6. Disbursements and other transactions

- 6.1. All disbursements by Affiliate for administrative and operating expenses shall be in accordance with policies adopted by Affiliate's Board and in accordance with the annual budget, as may be modified by policies adopted by Affiliate's Board. Such policies shall provide for sound and prudent business practices, the payment or reimbursement of ordinary, necessary and reasonable business expenses, and shall address the content of this Agreement.
- 6.2. The following disbursements and transactions, other than transactions and disbursements involving operational and business management matters of Affiliate itself, require a determination of acceptable University purpose by the Board of Supervisors (unless delegated to the President or Chancellor):
- 6.2.1. Creating a legal entity as a subsidiary or component of Affiliate without providing at least thirty (30) days advance written notice to the University; if any such legal entities are created, affiliate shall either: (i) if available, present the financial activities of each such subsidiary in discrete schedules attached to Affiliate's financial statements, or (ii) if such discrete schedules are not available, provide University with copies of the tax returns of each such subsidiary;
- 6.2.2. Supplemental compensation or benefits for any University employee. Absent exceptional circumstances and written approval by the Chancellor and President (or designee), such compensation or benefits shall be paid through the University, not directly by Affiliate to the employee. For purposes of this section, supplemental compensation or benefits shall mean all compensation or benefits in addition to the base university compensation and benefits approved by the Board of Supervisors for duties performed by the employee for the University; and
- 6.2.3. Any other transaction not provided for above which would have a significant fiscal or long-term educational or policy impact on the System or any of its campuses or division which, if performed directly by the affected campus would require Board approval. Affiliate may rely upon formal written specific communication from the Chancellor (or equivalent) with a copy to the President for a determination of whether a particular contemplated transaction meets the criteria set forth in this subsection; provided that this subsection shall not apply to any transactions (i) made solely for the benefit of Affiliate, or (ii) in an amount of \$250,000 or less.
- 6.2.4 Any donation which may impose a financial obligation on the part of the University of any type even if such obligation is solely required to preserve the donation.
- 6.3. Requests for a determination of acceptable University purpose shall be submitted to the Board through the President by the Chancellor (or equivalent) of the campus or institution for whose benefit the action is proposed. Any submission shall include a specific recommendation from the Chancellor or equivalent demonstrating that the proposed transaction is in support of the University and its mission.
- 6.4. The following disbursements and transactions require approval in accordance with policies and procedures mutually agreed to by University and Affiliate, which policies and procedures shall require, at a minimum, written authorization of the Chancellor (or equivalent) or his designee

of the campus or institution for whose benefit the transaction or disbursement is being made prior to the disbursement:

6.4.1. Reasonable moving expenses and reasonable relocation expenses of a University employee according to established university protocol; and

6.4.2. Reasonable travel, moving, relocation, entertainment, educational benefits or reimbursements may be paid to a University employee (or authorized traveler). Such payments may be made for such expenses within and above state limits when specifically approved by appropriate University administrators in accordance with University policy. Pending further specification of University policy, such expenses require approval of the employee's dean, vice chancellor or other equivalent administrative official, or their designee.

6.5 All transactions between the university and affiliate will have the respective liabilities and obligations between the parties clearly articulated in a written agreement.

7. Term and Termination

7.1 This Agreement revises and replaces previous Affiliation Agreements between University and Affiliate. It shall take effect on the date first written above, and shall continue for a period of two (2) years. Thereafter it shall be renewed for one year periods unless either party provides ninety (90) days' written notice of non-renewal prior to the expiration.

7.2 Except to the extent modified by this Agreement or a separate written Agreement between Affiliate and University, either party may terminate this Agreement without cause by providing written notice to the other party no less than six (6) months prior to the effective date of the termination.

7.3 Except to the extent modified by this Agreement or a separate written Agreement between Affiliate and University, University may terminate this Agreement for cause in the event Affiliate (i) commits a material and substantial violation of the terms of this Agreement, (ii) fails to cure repeated violations of this Agreement after being provided with 30 days' notice of such violations, or (iii) engages in or negligently allows its staff to engage in any substantial misuse of funds or other fraudulent activity.

7.4 Upon termination either with or without cause, Affiliate shall:

7.4.1 Cease to use the University's name to solicit donations or for any other purpose and shall not in any way represent to alumni, contributors, and the general public that said Affiliate is affiliated with the University or any of the colleges, schools, departments, and divisions comprising it;

7.4.2 Immediately return to University all public funds which Affiliate holds as a depository pursuant to the provisions of sections 5.3 and 5.4;

7.4.3 Provide an accounting to University of all funds, public or private, held by Affiliate; and

7.4.4 Transfer to University or at the University's sole discretion to another non-profit entity affiliated with University, all funds and assets donated to Affiliate (or acquired with funds donated to Affiliate) which were donated to Affiliate because of its association with

university. All funds and assets donated to Affiliate during the term of this Agreement and any predecessor agreement shall be presumed to have been donated to Affiliate because of its association with University. This sub-paragraph shall not prejudice any properly approved, valid, and enforceable financing agreements executed by Affiliate. To the extent allowed by law, University will honor all restrictions imposed by donors as a condition of any donation.

7.5 It should be stated that nothing in this agreement shall create a change to the current affiliate bylaws. If a clause impacts the affiliate bylaws, that clause is not enforceable, but the remainder of the agreement remains in effect.

8. Notices; Entire Agreement; Venue

- 8.1 Whenever any notice or demand is required or permitted under this agreement, such notice or demand shall be given in writing and delivered in person or by certified mail to the University, addressed to its President at **801 Harding Boulevard, Baton Rouge, LA, 70807** (with a copy to the office of the general counsel) and to Affiliate at the address shown above.
- 8.2 This Agreement constitutes the entire agreement between the parties and shall not be amended except in writing signed by the President of University and a duly authorized officer of Affiliate. This Agreement is not intended to and does not create any rights in third parties.
- 8.3 The parties anticipate that they will enter into separate agreements for specific projects. Where there is a conflict between the terms of this Agreement and the terms of any separate agreement, the terms of the separate agreement shall control.
- 8.4 This Agreement is entered into, and any action arising from this Agreement shall be brought in, East Baton Rouge Parish, Louisiana.

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THUS DONE this 9th day of September 2019, by the undersigned duly authorized representatives.

For Affiliate:



PRESIDENT
SOUTHERN UNIVERSITY ALUMNI FEDERATION



EXECUTIVE DIRECTOR
SOUTHERN UNIVERSITY ALUMNI FEDERATION

For University:



DR. RAY L. BELTON
PRESIDENT-CHANCELLOR
SOUTHERN UNIVERSITY SYSTEM



MR. DOMOINE RUTLEDGE
CHAIRMAN
BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE