

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

BATON ROUGE • NEW ORLEANS • SHREVEPORT

## **BOARD OF SUPERVISORS MEETING**

April 19, 2024

Hilton Convention Center  
104 Market Street  
Shreveport, Louisiana 71101  
9:00 a.m.

## **Mission Statement**

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

## **SPECIAL RECOGNITION COMMITTEE**

**April 19, 2024**

Hilton Convention Center  
104 Market Street  
Shreveport, Louisiana 71101

## **AGENDA**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Special Presentation (s)
  - A. Check presentation by CareSouth
  - B. Check presentation by Capital One
  - C. Polysomnography Technology program (by Colton Wiggins, Program Director)
  - D. Caddo Parish School Board (on Newton Smith Center for Workforce Solutions by Superintendent Lamar Goree)
  - E. Above and Beyond
4. Adoption of the Agenda
5. Public Comments
6. Adjournment

## **MEMBERS**

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

## **Mission Statement**

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

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

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval of Spring Commencement Resolutions (SUNO, SUBR, SUSLA, SULC)
  - B. Request Approval of Recommendations for the College of Humanities and Interdisciplinary Studies Curriculum Changes (SUBR)
  - C. Request Approval of Degree Program Proposals (SUSLA)
    1. Construction Engineering Technology - CIP Code 15.1001
    2. Drone Engineering Technology - CIP Code 36.0207
    3. Engineering CIP Code - 14.0101
    4. Mechatronics CIP Code - 14.4201
    5. Alternative & Renewable Energy - CIP Code 15.0505
  - D. Request Approval to Offer Existing Academic Program through Distance Learning Technologies -- *Associate of Applied Science in Polysomnographic Technology* (SUSLA)
6. Other Business
7. Adjournment

### **MEMBERS**

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

# SOUTHERN UNIVERSITY *at* NEW ORLEANS

## *Resolution*

*Whereas,* Spring Commencement Exercises are scheduled for the campus of Southern University at New Orleans on Saturday, May 11, 2024 at 4:00 p.m. at the Nat Kiefer Lakefront Arena, 6801 Franklin Avenue, New Orleans, LA 70126; and

*Whereas,* There are approximately 277 prospective graduates at Southern University at New Orleans, who are to receive Associate's, Bachelor's, and Master's degrees.

### *Now, therefore be it resolved that*

The degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University at New Orleans submitted by President Dennis J. Shields and Chancellor James H. Ammons, Jr., upon approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be and they are hereby approved.

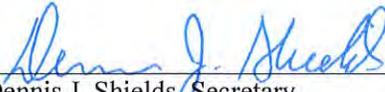
### *Be it further resolved that*

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

## *Certificate*

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University System do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on Friday, April 19, 2024.



  
Dennis J. Shields, Secretary  
Board of Supervisors, Southern University  
and Agricultural and Mechanical College

\_\_\_\_\_  
Myron K. Lawson, Chair  
Board of Supervisors, Southern University  
and Agricultural and Mechanical College

# SOUTHERN UNIVERSITY and A&M College at Baton Rouge

## Resolution

*Whereas,* Spring Commencement Exercises are scheduled for the campus of Southern University and A&M College at Baton Rouge on Friday, May 17, 2024, at 10:00 a.m. in the Felton G. Clark Activity Center; and

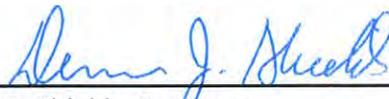
*Whereas* there are approximately 549 prospective graduates at Southern University at Baton Rouge, who are to receive Bachelor's degrees, Master's degrees, and Ph.D. degrees.

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

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

## Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the 19th day of April 2024.



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Dennis J. Shields, Secretary  
Board of Supervisors, Southern University  
and Agricultural and Mechanical College

---

Myron K. Lawson, Chair  
Board of Supervisors, Southern University  
and Agricultural and Mechanical College

# Southern University at Shreveport

## *Resolution*

Whereas, Southern University at Shreveport Louisiana 2024 Spring Commencement is scheduled on Friday, May 10, 2024.

Whereas, there are approximately 339 prospective candidates for graduation who expect to receive 261 Associate Degrees, 69 Certificates, and 9 Technical Diplomas from Southern University at Shreveport Louisiana.

Now Therefore Be it Resolved that the degrees, certificates and diplomas will be conferred upon the candidates for graduation during the 2024 Spring Commencement of Southern University at Shreveport submitted by Dennis Shields, President for the Southern University System, and Dr. Aubra J. Gantt, Chancellor for Southern University at Shreveport, Louisiana, upon the approval and recommendation of the Vice Chancellor of Academic Affairs, the Faculty, and the appropriate administrative staff, and they are hereby approved, and;

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

## *Certification*

We, the duly qualified officers of the Board of Supervisors for the Southern University System, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University System Board of Supervisors at its regular meeting on the 19th day of April, 2024.



---

Dennis Shields  
President  
Southern University System

---

The Honorable Myron K. Lawson  
Chairman of the Board  
Southern University System Board of Supervisors



## ***The Southern University Law Center***

### ***Resolution***

***Whereas***, fall Commencement exercises are scheduled for the campus of the Southern University Law Center in Baton Rouge, Louisiana on Saturday, May 18, 2024, in the F. G. Clark Activity Center.

***Whereas***, there are approximately 243 prospective graduates at the Southern University Law Center located in Baton Rouge, Louisiana who are to receive a Juris Doctor Degree.

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

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

### ***Certificate***

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the 16<sup>th</sup> day of May 2024.

\_\_\_\_\_  
Dennis J. Shields, Secretary  
Board of Supervisors, Southern University and  
Agricultural and Mechanical College

\_\_\_\_\_  
Myron K. Lawson, Chair  
Board of Supervisors, Southern University and  
Agricultural and Mechanical College

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

April 3, 2024

John K. Pierre, Esq.  
Chancellor Southern University Law Center  
Interim Executive Vice President  
Southern University Systems  
3<sup>rd</sup> Floor, J S Clark Administration Building  
Baton Rouge, LA 70813

Dear Chancellor Pierre:

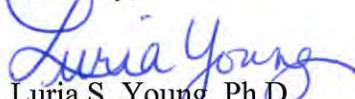
The University Curriculum Committee has approved the documents attached to this letter informing you that all recommendations have been made relative to the following:

- College of Humanities and Interdisciplinary Studies
  - Curriculum Committee Recommendation Form
  - Academic Affairs Curriculum Change and New Program Recommendation Form
  - Board of Regents Approval of Proposal, Budget, and Faculty Roster for a Bachelor of Arts – Digital Media Arts
  - Proposed BA in Digital Media Arts Degree Plan

The criteria for this curriculum have been met and are ready for your approval. The Dean of the College of Humanities and Interdisciplinary Studies, the University Curriculum Committee, and the Office of Academic Affairs have also approved.

If further information is needed before your approval is given, I will happily respond promptly.

Sincerely,

  
Luria S. Young, Ph.D.  
Interim Vice Chancellor

Enclosure: Curriculum Documents

Approvals:

  
\_\_\_\_\_  
John K. Pierre, Interim Executive Vice President

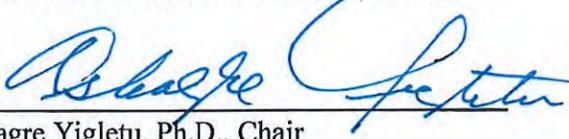
\_\_\_\_\_  
Dennis J. Shields, President-Chancellor



**CURRICULUM COMMITTEE REPORT**

**MEMORANDUM**

**TO:** Luria Young, Ph.D.  
Interim V/Chancellor for Academic Affairs

**FROM:**   
Ashagre Yigletu, Ph.D., Chair

**DATE:** March 15, 2024

**SUBJECT:** SUBR Curriculum Committee Report

**A. Introduction**

1. The Southern University and A&M College-Baton Rouge Curriculum Committee (SUBRCC) met on March 11, 2024, to review the curriculum change requests and the new B.A. in Digital Media Arts proposal submitted by the College of Humanities and Interdisciplinary Studies, Department of Digital Media Arts.
2. Detailed documents of the requested curriculum changes and new program proposal are attached to this report.

**Curriculum Committee Members present at the Virtual Meeting**

<i>Committee Members</i>	<i>College/Department</i>	<i>Attendance</i>
1. Anthony Igiède	Nelson Mandela College of Gov. & Social Science	Absent
2. Staci Taylor	College of Nursing & Allied Health	Absent
3. Katrina Cunningham	College of Sciences Engineering	Absent
4. Ghirmay S. Ghebreyesus	College of Business	Present
5. Crystal Vance	College of Ag., Family and Consumer Sciences	Present
6. Yolanda Campbell	College of Humanities and Interdisciplinary Studies	Present
7. Shawn Comminey	College of Humanities and Interdisciplinary Studies	Present
8. Stephone Addison	Nelson Mandela College of Gov. & Social Science	Present
9. Ashagre "Ashe" Yigletu, Chair	College of Business	Present

The following non-committee members were present at the meeting to provide additional information on the agenda items submitted by the Music Digital Media Arts Department.

1. Prof. Darrell Roberson
2. Mr. Harry Anderson

**B. Summarized Curriculum Changes and New Program Proposal Requests Submitted for Review & Approval**

<i>Recommending Academic Unit/School/Office</i>	<i>Department</i>	<i>Requested Curriculum Change</i>
<b>College of Humanities &amp; Interdisciplinary Studies</b>	Department of Digital Media Arts	<ul style="list-style-type: none"> <li>• 37 new Digital Media Arts courses and course syllabi</li> <li>• Five course prefixes for Digital Media Arts required and elective courses</li> </ul>
	Department of Digital Media Arts	<ul style="list-style-type: none"> <li>• B.A. in Digital Media Arts</li> <li>• Five Concentrations for Digital Media Arts</li> </ul>

**C. Curriculum Committee Reviews, Comments, and Recommendations on the Proposed Curriculum Changes**

**1. Overview of the Proposal for a B.A. in Digital Media Arts**

- a. The Curriculum Committee reviewed the proposal for a B.A. *in DIGITAL MEDIA ARTS* propelled by the advancement of new technologies and online media. The Media Arts program draws on multiple disciplines, such as journalism, English, and music, to develop the ability to work on film, television, and computer-based audiovisual media projects.
- b. The proposed interdisciplinary program covers computer programming, digital photography, website design, animation, film studies, print and broadcast journalism, visual communication, writing, graphic design, game design, videos, and other multimedia projects.
- c. The program prepares students who are creative, tech-savvy, and passionate about digital content for careers in various fields, including media

production, web design, visual design, and emerging media technologies.

- d. According to the department's faculty and other institutions' best practices, Digital Media Arts is a multidisciplinary academic program that depends on collaborative endeavors with departments within the College of Humanities and Interdisciplinary Studies and other units on campus.
- e. The proposed new undergraduate degree program aligns with the mission of Southern University, the Board of Regents, and the rapid change in information technology and its impact on society's work and life. Thus, the Curriculum Committee approved the requested B.A. in Digital Media Arts with the necessary precautionary recommendations indicated in this report.

Technology/ Entrepreneurship, understanding that the Department's faculty and staff will provide effective advisement and tutorial support services and that the students will demonstrate focused engagement in learning and dedication to their music careers.

## **2. Curriculum Content of the Proposed B.A. in Digital Media Arts**

- a. The Curriculum Committee worked in detail with the Department of Digital Media Arts representatives to ensure the proposed program complies with SUBR Academic Policies, the BoR guidelines, and other institutions' best practices. The Committee's findings showed that the proposed program curriculum, degree plan, and concentrations meet all the requirements.
- b. The new B.A. in Digital Media Arts is designed with a significant general education core and the Board of Regents standard number of credits required for a baccalaureate degree of 120 cr. hrs. The program comprises five concentrations (nine credit hrs.) or specialization areas: *i) Digital Screen Arts Production, ii) Recording Arts, iii) Visual Arts and Motion Graphics, iv) Digital Performance Fusion, and v) Digital Sports Production.*

### 3. New Courses for the B.A. in Digital Media Arts Program

The Digital Media Arts Department has developed 37 new courses for the major and the five concentrations (syllabi attached):

- a. DMAP 200 Introduction to Digital Theater
- b. DMAD 211 Digital Storytelling
- c. DMAP 375 Acting for Digital Media
- d. DMAV 310 Digital Imaging
- e. DMAC Digital Cinema
- f. DMAP 315 Digital Theatre Ensemble
- g. DMAC 316 Digital Video Editing
- h. DMAP 401 Voice and Voiceover for Digital Media
- i. DMAP 405 Digital Performance. Composition
- j. DMAD 440 Programming with Python
- k. DMAP 495 Digital Performance. Fusion Seminar/Portfolio
- l. DMAD 450 Data Analytics
- m. DMAP 490 Internship
- n. DMAR 498 Capstone course
- o. 23 elective courses for the five concentrations

#### D. SUBR Curriculum Committee Summary of Recommendations and Approvals

<i>Requesting Academic Unit/ Department</i>	<i>Requested Curriculum Changes</i>	<i>SUBRCC Recommendations</i>	<i>Further Approval &amp; Level</i>
<b>College of Humanities and Interdisciplinary Studies</b>	a. Proposal for B.A. in Digital Media Arts (120 Cr. Hrs.)	Unanimously Approved	❖ Vice Chancellor for Academic Affairs ❖ V/P and Chief Academic Officer ❖ President ❖ Board of Supervisors ❖ Board of Regents
	b. Five new Concentrations (Nine cr. Hrs.): i. Digital Screen Arts Production ii. Recording Arts Courses iii. Visual Arts and Motion Graphics iv. Digital Performance Fusion v. Digital Sports Production	Unanimously Approved	❖ Vice Chancellor for Academic Affairs ❖ V/P and Chief Academic Officer
	c. 37 new courses and course syllabi for the proposed Digital Media Arts B.A. degree	Unanimously Approved	❖ Vice Chancellor for Academic Affairs
	d. Five new Prefixes DMAR, DMAV, DMAC, DMAR, and DMAP	Unanimously Approved	❖ Vice Chancellor for Academic Affairs

### **E. Report Summary and Recommendations:**

The SUBR Curriculum Committee requests further approval of the following curriculum changes and proposal for the B.A. in Digital Media from the appropriate university administrators, the board of supervisors, and the board of Regents.

#### **1. Approval by the V/Chancellor for Academic Affairs, Executive V/President and Chief Academic Officer, SUS President, Board of Supervisors and Board of Regents:**

- a. Proposal for B.A. in Digital Media Arts (120 cr. hrs.)

#### **2. Approval by the V/Chancellor, Executive V/President & Chief Academic Officer:**

- a. B.A. in Digital Media Arts Degree Plan
- b. Five new Concentrations:
  - i. Digital Screen Arts Production
  - ii. Recording Arts Courses
  - iii. Visual Arts and Motion Graphics
  - iv. Digital Performance Fusion
- c. 37 new courses and course syllabi for the proposed B.A. in Digital Media Arts
- d. Five new course prefixes/rubrics – DMAD, DMAV, DMAC, DMAR, and DMAP.

#### **3. SUBR Curriculum Committee Recommendations:**

- a. The proposed Digital Media Arts program is driven by digital technology. It is technology skills, high-tech equipment, and qualified faculty intensive. The program requires a substantial initial investment. Although the program currently receives Title III support funds, it needs a sustainable budget from the general fund. Title III support is just for capacity building; it doesn't cover recurring salaries of permanent employees.
- b. The ideal faculty member in the proposed program must be tenure-track faculty with experience in multidisciplinary collaboration across the arts and sciences to address the social and cultural trends in digital media art and technology. The currently available faculty needs to be enhanced. and questions might be raised from SACSCOC. The Department's request for five new faculty members must be seriously considered.
- c. The College and the Department must develop fundraising strategies by creating an advisory board consisting of renowned artists, thought leaders in digital media arts, curators, artists,

historians, arts professionals, and digital media art industry representatives. This is one of the effective ways to raise scholarship funds to attract the best students for the new major.

- d. The college and the department must organize periodic professional development opportunities for existing faculty, instructors, and staff through partnerships with the digital media industry.
- e. Create and enhance intra-college and inter-academic unit relationships to strengthen multidisciplinary collaboration and ensure the success of the new Digital Media Arts program. The Office of Academic Affairs must prioritize the interdisciplinary partnership of the Digital Media Art Department with other academic units and departments, such as Computer Science, Engineering, Communications, and English.
- f. Promote the proposed B.A. in Digital Media Arts through the University website, SU alumni chapters, local high schools, billboards, and social media.
- g. Since the program is highly interdisciplinary, the College of Humanities and Interdisciplinary Studies is advised to create a task force composed of faculty from all the college's departments to promote the development of strategies for enhancing collaborative relationships and engaging in teamwork across artistic and academic disciplines, which will support the successful launching of the proposed Digital Media Arts program.

**4. After the proposed program's final approval, the following actions must be taken by the Office of Academic Affairs:**

- a. Notify SACSCOC in writing with the signature of the Vice Chancellor for Academic Affairs for approval of adding the new B.A. in Digital Media Art in compliance with the Substantive Change Policy and Procedures and cc. the SUBR SACSCOC Liaison.
- b. Facilitate access to additional resources for the Department of Digital Media Arts to launch/ promote the new program, hire qualified faculty, and recruit students.
- c. Inform the Registrar in writing with the signature of the V/Chancellor of the approved B.A. in Digital Media Art, the five concentrations, 45 new courses, and five prefixes/rubrics and cc. the Dean of the College of Humanities and Interdisciplinary Studies, Chair of the Department of Digital Media Arts, and Chair of the SUBR Curriculum Committee.



**OFFICE OF ACADEMIC AFFIARS  
CURRICULUM CHANGE RECOMMENDATION FORM**

**College/School: Humanities and Interdisciplinary Studies**

**Department: Digital Media Arts**

**Course Title: N/A**

**Course Number: N/A**

**CIP Code: 50.0102**

**Credit Hours: 120 credit hours for Major**

**Course Contact Hours: N/A**

**Course/Concentration/Minor/Program Description:**

The Bachelor of Arts in Digital Media Art at Southern University, Baton Rouge, is an interdisciplinary program developed in collaboration with the institution's visual arts and performance, and mass communication departments and will as needed work with other departments on campus. It is designed to provide a solid foundation in techniques and theory in one focused area of competence and a broad understanding of related disciplines, including arts, humanities, and technology. The program provides extended experience in working in multidisciplinary teams on realistic problems. It prepares students to become innovators, practical problem- solvers, critical thinkers, and artists through five concentrations: Digital Screen Arts Production, Recording Arts, Visual Arts and Motion Graphics, Digital Performance Fusion, and Digital Sports Production.

**Course/Concentration/Minor/Program Description Goal(s):**

The primary goal of the Digital Media Art baccalaureate degree program is to prepare students with technical and creative skills for careers in digital screen arts production, acting and digital performance arts, visual arts and motion graphics, digital sports production, and recording arts. The program nurtures a student's unique artistic voice and vision. General goals include providing a strong foundation, fostering diversity and inclusion, promoting collaboration, and preparing students to be ethical digital citizens. The program aims to prepare students for success in the dynamic digital media arts industry.

**Course/Concentration/Minor/Program Description Objectives:**

**Program Objectives:**

Digital Media Arts students will:

- Develop professional skill sets in writing for various forms of digital media.

- Develop effective communication and teamwork skills.
- Develop theoretical, technical, and creative skills in digital media arts.
- Students will get specialization through concentration.

**Program Learning Outcomes:**

Students completing the Digital Media Arts program will be able to:

- Apply theoretical and practical skill sets to compete in a national and global job market.
- Produce creative, dynamic, and innovative digital media content for various distribution outlets.
- Pursue graduate-level opportunities to continue enhancing my academic skillset.
- Engage in team-based work and organize collaboration among people of different disciplines.

**Rationale for the Course/Concentration/Minor/Program:**

Historically Black Colleges and Universities (HBCUs) have traditionally played a pivotal role in fostering educational opportunities for African American students. According to the United Negro College Fund, HBCUs make up only 3% of the country's colleges and universities, enroll 10% of all African American students, and produce almost 20% of all African American graduates. In today's rapidly evolving digital landscape, the establishment of a Digital Media Arts degree program at Southern University can continue this tradition and align with the changing needs of the workforce and society. Establishing a Digital Media Arts Degree Program at SUBR is a strategic decision, that aligns with industry demands, promotes diversity, addresses community needs, opens career opportunities and ensures technological relevance. This initiative not only benefits students, but also contributes to the growth and development of both SUBR and the broader digital media landscape in Louisiana.

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

1. Has the course/concentration/program been reviewed by the Department and College Curriculum Committees?

YES  \_\_\_\_\_ NO \_\_\_\_\_

Please attach copies of the curriculum committees' reports, if any.

2. Are there similar courses in the present curriculum? YES \_\_\_\_\_ NO  \_\_\_\_\_

Title	Number
_____	_____
_____	_____

3. What is the projected enrollment for the course per semester? 20

4. How often will the course be offered? FALL  \_\_\_\_\_ SPRING  \_\_\_\_\_ SUMMER

5. Is this a required or elective course and for what curriculum?

REQUIRED \_\_\_\_\_ ELECTIVE \_\_\_\_\_ CURRICULUM \_\_\_\_\_ N/A

6. What is the impact of adding this course/concentration/minor on the total number of credit hours required to complete the existing degree program?

There will be 120 credit hours required for this program.

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7. Do you have faculty on your staff to teach the course? YES \_\_\_\_\_ NO X \_\_\_\_\_

If the answer is no, please state the additional funds needed to hire new faculty members,

5 faculty members x \$68,000=\$340,000

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8. What is the minimum rank required of the faculty member who will teach this course?

Instructor

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9. What are the qualifications required of the faculty member who will teach the course (degrees, certifications, professional experience, scholarly research, etc.)?

Minimum of a master's degree in media arts or a master's degree plus 18 hours at the graduate level in the teaching area or significant experience in the teaching discipline.

Full and parttime faculty members must have completed 18 graduate semester hours in the teaching discipline and hold a master's degree, or hold a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.

10. What is the total amount of funds needed to implement this course/concentration, minor, program?  
This program is being funded with Title III funds for the next four years. The current budget for program implementation is \$620,000 per year.

11. Please attach a copy of the detailed course syllabus and the reading list.

Comments: See Attachment \_\_\_\_\_

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**Approval Signatures:**

*Yolanda Campbell*  
College Curriculum Committee, Chair

3/13/24  
Date

*Cynthia Bryant*  
College Dean

3/13/24  
Date

\_\_\_\_\_  
Graduate School Dean (If graduate course/program)

\_\_\_\_\_  
Date

*Ronald F. Feltner*  
SUBR Curriculum Committee, Chair

03/15/24  
Date

*Luria Young*  
V/Chancellor for Academic Affairs

04/02/24  
Date

*John K. Purie*  
Executive Vice President-Chief Academic Officer

4/3/24  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



BOARD of REGENTS  
STATE of TEXAS

## Academic Degree Program Proposal Form

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

**A. Overview**

Institution Name: Southern University and A&M College		Designation (flagship, statewide, regional, HBCU, 2-year): Flagship/HBCU		
College/School/Division: Humanities and Interdisciplinary Studies		Academic Department: Digital Media Arts		
Degree Designation <sup>a</sup> : BA	Proposed Degree Name: Digital Media Arts	CIP Code: 50.0102	Credit Hrs <sup>b</sup> : 120	Contact Hrs <sup>c</sup> : 120
Planned Implementation Semester/Term & Year: Fall 2024		Was this program listed in the most recent Three-year Academic Plan? [ ] Yes [ x ] No		

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

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

<sup>c</sup> If applicable.

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

The Bachelor of Arts in Digital Media Art at Southern University, Baton Rouge, is an interdisciplinary program developed in collaboration with the institution's visual and performance arts, and mass communication departments and will as needed work with other departments on campus. It is designed to provide a solid foundation in techniques and theory in one focused area of competence and a broad understanding of related disciplines, including arts, humanities, and technology. The program provides extended experience in working in multidisciplinary teams on realistic problems. It prepares students to become innovators, practical problem-solvers, critical thinkers, and artists through five concentrations: Digital Screen Arts Production, Recording Arts, Visual Arts and Motion Graphics, Digital Performance Fusion, and Digital Sports Production.

- Digital Screen Arts Production
- Recording Arts
- Visual Arts and Motion Graphics
- Digital Performance Fusion
- Digital Sports Production

The primary goal of the Digital Media Art baccalaureate degree program is designed to be an interdisciplinary program to prepare students with technical and creative skills for careers in digital screen arts production, digital performance fusion, visual arts and motion graphics, digital sports production, and recording arts. The program nurtures a student's unique artistic voice and vision. General goals include providing a strong foundation, fostering diversity and inclusion, promoting collaboration, and preparing students to be ethical digital citizens. The program aims to prepare students for success in the dynamic digital media arts industry.

**Program Objectives:**

Digital Media Arts students will:

- Develop professional skill sets in writing for various forms of digital media.
- Develop effective communication and teamwork skills.
- Develop theoretical, technical, and creative skills in digital media arts.
- Students will get specialization through concentration.

**Program Learning Outcomes:**

Students completing the Digital Media Arts program will be able to:

- Apply theoretical and practical skill sets to compete in a global job market.
- Produce creative, dynamic, and innovative digital media content for various distribution outlets.
- Pursue graduate-level opportunities to continue enhancing my academic skillset.
- Engage in team-based work and organize collaboration among people of different disciplines.

2. Describe specialized accreditation requirements associated with the program if applicable (refer to Board of Regents [A.A. Policy 2.13: Program Accreditation](#)). If not required, describe whether the institution will seek any voluntary accreditation or certification for the program.

As the program grows, we will explore the appropriate accrediting agency and prepare for program accreditation.

3. Specify **SACSCOC** or other accreditation organization requirements. Mark all that apply.

- Substantive change requiring notification only
- Substantive change requiring approval prior to implementation
- Level Change
- None

4. Has the program been designed to align with any Board of Regents or other statewide initiatives? Check all that apply.

MJ Foster Promise Program

Cyber-security Initiatives

Louisiana Transfer Pathways

Other: \_\_\_\_\_

5. If this proposal is for a Master's or Doctoral program, provide a list below (name, institution, email address, brief summary of qualifications) for at least three external review candidates. Reviewers should be active or retired full time faculty member from an accredited institution; have experience developing and/or administering a program like the proposed program; and should not have direct affiliation with a Louisiana institution.

N/A

**B. The Master Plan and Institutional Role, Scope, and Mission**

6. How does the program align with your institutional role, scope, and mission? If the program does not align, provide a compelling rationale for the institution to offer the program.

The mission of Southern University and A&M College, an Historically Black, 1890 land-grant institution, in Baton Rouge, Louisiana, is to provide a student-focused teaching and learning environment that creates national and global leadership opportunities for a diverse student population where teaching, research, service, scholarly and creative expectations for students and faculty are achieved through the bachelor's, master's, and doctoral programs offered at the institution via different instructional modalities and via public service.

The proposed program would be a valuable addition to any HBCU. It would promote collaboration between various departments on campus and equip students with the skills and knowledge for success in a rapidly growing field, allowing them to share their own stories and perspectives. The program would benefit the Southern University community by attracting talented students and promoting the institution as a leader in digital media arts education.

7. How does the program align with your institution's strategic plan and academic program portfolio?

In addition to outlining related objectives, our plan encompasses several key areas to be addressed by the proposed program:

(1) Implementing strategies to make tuition more affordable through the development of scholarships, writing grant proposals and, endowments. (2) Establishing a diverse advisory council comprised of prominent professionals to support the program's vision. (3) Enhancing end-of-semester fall head count enrollment. (4) Boosting new first-time and full-time enrollment. (5) Expanding undergraduate enrollment. (5) Increasing transfer-in enrollment. (6) Raising the percentage of adult learners (25 years and older).

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

- **Accessibility (mode of delivery, alternate course scheduling)**

As the program matures, hybrid class offerings may be incorporated. Classes will be offered evenings when possible.

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

The Southern University System, including the SUBR Bookstore, collaborates with Follett Access, enabling students to rent textbooks at reduced costs billed directly to their tuition. The program also promotes the use of OER materials. Moreover, the curriculum aligns with the Louisiana Transfer curriculum, allowing students to complete the program within an additional two years of study.

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

We will work to establish partnerships with the campus laboratory school, local high schools, and community colleges for student recruitment. Additionally, collaborations with the New Orleans Video Access Center (NOVAC), Sports Video Group (SVG), Louisiana Film Commission, Society of Motion Picture, and Television Engineers, are underway. We will create a diverse advisory council of leading professionals and thought leaders who will support the program's vision, assisting with activities aligned with current industry trends nationally and globally. These partnerships will offer internship opportunities, insights on emerging trends, fund raising and aid in program reviews.

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

All concentrations for the proposed program will include opportunities for an internship through advisement.

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

The program is situated in an environment that contributes and promotes closing the achievement gap with underserved populations characterized by low income, minority, adult learners, and first-generation college students.

### C. Need

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

According to the Louisiana Board of Regents, "Statewide, we have a deficiency in the skill levels of our workforce and in the extent to which existing skills are credentialed. Whether those credentials are measured in awarded degrees from higher education institutions or in certificates evidencing job-specific training and competency, the fact remains that only 44.2% of our working-age population has a degree or a certificate, well below the national average of 47.6%."

"Erasing equity gaps is also critical to our success. In Louisiana, white students are significantly more likely than African Americans to complete a postsecondary credential: in 2017, 20.6% of the white student population who attended college earned credentials, compared with 15.8% of the African American student population. In fact, according to Education Trust, Louisiana has the lowest degree attainment rate – 20.7% – for African American adults of the 41 states included in their latest *State of Higher Education Equity* report. Pipeline leakage for African American students is significantly worse than for the state as a whole: of 100 African American 9th graders, 73 will graduate high school, 40 will enter college immediately, and only 9 will complete within 150% of standard time to degree. This gap represents a major loss of potential.

Finally, 47% of working-age Louisianians, approximately 1.15 million, hold a high school diploma or less as their highest level of education. That means nearly half of the state's working-age population is at risk of not meeting the demands of the 21st-century workforce."

The proposed Digital Media Arts degree program at Southern University will play a pivotal role in enhancing workforce diversity and technology competency. This program will attract diverse student populations, including underrepresented minorities, fostering inclusive environments that enrich the digital media industry with varied perspectives. Additionally, we will work to integrate cultural elements into coursework, promoting cultural fluency and effective engagement with diverse audiences. Through hands-on learning and industry partnerships, graduates will acquire cutting-edge technological skills and critical thinking abilities.

Furthermore, we will work to provide supportive networks and mentorship opportunities via our partnerships with industry professionals, empowering students to excel professionally.

Historically Black Colleges and Universities (HBCUs) have traditionally played a pivotal role in fostering educational opportunities for African American students. According to the United Negro College Fund, "HBCUs make up only 3% of the country's colleges and universities, [enroll](#) 10% of all African American students, and produce almost 20% of all African American graduates."

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

We surveyed and interviewed industry leaders. They stressed the significance of a comprehensive skill set, proficiency in relevant software, and alignment with industry demands in digital media arts education. They highlighted the value of practical experiences for fostering creativity and potential community benefits. Additionally, they suggested exploring diverse funding avenues and forming partnerships with community organizations.

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

Consistent with the University's traditional service area, the program is expected to attract students from a local, regional, state, and national service area.

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

With the advancement of technology, the demand for skilled individuals is steadily increasing. This program aims to equip individuals with the necessary competencies to thrive in this evolving landscape. Additionally, it addresses the importance of workforce diversification.

Moreover, the program is designed to prepare graduates for careers deemed as four- and five-star jobs by the Louisiana Workforce Commission, including Multimedia Artists and Animators, Advertising and Promotions Managers, and Producers and Directors. According to the Occupational Outlook Handbook, employment opportunities in media and communication occupations are expected to grow substantially, offering approximately 151,500 new jobs by 2030. Certain roles within this sector, such as Film and Video Editors and Camera Operators, are projected to see even greater expansion, with a 29% increase in job prospects.

Our research involved surveys and interviews with industry leaders, first-year students, and upperclassmen. The findings reveal a strong consensus among students regarding the importance of a digital media arts education and the value of hands-on experience and project-based learning. Both first-year students and upperclassmen emphasize the critical role of this degree program in preparing individuals for employment, information dissemination, content creation, and entertainment.

Furthermore, we have garnered letters of support from potential community partners and prospective internship/employment providers, underscoring the demand and relevance of this program in the professional sphere.

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

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

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

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

Service Area Data    State Data    National Data

Related Occupation	LWC Star Rating	Current Employment [Enter Year]	Projected Employment [Enter Year]	# Change	% Change	Average Annual Openings	Average Salary
<b>Arts, design, entertainment, sports, and media occupations</b>		5,239(2020)	6,310(2030)	713	12.7	667	58,030

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

Institution	Program (degree and title)	No. Graduates in past year
Louisiana State University	Bachelor's, Drama and Dramatics/Theatre Arts, General.	39
	Bachelor's, Cinematography and Film/Video Production	5
	Bachelor's, Film/Video and Photographic Arts, Other	18
	Bachelor's, Fine/Studio Arts, General	89
	Bachelor's, Music, General	12
University of Louisiana Lafayette	Bachelor's, Visual and Performing Arts, General	14
	Bachelor's, Film/Cinema/Media Studies	11
	Bachelor's, Music, General	21
Dillard University	Bachelor's, Drama and Dramatics/Theatre Arts, General	11
	Film/Cinema/Media Studies	9
	Music, Other	4
Baton Rouge Community College	1b - Awards of 300-899 clock hours, Recording Arts Technology/Technician Associate, Digital Arts	3
	1b - Awards of 300-899 clock hours, Cinematography and Film/Video Production	16
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15. Based on the data provided in questions 13 and 14, discuss how this program will help address a need or gap in the labor market, or provide education to further the public good.

Establishing a Digital Media Arts program at Southern University aligns with industry demands, promotes diversity, and opens career opportunities. This initiative benefits students, SUBR's growth, and Louisiana's digital media landscape by boosting enrollment and graduation rates for underserved populations and adult learners in arts, design, entertainment, sports, and media programs.

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

Existing programs within the Visual and Performing Arts Department are closely related to the Digital Media Arts program. It is expected that students enrolled in these programs can opt to take courses from the Digital Media Arts program as electives or minors, potentially increasing enrollment in the existing programs. Additionally, some students currently enrolled in these existing programs may choose to pursue a degree in the Digital Media Arts program.

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

Occupation	Occupation-specific skills & KSAs
<p><b>Digital Screen Arts Production</b></p> <p>Film Director  Film Producer  Cinematographer  Film Editor  Sound Designer  Production Designer  Costume Designer  Makeup Artist  Visual Effects Supervisor  Colorist  Location Manager  Casting Director  Grip  Gaffer  Set Dresser  Prop Master  Foley Artist  Production Assistant  Distribution Manager</p>	<p><b>Technical Skills:</b></p> <ol style="list-style-type: none"> <li>1. <b>Cinematography:</b> Proficiency in camera operation, lighting techniques, composition, and framing to capture high-quality video footage for digital screen productions.</li> <li>2. <b>Video Editing:</b> Mastery of video editing software such as Adobe Premiere Pro, DaVinci Resolve, or Final Cut Pro to assemble footage, add effects, transitions, and audio, and create a polished final product.</li> <li>3. <b>Sound Design:</b> Skills in audio recording, editing, mixing, and mastering to enhance the overall audio quality and immersive experience of digital screen productions, including dialogue, music, and sound effects.</li> </ol> <p><b>Knowledge, Skills, and Abilities (KSAs):</b></p> <ol style="list-style-type: none"> <li>1. <b>Storytelling:</b> Ability to conceptualize and develop compelling narratives, characters, and themes suitable for digital screen formats, including film, television, web series, and interactive media.</li> <li>2. <b>Visual Communication:</b> Understanding of visual language, aesthetics, and design principles to effectively convey messages, emotions, and ideas through visual elements such as color, composition, and visual effects.</li> <li>3. <b>Project Management:</b> Strong organizational and project management skills to plan, coordinate, and execute digital screen productions from pre-production to post-production stages, including budgeting, scheduling, and resource allocation.</li> </ol>

<p><b>Digital Sports Production</b></p> <p>Sports Producer  Sports Director  Sports Videographer  Sports Editor  Sports Graphics Designer  Sports Animator  Sports Technical Director  Sports Camera Operator  Sports Replay Operator  Sports Audio Engineer  Sports Commentator  Sports Analyst  Sports Social Media Manager  Sports Marketing Specialist  Sports Content Creator  Sports Production Assistant  Sports Production Coordinator  Sports Streaming Technician  Sports Data Analyst</p>	<p><b>Technical Skills:</b></p> <ol style="list-style-type: none"> <li><b>1. Video Editing:</b> Proficiency in video editing software such as Adobe Premiere Pro or Final Cut Pro to create polished sports highlight reels, promotional videos, and other content.</li> <li><b>2. Live Production:</b> Experience with live production equipment and software for capturing and streaming live sports events, including cameras, switchers, and streaming platforms like OBS or Wirecast.</li> <li><b>3. Graphic Design:</b> Skills in graphic design software like Adobe Photoshop or Illustrator to create visually appealing graphics, overlays, and animations for sports broadcasts and digital content.</li> </ol> <p><b>Knowledge, Skills, and Abilities (KSAs):</b></p> <ol style="list-style-type: none"> <li><b>1. Sports Knowledge:</b> Comprehensive understanding of various sports rules, terminology, and trends to effectively capture and present sports content tailored to specific audiences.</li> <li><b>2. Time Management:</b> Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously, especially during fast-paced sports seasons or events.</li> <li><b>3. Communication Skills:</b> Strong verbal and written communication skills to collaborate effectively with team members, coaches, athletes, and stakeholders, as well as to convey information clearly to viewers through commentary, social media, and other platforms.</li> </ol>
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<p><b>Recording Arts</b></p> <p>Audio Engineer  Sound Designer  Music Producer  Recording Engineer  Mixing Engineer  Mastering Engineer  Studio Technician  Foley Artist  Dialogue Editor  Sound Effects Editor  Music Composer  Voiceover Artist  Podcast Producer  Audio Restoration Specialist  Live Sound Engineer  Broadcast Engineer  Sound Recordist  Audio Post-Production Supervisor  ADR (Automated Dialogue Replacement)  Engineer Field Recording Specialist</p>	<p><b>Technical Skills:</b></p> <ol style="list-style-type: none"> <li><b>1. Audio Recording and Mixing:</b> Proficiency in operating recording equipment and software (e.g., Pro Tools, Logic Pro, Ableton Live) to capture and mix audio tracks, including setting up microphones, adjusting levels, and applying effects.</li> <li><b>2. Sound Editing and Post-Production:</b> Ability to edit and manipulate audio recordings using software such as Adobe Audition or Audacity, including tasks like noise reduction, equalization, and audio restoration.</li> <li><b>3. Studio Equipment Operation:</b> Familiarity with studio equipment such as mixing consoles, outboard gear, and audio interfaces, as well as understanding signal flow and troubleshooting technical issues.</li> </ol> <p><b>Knowledge, Skills, and Abilities (KSAs):</b></p> <ol style="list-style-type: none"> <li><b>1. Acoustics and Sound Theory:</b> Understanding of acoustics principles, sound wave propagation, and psychoacoustics to optimize recording environments, microphone placement, and audio processing techniques.</li> <li><b>2. Music Theory and Performance:</b> Knowledge of music theory, instrumentation, and performance techniques to effectively collaborate with musicians, understand musical genres, and provide musical direction during recording sessions.</li> <li><b>3. Communication and Collaboration:</b> Strong interpersonal skills to communicate effectively with clients, artists, and fellow recording engineers, as well as the ability to collaborate creatively and professionally within a team environment.</li> </ol>
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**Digital Performance Fusion**

Theatre Producer  
Theatre Director  
Set Designer  
Costume Designer  
Lighting  
Designer Sound Designer  
Stage Manager  
Technical Director Animator (for special effects)  
Projection Designer  
Puppeteer (for virtual or augmented reality productions)  
Production Coordinator

**Technical Skills:**

1. **Proficiency in Digital Editing Software:** Ability to use software such as Adobe Premiere Pro, Final Cut Pro, or Avid Media Composer to edit and manipulate digital audio and video content for theatrical productions.
2. **Knowledge of Digital Projection Technology:** Understanding of projection mapping techniques, software (e.g., QLab, Isadora), and hardware (projectors, screens) to create immersive visual experiences and digital scenography.
3. **Virtual Production Techniques:** Familiarity with virtual production tools and technologies, including real-time rendering engines (e.g., Unreal Engine, Unity), motion capture systems, and virtual set design software (e.g., Stagecraft, Virtuoso).

**Knowledge, Skills, and Abilities (KSAs):**

1. **Storytelling and Dramaturgy:** Ability to analyze scripts, develop compelling narratives, and adapt traditional theatrical storytelling techniques for digital platforms, including understanding pacing, structure, and character development.
2. **Collaboration and Communication:** Strong interpersonal skills to collaborate effectively with directors, designers, performers, and technicians in the digital theatre production process, as well as the ability to communicate ideas clearly and concisely.
3. **Adaptability and Problem-Solving:** Capacity to adapt to evolving technologies and production methods in the digital theatre landscape, as well as the ability to troubleshoot technical issues and find creative solutions in a fast-paced production environment.

<p><b>Digital Visual Arts and Motion Graphics</b></p> <p>Motion Graphics Designer  Visual Effects Artist  2D Animator  3D Animator  Graphic Designer  Digital Illustrator  Multimedia Artist  Video Editor Compositor  Storyboard Artist  Art Director (specializing in digital media)</p>	<p><b>Technical Skills:</b></p> <ol style="list-style-type: none"> <li>1. <b>Proficiency in Design Software:</b> Mastery of industry-standard software like Adobe After Effects, Adobe Illustrator, and Cinema 4D for creating visually appealing graphics and animations.</li> <li>2. <b>Animation Techniques:</b> Expertise in animation principles such as timing, spacing, and squash and stretch, enabling the creation of fluid and dynamic motion graphics.</li> <li>3. <b>Compositing and Visual Effects:</b> Ability to integrate various visual elements seamlessly using compositing software like Adobe After Effects, incorporating techniques such as chroma keying, rotoscoping, and matte painting.</li> </ol> <p><b>Knowledge, Skills, and Abilities (KSAs):</b></p> <ol style="list-style-type: none"> <li>1. <b>Design Fundamentals:</b> Understanding of design principles such as color theory, typography, and composition to create visually compelling and aesthetically pleasing graphics and animations.</li> <li>2. <b>Conceptual Thinking:</b> Capacity to translate abstract concepts and ideas into engaging visual narratives, ensuring coherence and relevance to the intended message or audience.</li> <li>3. <b>Attention to Detail:</b> Keen eye for detail and precision in execution, essential for achieving high-quality output in digital visual arts and motion graphics, from intricate animations to polished final renders.</li> </ol>
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**D. Curriculum**

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

Students entering the Digital Media Arts program will be required to adhere to the policies of both the university and the state by completing the maximum amount of both general electives and core requirements. Direct, formative, and summative assessments will be conducted.

Students completing the Digital Media Arts program will be able to:

- Apply theoretical and practical skill sets to compete in a national and global job market.
- Produce creative, dynamic, and innovative digital media content for various distribution outlets.
- Pursue graduate-level opportunities to continue enhancing my academic skillset.
- Engage in team-based work and organize collaboration among people of different disciplines.

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

Career Ready Competencies (NACE)	Student Learning Outcomes
Critical Thinking/Problem Solving	Apply theoretical and practical skill sets to compete in a national and global job market. Produce creative, dynamic, and innovative digital media content for various distribution outlets.
Oral/Written Communications	Produce creative, dynamic, and innovative digital media content for various distribution outlets. Pursue graduate-level opportunities to continue enhancing my academic skillset.
Teamwork/ Collaboration	Produce creative, dynamic, and innovative digital media content for various distribution outlets. Engage in team-based work and organize collaboration among people of different disciplines.
Digital Technology	Produce creative, dynamic, and innovative digital media content for various distribution outlets.
Leadership	Engage in team-based work and organize collaboration among people of different disciplines.
Professionalism/ Work Ethic	Engage in team-based work and organize collaboration among people of different disciplines. Produce creative, dynamic, and innovative digital media content for various distribution outlets. Apply theoretical and practical skill sets to compete in a national and global job market.
Career Management	Engage in team-based work and organize collaboration among people of different disciplines. Produce creative, dynamic, and innovative digital media content for various distribution outlets.
Equity and Global/Intercultural Fluency	Produce creative, dynamic, and innovative digital media content for various distribution outlets.
Other (list others)	

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

Technical Skills and KSAs	Student Learning Outcome (s)
<b>Digital Screen Arts Production</b> Students gain practical expertise highly sought after in the global job market through	Apply theoretical and practical skill sets to compete in a national and global job market.

proficiency in cinematography, video editing, and sound design, especially in cinema productions. Additionally, the ability to conceptualize compelling narratives, understand visual language, and manage projects effectively equips students with essential theoretical and practical skills for global competitiveness in the digital media industry.

**Digital Sports Production**

Students are equipped for the global job market with proficiency in video editing, live production, and graphic design using industry-standard software. This technical expertise is highly valued, especially in sports media and broadcasting. Additionally, comprehensive sports knowledge enables tailored content creation, while strong time management and communication skills enhance competitiveness by ensuring timely project delivery and effective collaboration.

**Recording Arts**

To compete effectively in the global job market, students need both theoretical and practical skill sets. Proficiency in audio recording, mixing, sound editing, and studio equipment operation, including industry-standard software like Pro Tools and Adobe Audition, demonstrates practical abilities highly sought after in the digital media industry. Moreover, understanding acoustics and sound theory ensures the creation of high-quality digital media content by optimizing recording environments and processing techniques. Additionally, strong communication and collaboration skills are vital for successful interaction with clients, artists, and team members, essential for thriving in a global job market.

**Digital Performance Fusion**

Proficiency in digital editing, digital projection technology, and virtual production techniques equips students with practical expertise highly sought after in the global job market, especially in digital theatre. Storytelling and acting skills enable compelling narrative development for

<p>digital platforms, enhancing competitiveness in the digital theatre industry worldwide. Strong collaboration and communication skills further enhance job market competitiveness by facilitating effective teamwork and idea exchange.</p> <p><b>Digital Visual Arts and Motion Graphics</b> To compete effectively in the global job market, students need both theoretical and practical skill sets. Proficiency in design software, animation techniques, and compositing and visual effects provides practical expertise highly valued in the digital visual arts and motion graphics industries. Additionally, understanding design fundamentals, conceptual thinking, and attention to detail enhance students' theoretical knowledge and practical skills, preparing them to compete effectively in various roles related to digital media content creation.</p>	
<p><b>Digital Screen Arts Production</b> Mastery of cinematography, video editing, and sound design enables students to create dynamic digital media content for various distribution outlets like film, television, web series, and interactive media. Understanding storytelling principles, visual communication, and strong project management skills further enhance their ability to craft compelling narratives and execute creative projects effectively across different platforms.</p> <p><b>Digital Sports Production</b> With a proficiency in video editing, live production, and graphic design. Technical skills enable the creation of content like sports highlight reels, promotional videos, live streams, and social media posts. Additionally, sports knowledge enhances content engagement, while strong communication skills facilitate effective information conveyance through commentary and social media, contributing to innovative digital media production.</p> <p><b>Recording Arts</b> Students' mastery of audio recording software, sound editing techniques, and studio equipment operation enables them to craft top-tier digital media content for diverse distribution platforms. Additionally, their knowledge of music theory enhances creativity,</p>	<p>Produce creative, dynamic, and innovative digital media content for various distribution outlets.</p>

fosters effective collaboration with musicians, and enables dynamic content creation through strong communication skills.

**Digital Performance Fusion**

Mastery of digital editing software, digital projection technology, and virtual production techniques enables students to create creative and dynamic digital media content, including digital theatre productions. Storytelling and performance skills allow students to adapt theatrical techniques for digital platforms, fostering creativity and innovation. Strong collaboration and communication skills facilitate the production of impactful digital media content across various outlets.

**Digital Visual Arts and Graphic Design**

Mastery of technical skills in design software, animation techniques, and visual effects empowers students to create innovative digital media content. Through deep understanding and proficiency in these tools, students craft visually stunning graphics and animations, ensuring captivating content for diverse distribution outlets. Acquiring knowledge in design fundamentals and conceptual thinking further enhances their creative potential, guaranteeing high-quality output across various platforms. This fusion of technical expertise and creative prowess positions students as leaders in the dynamic landscape of digital media content creation.

**Digital Screen Production Arts**

Proficiency in cinematography, video editing, and sound design establishes a solid groundwork for students to pursue graduate-level studies in digital media or related fields. Additionally, the ability to develop compelling narratives, understand visual communication principles, and manage projects effectively equips students for scholarly research and academic growth at the graduate level.

**Digital Sports Production**

Mastering video editing, live production, and graphic design establishes a strong foundation for students to pursue advanced studies in digital media or related fields at the graduate level. Additionally, proficiency in sports knowledge, time management, and communication skills prepares students for scholarly research and continued academic

Pursue graduate-level opportunities to continue enhancing my academic skillset.

growth, enhancing their academic skillset for future opportunities at the graduate level.

**Recording Arts**

Proficiency in industry-standard software, equipment, and audio production techniques lays a solid groundwork for advanced studies in digital media or related fields. Understanding acoustics, coupled with effective communication and collaboration skills, prepares students for scholarly research at the graduate level.

**Digital Performance Fusion**

Proficiency in digital editing software, digital projection technology, and virtual production techniques lays a solid foundation for students to pursue advanced studies in digital media or related fields at the graduate level.

Additionally, adaptability and problem-solving skills prepare students for scholarly research and continued academic growth in graduate-level programs, enhancing their academic skillset for future opportunities in the digital theatre landscape.

**Digital Visual Arts and Graphic Design**

Proficiency in design software, animation techniques, and visual effects establishes a strong groundwork for students to pursue advanced studies in digital media or related fields at the graduate level. Additionally, conceptual thinking and attention to detail foster scholarly research and ongoing academic development, enriching students' skillset for future opportunities within the digital media industry.

**Digital Screen Arts Production**

Engaging in team-based work and organizing collaboration among people of different disciplines is essential for leveraging technical skills and KSAs effectively in digital screen productions, ensuring coherent storytelling, visual coherence, and overall project success.

**Digital Sports Production**

Engaging in team-based work and organizing collaboration among individuals of different disciplines is crucial for leveraging these technical skills and KSAs effectively in sports media production. Collaboration among video

Engage in team-based work and organize collaboration among people of different disciplines.

editors, live production technicians, graphic designers, sports knowledge experts, and communication specialists ensures the seamless execution of sports content creation and delivery, enhancing viewer engagement and satisfaction. By working collaboratively, individuals can capitalize on their respective expertise to produce high-quality sports media content that resonates with diverse audiences.

#### **Recording Arts**

The student learning outcome of engaging in team-based work and organizing collaboration among individuals of different disciplines is crucial. Collaboration among audio engineers, musicians, clients, and fellow team members ensures the seamless execution of audio projects. Effective communication and collaboration skills are essential for working with clients, artists, and fellow engineers, as well as providing musical direction during recording sessions.

Moreover, understanding acoustics principles and sound theory aids in optimizing recording environments and microphone placement, while knowledge of music theory and performance facilitates effective collaboration with musicians and understanding musical genres. By working collaboratively, individuals can leverage their diverse skills and expertise to produce high-quality audio recordings and meet the needs of clients and artistic collaborators effectively.

#### **Digital Performance Fusion**

These technical skills are complemented by the knowledge, skills, and abilities (KSAs) required for effective engagement in team-based work and collaboration among individuals of different disciplines. This involves the ability to analyze scripts, develop compelling narratives, and adapt traditional theatrical storytelling techniques for digital platforms. Strong interpersonal skills are essential for collaborating effectively with directors, designers, performers, and technicians, while clear communication ensures the exchange of ideas. Additionally, adaptability to evolving technologies and problem-solving abilities in a fast-paced production environment are crucial for successful collaboration and innovation in digital theatre production.

<p><b>Digital Visual Arts and Graphic Design</b> These technical skills align closely with the knowledge, skills, and abilities (KSAs) required for effective engagement in team-based work and collaboration among individuals of different disciplines. Understanding design principles such as color theory and typography ensures visually compelling output, while conceptual thinking enables the translation of abstract concepts into engaging visual narratives. Attention to detail is essential for achieving high-quality output in digital visual arts, contributing to polished final renders that resonate with audiences effectively.</p>	

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

AACU HIPs	
First Year Experience	
Undergraduate Research	N/A
Common Intellectual Experiences	The proposed program incorporates required common courses from the University and the College of Humanities and Interdisciplinary Studies.
Diversity/Global Learning	The University requires that all students complete a 3-hour course pertaining to the "African American Experience"
Learning Communities	
ePortfolios	The proposed program requires students to complete a portfolio.
Writing Intensive Courses	
Service-Learning, Community-based Learning	The University has a requirement for service learning.
Collaborative Assignments & Projects	The program will have opportunities for students to work as a group to develop and complete a project.
Internships	The program includes a requirement for an internship to ensure the inclusion of experiential learning in the program.
Capstone Courses and Projects	The program includes required seminar/portfolio courses. These courses are designed to help students develop a professional portfolio showcasing the skills and knowledge acquired. Students will learn how to select and organize their best work, write artist statements, and project descriptions, and create a visually appealing and easy-to-navigate portfolio website.

22. Attach a map of the curriculum by semester for a full-time student enrolled in at least 15 units per semester. This may be structured like a program of study in the general catalog or on a curriculum guide.
- Include course prefixes, numbers, titles, and credit hour requirements. Identify courses that meet general education requirements.
  - Include alternate tracks and requirements by concentration if applicable. Identify courses that are applicable to the alternative tracks.
  - List all major course requirements. Indicate the word "new" beside new courses.
  - Indicate work-based learning experiences (such as internships, clinicals etc.) if applicable.
  - Provide a summary of how the curriculum meets the learning outcome goals described in questions 18-21. **(See Attached Document)**
23. Check all proposed program modes of delivery that apply:
- On campus (<50% online)
- Hybrid (51-99% online)
- 100% online

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

Students will have the opportunity to receive credit for prior learning through the Board of Regents Transfer Credit Policy.

25. Describe how [Open Education Resources \(OER\)](#) have been incorporated into the program’s instructional materials. Identify other measures the institution will take to ensure course material affordability.

The Southern University System, along with the SUBR Bookstore, is engaged in a collaborative initiative known as Follett Access. This partnership enables students to access textbooks at a discounted rate by renting them, with charges conveniently applied directly to their tuition and fees. Furthermore, instructors will be urged to explore Open Educational Resources (OER) as viable alternatives for course materials.

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

We will utilize the current university admission policy.

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

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

List specific partners for each category checked above.

We plan to create partnerships with the following:  
High school - EBR Career and Technical Education Center (CTEC)  
2-year college - SUSLA, BRCC, SUNO  
Employers - New Orleans Video Access Center (NOVAC)  
Other Partner - Louisiana Film Commission

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

The upcoming degree program provides a route for students to earn their bachelor's degree in four years. For those with associate degrees, the program aims to facilitate the completion of a bachelor's degree within an estimated two years. Students will receive guidance to select a concentration specialization. After graduation, employers are expected to actively recruit these graduates for internships and full-time roles. Students in other programs who wish to transition to Digital Media Arts will discover that much of their coursework from the initial two years can be applied towards this degree.

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

Currently, we are creating an advisory council, establishing connections with partners, we will collaborate with the university’s career services department and will persist in seeking further collaborations to facilitate post-graduation employment opportunities. Additionally, we will extend invitations to employers to engage in Zoom meetings for discussions on career prospects, participate in on-campus career fairs and recruitment events, and interact with students through classroom sessions and workshops. Moreover, students will have the chance to pursue certification in industry level applications such as Avid Media Composer, Pro Tools, or Adobe Creative Cloud. More certification opportunities will be infused as the program grows.

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

Upon graduation, we will monitor enrollments in graduate programs, employment rates and the successful completion of certification courses.

**E. Students**

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

During the 2022-2023 academic year, surveys and interviews were conducted to gather feedback and expectations for the development of a Digital Media Arts degree program. Surveys were distributed to first year and incoming students, revealing that 60% believed a digital media arts education was extremely important for 21st-century careers, while 82% emphasized the significance of hands-on experience and project-based learning. Industry leaders highlighted essential skills such as critical thinking and proficiency in industry standard software such as Adobe Creative Cloud, Avid Media Composer, Avid ProTools, and DaVinci Resolve, emphasizing the importance of a curriculum structured to prepare students for various roles in the industry. Additionally, considerations were raised regarding the inclusion of business development coursework to bridge the gap between academia and the workplace.

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

The National Center for Education Statistics reports that fifty-nine percent of full-time first-time students pursuing bachelor’s degrees and thirty-four percent of part-time students are retained. Additionally, the IPEDS overall graduation rate for students who commenced their studies in Fall 2016 stands at thirty percent.

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

	Year 1	Year 2	Year 3	Year 4
Academic Year (Summer, Fall, Spring)	2024-25	2025-26	2026-27	2027-28
Base enrollment*		10	20	30
Lost to Attrition (should be negative)	0	-5	-5	-5
New to the institution	5	10	10	20
Shifted from existing programs within your institution	5	5	5	5
<b>Total Enrollment</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>50</b>
Graduates	0	0	0	15
Carry forward base enrollment for next year	10	20	30	35

\*Total enrollment becomes the base enrollment for the following year

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

Same as the university.

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

Our marketing and recruitment plan for the new Digital Media Arts degree program is multifaceted and tailored to effectively engage with our target audience.

Firstly, we will host an annual open house event aimed at showcasing the program's unique features, including the major and concentration options available. This event will serve as a platform to explain the curriculum in detail and provide insights into the career paths within the digital media arts field. Leveraging the support of our alumni chapter, we will harness their experiences and success stories to inspire and attract prospective students.

To reach a diverse pool of applicants, we will implement targeted outreach initiatives. This will include engaging with high schools, community colleges, and local organizations with significant African American student populations. Through these efforts, we aim to underscore the relevance and benefits of our program for aspiring creatives and media professionals from underrepresented backgrounds.

In addition to traditional outreach methods, we will leverage digital campaigns on platforms such as Instagram, Twitter, and TikTok to captivate the attention of prospective students. By creating compelling visual content, we can effectively communicate the value proposition of our program and engage with our audience on platforms they frequent.

Furthermore, we will prioritize community engagement by hosting virtual information sessions, webinars, and workshops tailored to the interests of our target demographics. Collaborations with local media outlets and cultural organizations will amplify our message and highlight the program's contributions to the community.

Building strategic partnerships with industry leaders, media companies, and creative agencies will enrich our students' educational experience by providing them with real-world opportunities and networking connections. Emphasizing our program's industry relevance will attract ambitious individuals looking to gain a competitive edge in the digital media landscape.

To ensure accessibility and affordability, we will work to develop scholarships and grants and actively promote available scholarships, grants, and financial aid options tailored to digital media arts students. By highlighting these resources, we aim to make our program more accessible to students from diverse socioeconomic backgrounds.

Lastly, in alignment with our commitment to diversity and inclusion, we will collaborate with Louisiana Economic Development (LED) and the Louisiana Workforce Commission (LWC) to raise awareness of our program among adult learners in the digital media industry. As an HBCU and Minority Serving Institute, we will prioritize targeting underrepresented populations to fulfill our mission of serving diverse communities.

## F. RESOURCES

### F1. Finance

36. Attach the completed Regents budget template.

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

Through the advisory council that will be created, we will raise funds. The program will work hard to provide scholarships, write grant proposals, and find endowments to attract students. We will prioritize using Open Education Resources (OER) whenever feasible.

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

Federal Title III funding has been approved to address the anticipated increase in indirect costs for Years 1 through 5. We anticipate that the program will achieve self-sustainability within the five-year timeframe.

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

N/A

## F2. Instruction and Student Support

### 40. Faculty

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

The number of faculty members needed for the new digital media arts degree program will vary depending on several factors, including:  
The size of the student body.  
The amount of curriculum overlaps between concentrations.  
The availability of adjunct professors.  
The faculty's teaching load.  
We intend to hire 5 new faculty members.  
Adjunct instructors will be needed to supplement existing full-time and part-time instructors.  
No challenges in hiring adjunct instructors are anticipated.

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

The plan is to have one faculty member already on staff for each concentration. We will gradually add more as the program grows. It will be important to make use of adjunct professors.

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

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

No additional staff needs are anticipated currently.

## F3. Facilities

42. Where will the program be offered? Mark all that apply.

Main Campus       Satellite campus (specify campus here)       Other (specify here)       100% Online

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

Space	New Space	Use Existing Space (as is)	Use Existing Space (Renovated)	Sem/Yr. of Occupancy
Dry Labs (STEM related)				
Wet Labs (STEM related)				
Dedicated Offices		x		Fall/2024
Fine Arts Spaces		x		Fall/2024
Classrooms		x		Fall/2024
Meeting Rooms		x		Fall/2024
Student Study Space			x	Fall/2024
Shared Space with other campus units			x	Fall/2024
Other (Specify)				

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

Facility/Space Name	Gross Square Footage	Start Up Costs	Ongoing Costs	Est. Occupancy Date	Funding Source
<b>New Construction</b>					
Recording Studio (Completed)	850	*\$1,000,000	\$100,000	Fall 2024	*Federal Grant
		*(Title III)			*(Title III)
<b>Renovations and Infrastructure*</b>					
Digital Media Production Studio		*\$400,000	\$40,000	Fall 2024	*Federal Grant
Located at Stewart Hall. The Digital Media Production Studio will undergo comprehensive renovations, including updating broadcast equipment, flooring, paint, signage, storefront, and converting the computer lab into a newsroom. The television studio, control room, and associated components will be renovated. Additionally, necessary updates or additions will be made to data, power supply, and cooling systems.		*(Title III)			*(Title III)
<b>Purchases: Land, Buildings etc.</b>					
N/A					
<b>Lease space</b>					
N/A					
<b>TOTAL Cost</b>		<b>\$1,400,000</b>	<b>\$140,000</b>		

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

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

The renovation is scheduled for summer 2024, ensuring minimal disruption to academic activities as courses utilizing the facility are not typically scheduled during this time. The establishment of a newsroom, modernization of the broadcast control room, and implementation of cutting-edge broadcast production equipment and software will enhance the curriculums for both the new digital media arts program and the existing mass communication program. Furthermore, it will facilitate collaboration with other campus departments to produce, record and distribute content while providing valuable training opportunities for students.

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

NO

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

NO

**F4. Technology and Equipment**

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

Technology and Equipment	Start-up Costs	On-going Costs	Est. Start Date of Operations/Use
SSL Duality Pro Station 48 Ch	\$250,000	\$20,000	Fall 2024
Carbonite Ultra Switchers	\$34,389.05	\$3,400	Fall 2024
Carbonite Switcher Addons	\$23,177.80	\$3,400	Fall 2024
Ultrix FR5 Router	\$138,725.58	\$3,400	Fall 2024
Xpression Graphics	\$91,000.02	\$3,400	Fall 2024
XPression MOS Components	\$39,959.53	\$3,400	Fall 2024
CueScript Teleprompter	\$62,781.30	\$3,400	Fall 2024
Tria Express Duet	\$36,550.22	\$3,400	Fall 2024
Mira Replay	\$76,772.15	\$3,400	Fall 2024
Terminal Gear	\$22,808.76	\$3,400	Fall 2024
<b>Total Technology and Equipment Costs</b>	<b>\$776,164.41</b>	<b>\$60,000</b>	

**G. RISKS AND ASSUMPTIONS**

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

Risk	Impact	Probability	Risk Mitigation Strategy
Low Enrollment	medium	medium	Energize our recruitment strategy and market and promote the program.
Retention	medium	medium	Implement personalized academic advising, targeted support services, and enhanced engagement opportunities to ensure students thrive academically and feel supported throughout their educational journey.
Financial Resources	medium	medium	Find money for scholarships.

## SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED PROGRAM

Institution: Southern University and A&M College \_\_\_\_\_ Date: 10/01/2023

Degree Program, Unit: Digital Media Arts

FTE = Full Time Equivalent (use the institution's standard definition and provide that definition).

EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$187,843	2	\$187,843	2	\$93,922	1		
Graduate Assistants	\$20,000	1	\$20,000	1	\$20,000	1	\$20,000	1
Support Personnel	\$324,628	4	\$330,153	4	\$330,153	4	\$330,153	4
Fellowships and Scholarships	-		-		-		-	
<b>SUB-TOTAL</b>	<b>\$532,471</b>	<b>7</b>	<b>\$537,996</b>	<b>7</b>	<b>\$444,075</b>	<b>6</b>	<b>\$350,153</b>	<b>5</b>
	<b>AMOUNT</b>		<b>AMOUNT</b>		<b>AMOUNT</b>		<b>AMOUNT</b>	
Facilities	\$100,000		\$50,000		\$80,000		-	
Equipment	\$234,000		\$48,000		\$48,000		\$48,000	
Travel	\$18,000		\$9,000		\$9,000		\$9,000	
Supplies	\$5,000		\$5,000		\$5,000		\$5,000	
Other (Software/Professional Development, Part-Time Faculty, Faculty Liaisons)	\$60,000		\$126,000		\$126,000		\$126,000	
<b>SUB-TOTAL</b>	<b>\$417,000</b>		<b>\$238,000</b>		<b>\$268,000</b>		<b>\$188,000</b>	
<b>TOTAL EXPENSES</b>	<b>\$949,471</b>		<b>\$775,996</b>		<b>\$712,075</b>		<b>\$538,153</b>	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$214,132		\$387,998		\$469,969.50		\$538,153	
*Federal Grants/Contracts	\$735,339		\$387,998		\$242,105.50		\$0	
*State Grants/Contracts								
*Private Grants/Contracts			\$25,000		\$25,000		\$25,000	
Expected Enrollment								
Tuition			\$107,320		\$160,980		\$186,760	
Fees			\$106,440		\$159,660		\$186,270	
*Other (specify)								
<b>TOTAL REVENUES</b>	<b>\$949,471</b>		<b>\$1,014,756</b>		<b>\$1,057,715</b>		<b>\$936,183</b>	

\* Describe/explain expected sources of funds in proposal text.

**Faculty Roster Form**  
**Qualifications of Full-Time and Part-Time Faculty**

**Name of Institution:** Southern University and A&M College

**Name of Primary Department, Academic Program, or Discipline:** Digital Media Arts

**Academic Term(s) Included:** \_\_\_\_\_

**Date Form Completed:** 03/09/2024

**Abbreviations: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate; Dual: High School Dual Enrollment Course**

*Form Updated: April 2018*

1	2	3	4
NAME (F, P)	<b>COURSES TAUGHT</b> <b>Including Term, Course Number &amp; Title, Credit Hours (D, UN, UT, G) [Dual]</b> Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i> , not historical teaching assignments	<b>ACADEMIC DEGREES &amp; COURSEWORK</b> <b>Relevant to Courses Taught, Including Institution &amp; Major</b> <b>List specific graduate coursework, if needed</b>	<b>OTHER QUALIFICATIONS &amp; COMMENTS</b> <b>Related to Courses Taught</b>
Mahmoud Braima	DMAD 105 Introduction to Digital Media  DMAD 320 Web Design & Development  DMAD 440 Programming with Python  DMAD 450 Data Analytics	PhD (Journalism), Southern Illinois University MA (Journalism), Murray State University BA (Journalism), King Saud University	2016 – JUST THE FACTS: A boot camp on accountability journalism. Presented by the Manship School of Mass Communication at Louisiana State University and the American Press Institute. Saturday, March 12, 2016. 2012 – Completed the World Association of Newspaper and News Publishers (WAN IFRA) Newsplex Summer Seminar in Convergent Journalism, University of South Carolina, Columbia, SC. 2010 – Attended the Adobe Dreamweaver CS4 Website Development Training Course in preparation to developing and teaching convergent journalism. 2010 – Attended the Adobe Dreamweaver CS4: Advanced Application Development Training Course in preparation to developing and teaching convergent journalism. 2009 – 2012 Completed several online courses in Website Development including CSS and XHTML, HTML, PHP and MySQL.

Abbreviations: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate; Dual: High School Dual Enrollment Course

Form Updated: April 2018

1	2	3	4
NAME (F, P)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses to be taught, not historical teaching assignments	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
Jonathan Corey Knoll	DMAR 215 Computer Music 1 (MIDI Sequencing) DMAR 316 Recording Techniques 1 DMAR 315 Computer Music 2 (Trends in Music Notation Software) DMAR 420 Multimedia Production DMAR 414 Computer Music 3 (Signal Processing & Sound Design)	PhD (Composition), Louisiana State University MM (Composition and Music Theory), Bowling Green State University BFA (Composition and Music Theory), Marshall University	2011-2015 IT and Network Admin, LSU College of Music & Dramatic Arts
Bonny McDonald	DMAD 105 Introduction to Digital Media DMAD 211 Digital Storytelling DMAP 200 Introduction to Digital Theater DMAP 375 Acting for Digital Media DMAP 315 Digital Theater Ensemble	PhD (Communication Studies and Performance Studies), Louisiana State University MA (English Literature), Western Kentucky University BA (English Literature), Marshall University	Communication Studies with a focus in Performance Studies
Harry Anderson	DMAR 316 Recording Techniques 1 DMAR 317 Recording Techniques 2	M.ED (Music Education), Southern University BS (Music Performance), Southern University BS (Music Education), Southern University	Avid ProTools User and Operator Certification

Abbreviations: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate; Dual: High School Dual Enrollment Course

Form Updated: April 2018

1	2	3	4
NAME (F, P)	<b>COURSES TAUGHT</b> Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses to be taught, not historical teaching assignments	<b>ACADEMIC DEGREES &amp; COURSEWORK</b> Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	<b>OTHER QUALIFICATIONS &amp; COMMENTS</b> Related to Courses Taught
Darrell Roberson	DMAC 316 Digital Video Editing  DMAS 210 Introduction to Sports Production  DMAS 320 Sports Editing & Postproduction	MA (Mass Communication), Southern University BA (Broadcasting), Southern University	Developed Southern University's first closed-circuit TV channel. Developed Southern University's first Web based radio station. • 2013 Academy of Television Arts and Science Faculty Seminar Fellow • 2017 Baton Rouge Area Association of Black Journalist Pioneering Journalist Honoree • 2018 IRTS Faculty Seminar Fellow • 2018 National Association of Television Program Executives (NATPE) Faculty Fellowship recipient • 2010 Worked with ESPN to crew and broadcast the first integrated student broadcast at an HBCU. This resulted in Southern University being the first HBCU to participate in that program.
Carlie Salamons	DMAD 105 Introduction to Digital Media  DMAV 220 Digital Illustration  DMAV 210 Digital Imaging  DMAV 330 3D Modeling and Sculpting	MFA (Printmaking) Louisiana State University Tamarind Institute of Lithography BFA University of Hawaii at Manoa	

Abbreviations: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate; Dual: High School Dual Enrollment Course

Form Updated: April 2018

1 NAME (F, P)	2 COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses to be taught, not historical teaching assignments	3 ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	4 OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
New Faculty	Digital Screen Arts		
New Faculty	Recording Arts		
New Faculty	Visual Arts and Motion Graphics		
New Faculty	Digital Performance Fusion		
New Faculty	Digital Sports Production		

Abbreviations: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate; Dual: High School Dual Enrollment Course

Form Updated: April 2018

## Bachelor of Digital Media Arts (BDMA) Degree Plan (120 cr. hrs.)

Name:
Catalog Date:

Student Number:
Graduation Date:

### First Year – 1<sup>st</sup> Semester

COURSE	NO.	GRAD E	HRS
Introduction to Digital Media (New)	DMAD 105		3.0
College Success Skills	FRMN120B		2.0
English Composition I Req.	SENL110B		3.0
Social/Behavioral Science Req.			3.0
College Mathematics I	MATH 130		3.0
Natural Science Requirement			3.0
<b>Total</b>			<b>17.0</b>

### First Year - 2<sup>nd</sup> Semester

COURSE	NO.	GRAD E	HRS
Elementary World Language I			3.0
English Composition II Req.	SENL 111B		3.0
Social/Behavioral Science Req.			3.0
Computer Literacy	CMPS 105B		3.0
Natural Science Requirement			3.0
Physical Education (or Health)			1.0
<b>Total</b>			<b>16.0</b>

Notes

### Second Year – 1<sup>st</sup> Semester

COURSE	NO.	GRADE	HRS
Digital Storytelling (New)	DMAD 211		3.0
Elementary Statistics I	MATH 274		3.0
Principles of Economics	SECO 211B		3.0
Elementary World Language II			3.0
Natural Science Requirement			3.0
<b>Total</b>			<b>15.0</b>

Notes:

### Third Year – 1<sup>st</sup> Semester

COURSE	NO.	GRADE	HRS
News Writing	MCOM 211B		3.0
HUMN Requirement	HUMN _____		3.0
Digital Video Editing (New)	DMAC 316		3.0
Concentration Course (New)			3.0
Digital Imaging (New)	DMAV 310		3.0
<b>Total</b>			<b>15.0</b>

### Fourth Year – 1<sup>st</sup> Semester

COURSE	NO.	GRADE	HRS
Concentration Course (New)			3.0
Elective (New)			3.0
Multimedia Production	DMAR 420		3.0
Programming with Python (New)	DMAD 440		3.0
Service Learning	SVLR		3.0
<b>Total</b>			<b>15.0</b>

### Second Year – 2<sup>nd</sup> Semester

COURSE	NO.	GRADE	HRS
Speech and Theater Elective	SPTH _____		3.0
Humanities Requirement			3.0
Philosophy Elective	PHIL _____		3.0
Intermediate World Language			3.0
Entrepreneurial Venture Creation	ENTR 200		3.0
<b>Total</b>			<b>15.0</b>

### Third Year – 2<sup>nd</sup> Semester

COURSE	NO.	GRADE	HRS
Concentration Course (New)			3.0
Elective (New)			3.0
Web Design & Development (New)	DMAD 320		3.0
African American Experience			3.0
Graphics & Visual Effects for Sports (New)	DMAS 410		3.0
<b>Total</b>			<b>15.0</b>

### Fourth Year – 2<sup>nd</sup> Semester

COURSE	NO.	GRADE	HRS
Elective (New)			3.0
Data Analytics (New)	DMAD 450		3.0
Free Elective			3.0
Digital Media Arts Capstone course	DMAD 498		3.0
<b>Total</b>			<b>12.0</b>

### Concentration Electives – SELECT 9 HOURS

COURSE	NO.	GRADE	HRS
			3.0
			3.0
			3.0
Writing Proficiency			



Dr. Aubra J. Gantt  
CHANCELLOR

OFFICE OF THE CHANCELLOR  
SOUTHERN UNIVERSITY AT SHREVEPORT

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AGANTT@SUSLA.EDU  
OFFICE: (318) 670-9312  
FAX: (318) 670-6374

April 5, 2024

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

**Re: April 2024 Board Package Submission**

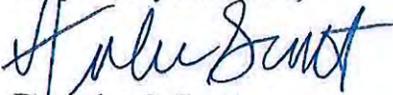
Dear President Shields,

The following items are being submitted by Southern University at Shreveport (SUSLA) for inclusion in the **April 2024 BOARD PACKAGE**.

1. Chancellor's Report
2. Academic Affairs
  - a. Degree Program Proposals
    - i. Construction Engineering Technology - CIP Code 15.1001
    - ii. Drone Engineering Technology - CIP Code 36.0207
    - iii. Engineering CIP Code - 14.0101
    - iv. Mechatronics CIP Code - 14.4201
    - v. Alternative & Renewable Energy - CIP Code 15.0505
  - b. Request to offer existing academic program through distance learning technologies – *Associate of Applied Science in Polysomnographic Technology*

Thank you for your favorable consideration and support of this request.

Respectfully submitted,

  
Dr. Aubra J. Gantt  
Chancellor

AJG/dna

Attachments



BOARD of REGENTS  
STATE OF LOUISIANA

## Academic Degree Program Proposal Form

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

### A. Overview

Institution Name: Southern University at Shreveport		Designation (flagship, statewide, regional, HBCU, 2-year): 2-year, HBCU		
College/School/Division: B-STEM		Academic Department: Department of Engineering & Technology		
Degree Designation <sup>a</sup> : CTS	Proposed Degree Name: Construction Engineering Technology	CIP Code: 15.1001	Credit Hrs <sup>b</sup> : 33	Contact Hrs <sup>c</sup> :
Planned Implementation Semester/Term & Year: Fall 2024		Was this program listed in the most recent Three-year Academic Plan? <input checked="" type="checkbox"/> Yes [ ] No		

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

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

<sup>c</sup> If applicable.

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

The program concept centers around providing students the opportunity to receive an advanced certification in construction technology with specific experience in building construction and supervision as well as supply logistics and procurement. The proposed curriculum involves courses that are part of an existing Associate Degree offering in Pre-Engineering, and students are not required to matriculate through the entire degree process. Students can complete 33 hours and receive a certification in Construction Engineering Technology. The delivery mode of this certification is in-person, hybrid and online depending on the specific course. There are eight specific new courses that have been created as a result of this certificate that are not part of existing courses in the Pre-Engineering A.G.S. or Engineering Technology A.A.S. degree.

2. Describe specialized accreditation requirements associated with the program if applicable (refer to Board of Regents [A.A. Policy 2.13: Program Accreditation](#)). If not required, describe whether the institution will seek any voluntary accreditation or certification for the program.

The proposed curriculum involves courses that are part of an existing Associate Degree offering in Engineering Technology, therefore, accreditation will be through ABET's Engineering Technology Accreditation Commission (ETAC).

3. Specify **SACSCOC** or other accreditation organization requirements. Mark all that apply.

- Substantive change requiring notification only
- Substantive change requiring approval prior to implementation
- Level Change
- None

4. Has the program been designed to align with any Board of Regents or other statewide initiatives? Check all that apply.
- MJ Foster Promise Program
  - Cyber-security Initiatives
  - Louisiana Transfer Pathways
  - Other: \_\_\_\_\_

5. If this proposal is for a Master's or Doctoral program, provide a list below (name, institution, email address, brief summary of qualifications) for at least three external review candidates. Reviewers should be active or retired full time faculty member from an accredited institution; have experience developing and/or administering a program like the proposed program; and should not have direct affiliation with a Louisiana institution.

N/A

**B. The Master Plan and Institutional Role, Scope, and Mission**

6. How does the program align with your institutional role, scope, and mission? If the program does not align, provide a compelling rationale for the institution to offer the program.

The program aligns with the institution's role, scope, and mission by preparing students to compete globally in their fields of study and to achieve excellence in undergraduate education, research and public service. The Mechatronics program, which is part of the Engineering Technology degree program, facilitates and promotes learning environments conducive to the enhancement of technical competency skills, critical-thinking skills, problem-solving abilities, and interpersonal skills for all students in an effort to assure success with entry-level competencies for the profession and the public.

7. How does the program align with your institution's strategic plan and academic program portfolio?

The program aligns with SUSLA's Strategic Plan Goals and Objective Strategies 1.1.2, 1.2.4, 1.3.2 and 1.5.4. Through these strategies, the Mechatronics Engineering Technology program will build the foundational skills of students, provide opportunities for dual-enrollment to high school students, promote distance learning opportunities and facilitates the introduction of new course credit offerings.

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

- Accessibility (mode of delivery, alternate course scheduling)

In-person, hybrid and online depending on the specific course in the program.

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

OER materials will be utilized when available for courses.

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

The Engineering Technology program has a number of MOUs with institutions in Louisiana (i.e. Southern University in baton Rouge, LA Tech, Grambling, Northwestern State Louisiana University and Jarvis Christian University. SUSLA's Department of Engineering & Technology is also a member of a consortium of institutions around the nation for undergraduate research-collaborative undergraduate research experiences (CURN) (i.e. Pasadena City College, Princeton, New Mexico State, UC Vista, and SUNY New York).

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

Students in the Constructions Engineering Technology CTS program will have the opportunity to complete internship/ co-op as part of the Engineering Technology A.A.S. degree program (i.e. AEP/ SWEPCO, CenterPoint Energy, Welbilt, ExxonMobil, Chevron, Hall Builders).

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

SUSLA is a recognized HBCU providing services and resources to underserved populations. SUSLA's enrollment has been consistently 90% minorities since its inception. The Department of Engineering & Technology maintains two hands-on labs and is served by a Lab Tech that facilitates lab instruction and remediation, if necessary.

**C. Need**

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

The Certificate of Technical Studies in Construction Engineering Technology at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties. Currently, we do not offer solutions for employers to recruit technical certificate holders in engineering or technology to fill much needed employment openings. Companies have expressed difficulty in recruiting employees who hold degrees in fields utilizing industry-leading technology and software in the engineering problem-solving process.

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

The department engages with community, organizational and industry stakeholders regularly through stakeholder meetings, community events and open house activities designed to align program goals with stakeholders needs. The Department of Engineering & Technology has an advisory board which consists of the aforementioned parties and are involved in shaping the direction of program outcomes.

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

SUSLA's Labor Market area is Region 7. The program has online options for specific courses as well as connections to other institutions in the state of Louisiana.

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

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

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

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

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

Service Area Data     State Data     National Data

Related Occupation	LWC Star Rating	Current Employment [2022]	Projected Employment [2030]	# Change	% Change	Average Annual Openings	Average Salary
Construction Technician	4	N/A	N/A	N/A	N/A	104	54,694
Civil Engineering Technician	4	68,800	70,000	1,200	1.7	6,500	58,320
Construction Manager	4	448,000	499,400	51,400	11.5	38,900	98,890

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

Institution	Program (degree and title)	No. Graduates in past year
N/A	N/A	N/A

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

There is an employer need for programs that provide students who have a desire to become Construction Technicians with career tracks available upon completion. Through this technical certificate program, SUSLA could produce at least ten to fifteen new graduates in the field of Construction Engineering Technology over the course of the next five years. This can be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies.

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

The Construction Technology program and its courses are considered part of the existing AAS degree in Engineering Technology and will complement other similar programs while providing students with degree subject options as well as career options upon completion.

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

Occupation	Occupation-specific skills & KSAs
Construction Technician	Installation, repair, construction, maintenance, problem solving, building and construction
Civil Engineering Technician	Critical thinking, reading comprehension, building and construction, administration, written comprehension, problem solving
Construction Manager	Building and construction, administration, coordination, ordering, problem solving

**D. Curriculum**

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

Students will be able to utilize CAD software, prepare technical reports, communicate effectively (orally and written), understand construction plans, understand materials management and facilitate project supervision. Outcomes will be assessed during and at the end of each course during the semester.

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

Career Ready Competencies (NACE)	Student Learning Outcomes
Critical Thinking/Problem Solving	Understand the problem-solving and engineering design process and the ability to apply this process systematically to solve construction engineering technology problems.
Oral/Written Communications	Student will demonstrate the ability to write clear, concise documentation describing technical reports and incorporating text and graphics, using appropriate standards.
Teamwork/ Collaboration	Students will demonstrate their ability to work effectively in a group setting or as a team.
Digital Technology	Students will demonstrate the ability to use software to model construction plans.
Leadership	Students will demonstrate leadership qualities working in effective teams through group interactions.
Professionalism/ Work Ethic	Develop and demonstrate professional and ethical behavior as required by discipline-specific codes of conduct.
Career Management	Develop a knowledge base for the history, nature and foundations of engineering and engineering careers. Provide job outlook data regarding careers in engineering.
Equity and Global/Intercultural Fluency	N/A
Other (list others)	N/A

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

Technical Skills and KSAs	Student Learning Outcome (s)
Critical thinking	Understand the problem-solving and construction design process and the ability to apply this process systematically to solve problems.
Complex problem-solving	Understand the problem-solving and construction design process and the ability to apply this process systematically to solve problems.
Deductive reasoning	Understand the problem-solving and construction design process and the ability to apply this process systematically to solve problems.

Oral comprehension	Student will demonstrate the ability to write clear, concise documentation describing technical reports and incorporating text and graphics, using appropriate standards.
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21. The American Association of Colleges & Universities identifies a list of high impact educational teaching and learning practices (HIPs) listed below (see <https://www.aacu.org/trending-topics/high-impact>). Briefly describe how the program will utilize those HIPs that are applicable, including whether it is optional or required.

AACU HIPs	
First Year Experience	Through Introduction to Engineering & Technology course
Undergraduate Research	Students have the opportunity to conduct Summer research experiences with SUSLA's consortium-based Collaborative Undergraduate Research Network (CURN).
Common Intellectual Experiences	N/A
Diversity/Global Learning	N/A
Learning Communities	N/A
ePortfolios	N/A
Writing Intensive Courses	Students gain extensive writing experience in Technical Communication through technical report compilation.
Service-Learning, Community-based Learning	N/A
Collaborative Assignments & Projects	Each lab is either individual or team-based.
Internships	Internship will be available with local industry partners (i.e. Wright Construction, Hall Construction etc.)
Capstone Courses and Projects	N/A

22. Attach a map of the curriculum by semester for a full-time student enrolled in at least 15 units per semester. This may be structured like a program of study in the general catalog or on a curriculum guide.
- Include course prefixes, numbers, titles, and credit hour requirements. Identify courses that meet general education requirements.
  - Include alternate tracks and requirements by concentration if applicable. Identify courses that are applicable to the alternative tracks.
  - List all major course requirements. Indicate the word "new" beside new courses.
  - Indicate work-based learning experiences (such as internships, clinicals etc.) if applicable.
  - Provide a summary of how the curriculum meets the learning outcome goals described in questions 18-21.
23. Check all proposed program modes of delivery that apply:
- On campus (<50% online)
- Hybrid (51-99% online)
- 100% online

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

Credit may be awarded for verifiable learning gained through experience on the basis of credit-by-exam.
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25. Describe how [Open Education Resources \(OER\)](#) have been incorporated into the program's instructional materials. Identify other measures the institution will take to ensure course material affordability.

OER material are more difficult to utilize in engineering and technology courses more than any other degree program courses because the technology and equipment utilized changes every year. If there are any viable OER resources, the professors will try their best to incorporate them.
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26. What, if any, special preparation will students need for admission to the program? This may include pre-requisite courses or degrees, program-specific selective admission criteria or eligibility, or work experience

N/A

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

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

List specific partners for each category checked above.

Captain Shreve, Byrd, Green Oaks, Woodlawn, BTW, NSULA, Grambling, Jarvis Christian, LA Tech, SciPort, AEP/SWEPCO, CenterPoint Energy, ExxonMobil, Hall Builders, Chevron, WelBilt, NAPTA, NSF ATE, ASEE, ETLI

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

Students are able to earn a dual-enrollment CTS in Engineering which is stackable into the AAS of Engineering Technology. In addition, a few of the courses that are part of the CTS in Constructions Technology are part of the dual-enrollment CTS in Engineering. Therefore, students are able to earn (2) CTSs (one in Engineering and one in Mechatronics) as well as (if they choose) earn an AAS in Engineering Technology.

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

The Department of Engineering & Technology have an advisory board that consists of many industry partners that promote internships and direct hire options for program completers. In addition, SUSLA has an outstanding Career Services department that is connected to many area employers, specifically in STEM area. The department also has a number of MOUs with institutions such as NSULA, Grambling, LA Tech, SUBR, Jarvis Christian University.

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

Program completer success can be determined by either employment or continued educational pursuit at another institution (member/ non-member).

#### E. Students

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

SUSLA holds a Jaguar Preview Day, a Trio Prospect Day as well as other high school recruitment events every semester. Student interest forms are collected along with potential student enrollment data. The Department of Engineering & Technology's website has a student interest form that forwards potential engineering & technology student data to the Office of Recruitment as well as the Department Head.

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

As of the 2020-2021 academic year, the University has a total of 2745 students enrolled and 240 program completers. The Department of Engineering & Technology is a newly established department which has been in existence since 2021. The Engineering Technology AAS degree program is a newly established program with its maiden cohort beginning Spring 2022.

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

	Year 1	Year 2	Year 3	Year 4
Academic Year (Summer, Fall, Spring)	202x-xx	202x-xx	202x-xx	202x-xx
Base enrollment*	0	0	0	0
Lost to Attrition (should be negative)	0	0	0	0
New to the institution	0	0	0	0
Shifted from existing programs within your institution	0	0	0	0
<b>Total Enrollment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Graduates	0	0	0	0
Carry forward base enrollment for next year	0	0	0	0

\*Total enrollment becomes the base enrollment for the following year

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

The Engineering Technology AAS degree is a new degree to the university with its maiden cohort beginning Spring 2022. Current enrollment totals for the 2022 academic year exceeds 25 students in the Engineering Technology degree program with expectations to double that number in the 2023 academic year.

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

The Department of Engineering & Technology sustains a number of grants which funds a robust marketing and outreach campaign designed to reach high school students, adult learners, females as well as adult learners and hard to reach populations. This includes radio, television, social media, rack cards, t-shirts, pens, pencils, and recruitment items designed to spark interest in all of the Department's programs.

**F. RESOURCES**

**F1. Finance**

36. Attach the completed Regents budget template

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

SUSLA is an HBCU 2-year community college which has consistently had the lowest tuition rate in the state given that 90% of its population are under-served and come from low-income households. No special fees are required.

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

There are no increased indirect costs that the institution incurs due to the number of grants that the Department of Engineering & Technology sustains. Each grant covers 42% indirect cost of each grant awarded to the Department and covers any associated costs of each newly developed program.

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

No existing funds are being reallocated due to the addition of new programs. The Department of Engineering & Technology sustains a number of grants which funds the addition of the proposed programs. Additional faculty are hired as Adjuncts which the Division of B-STEM allocates a pool of money for the hiring of Adjuncts. Given the potential of increased enrollment, the university intends to hire additional faculty as the Department matures.

**F2. Instruction and Student Support**

40. Faculty

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

The Division of B-STEM hires Adjunct Faculty as needed for program maturation. Each newly developed and implemented program requires at least one new Adjunct Faculty member to assist in program implementation and course instruction. The department maintains a qualified pool of adjuncts for course delivery. In addition, Program Lead will be a current Adjunct Faculty member, Mr. Jerrick Hall, with extensive experience in the construction industry as well as holds degrees in Engineering and the construction fields.

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

Program Lead will be a current Adjunct Faculty member, Mr. Jerrick Hall, with extensive experience in the construction industry as well as holds degrees in Engineering and the construction fields.

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

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

There are no additional staff needed for this program.

**F3. Facilities**

42. Where will the program be offered? Mark all that apply.

Main Campus       Satellite campus (specify campus here)     Other (hybrid)     100% Online

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

Space	New Space	Use Existing Space (as is)	Use Existing Space (Renovated)	Sem/Yr. of Occupancy
Dry Labs (STEM related)		As is		2023
Wet Labs (STEM related)				
Dedicated Offices		As is		2023
Fine Arts Spaces				
Classrooms		As is		2023
Meeting Rooms				
Student Study Space		As is		2023
Shared Space with other campus units				
Other (Specify)				

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

Facility/Space Name	Gross Square Footage	Start Up Costs	Ongoing Costs	Est. Occupancy Date	Funding Source
<b>New Construction</b>					
N/A					
<b>Renovations and Infrastructure*</b>					
N/A					
<b>Purchases: Land, Buildings etc.</b>					
N/A					
<b>Lease space</b>					
N/A					
<b>TOTAL Cost</b>		<b>\$0</b>	<b>\$0</b>		

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

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

N/A

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

N/A

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

Existing facility space is adequate for accreditation. No standards or guidelines will impact space needs.

**F4. Technology and Equipment**

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

Technology and Equipment	Start-up Costs	On-going Costs	Est. Start Date of Operations/Use
Existing equipment purchased through departmental federal grants are sufficient.	N/A	N/A	N/A
<b>Total Technology and Equipment Costs</b>	<b>0</b>	<b>0</b>	

**G. RISKS AND ASSUMPTIONS**

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

Risk	Impact	Probability	Risk Mitigation Strategy
COVID-19	HIGH	.25	Online course implementation



BOARD of REGENTS  
STATE OF LOUISIANA

## Academic Degree Program Proposal Form

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

### A. Overview

Institution Name: Southern University at Shreveport		Designation (flagship, statewide, regional, HBCU, 2-year): 2-year, HBCU		
College/School/Division: B-STEM		Academic Department: Engineering & Technology		
Degree Designation <sup>a</sup> : CTS	Proposed Degree Name: Drone Engineering Technology	CIP Code: 36.0207	Credit Hrs <sup>b</sup> : 33	Contact Hrs <sup>c</sup> :
Planned Implementation Semester/Term & Year: Fall 2024		Was this program listed in the most recent Three-year Academic Plan? [X] Yes [ ] No		

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

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

<sup>c</sup> If applicable.

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

The program concept centers around providing students the opportunity to receive an advanced certification in drone engineering technology with specific experience in both robotics and unmanned aerial systems as well as private and commercial applications. The proposed curriculum involves courses that are part of an existing Associate Degree offering in Engineering Technology, however, students are not required to matriculate through the entire degree process. Students can complete 25 hours and receive a certification in Drone Engineering Technology. The delivery mode of this certification is in-person, hybrid and online depending on the specific course. There are five specific new courses that have been created because of this certificate that are not part of existing courses in the Pre-Engineering A.G.S. or Engineering Technology A.A.S. degree. Those courses are:

DTEC 170S	Introduction to Drone/ UAV Technology (3)
DTEC 200S	Drone Maintenance & Repair (3)
DTEC 210S	Introduction to Drone Cinematography (3)
DTEC 220S	Drone Aerial Imaging and Data Processing (3)
DTEC 298S	Drone and Unmanned Aerial Systems Pilot (1)

2. Describe specialized accreditation requirements associated with the program if applicable (refer to Board of Regents [A.A. Policy 2.13: Program Accreditation](#)). If not required, describe whether the institution will seek any voluntary accreditation or certification for the program.

The proposed curriculum involves courses that are part of an existing Associate Degree offering in Engineering Technology, therefore, accreditation will be through ABET's Engineering Technology Accreditation Commission (ETAC).

3. Specify **SACSCOC** or other accreditation organization requirements. Mark all that apply.
  - [ ] Substantive change requiring notification only
  - [X] Substantive change requiring approval prior to implementation
  - [ ] Level Change
  - [ ] None

4. Has the program been designed to align with any Board of Regents or other statewide initiatives? Check all that apply.
- MJ Foster Promise Program
  - Cyber-security Initiatives
  - Louisiana Transfer Pathways
  - Other: \_\_\_\_\_

5. If this proposal is for a Master's or Doctoral program, provide a list below (name, institution, email address, brief summary of qualifications) for at least three external review candidates. Reviewers should be active or retired full time faculty member from an accredited institution; have experience developing and/or administering a program like the proposed program; and should not have direct affiliation with a Louisiana institution.

N/A

**B. The Master Plan and Institutional Role, Scope, and Mission**

6. How does the program align with your institutional role, scope, and mission? If the program does not align, provide a compelling rationale for the institution to offer the program.

The program aligns with the institution's role, scope, and mission by preparing students to compete globally in their fields of study and to achieve excellence in undergraduate education, research and public service. The Drone Engineering Technology program, which is part of the Engineering Technology degree program, facilitates and promotes learning environments conducive to the enhancement of technical competency skills, critical-thinking skills, problem-solving abilities, and interpersonal skills for all students in an effort to assure success with entry-level competencies for the profession and the public.

7. How does the program align with your institution's strategic plan and academic program portfolio?

The program aligns with SUSLA's Strategic Plan Goals and Objective Strategies 1.1.2, 1.2.4, 1.3.2 and 1.5.4. Through these strategies, the Mechatronics Engineering Technology program will build the foundational skills of students, provide opportunities for dual-enrollment to high school students, promote distance learning opportunities and facilitates the introduction of new course credit offerings.

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

- Accessibility (mode of delivery, alternate course scheduling)

In-person, hybrid and online depending on the specific course in the program.

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

OER materials will be utilized when available for courses.

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

The Engineering Technology program has a number of MOUs with institutions in Louisiana (i.e. Southern University in baton Rouge, LA Tech, Grambling, Northwestern State Louisiana University and Jarvis Christian University. SUSLA's Department of Engineering & Technology is also a member of a consortium of institutions around the nation for undergraduate research-collaborative undergraduate research experiences (CURN) (i.e. Pasadena City College, Princeton, New Mexico State, UC Vista, and SUNY New York).

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

Students in the Mechatronics CTS will have the opportunity to complete internship/ co-op as part of the Engineering Technology A.A.S. degree program (i.e. AEP/ SWEPCO, CenterPoint Energy, Welbilt, ExxonMobil, Chevron).

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

SUSLA is a recognized HBCU providing services and resources to underserved populations. SUSLA's enrollment has been consistently 90% minorities since its inception. The Department of Engineering & Technology maintains two hands-on labs and is served by a Lab Tech that facilitates lab instruction and remediation, if necessary.

### C. Need

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

The Certificate of Technical Studies in Drone Engineering Technology at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties. Currently, we do not offer solutions for employers to recruit technical certificate holders in engineering or technology to fill much needed employment openings. Companies have expressed difficulty in recruiting employees who hold degrees in fields utilizing industry-leading technology and software in the engineering problem-solving process.

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

The department engages with community, organizational and industry stakeholders regularly through stakeholder meetings, community events and open house activities designed to align program goals with stakeholders needs. The Department of Engineering & Technology has an advisory board which consists of the aforementioned parties and are involved in shaping the direction of program outcomes.

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

SUSLA's Labor Market area is Region 7. The program has online options for specific courses as well as connections to other institutions in the state of Louisiana.

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

The Department of Engineering & Technology formulated the STEM Summer Enrichment Academy (SSEA) which provides an 8-week summer program for students grades 8<sup>th</sup>-12<sup>th</sup>. Summer 2021 was the maiden cohort of students which consisted of more than 30 students with interest in program topics that included robotics, drones, renewable energy and aerospace technology.

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

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

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

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

Service Area Data     State Data     National Data

Related Occupation	LWC Star Rating	Current Employment 2022	Projected Employment 2030	# Change	% Change	Average Annual Openings	Average Salary
Aerospace Engineering and Operations Technicians	3	11,900	12,900	1000	8.5%	1,200	\$72,000
Avionics Technician	4	21,200	23,200	2,000	9.4%	1,700	\$73,000

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

Institution	Program (degree and title)	No. Graduates in past year
N/A	N/A	N/A

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

There is an employer need for programs that provide students who have a desire to become Drone Engineering Technicians with career tracks available upon completion. Through this technical certificate program, SUSLA could produce at least twenty-five to fifty new graduates in the field of engineering technology over the course of the next five years. This can be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies.

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

The Drone Engineering Technology program and its courses are considered part of the existing AAS degree in Engineering Technology and will complement other similar programs while providing students with degree subject options as well as career options upon completion.

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

Occupation	Occupation-specific skills & KSAs
Aerospace Engineering and Operations Technicians	Analytical software, mechanical, electrical, equipment maintenance, repairing, troubleshooting
Avionics Technician	Analytical software, mechanical, electrical, equipment maintenance, repairing, troubleshooting
Remote Sensing Technician	Critical thinking, computers and electronics, active listening, deductive reasoning, problem solving

#### D. Curriculum

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

Critical thinking, problem solving, electrical equipment maintenance, repair and maintain drone equipment, operate computer software with respect to drone software updates and simulator, understand and solve electrical circuit problems. Students will be assessed during the semester and at the end of the course.

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

Career Ready Competencies (NACE)	Student Learning Outcomes
Critical Thinking/Problem Solving	Through outcomes learned in Coursework/ Lab work
Oral/Written Communications	Through outcomes learned in Coursework/ Lab work
Teamwork/ Collaboration	Through outcomes learned in Coursework/ Lab work
Digital Technology	Through outcomes learned in Coursework/ Lab work
Leadership	Through outcomes learned in Introduction to Engineering & Technology course
Professionalism/ Work Ethic	Through outcomes learned in Introduction to Engineering & Technology course
Career Management	Through outcomes learned in Introduction to Engineering & Technology course
Equity and Global/Intercultural Fluency	Through outcomes learned in Introduction to Engineering & Technology course
Other (list others) Technical Communication	Through outcomes learned in Introduction to Engineering & Technology course

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

Technical Skills and KSAs	Student Learning Outcome (s)
Critical Thinking	Understanding root cause of failures in electrical circuits.
Repairing	Demonstrate an understanding of how perform repairs
Troubleshooting	Design, construct and analyze electronic circuits and amplifiers
Operations Monitoring	Derive parameters of device operations

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

AACU HIPs	
First Year Experience	N/A
Undergraduate Research	N/A
Common Intellectual Experiences	N/A
Diversity/Global Learning	N/A
Learning Communities	N/A
ePortfolios	N/A
Writing Intensive Courses	N/A
Service-Learning, Community-based Learning	N/A
Collaborative Assignments & Projects	Each lab is either individual or team-based.
Internships	If the student chooses to earn the AAS in Engineering Technology, there is a 299S course for Co-Op/ Capstone.
Capstone Courses and Projects	If the student chooses to earn the AAS in Engineering Technology, there is a 299S course for Co-Op/ Capstone.

22. Attach a map of the curriculum by semester for a full-time student enrolled in at least 15 units per semester. This may be structured like a program of study in the general catalog or on a curriculum guide.
- Include course prefixes, numbers, titles, and credit hour requirements. Identify courses that meet general education requirements.
  - Include alternate tracks and requirements by concentration if applicable. Identify courses that are applicable to the alternative tracks.
  - List all major course requirements. Indicate the word “new” beside new courses.
  - Indicate work-based learning experiences (such as internships, clinicals etc.) if applicable.
  - Provide a summary of how the curriculum meets the learning outcome goals described in questions 18-21.
23. Check all proposed program modes of delivery that apply:
- On campus (<50% online)
- Hybrid (51-99% online)
- 100% online

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

Credit may be awarded for verifiable learning gained through experience on the basis of credit-by-exam.

25. Describe how [Open Education Resources \(OER\)](#) have been incorporated into the program’s instructional materials. Identify other measures the institution will take to ensure course material affordability.

OER material are more difficult to utilize in engineering and technology courses more than any other degree program courses because the technology and equipment utilized changes every year. If there are any viable OER resources, the professors will try their best to incorporate them.

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

N/A

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

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

List specific partners for each category checked above.

Captain Shreve, Byrd, Green Oaks, Woodlawn, BTW, NSULA, Grambling, Jarvis Christian, LA Tech, SciPort, AEP/SWEPCO, CenterPoint Energy, ExxonMobil, Chevron, Welbilt, NAPTA, NSF ATE, ASEE, ETLI.

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

Students are able to earn a dual-enrollment CTS in Engineering which is stackable into the AAS of Engineering Technology. In addition, many of the courses that are part of the CTS in Drone Engineering Technology are part of the dual-enrollment CTS in Engineering. Therefore, students are able to earn (2) CTSs (one in Engineering and one in Drone Engineering Technology) as well as (if they choose) earn an AAS in Engineering Technology. Furthermore, students will be able to receive the FAA TRUST certification as well as FAA Part 107 license.

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

The Department of Engineering & Technology have an advisory board that consists of many industry partners that promote internships and direct hire options for program completers. In addition, SUSLA has an outstanding Career Services department that are connected to many area employers, specifically in STEM area. The department also has a number of MOUs with institutions such as NSULA, Grambling, LA Tech, SUBR, Jarvis Christian University.

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

Program completer success can be determined by either employment or continued educational pursuit at another institution (member/ non-member).

#### E. Students

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

SUSLA holds a Jaguar Preview Day, a Trio Prospect Day as well as other high school recruitment events every semester. Student interest forms are collected along with potential student enrollment data. The Department of Engineering & Technology's website has a student interest form that forwards potential engineering & technology student data to the Office of Recruitment as well as the Department Head.

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

As of the 2020-2021 academic year, the University has a total of 2745 students enrolled and 240 program completers. The Department of Engineering & Technology is a newly established department which has been in existence since 2021. The Engineering Technology AAS degree program is a newly established program with its maiden cohort beginning Spring 2022.

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

	Year 1	Year 2	Year 3	Year 4
Academic Year (Summer, Fall, Spring)	2022-23	2023-24	2024-25	2025-26
Base enrollment*		28	38	28
Lost to Attrition (should be negative)	0	0	0	0
New to the institution	20	10	10	10
Shifted from existing programs within your institution	0	0	0	0
<b>Total Enrollment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Graduates	8	5	20	20
Carry forward base enrollment for next year	20	35	28	18

\*Total enrollment becomes the base enrollment for the following year

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

The Engineering Technology AAS degree is a new degree to the university with its maiden cohort beginning Spring 2022. Current enrollment totals for the 2022 academic year exceeds 25 students in the Engineering Technology degree program with expectations to double that number in the 2023 academic year.

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

The Department of Engineering & Technology sustains a number of grants which funds a robust marketing and outreach campaign designed to reach high school students, adult learners, females as well as adult learners and hard to reach populations. This includes radio, television, social media, rack cards, t-shirts, pens, pencils and recruitment items designed to spark interest in all of the Department's programs.

**F. RESOURCES**

**F1. Finance**

36. Attach the completed Regents budget template

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

SUSLA is an HBCU 2-year community college which has consistently had the lowest tuition rate in the state given that 90% of its population are under-served and come from low-income households. No special fees are required.

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

There are no increased indirect costs that the institution incurs due to the number of grants that the Department of Engineering & Technology sustains. Each grant covers 42% indirect cost of each grant awarded to the Department and covers any associated costs of each newly developed program.

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

No existing funds are being reallocated due to the addition of new programs. The Department of Engineering & Technology sustains a number of grants which funds the addition of the proposed programs. Additional faculty are hired as Adjuncts which the Division of B-STEM allocates a pool of money for the hiring of Adjuncts. Given the potential of increased enrollment, the university intends to hire additional faculty as the Department matures.

**F2. Instruction and Student Support**

40. Faculty

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

The Division of B-STEM hires Adjunct Faculty as needed for program maturation. Each newly developed and implemented program requires at least one new Adjunct Faculty member to assist in program implementation and course instruction. The department maintains a qualified pool of adjuncts for course delivery.

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

The Mechatronics program is part of an existing AAS degree in Engineering Technology and 95% of the coursework extends from the existing coursework being taught in the AAS degree. Current faculty will pick up the courseload with the addition of the two new courses.

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

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

There are no additional staff needed for this program.

**F3. Facilities**

42. Where will the program be offered? Mark all that apply.

Main Campus       Satellite campus (specify campus here)     Other (hybrid)     100% Online

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

Space	New Space	Use Existing Space (as is)	Use Existing Space (Renovated)	Sem/Yr. of Occupancy
Dry Labs (STEM related)		As is		2023
Wet Labs (STEM related)				
Dedicated Offices		As is		2023
Fine Arts Spaces				
Classrooms		As is		2023
Meeting Rooms				
Student Study Space		As is		2023
Shared Space with other campus units				
Other (Specify)				

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

Facility/Space Name	Gross Square Footage	Start Up Costs	Ongoing Costs	Est. Occupancy Date	Funding Source
<b>New Construction</b>					
N/A					
<b>Renovations and Infrastructure*</b>					
N/A					
<b>Purchases: Land, Buildings etc.</b>					
N/A					
<b>Lease space</b>					
N/A					
<b>TOTAL Cost</b>		<b>\$0</b>	<b>\$0</b>		

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

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

N/A

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

N/A

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

Existing facility space is adequate for accreditation. No standards or guidelines will impact space needs.

**F4. Technology and Equipment**

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

Technology and Equipment	Start-up Costs	On-going Costs	Est. Start Date of Operations/Use
Existing equipment purchased through departmental federal grants are sufficient.	N/A	N/A	N/A
<b>Total Technology and Equipment Costs</b>	<b>0</b>	<b>0</b>	

**G. RISKS AND ASSUMPTIONS**

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

Risk	Impact	Probability	Risk Mitigation Strategy
COVID-19	HIGH	.25	Online course implementation



BOARD of REGENTS  
STATE OF LOUISIANA

# Academic Degree Program Proposal Form

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

## A. Overview

Institution Name: Southern University in Shreveport		Designation (flagship, statewide, regional, HBCU, 2-year): 2-year, HBCU		
College/School/Division: Division of B-STEM		Academic Department: Department of Engineering & Technology		
Degree Designation <sup>a</sup> : AS	Proposed Degree Name: Engineering	CIP Code: 14.0101 (2)	Credit Hrs <sup>b</sup> : 65	Contact Hrs <sup>c</sup> :
Planned Implementation Semester/Term & Year: Fall 2024		Was this program listed in the most recent Three-year Academic Plan? <input checked="" type="checkbox"/> Yes [ ] No		

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

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

<sup>c</sup> If applicable.

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

The Associate of Science (AS) degree in Engineering provides a strong foundation for students in the fields of Electrical and Computer Engineering to transition into the workforce or prepare students for 2+2 options in Electrical, Mechanical, Civil or Computer Engineering four-year baccalaureate degree program while providing the necessary skills that enables students to secure employment that utilizes problem-solving skills upon graduation.

2. Describe specialized accreditation requirements associated with the program if applicable (refer to Board of Regents [A.A. Policy 2.13: Program Accreditation](#)). If not required, describe whether the institution will seek any voluntary accreditation or certification for the program.

The proposed degree will be accredited through ABET's Applied and Natural Science Accreditation Commission (ANSAC) upon the successful graduations of first student cohort.

3. Specify **SACSCOC** or other accreditation organization requirements. Mark all that apply.

Substantive change requiring notification only

Substantive change requiring approval prior to implementation

Level Change

None

4. Has the program been designed to align with any Board of Regents or other statewide initiatives? Check all that apply.
- MJ Foster Promise Program
  - Cyber-security Initiatives
  - Louisiana Transfer Pathways
  - Other: \_\_\_\_\_

5. If this proposal is for a Master's or Doctoral program, provide a list below (name, institution, email address, brief summary of qualifications) for at least three external review candidates. Reviewers should be active or retired full time faculty member from an accredited institution; have experience developing and/or administering a program like the proposed program; and should not have direct affiliation with a Louisiana institution.

N/A

**B. The Master Plan and Institutional Role, Scope, and Mission**

6. How does the program align with your institutional role, scope, and mission? If the program does not align, provide a compelling rationale for the institution to offer the program.

The program aligns with the institution's role, scope, and mission by preparing students to compete globally in their fields of study and to achieve excellence in undergraduate education, research, and public service. The AS Engineering program, which is modification of the existing Pre-Engineering degree program, facilitates and promotes learning environments conducive to the enhancement of technical competency skills, critical-thinking skills, problem-solving abilities, and interpersonal skills for all students in an effort to assure success with entry-level competencies for the profession and the public.

7. How does the program align with your institution's strategic plan and academic program portfolio?

The program aligns with SUSLA's Strategic Plan Goals and Objective Strategies 1.1.2, 1.2.4, 1.3.2 and 1.5.4. Through these strategies, the AS Engineering program will build the foundational skills of students, provide opportunities for dual-enrollment to high school students, promote distance learning opportunities and facilitates the introduction of new course credit offerings.

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

- Accessibility (mode of delivery, alternate course scheduling)

In-person, hybrid and online depending on the specific course in the program

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

OER materials will be utilized when available for courses.

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

The Department of Engineering & Technology has a number of MOUs with institutions in Louisiana (i.e. Southern University in Baton Rouge, LA Tech, Grambling, Northwestern State Louisiana University and Jarvis Christian University. SUSLA's Department of Engineering & Technology is also a member of a consortium of institutions around the nation for undergraduate research-collaborative undergraduate research experiences (CURN) (i.e. Pasadena City College, Princeton, New Mexico State, UC Vista, and SUNY New York).

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

Students in the AS Engineering program will have the opportunity to complete internship/ co-op as part of the Engineering Technology A.A.S. degree program (i.e. AEP/ SWEPCO, CenterPoint Energy, Welbilt, ExxonMobil, Chevron).

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

SUSLA is a recognized HBCU providing services and resources to underserved populations. SUSLA's enrollment has been consistently 90% minorities since its inception. The Department of Engineering & Technology maintains two hands-on labs and is served by a Lab Tech that facilitates lab instruction and remediation, if necessary.

### C. Need

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

The Associate of Science in Engineering at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need degree programs that will prepare them for the job market or seamless 2+2-degree options into a four-year baccalaureate degree. Currently, we do not offer pathways for students to become engineers, however, this program would provide a 2+2-degree option enabling up to 75% of course hours taken to be directly to a four-year baccalaureate electrical engineering program or 100% of course hours taken to be directly to a four-year baccalaureate engineering program. This program satisfies both initiatives as well as increases the engineering presence in Northwest Louisiana. This program will provide competent graduates opportunities at employment with companies such as AEP/ SWEPCO, CenterPoint, Entergy, Shasta QA, General Dynamics, Benteler Steel, WelBilt and Dr. Reddy's. According to Louisiana Labor Market projections, electrical or computer engineers' (hardware) median salaries range from \$99,090 to \$89,800, respectively; with computer engineers' (software) median salary estimates at \$81,660. This is an increase from the 2017 to 2018 wage estimates of more than 19% in annual salary for electrical engineering, a 10% annual increase for computer engineering (hardware) and an 8% increase in annual salary for computer engineering (software).

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

The department engages with community, organizational and industry stakeholders regularly through stakeholder meetings, community events and open house activities designed to align program goals with stakeholders needs. The Department of Engineering & Technology has an advisory board which consists of the aforementioned parties and are involved in shaping the direction of program outcomes.

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

SUSLA's Labor Market area is Region 7. The program has online options for specific courses as well as connections to other institutions in the state of Louisiana.

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

The Department of Engineering & Technology formulated the STEM Summer Enrichment Academy (SSEA) which provides an 8-week summer program for students grades 8<sup>th</sup>-12<sup>th</sup>. Summer 2021 was the maiden cohort of students which consisted of more than 30 students with interest in program topics that included robotics, drones, renewable energy, and aerospace technology. The Academy provides a gateway for students interested in engineering to become involved in the Department and become aware of the educational and employment opportunities available to them.

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

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

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

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

Service Area Data     State Data     National Data

Related Occupation	LWC Star Rating	Current Employment 2022	Projected Employment 2030	# Change	% Change	Average Annual Openings	Average Salary
Electrical Engineering	5	940	1010	70	7.5	127	\$148,706
Mechanical Engineering	5	1700	1791	90	5.5	199	\$148,715
Civil Engineering	5	2710	2950	240	9	220	\$157,942

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

Institution	Program (degree and title)	No. Graduates in past year
N/A	N/A	N/A

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

There is an employer need for programs that provide students who have a desire to become an Engineer with transfer options available upon completion. Through this degree program, SUSLA could produce at least twenty-five to fifty new graduates in the field of engineering over the course of the next five years that are eligible to transfer to 4-year institutions for Bachelor degrees in Electrical, Civil or Mechanical Engineering. Increased enrollment can be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies.

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

The AS in Engineering is an update and enhancement of an existing general studies degree in Pre-Engineering at SUSLA. Therefore, the impact can be an increase enrollment and increased desire to participate in STEM programs at SUSLA. Additionally, student enrollment data in the

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

Occupation	Occupation-specific skills & KSAs
Electrical Engineering	Mathematics, design, critical thinking, complex problem-solving, active listening, deductive reasoning, oral comprehension
Mechanical Engineering	Mathematics, design, critical thinking, complex problem-solving, active listening, deductive reasoning, oral comprehension
Civil Engineering	Mathematics, design, critical thinking, complex problem-solving, active listening, deductive reasoning, oral comprehension

**D. Curriculum**

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

Students will be able to utilize CAD software, prepare technical reports, communicate effectively (orally and written), understand energy and energy transformation, understand vector analysis. Outcomes will be assessed during and at the end of each course during the semester.

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

Career Ready Competencies (NACE)	Student Learning Outcomes
Critical Thinking/Problem Solving	Understand the problem-solving and engineering design process and the ability to apply this process systematically to solve problems.
Oral/Written Communications	Student will demonstrate the ability to write clear, concise documentation describing technical reports and incorporating text and graphics, using appropriate standards.
Teamwork/ Collaboration	Students will demonstrate their ability to work effectively in a group setting or as a team.
Digital Technology	Students will demonstrate the ability to use software to build, simulate and test a digital system.
Leadership	Students will demonstrate leadership qualities working in effective teams through group interactions.
Professionalism/ Work Ethic	Develop and demonstrate professional and ethical behavior as required by discipline-specific codes of conduct.
Career Management	Develop a knowledge base for the history, nature and foundations of engineering and engineering careers. Provide job outlook data regarding careers in engineering.
Equity and Global/Intercultural Fluency	N/A
Other (list others)	N/A

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

Technical Skills and KSAs	Student Learning Outcome (s)
Critical thinking	Understand the problem-solving and engineering design process and the ability to apply this process systematically to solve problems.
Complex problem-solving	Understand the problem-solving and engineering design process and the ability to apply this process systematically to solve problems.
Deductive reasoning	Understand the problem-solving and engineering design process and the ability to apply this process systematically to solve problems.
Oral comprehension	Student will demonstrate the ability to write clear, concise documentation describing technical reports and incorporating text and graphics, using appropriate standards.

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

AACU HIPs	
First Year Experience	Through Introduction to Engineering & Technology course
Undergraduate Research	Students have the opportunity to conduct Summer research experiences with SUSLA's consortium-based Collaborative Undergraduate Research Network (CURN).
Common Intellectual Experiences	N/A
Diversity/Global Learning	N/A
Learning Communities	N/A
ePortfolios	N/A
Writing Intensive Courses	Students gain extensive writing experience in Technical Communication through technical report compilation.
Service-Learning, Community-based Learning	N/A
Collaborative Assignments & Projects	Each lab is either individual or team-based.
Internships	N/A
Capstone Courses and Projects	N/A

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

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

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

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

Credit may be awarded for verifiable learning gained through experience on the basis of credit-by-exam.

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

OER material are more difficult to utilize in engineering and technology courses more than any other degree program courses because the technology and equipment utilized changes every year. If there are any viable OER resources, the professors will try their best to incorporate them.

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

N/A

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

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

List specific partners for each category checked above.

Captain Shreve, Byrd, Green Oaks, Woodlawn, BTW, NSULA, Grambling, Jarvis Christian, LA Tech, SciPort, AEP/SWEPCO, CenterPoint Energy, ExxonMobil, Chevron, WelBilt, NAPTA, NSF ATE, ASEE, ETLI

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

Students are able to earn a dual-enrollment CTS in Engineering which is stackable into the AS of Engineering. In addition, most of the required engineering courses that are part of the CTS in Engineering are part of the dual-enrollment CTS in Engineering. Therefore, students are able to earn a CTS in Engineering and earn an AS in Engineering as well.

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

The Department of Engineering & Technology have an advisory board that consists of many industry partners that promote internships and direct hire options for program completers. In addition, SUSLA has an outstanding Career Services department that are connected to many area employers, specifically in STEM area. The department also has a number of MOUs with institutions such as NSULA, Grambling, LA Tech, SUBR, Jarvis Christian University.

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

Program completer success can be determined by either employment or continued educational pursuit at another institution (member/ non-member).

#### E. Students

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

SUSLA holds a Jaguar Preview Day, a Trio Prospect Day as well as other high school recruitment events every semester. Student interest forms are collected along with potential student enrollment data. The Department of Engineering & Technology's website has a student interest form that forwards potential engineering & technology student data to the Office of Recruitment as well as the Department Head.

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

As of the 2020-2021 academic year, the University has a total of 2745 students enrolled and 240 program completers. The Department of Engineering & Technology is a newly established department which has been in existence since 2021. The Engineering AS degree program is an upgraded version of SUSLA's current Pre-Engineering AGS degree program that has consistently maintained 5-7 students each year. The modification will now allow students to complete a holistic program that allows full transfer of all credits into an accredited BS in Electrical, Civil or Mechanical Engineering.

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

	Year 1	Year 2	Year 3	Year 4
Academic Year (Summer, Fall, Spring)	202x-xx	202x-xx	202x-xx	202x-xx
Base enrollment*		28	38	28
Lost to Attrition (should be negative)	0	0	0	0
New to the institution	20	10	10	10
Shifted from existing programs within your institution	0	0	0	0
<b>Total Enrollment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Graduates	8	5	20	20
Carry forward base enrollment for next year	20	35	28	18

\*Total enrollment becomes the base enrollment for the following year

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

The Pre-Engineering AGS program at SUSLA consistently enrolled at least (5) five students in its program. It is expected that a fully developed AS in Engineering will boost enrollment and graduation numbers by providing a program of study that is inclusive of all necessary requirements to begin a third year of study for any engineering discipline in engineering.

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

The Department of Engineering & Technology sustains a number of grants which funds a robust marketing and outreach campaign designed to reach high school students, adult learners, females as well as adult learners and hard to reach populations. This includes radio, television, social media, rack cards, t-shirts, pens, pencils and recruitment items designed to spark interest in all of the Department's programs.

**F. RESOURCES**

**F1. Finance**

36. Attach the completed Regents budget template

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

SUSLA is an HBCU 2-year community college which has consistently had the lowest tuition rate in the state given that 90% of its population are under-served and come from low-income households. No special fees are required.

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

There are no increased indirect costs that the institution incurs due to the number of grants that the Department of Engineering & Technology sustains. Each grant covers 42% indirect cost of each grant awarded to the Department and covers any associated costs of each newly developed program.

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

No existing funds are being reallocated due to the addition of new programs. The Department of Engineering & Technology sustains a number of grants which funds the addition of the proposed programs. Additional faculty are hired as Adjuncts which the Division of B-STEM allocates a pool of money for the hiring of Adjuncts. Given the potential of increased enrollment, the university intends to hire additional faculty as the Department matures.

**F2. Instruction and Student Support**

40. Faculty

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

The Division of B-STEM hires Adjunct Faculty as needed for program maturation. Each newly developed and implemented program requires at least one new Adjunct Faculty member to assist in program implementation and course instruction. The department maintains a qualified pool of adjuncts for course delivery.

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

Current faculty will pick up the courseload with the addition of the two new courses.

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

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

There are no additional staff needed for this program.

**F3. Facilities**

42. Where will the program be offered? Mark all that apply.

Main Campus       Satellite campus (specify campus here)       Other (specify here)       100% Online

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

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

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

Facility/Space Name	Gross Square Footage	Start Up Costs	Ongoing Costs	Est. Occupancy Date	Funding Source
<b>New Construction</b>					
N/A					
<b>Renovations and Infrastructure*</b>					
N/A					
<b>Purchases: Land, Buildings etc.</b>					
N/A					
<b>Lease space</b>					
N/A					
<b>TOTAL Cost</b>		<b>\$0</b>	<b>\$0</b>		

\*Include the name of the building or location being impacted and what will need to be done.

Infrastructure includes new systems such as: mechanical/electrical/plumbing, site utilizes, parking/drainage, IT networks, resiliency infrastructure, etc.

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

N/A

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

N/A

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

Existing facility space is adequate for accreditation. No standards or guidelines will impact space needs.

#### F4. Technology and Equipment

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

Technology and Equipment	Start-up Costs	On-going Costs	Est. Start Date of Operations/Use
Existing equipment purchased through departmental federal grants are sufficient.	N/A	N/A	N/A
<b>Total Technology and Equipment Costs</b>	<b>0</b>	<b>0</b>	

#### G. RISKS AND ASSUMPTIONS

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

Risk	Impact	Probability	Risk Mitigation Strategy
COVID-19	<b>HIGH</b>	.25	Online course implementation



BOARD of REGENTS  
STATE OF LOUISIANA

## Academic Degree Program Proposal Form

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

### A. Overview

Institution Name: Southern University in Shreveport		Designation (flagship, statewide, regional, HBCU, 2-year): 2-year, HBCU		
College/School/Division: Division of B-STEM		Academic Department: Department of Engineering & Technology		
Degree Designation <sup>a</sup> : CTS	Proposed Degree Name: Mechatronics	CIP Code: 14.4201	Credit Hrs <sup>b</sup> : 33	Contact Hrs <sup>c</sup> : N/A
Planned Implementation Semester/Term & Year: Fall 2024		Was this program listed in the most recent Three-year Academic Plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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

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

<sup>c</sup> If applicable.

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

The program concept centers around providing students the opportunity to receive an advanced certification in mechatronics engineering technology with specific experience in both robotics and unmanned systems as well as private and commercial applications. The proposed curriculum involves courses that are part of an existing Associate Degree offering in Engineering Technology, however, students are not required to matriculate through the entire degree process. Students can complete 33 hours and receive a certification in Mechatronics Engineering Technology. The Certificate of Technical Studies in Mechatronics Engineering Technology at SUSLA is essential to students, the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties.

2. Describe specialized accreditation requirements associated with the program if applicable (refer to Board of Regents [A.A. Policy 2.13: Program Accreditation](#)). If not required, describe whether the institution will seek any voluntary accreditation or certification for the program.

The proposed curriculum involves courses that are part of an existing Associate Degree offering in Engineering Technology, therefore, accreditation will be through ABET's Engineering Technology Accreditation Commission (ETAC).

3. Specify **SACSCOC** or other accreditation organization requirements. Mark all that apply.

Substantive change requiring notification only

Substantive change requiring approval prior to implementation

Level Change

None

4. Has the program been designed to align with any Board of Regents or other statewide initiatives? Check all that apply.

MJ Foster Promise Program

Cyber-security Initiatives

Louisiana Transfer Pathways

Other: \_\_\_\_\_

5. If this proposal is for a Master's or Doctoral program, provide a list below (name, institution, email address, brief summary of qualifications) for at least three external review candidates. Reviewers should be active or retired full time faculty member from an accredited institution; have experience developing and/or administering a program like the proposed program; and should not have direct affiliation with a Louisiana institution.

N/A

**B. The Master Plan and Institutional Role, Scope, and Mission**

6. How does the program align with your institutional role, scope, and mission? If the program does not align, provide a compelling rationale for the institution to offer the program.

The program aligns with the institution's role, scope, and mission by preparing students to compete globally in their fields of study and to achieve excellence in undergraduate education, research and public service. The Mechatronics program, which is part of the Engineering Technology degree program, facilitates and promotes learning environments conducive to the enhancement of technical competency skills, critical-thinking skills, problem-solving abilities, and interpersonal skills for all students in an effort to assure success with entry-level competencies for the profession and the public.

7. How does the program align with your institution's strategic plan and academic program portfolio?

The program aligns with SUSLA's Strategic Plan Goals and Objective Strategies 1.1.2, 1.2.4, 1.3.2 and 1.5.4. Through these strategies, the Mechatronics Engineering Technology program will build the foundational skills of students, provide opportunities for dual-enrollment to high school students, promote distance learning opportunities and facilitates the introduction of new course credit offerings.

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

- Accessibility (mode of delivery, alternate course scheduling)

In-person, hybrid and online depending on the specific course in the program

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

OER materials will be utilized when available for courses.

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

The Engineering Technology program has a number of MOUs with institutions in Louisiana (i.e. Southern University in baton Rouge, LA Tech, Grambling, Northwestern State Louisiana University and Jarvis Christian University. SUSLA's Department of Engineering & Technology is also a member of a consortium of institutions around the nation for undergraduate research-collaborative undergraduate research experiences (CURN) (i.e. Pasadena City College, Princeton, New Mexico State, UC Vista, and SUNY New York).

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

Students in the Mechatronics CTS will have the opportunity to complete internship/ co-op as part of the Engineering Technology A.A.S. degree program (i.e. AEP/ SWEPCO, CenterPoint Energy, Welbilt, ExxonMobil, Chevron).

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

SUSLA is a recognized HBCU providing services and resources to underserved populations. SUSLA's enrollment has been consistently 90% minorities since its inception. The Department of Engineering & Technology maintains two hands-on labs and is served by a Lab Tech that facilitates lab instruction and remediation, if necessary.

### C. Need

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

The Certificate of Technical Studies in Mechatronics Engineering Technology at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties. Currently, we do not offer solutions for employers to recruit technical certificate holders in engineering or technology to fill much needed employment openings. Companies have expressed difficulty in recruiting employees who hold degrees in fields utilizing industry-leading technology and software in the engineering problem-solving process.

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

The department engages with community, organizational and industry stakeholders regularly through stakeholder meetings, community events and open house activities designed to align program goals with stakeholders needs. The Department of Engineering & Technology has an advisory board which consists of the aforementioned parties and are involved in shaping the direction of program outcomes.

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

SUSLA's Labor Market area is Region 7. The program has online options for specific courses as well as connections to other institutions in the state of Louisiana.

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

The Department of Engineering & Technology formulated the STEM Summer Enrichment Academy (SSEA) which provides an 8-week summer program for students grades 8<sup>th</sup>-12<sup>th</sup>. Summer 2021 was the maiden cohort of students which consisted of more than 30 students with interest in program topics that included robotics, drones, renewable energy and aerospace technology.

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

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

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

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

Service Area Data     State Data     National Data

Related Occupation	LWC Star Rating	Current Employment [Enter Year]	Projected Employment [Enter Year]	# Change	% Change	Average Annual Openings	Average Salary
Mechatronics Technician	4	1470	1580	110	7.5	32	\$57,979
Mechanical Engineering Technician	4	440	500	60	14	26	\$82,347
Industrial Engineering Technician	5	400	440	40	10	37	\$74,925

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

Institution	Program (degree and title)	No. Graduates in past year
N/A	N/A	N/A

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

There is an employer need for programs that provide students who have a desire to become Mechatronics Technicians with career tracks available upon completion. Through this technical certificate program, SUSLA could produce at least twenty-five to fifty new graduates in the field of engineering technology over the course of the next five years. This can be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies.

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

The Mechatronics program and its courses are considered part of the existing AAS degree in Engineering Technology and will complement other similar programs while providing students with degree subject options as well as career options upon completion.

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

Occupation	Occupation-specific skills & KSAs
Mechatronics Technician	Operations Monitoring , Troubleshooting, Repairing, Computers and Electronics, Engineering and Technology, Mechanical, Post-secondary certificate required (32%), Control Precision
Mechanical Engineering Technician	Control Precision , Operations Monitoring , Troubleshooting, Repairing, Engineering and Technology, Mechanical, Post-secondary certificate required (32%), Mechanical
Industrial Engineering Technician	Critical Thinking, Monitoring, Repair, Production and Processing, Problem Sensitivity, Deductive Reasoning, Post-secondary certificate required (37%)

#### D. Curriculum

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

Critical thinking, problem-solving, operate PLCs, build, and repair circuits, operate electromechanical controls, apply digital logic, understand robotic operations

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

Career Ready Competencies (NACE)	Student Learning Outcomes
Critical Thinking/Problem Solving	Through outcomes learned in Coursework/ Lab work
Oral/Written Communications	Through outcomes learned in Coursework/ Lab work
Teamwork/ Collaboration	Through outcomes learned in Coursework/ Lab work
Digital Technology	Through outcomes learned in Coursework/ Lab work
Leadership	Through outcomes learned in Introduction to Engineering & Technology course
Professionalism/ Work Ethic	Through outcomes learned in Introduction to Engineering & Technology course
Career Management	Through outcomes learned in Introduction to Engineering & Technology course
Equity and Global/Intercultural Fluency	Through outcomes learned in Introduction to Engineering & Technology course
Other (list others) Technical Communication	Through outcomes learned in Introduction to Engineering & Technology course

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

Technical Skills and KSAs	Student Learning Outcome (s)
Operations Monitoring	Derive parameters of device operations
Troubleshooting	Design, construct and analyze electronic circuits and amplifiers
Repairing	Demonstrate an understanding of how perform repairs
Critical Thinking	Analyze gain and impedance of

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

AACU HIPs	
First Year Experience	N/A
Undergraduate Research	N/A
Common Intellectual Experiences	N/A
Diversity/Global Learning	N/A
Learning Communities	N/A
ePortfolios	N/A
Writing Intensive Courses	N/A
Service-Learning, Community-based Learning	N/A
Collaborative Assignments & Projects	Each lab is either individual or team-based.
Internships	If the student chooses to earn the AAS in Engineering Technology, there is a 299S course for Co-Op/ Capstone.
Capstone Courses and Projects	If the student chooses to earn the AAS in Engineering Technology, there is a 299S course for Co-Op/ Capstone.

22. Attach a map of the curriculum by semester for a full-time student enrolled in at least 15 units per semester. This may be structured like a program of study in the general catalog or on a curriculum guide.
- Include course prefixes, numbers, titles, and credit hour requirements. Identify courses that meet general education requirements.
  - Include alternate tracks and requirements by concentration if applicable. Identify courses that are applicable to the alternative tracks.
  - List all major course requirements. Indicate the word “new” beside new courses.
  - Indicate work-based learning experiences (such as internships, clinicals etc.) if applicable.
  - Provide a summary of how the curriculum meets the learning outcome goals described in questions 18-21.
23. Check all proposed program modes of delivery that apply:
- On campus (<50% online)
- Hybrid (51-99% online)
- 100% online

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

Credit may be awarded for verifiable learning gained through experience on the basis of credit-by-exam.

25. Describe how [Open Education Resources \(OER\)](#) have been incorporated into the program’s instructional materials. Identify other measures the institution will take to ensure course material affordability.

OER material are more difficult to utilize in engineering and technology courses more than any other degree program courses because the technology and equipment utilized changes every year. If there are any viable OER resources, the professors will try their best to incorporate them.

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

N/A

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

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

List specific partners for each category checked above.

Captain Shreve, Byrd, Green Oaks, Woodlawn, BTW, NSULA, Grambling, Jarvis Christian, LA Tech, SciPort, AEP/SWEPCO, CenterPoint Energy, ExxonMobil, Chevron, WelBilt, NAPTA, NSF ATE, ASEE, ETLI

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

Students are able to earn a dual-enrollment CTS in Engineering which is stackable into the AAS of Engineering Technology. In addition, many of the courses that are part of the CTS in Mechatronics are part of the dual-enrollment CTS in Engineering. Therefore, students are able to earn (2) CTSs (one in Engineering and one in Mechatronics) as well as (if they choose) earn an AAS in Engineering Technology.

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

The Department of Engineering & Technology have an advisory board that consists of many industry partners that promote internships and direct hire options for program completers. In addition, SUSLA has an outstanding Career Services department that are connected to many area employers, specifically in STEM area. The department also has a number of MOUs with institutions such as NSULA, Grambling, LA Tech, SUBR, Jarvis Christian University.

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

Program completer success can be determined by either employment or continued educational pursuit at another institution (member/ non-member).

#### E. Students

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

SUSLA hold a Jaguar Preview Day, a Trio Prospect Day as well as other high school recruitment events every semester. Student interest forms are collected along with potential student enrollment data. The Department of Engineering & Technology's website has a student interest form that forwards potential engineering & technology student data to the Office of Recruitment as well as the Department Head.

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

As of the 2020-2021 academic year, the University has a total of 2745 students enrolled and 240 program completers. The Department of Engineering & Technology is a newly established department which has been in existence since 2021. The Engineering Technology AAS degree program is a newly established program with its maiden cohort beginning Spring 2022.

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

	Year 1	Year 2	Year 3	Year 4
Academic Year (Summer, Fall, Spring)	2022-23	2023-24	2024-25	2025-26
Base enrollment*		28	38	28
Lost to Attrition (should be negative)	0	0	0	0
New to the institution	20	10	10	10
Shifted from existing programs within your institution	0	0	0	0
<b>Total Enrollment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Graduates	8	5	20	20
Carry forward base enrollment for next year	20	35	28	18

\*Total enrollment becomes the base enrollment for the following year

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

The Engineering Technology AAS degree is a new degree to the university with its maiden cohort beginning Spring 2022. Current enrollment totals for the 2022 academic year exceeds 25 students in the Engineering Technology degree program with expectations to double that number in the 2023 academic year.

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

The Department of Engineering & Technology sustains a number of grants which funds a robust marketing and outreach campaign designed to reach high school students, adult learners, females as well as adult learners and hard to reach populations. This includes radio, television, social media, rack cards, t-shirts, pens, pencils and recruitment items designed to spark interest in all of the Department's programs.

## F. RESOURCES

### F1. Finance

36. Attach the completed Regents budget template

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

SUSLA is an HBCU 2-year community college which has consistently had the lowest tuition rate in the state given that 90% of its population are under-served and come from low-income households. No special fees are required.

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

There are no increased indirect costs that the institution incurs due to the number of grants that the Department of Engineering & Technology sustains. Each grant covers 42% indirect cost of each grant awarded to the Department and covers any associated costs of each newly developed program.

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

No existing funds are being reallocated due to the addition of new programs. The Department of Engineering & Technology sustains a number of grants which funds the addition of the proposed programs. Additional faculty are hired as Adjuncts which the Division of B-STEM allocates a pool of money for the hiring of Adjuncts. Given the potential of increased enrollment, the university intends to hire additional faculty as the Department matures.

**F2. Instruction and Student Support**

40. Faculty

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

The Division of B-STEM hires Adjunct Faculty as needed for program maturation. Each newly developed and implemented program requires at least one new Adjunct Faculty member to assist in program implementation and course instruction. The department maintains a qualified pool of adjuncts for course delivery.

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

The Mechatronics program is part of an existing AAS degree in Engineering Technology and 95% of the coursework extends from the existing coursework being taught in the AAS degree. Current faculty will pick up the courseload with the addition of the two new courses.

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

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

There are no additional staff needed for this program.

**F3. Facilities**

42. Where will the program be offered? Mark all that apply.

Main Campus       Satellite campus (specify campus here)     Other (hybrid)     100% Online

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

Space	New Space	Use Existing Space (as is)	Use Existing Space (Renovated)	Sem/Yr. of Occupancy
Dry Labs (STEM related)		As is		2023
Wet Labs (STEM related)				
Dedicated Offices		As is		2023
Fine Arts Spaces				
Classrooms		As is		2023
Meeting Rooms				
Student Study Space		As is		2023
Shared Space with other campus units				
Other (Specify)				

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

Facility/Space Name	Gross Square Footage	Start Up Costs	Ongoing Costs	Est. Occupancy Date	Funding Source
<b>New Construction</b>					
N/A					
<b>Renovations and Infrastructure*</b>					
N/A					
<b>Purchases: Land, Buildings etc.</b>					
N/A					
<b>Lease space</b>					
N/A					
<b>TOTAL Cost</b>		<b>\$0</b>	<b>\$0</b>		

\*Include the name of the building or location being impacted and what will need to be done.

Infrastructure includes new systems such as: mechanical/electrical/plumbing, site utilizes, parking/drainage, IT networks, resiliency infrastructure, etc.

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

N/A

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

N/A

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

Existing facility space is adequate for accreditation. No standards or guidelines will impact space needs.

**F4. Technology and Equipment**

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

Technology and Equipment	Start-up Costs	On-going Costs	Est. Start Date of Operations/Use
Existing equipment purchased through departmental federal grants are sufficient.	N/A	N/A	N/A
<b>Total Technology and Equipment Costs</b>	<b>0</b>	<b>0</b>	

**G. RISKS AND ASSUMPTIONS**

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

Risk	Impact	Probability	Risk Mitigation Strategy
COVID-19	<u>HIGH</u>	.25	Online course implementation



BOARD of REGENTS  
STATE OF LOUISIANA

## Academic Degree Program Proposal Form

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

### A. Overview

Institution Name: Southern University at Shreveport		Designation (flagship, statewide, regional, HBCU, 2-year): 2-year, HBCU		
College/School/Division: Division of B-STEM		Academic Department: Department of Engineering & Technology		
Degree Designation <sup>a</sup> : CTS	Proposed Degree Name: Alternative & Renewable Energy	CIP Code: 15.0505	Credit Hrs <sup>b</sup> : 33	Contact Hrs <sup>c</sup> :
Planned Implementation Semester/Term & Year: Fall 2024		Was this program listed in the most recent Three-year Academic Plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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

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

<sup>c</sup> If applicable.

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

The program concept centers around providing students the opportunity to receive an advanced certification in alternative and renewable energy with specific experience in both solar and wind power installation as well as commercial applications. The proposed curriculum involves courses that are part of an existing Associate Degree offering in Engineering Technology; however, students are not required to matriculate through the entire degree process. Students can complete 33 hours and receive a certification in Alternative and Renewable Energy Technology. The Certificate of Technical Studies in Alternative & Renewable Energy Technology at SUSLA is essential to students, the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties.

2. Describe specialized accreditation requirements associated with the program if applicable (refer to Board of Regents [A.A. Policy 2.13: Program Accreditation](#)). If not required, describe whether the institution will seek any voluntary accreditation or certification for the program.

The proposed curriculum involves courses that are part of an existing Associate Degree offering in Engineering Technology, therefore, accreditation will be through ABET's Engineering Technology Accreditation Commission (ETAC).

3. Specify **SACSCOC** or other accreditation organization requirements. Mark all that apply.

- Substantive change requiring notification only
- Substantive change requiring approval prior to implementation
- Level Change
- None

4. Has the program been designed to align with any Board of Regents or other statewide initiatives? Check all that apply.

MJ Foster Promise Program

Cyber-security Initiatives

Louisiana Transfer Pathways

Other: \_\_\_\_\_

5. If this proposal is for a Master's or Doctoral program, provide a list below (name, institution, email address, brief summary of qualifications) for at least three external review candidates. Reviewers should be active or retired full time faculty member from an accredited institution; have experience developing and/or administering a program like the proposed program; and should not have direct affiliation with a Louisiana institution.

N/A

**B. The Master Plan and Institutional Role, Scope, and Mission**

6. How does the program align with your institutional role, scope, and mission? If the program does not align, provide a compelling rationale for the institution to offer the program.

The program aligns with the institution's role, scope, and mission by preparing students to compete globally in their fields of study and to achieve excellence in undergraduate education, research, and public service. The Renewable Energy program, which is part of the Engineering Technology degree program, facilitates and promotes learning environments conducive to the enhancement of technical competency skills, critical-thinking skills, problem-solving abilities, and interpersonal skills for all students in an effort to assure success with entry-level competencies for the profession and the public.

7. How does the program align with your institution's strategic plan and academic program portfolio?

The program aligns with SUSLA's Strategic Plan Goals and Objective Strategies 1.1.2, 1.2.4, 1.3.2 and 1.5.4. Through these strategies, the Alternative & Renewable Energy Technology program will build the foundational skills of students, provide opportunities for dual-enrollment to high school students, promote distance learning opportunities and facilitates the introduction of new course credit offerings.

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

- Accessibility (mode of delivery, alternate course scheduling)

In-person, hybrid and online depending on the specific course in the program.

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

OER materials will be utilized when available for courses.

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

The Engineering Technology program has a number of MOUs with institutions in Louisiana i.e. Southern University in Baton Rouge, LA Tech, Grambling, Northwestern State Louisiana University and Jarvis Christian University. SUSLA's Department of Engineering & Technology is also a member of a consortium of institutions around the nation for undergraduate research-collaborative undergraduate research experiences (CURN) (i.e. Pasadena City College, Princeton, New Mexico State, UC Vista, and SUNY New York).

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

Students in the Alternative & Renewable Energy CTS will have the opportunity to complete internship/ co-op as part of the Engineering Technology A.A.S. degree program (i.e. AEP/ SWEPCO, CenterPoint Energy, Welbilt, ExxonMobil, Chevron).

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

SUSLA is a recognized HBCU providing services and resources to underserved populations. SUSLA's enrollment has been consistently 90% minorities since its inception. The Department of Engineering & Technology maintains two hands-on labs and is served by a Lab Tech that facilitates lab instruction and remediation, if necessary.

### C. Need

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

The Certificate of Technical Studies in Alternative & Renewable Energy Technology at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties. Currently, we do not offer solutions for employers to recruit technical certificate holders in engineering or technology to fill much needed employment openings. Companies have expressed difficulty in recruiting employees who hold degrees in fields utilizing industry-leading technology and software in the engineering problem-solving process.

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

The Department engages with community, organizational and industry stakeholders regularly through stakeholder meetings, community events and open house activities designed to align program goals with stakeholders needs. The Department of Engineering & Technology has an advisory board which consists of the aforementioned parties and are involved in shaping the direction of program outcomes.

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

SUSLA's Labor Market area is Region 7. The program has online options for specific courses as well as connections to other institutions in the state of Louisiana.

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

The Department of Engineering & Technology formulated the STEM Summer Enrichment Academy (SSEA) which provides an 8-week summer program for students grades 8<sup>th</sup>-12<sup>th</sup>. Summer 2021 was the maiden cohort of students which consisted of more than 30 students with interest in program topics that included robotics, drones, renewable energy and aerospace technology. Letters of support will be attached to the application.

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

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

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

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

Service Area Data     State Data     National Data

Related Occupation	LWC Star Rating	Current Employment [Enter Year]	Projected Employment [Enter Year]	# Change	% Change	Average Annual Openings	Average Salary
Solar Photovoltaic Installers	4	11,800	17,900	6,100	52	23	\$46,470
Solar Thermal Technicians	4	9,804	15,222	5,418	55	61	\$56,330
Wind Turbine Technician	4	7,000	8,300	1,300	19	14	\$56,230

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

Institution	Program (degree and title)	No. Graduates in past year
N/A	N/A	N/A

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

There is an employer need for programs that provide students who have a desire to become Solar Photovoltaic Installers and Renewable Energy Technicians with career tracks available upon completion. Through this technical certificate program, SUSLA could produce at least twenty-five to fifty new graduates in the field of engineering technology over the course of the next five years. This can be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies.

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

The Renewable Energy program and its courses are considered part of the existing AAS degree in Engineering Technology and will complement other similar programs while providing students with degree subject options as well as career options upon completion

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

Occupation	Occupation-specific skills & KSAs
Solar Photovoltaic Installers	Installation, wiring, listening, troubleshooting, monitoring, mechanical, design, problem-solving, visualization, safety,
Solar Thermal Technicians	Communication, troubleshooting, mechanical skills, problem-solving
Wind Turbine Technician	Maintenance, troubleshooting, monitoring, mechanical, engineering & technology, safety, operations

#### D. Curriculum

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

1. Install electrical solar systems. Outcomes assessed during and after course completion during labs and exams.
2. Troubleshoot solar electronics. Outcomes assessed during and after course completion during labs and exams.
3. Perform maintenance on solar electronics and solar panels. Outcomes assessed during and after course completion during labs and exams.

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

Career Ready Competencies (NACE)	Student Learning Outcomes
Critical Thinking/Problem Solving	Understand the problem-solving and engineering design process and the ability to apply this process systematically to solve problems.
Oral/Written Communications	Student will demonstrate the ability to write clear, concise documentation describing technical reports and incorporating text and graphics, using appropriate standards.
Teamwork/ Collaboration	Students will demonstrate their ability to work effectively in a group setting or as a team.
Digital Technology	Students will demonstrate the ability to use software to build, simulate and test a digital system.
Leadership	Students will demonstrate leadership qualities working in effective teams through group interactions.
Professionalism/ Work Ethic	Develop and demonstrate professional and ethical behavior as required by discipline-specific codes of conduct.
Career Management	Develop a knowledge base for the history, nature and foundations of engineering and engineering careers. Provide job outlook data regarding careers in engineering.
Equity and Global/Intercultural Fluency	N/A
Other (list others)	N/A

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

Technical Skills and KSAs	Student Learning Outcome (s)
Installation	Install and service solar panels and electronics
Operations Monitoring	Derive parameters of device operations
Troubleshooting	Design, construct and analyze electronic circuits and solar panels

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

AACU HIPs	
First Year Experience	N/A
Undergraduate Research	N/A
Common Intellectual Experiences	N/A
Diversity/Global Learning	N/A
Learning Communities	N/A
ePortfolios	N/A
Writing Intensive Courses	N/A
Service-Learning, Community-based Learning	N/A
Collaborative Assignments & Projects	Each lab is either individual or team-based.
Internships	If the student chooses to earn the AAS in Engineering Technology, there is a 299S course for Co-Op/ Capstone.
Capstone Courses and Projects	If the student chooses to earn the AAS in Engineering Technology, there is a 299S course for Co-Op/ Capstone.

22. Attach a map of the curriculum by semester for a full-time student enrolled in at least 15 units per semester. This may be structured like a program of study in the general catalog or on a curriculum guide.

- Include course prefixes, numbers, titles, and credit hour requirements. Identify courses that meet general education requirements.
- Include alternate tracks and requirements by concentration if applicable. Identify courses that are applicable to the alternative tracks.
- List all major course requirements. Indicate the word “new” beside new courses.
- Indicate work-based learning experiences (such as internships, clinicals etc.) if applicable.
- Provide a summary of how the curriculum meets the learning outcome goals described in questions 18-21.

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

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

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

Credit may be awarded for verifiable learning gained through experience on the basis of credit-by-exam.
---------------------------------------------------------------------------------------------------------

25. Describe how [Open Education Resources \(OER\)](#) have been incorporated into the program’s instructional materials. Identify other measures the institution will take to ensure course material affordability.

OER material are more difficult to utilize in engineering and technology courses more than any other degree program courses because the technology and equipment utilized changes every year. If there are any viable OER resources, the professors will try their best to incorporate them.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

N/A
-----

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

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

List specific partners for each category checked above.

Captain Shreve, Byrd, Green Oaks, Woodlawn, BTW, NSULA, Grambling, Jarvis Christian, LA Tech, SciPort, AEP/SWEPCO, CenterPoint Energy, ExxonMobil, Chevron, WelBilt, NAPTA, NSF ATE, ASEE, ETLI

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

Students are able to earn a dual-enrollment CTS in Engineering which is stackable into the AAS of Engineering Technology. In addition, many of the courses that are part of the CTS in Renewable Energy are part of the dual-enrollment CTS in Engineering. Therefore, students are able to earn (2) CTSs (one in Engineering and one in Renewable Energy) as well as (if they choose) earn an AAS in Engineering Technology.

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

The Department of Engineering & Technology have an advisory board that consists of many industry partners that promote internships and direct hire options for program completers. In addition, SUSLA has an outstanding Career Services department that are connected to many area employers, specifically in STEM area. The department also has a number of MOUs with institutions such as NSULA, Grambling, LA Tech, SUBR, Jarvis Christian University.

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

Program completer success can be determined by either employment or continued educational pursuit at another institution (member/ non-member).

#### E. Students

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

SUSLA holds a Jaguar Preview Day, a Trio Prospect Day as well as other high school recruitment events every semester. Student interest forms are collected along with potential student enrollment data. The Department of Engineering & Technology's website has a student interest form that forwards potential engineering & technology student data to the Office of Recruitment as well as the Department Head.

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

As of the 2020-2021 academic year, the University has a total of 2745 students enrolled and 240 program completers. The Department of Engineering & Technology is a newly established department which has been in existence since 2021. The Engineering Technology AAS degree program is a newly established program with its maiden cohort beginning Spring 2022.

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

	Year 1	Year 2	Year 3	Year 4
Academic Year (Summer, Fall, Spring)	2022-23	2023-24	2024-25	2025-26
Base enrollment*		28	38	28
Lost to Attrition (should be negative)	0	0	0	0
New to the institution	20	10	10	10
Shifted from existing programs within your institution	0	0	0	0
<b>Total Enrollment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Graduates	8	5	20	20
Carry forward base enrollment for next year	20	35	28	18

\*Total enrollment becomes the base enrollment for the following year

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

The Engineering Technology AAS degree is a new degree to the university with its maiden cohort beginning Spring 2022. Current enrollment totals for the 2022 academic year exceeds 25 students in the Engineering Technology degree program with expectations to double that number in the 2023 academic year.

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

The Department of Engineering & Technology sustains a number of grants which funds a robust marketing and outreach campaign designed to reach high school students, adult learners, females as well as adult learners and hard to reach populations. This includes radio, television, social media, rack cards, t-shirts, pens, pencils and recruitment items designed to spark interest in all of the Department's programs.

**F. RESOURCES**

**F1. Finance**

36. Attach the completed Regents budget template

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

SUSLA is an HBCU 2-year community college which has consistently had the lowest tuition rate in the state given that 90% of its population are under-served and come from low-income households. No special fees are required.

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

There are no increased indirect costs that the institution incurs due to the number of grants that the Department of Engineering & Technology sustains. Each grant covers 42% indirect cost of each grant awarded to the Department and covers any associated costs of each newly developed program.

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

No existing funds are being reallocated due to the addition of new programs. The Department of Engineering & Technology sustains a number of grants which funds the addition of the proposed programs. Additional faculty are hired as Adjuncts which the Division of B-STEM allocates a pool of money for the hiring of Adjuncts. Given the potential of increased enrollment, the university intends to hire additional faculty as the Department matures.

**F2. Instruction and Student Support**

40. Faculty

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

The Division of B-STEM hires Adjunct Faculty as needed for program maturation. Each newly developed and implemented program requires at least one new Adjunct Faculty member to assist in program implementation and course instruction. The department maintains a qualified pool of adjuncts for course delivery.

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

The Renewable Energy program is part of an existing AAS degree in Engineering Technology and 95% of the coursework extends from the existing coursework being taught in the AAS degree. Current faculty will pick up the courseload with the addition of the three new courses.

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

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

There are no additional staff needed for this program.

**F3. Facilities**

42. Where will the program be offered? Mark all that apply.

Main Campus       Satellite campus (specify campus here)     Other (hybrid)     100% Online

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

Space	New Space	Use Existing Space (as is)	Use Existing Space (Renovated)	Sem/Yr. of Occupancy
Dry Labs (STEM related)		As is		2023
Wet Labs (STEM related)				
Dedicated Offices		As is		2023
Fine Arts Spaces				
Classrooms		As is		2023
Meeting Rooms				
Student Study Space		As is		2023
Shared Space with other campus units				
Other (Specify)				

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

Facility/Space Name	Gross Square Footage	Start Up Costs	Ongoing Costs	Est. Occupancy Date	Funding Source
<b>New Construction</b>					
N/A					
<b>Renovations and Infrastructure*</b>					
N/A					
<b>Purchases: Land, Buildings etc.</b>					
N/A					
<b>Lease space</b>					
N/A					
<b>TOTAL Cost</b>		<b>\$0</b>	<b>\$0</b>		

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

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

N/A

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

N/A

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

Existing facility space is adequate for accreditation. No standards or guidelines will impact space needs.

**F4. Technology and Equipment**

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

Technology and Equipment	Start-up Costs	On-going Costs	Est. Start Date of Operations/Use
Existing equipment purchased through departmental federal grants are sufficient.	N/A	N/A	N/A
<b>Total Technology and Equipment Costs</b>	<b>0</b>	<b>0</b>	

**G. RISKS AND ASSUMPTIONS**

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

Risk	Impact	Probability	Risk Mitigation Strategy
COVID-19	<b>HIGH</b>	.25	Online course implementation

**DELIVERY OF DEGREE PROGRAMS THOROUGH  
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM  
THROUGH DISTANCE LEARNING TECHNOLOGIES**

(Academic Affairs Policy 2.12, revised January 2014)

**1. University or College**

Southern University at Shreveport (SUSLA)

**2. Name, Phone and Email Address of contact person for questions regarding this request**

Mr. Colton Wiggins | 318-670-9620 | Colton.Wiggins@susla.edu

**3. Name of Degree Program and CIP Classification**

Associates of Applied Science in Polysomnographic Technology | 51.0917

**4. List the initial date of implementation**

August 2024

**5. Briefly describe the program. If there are any differences (e.g., curriculum, admission, graduation requirements, etc.) between the program to be delivered via distance learning and the program offered through traditional delivery modes, explain and provide a rationale for the differences.**

Our program is designed to develop the next generation of Sleep Technologist through a Hybrid Instructional Delivery Method that utilizes the best of technology at our disposal. With our highly interactive Online and hybrid courses combined with our clinical internships, students will be well versed in the field of sleep technology. The shortage of sleep techs is prevalent with their being less than 200 in the state of Louisiana. Meeting the needs of our clinical partners & communities of interest require a format that will allow students to complete school work at a time most convenient to them while ensuring that

**6. Briefly describe the extent to which the program will be offered via distance learning.**

Of the 62 credit hours listed in the degree plan for Polysomnographic Technology, 21 are Gen. Education classes that may be taken Online or In-person, 14 are clinical courses where students will have to report to a sleep center nearest to them to complete clinical shifts, 11 are associated with Online courses, and 16 are labeled hybrid. Meaning that there is some synchronous meetings scheduled. Whether that be virtually or in-person.

**7. Describe distance learning technologies which will be used to offer the proposed program.**

The Polysomnographic Technology program utilizes several learning technologies to aid in the education of our students. This includes but is not limited to: CANVAS Learn Management System, Microsoft 365 Products, Zoom, Trajecsys (Online Clinical Management Software), Grammarly, The Inter-Scoring Reliability (ISR) Software, ChatGPT, CANVA (Design Software), Scribe (How-To Guides), Adobe, etc. In addition, we have an auto-tracking camera, Samson wireless microphone, & a mobile Promethean board to ensure students are immersed in the classroom experience whether Online or In-person.

**8. Indicate where (city/town and parish) the proposed program will be offered.**

Based in Shreveport, La but aim to provide instruction to all of North and Central Louisiana. The campus is a member of SARA; therefore, the program can be delivered in all states participating in this consortium.

**9. Describe processes in place to ensure that students have structured access to faculty.**

To ensure our students are supported along their educational journey, all faculty are mandated to hold virtual office hours utilizing Zoom or TEAMS. This way students can meet face-to-face with faculty to handle any issues or concerns. In addition to this, we utilize the EAB navigate program & Calendly to handle with scheduling academic check-in sessions.

If this is the campus' first request for approval to offer 50% or more of a program electronically, upon approval by the Board of Regents the campus must submit notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) prior to implementation. Once the SACSCOC provides a letter acknowledging acceptance of this notification to the campus, a copy should be provided to the Board of Regents.

\_\_\_\_\_  
Provost/ Vice Chancellor for Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Head (or Authorized Signature)

\_\_\_\_\_  
System Head (or Authorized Signature)

## **Mission Statement**

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

## **ATHLETICS COMMITTEE** **(Following Academic Affairs Committee)**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval to Extend the Contract of Athletic Director Roman Banks (SUBR)
6. Other Business
7. Adjournment

### **MEMBERS**

Atty Domoine Rutledge - Chairman, Dr. Rani Whitfield – Vice-Chair,  
Mr. Paul Matthews, Mrs. Ann Smith, Mr. Raymond Fondel and Atty. Tony Clayton  
Mr. Myron K. Lawson - Ex Officio

**EMPLOYMENT CONTRACT OF ATHLETICS DIRECTOR  
ROMAN P. BANKS**

This agreement is made and entered into on the \_\_\_ day of April 2024 between Southern University System Board of Supervisors ("Board") and Roman P. Banks ("Athletics Director"). This agreement constitutes the employment contract and appointment of the Athletics Director at Southern University in Baton Rouge, Louisiana ("University") and replaces any previous agreements and amendments. This agreement shall be effective on April 1, 2024 and shall remain in effect through March 31, 2027, unless extended or terminated subject to the provisions contained herein.

**EMPLOYMENT OF ATHLETICS DIRECTOR**

**I. Employment**

- a. Board does hereby employ Athletics Director as athletic director, and Athletics Director does hereby accept employment and agrees to perform all of the services pertaining to athletic director that are required of Athletics Director as well as other services as may be contemplated hereunder, all as prescribed by the President-Chancellor, and Board through its Chairperson. All appointments are subject to applicable polices and regulations of the Board, and all employees are required to adhere to Board and/or administrative policies as they relate to them.
- b. Athletics Director shall be responsible, and shall report, directly to the President-Chancellor.
- c. The duties of the Athletics Director shall include, but not be limited to the following:
  - i. Maintain a motivated and successful Athletics Department;
  - ii. Upgrade and maintain a visible and successful athletic marketing program;
  - iii. Maintain involvement with the community at large and Alumni as necessary to sustain goodwill and positive public relations with the community at large, Alumni and athletic patrons of the University;
  - iv. Maintain good interpersonal relations with the staff and team members of the Athletics Department, inclusive of evaluation procedures for the staff, in accordance with the policies and procedures set forth by the University.
  - v. Adhere to the NCAA, SWAC rules and regulations and any and all applicable regulations, policies and procedures of the University and the Southern University System, as may, from time to time be amended;
  - vi. Initiate and maintain a comprehensive athletic fundraising program, which shall include but not be limited to solicitations from non-state or private revenue sources;
  - vii. Support and monitor the on-going academic enhancement programs designed to ensure increased graduation and retention rates and compliance with NCAA APR benchmarks and requirements; and
  - viii. Maintain all duties normally associated with the Athletics Director's position including directives of the Athletics Director as established by the President-Chancellor or his designee.

- d. Athletics Director agrees to represent Southern University System positively in public and private forums and shall perform his duties and personally handle himself in a manner consistent with good sportsmanship and in accordance with high moral, ethical and academic standards of the Southern University System and its athletic program.

## **II. Term**

- a. The term of this agreement is for three (3) years commencing on April 1, 2024, and terminating on March 31, 2027. The Board has the option of extending this agreement for one (1) additional year by providing the Athletics Director notice by January 31, 2027.

## **III. Compensation and Employee Benefits**

- a. Athletics Director shall receive the following compensation for services and satisfactory performance of this agreement. University shall pay Athletic Director a base annual salary for the term of this agreement, on a monthly basis the following amounts:
  - i. April 1, 2024, through March 31, 2025: \$275,000.00
  - ii. April 1, 2025, through March 31, 2026: \$275,000.00
  - iii. April 1, 2026, through March 31, 2027: \$275,000.00

If the University exercises its option to extend the contract one (1) additional year the compensation shall be:

- vi. April 1, 2027, through March 31, 2028: \$275,000.00
- b. University will provide Athletics Director the opportunity to participate in the benefit plans for health insurance, dental insurance, retirement, disability, and life insurance, subject to eligibility requirements, normally provided by University to its regular non-academic unclassified full-time employees.

## **IV. Outside Income-Subject to Compliance with Board Rules**

- a. Athletics Director shall be authorized to earn other revenue while employed by University but such activities are independent of his University employment and University shall have no responsibility for any claims arising therefrom. All outside income must comply with the Louisiana Code of Governmental Ethics and will be subject to approval in accordance with the Board's policies.
- b. Athletics Director shall report annually in writing to the President-Chancellor all income from athletically related sources from sources outside of the University including but not limited to income from sports camps, housing benefits, television and radio programs, endorsement or consultation contracts with athletic shoe, apparel or equipment manufacturers or sellers, and University shall have reasonable access to records of Athletics Director to verify this report.

## V. Performance Goals

- (1) **Basketball.** Athletic Director will receive extra compensation in the amount of:
  - (i) Seven Thousand Five Hundred dollars (\$7,500.00) if the Men's Basketball team wins the regular season SWAC championship;
  - (ii) Five Thousand dollars (\$5,000.00) if Men's Basketball team wins the SWAC regular season championship;
  - (iii) Five Thousand dollars (\$5,000.00) for each round of progression in the NCAA Men's Basketball Tournament;
  - (iv) Seven Thousand Five Hundred dollars (\$7,500.00) if Women's Basketball Team wins the SWAC tournament Championship game;
  - (v) Five Thousand dollars (\$5,000.00) if Women's Basketball team wins the SWAC regular season championship;
  - (vi) Five Thousand dollars (\$5,000.00) for each round of progression in the NCAA Women's Basketball Tournament.
  
- (2) **Football.** Athletic Director will receive extra compensation in the amount of:
  - (i) Seven Thousand Five Hundred dollars (\$7,500.00) if the Men's Football Team wins the SWAC Championship game;
  - (ii) Five Thousand dollars (\$5,000.00) if the Football Team competes in the SWAC Championship game;
  - (iii) Seven Thousand Five Hundred dollars (\$7,500.00) if the Men's Football Team wins the SWAC Celebration Bowl game;
  - (iv) Five Thousand dollars (\$5,000.00) if the Football Team competes in the SWAC Celebration Bowl game;
  - (v) one (1) month's Base Salary annually for attaining the highest attendance for the regular season in the SCS, not to exceed Ten Thousand dollars (\$10,000.00).
  
- (3) **Baseball/Softball.** Athletic Director will receive extra compensation in the amount of:
  - (i) Five Thousand dollars (\$5,000.00) if the Men's Baseball team wins the SWAC Championship game;
  - (ii) Four Thousand Five Hundred dollars (\$4,500.00) for each round the Men's Baseball team progresses in the SWAC tournament;
  - (iii) Five Thousand dollars (\$5,000.00) if the Women's Softball team wins the SWAC Championship game;
  - (iv) Four Thousand Five Hundred dollars (\$4,500.00) for each round the Women's Softball team progresses in the SWAC tournament.
  
- (4) **Academic Performance.** Athletic Director will receive extra compensation in the amount of a one (1) month's Base Salary annually if the APR for ninety percent (90%) of the benchmark meet the APR set by the NCAA not to exceed Ten Thousand dollars (\$10,000.00).
  
- (5) **Other Sports Teams.** Athletic Director will receive extra compensation in the amount of One Thousand Five Hundred dollars (\$1,500) each for all other SWAC

championships won, including, but not limited to, Bowling, Track, Golf, Volleyball and or Soccer.

- (6) **Sponsorships Incentive.** Athletic Director will receive five percent (5%) for all sponsorships generated from new and/or the renewal of existing contracts for the System to be paid from the System's Foundation.
- (7) **Game Guarantee Incentive.** Athletic Director will receive five percent (5%) of all game guarantees for athletic teams.
- (8) **Awards.** Athletic Director will receive extra compensation in the amount of:
  - (i) Five Thousand dollars (\$5,000.00) if the System wins the SWAC C.D. Henry Awards (Men's Sports);
  - (ii) Five Thousand dollars (\$5,000.00) if the System wins the SWAC Sadie Magee/Barbara Jacket Award (Women's sports);
  - (iii) Notwithstanding the above Sections V.(8)(i) and (ii), if the System wins the James Frank Award (Commissioners Cup), a single incentive payment of Ten Thousand dollars (\$10,000.00) and no additional compensation for the Henry or Magee/Jacket Awards.
- (9) **Other Performance Incentive.** If all certified NCAA Division 1 sports at University are eligible for post-season play at the end of sports season, the Athletic Director will receive an increase of ten thousand dollars (10,000.00) to the Athletic Director's base annual salary for that year.

## **VI. Compliance with NCAA, Conference and University Rules**

- a. Athletics Director shall abide by the rules and regulations of the NCAA, SWAC and University. If Athletics Director is personally found to be in violation of NCAA regulations, Athletics Director shall be subject to disciplinary or corrective action set forth in the NCAA enforcement procedures and Section VII Athletics Director may be suspended for a -period of time, without pay if Athletics Director is found to be personally guilty of deliberate and serious violations of NCAA, SWAC or University regulations.
- b. Athletics Director shall abide by state and federal laws, the State of Louisiana Code of Government Ethics, University and the policies and regulations of Southern University System.

## **VII. Termination**

- a. Termination for Cause. The Board shall have the right to terminate this agreement for cause prior to its expiration, and such right shall exist notwithstanding any rights available under Section VII hereof, and in addition to the examples listed in University Personnel Handbook, the term for cause shall include but not be limited to any one or more of the following:
  - i. Negligent or inattention by Athletics Director of the standards, duties or responsibilities expected by Southern University System employees, after written

notice thereof has been given to Athletic Director by President- Chancellor and Athletics Director has continued such neglect or inattention during a subsequent period for not less than thirty (30) days;

- ii. Material, intentional, or reckless breach or violation by Athletics Director of the agreement, including without limitation governing athletic rules and Southern University System rules; or
- iii. Arrest/conviction of Athletics Director of any criminal violation (does not include minor traffic offenses or non-criminal offenses); or
- iv. Fraud or dishonesty of Athletics Director in the performance of his duties or responsibilities hereunder; or
- v. Actively engaging in any conduct or committing any act that brings University and Athletics Director into public disrepute, contempt, embarrassment, scandal or ridicule and that negatively impacts the reputation or the high moral or ethical standards of the Southern University System;
- vi. Conduct of Athletics Director constituting a major violation, or a pattern of conduct which may constitute or lead to a major violation, of any NCAA or other governing athletic rule or Southern University System interpretation thereof, which may, in the reasonable and good faith judgment of the Southern University System negatively and significantly impact and reflect adversely upon the Southern University System or its athletic programs, including any violation which results or could result in University being placed on probation by the NCAA or the SWAC;
- vii. Conduct by members of Athletics Department or others under his supervision or subject to his control or authority, constituting a major violation, or a pattern of conduct which may constitute or lead to major violation, of any NCAA or other governing athletic rule or Southern University System interpretation thereof of which Athletics Director had knowledge and failed to act reasonably to prevent, limit or mitigate, which may, in the reasonable and good faith judgment of the Southern University System negatively and significantly impact and reflect adversely upon University or its athletics program, including any violation which results or could result in University being placed on probation by the NCAA or SWAC; and
- viii. Conduct that the Chancellor and/or the Board of Supervisors agree that is not in the best interest of University and such conduct would be detrimental to the University and Southern University System. In the event this Agreement is terminated for cause in accordance with the provisions of Section VIII hereof, then effective as of the termination date, Athletics Director shall not be entitled to receive any further payments of base salary, and any other compensation or benefit otherwise payable under Section III hereof, except Athletics Director will be entitled to continue such life or health insurance benefits at Athletics Director's expense as required by law, and subject to any deductions permitted by Section III(b) Athletics Director will be paid any earned outstanding payments owed by University as of the effective

termination date pursuant to the terms of the Agreement. Athletics Director will be given notice of the cause and an opportunity for a hearing before the Board of Supervisors' Athletics Committee.

- b. **Termination without Cause.** In the event this agreement is terminated without cause, Athletics Director and University will be required to provide thirty (30) days notice to the other party. The performance of work under this Agreement may be terminated by the University with this clause in whole or for time to time in part, whenever the University shall determine that such termination is in the best interest of the University. It is the understanding that this Agreement may be terminated for convenience of the University for the performance by the Athletics Director deemed by the University to unsatisfactory, such determination to be within the sole and absolute discretion of the University. In the event the agreement is terminated without cause, Athletics Director will be paid any earned outstanding, payments owed by the University as of the effective termination date pursuant to the terms of the agreement. The parties agree that if this Agreement is terminated without cause, then Athletics Director may be given a hearing at the sole discretion of the Board of Supervisors' Athletics Committee. If University terminates the agreement without cause, as permitted by Section VII hereof, University may pay, and Athletics Director agrees to accept as liquidated damages, an amount equal to the sum of the annual base salary for the remaining term of the agreement or the University at its option may reassign the Athletics Director to another suitable position at the University for the remainder of the agreement at a salary equal to his pay. If Athletics Director is not reassigned to another position within the University, any future employment and the compensations and benefits received therefrom shall be used as an offset to any sums that may be due owing by the University to the Athletics Director. If Athletics Director terminates this agreement, the Athletics Director will not be entitled to liquidated damages.

#### **VIII. Miscellaneous**

- a. This agreement may be amended at any time only by a written instrument duly signed by University through its designated representative and Athletics Director. All amendments must be in writing.
- b. The agreement shall be governed by and construed in accordance with the laws of the State of Louisiana.
- c. Athletics Director's rights and interests under this Agreement may not be assigned, pledged or encumbered by Athletics Director.
- d. The agreement constitutes the full and complete understanding and agreement of the parties with respect to the employment of Athletics Director by University and supersedes all prior understandings and agreements, oral and written, regarding Athletics Director's employment by University.

- e. Athletics Director acknowledges that the Athletics Director has read and understands the foregoing provisions are reasonable and enforceable, and Athletics Director agrees to abide by this agreement and the terms and conditions set forth herein.
- f. All notices, requests, demands and other communication hereunder may be given by personal delivery, delivery by expedited delivery or mail service such as Federal Express and United States mail with first class postage prepaid or facsimile/telecopier. Notices shall be sent to the names below:

**If to Athletics Director**

Southern University Athletics  
C/o Roman P. Banks  
P.O. Box 9942  
Baton Rouge, LA 70813

**If to SU-Baton Rouge**

Dennis J. Shields  
President-Chancellor  
J.S. Clark Administration Bldg.  
4<sup>th</sup> Floor  
Southern University A&M College  
Baton Rouge, LA 70813

**With copy to:**

Office of General Counsel  
Attn: Corinne Blache  
General Counsel  
J.S. Clark Administration Bldg.  
4<sup>th</sup> Floor  
Southern University A&M College  
Baton Rouge, LA 70813

- g. The invalidity or enforceability of any provision of this agreement has no effect on the validity or enforceability of any other provisions.

[Remainder of the page left blank]

IN WITNESS WHEREOF, the parties hereto have executed this agreement, or caused this agreement to be executed on the date shown below.

\_\_\_\_\_  
Roman P. Banks  
Athletic Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dennis J. Shields  
President – Chancellor  
Southern University System

\_\_\_\_\_  
Date

\_\_\_\_\_  
Myron Lawson, Chairman  
Board of Supervisors

\_\_\_\_\_  
Date

## **Mission Statement**

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

## **FACILITIES AND PROPERTY COMMITTEE** **(Following Athletics Committee)**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval of Servitude Agreement between Baton Rouge Water Works Company and Southern University and A & M College (SUS/SUBR)
6. Informational Item(s)
  - A. Facilities Update (SUS)
7. Other Business
8. Adjournment

### **MEMBERS**

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



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

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

Fax Number  
(225) 771-5522

Wednesday, March 20, 2024

Mr. Ken Dawson  
Director of Facilities – Southern University System  
J.S. Clark Administration Building, 3<sup>rd</sup> Floor  
Baton Rouge, LA 70813

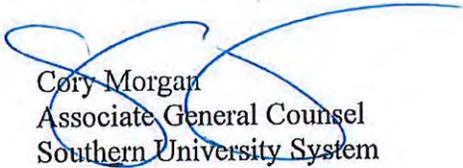
RE: Servitude Agreement between Baton Rouge Water Works Company and Southern University and A&M College (“Southern”)

Dear Mr. Dawson,

Please be advised I have completed my review regarding the Servitude Agreement between the Southern and the Baton Rouge Water Works Company. Upon careful examination of the provided documentation, I have not identified any impediments that would preclude the Southern from proceeding to finalize the agreement. It is, therefore, my recommendation that this document be formally presented to the Board of Supervisors for approval and execution.

Should you have any questions or concerns, please do not hesitate to reach out to me directly.

Warm regards,

  
Cory Morgan  
Associate General Counsel  
Southern University System

**SERVITUDE AGREEMENT**

State of Louisiana  
Parish of East Baton Rouge

THIS grant made the \_\_\_\_\_ day of \_\_\_\_\_, 2024

By **BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE**, GRANTOR (whether one or more) to **THE BATON ROUGE WATER WORKS COMPANY**, a Louisiana corporation domiciled in the City of Baton Rouge, Louisiana, GRANTEE.

**WITNESSETH:** For a valuable consideration hereby acknowledged and upon the terms and provisions hereinafter expressed, the Grantor hereby grants and establishes in favor of Grantee, its successors and assigns, a servitude to enter upon, lay, run and maintain pipes, mains and connections for the transportation of water on and across the following described property, situated in the Parish of East Baton Rouge, State of Louisiana, to wit:

*A certain tract of land, containing 387.00 acres, more or less, in Sections 39, 67 & 75, Township 6 South, Range 1 West, East Baton Rouge Parish, Louisiana, being bounded now or formerly on the North by Mills Avenue and other lands owned by Grantor, East by the right of way of the Louisiana Railway and Navigation Company, on the South by property formerly owned by C.W. Kernan and now owned by the Grantor; and the West by the Mississippi River. Being the same property described in that certain Instrument and shown on Plat of Survey attached to said Instrument, recorded as Original 88, Bundle 170 records of East Baton Rouge, Louisiana.*

All as more particularly shown on the sketch on Exhibit "A", attached hereto and made a part hereof, and also including the right to locate such facilities within the adjacent road right of way for the purpose of crossing such right of way, or as may be necessitated by physical conditions. Grantee shall have the right at all times to enter upon said premises, for the purpose of installing, inspecting, repairing, removing or changing said pipes, mains, and connections and for such other purposes as may be necessary for the full use of the rights herein granted. Grantee will make its installations at a depth that will not interfere with the ordinary surface use of said premises; and Grantee will, at its expense, refill its excavations, regrade and place the property as nearly as practicable in its original condition. All of the stipulations herein contained shall inure to the benefit of and be binding upon the heirs, successors and assigns of the respective parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have signed these presents as of the day, month and year first above written, in the presence of the undersigned competent witnesses.

**WITNESSES AS TO GRANTOR:**

**BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE**

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

By: \_\_\_\_\_  
Grantor: \_\_\_\_\_

**WITNESSES AS TO GRANTEE:**

**THE BATON ROUGE WATER WORKS COMPANY**

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

By: \_\_\_\_\_  
Grantor: \_\_\_\_\_

SEE EXHIBIT "A", ATTACHED HERETO AND MADE A PART HEREOF FOR SKETCH OF PROPERTY

DIRECT ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_

PARISH OF \_\_\_\_\_

ON THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned Notary Public, duly commissioned and qualified, personally came and appeared \_\_\_\_\_ to me personally known, who, being by me duly sworn, did say that \_\_\_\_\_ signed the foregoing instrument and acknowledged signing of the instrument to be their free act and deed.

NOTARY PUBLIC

X \_\_\_\_\_

\_\_\_\_\_  
(Print Notary Name Here)

\_\_\_\_\_  
(Notary ID # or State bar roll # here)

STATE OF \_\_\_\_\_

PARISH OF \_\_\_\_\_

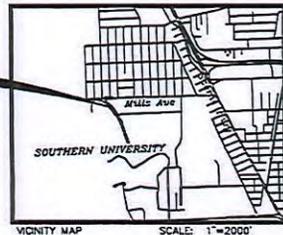
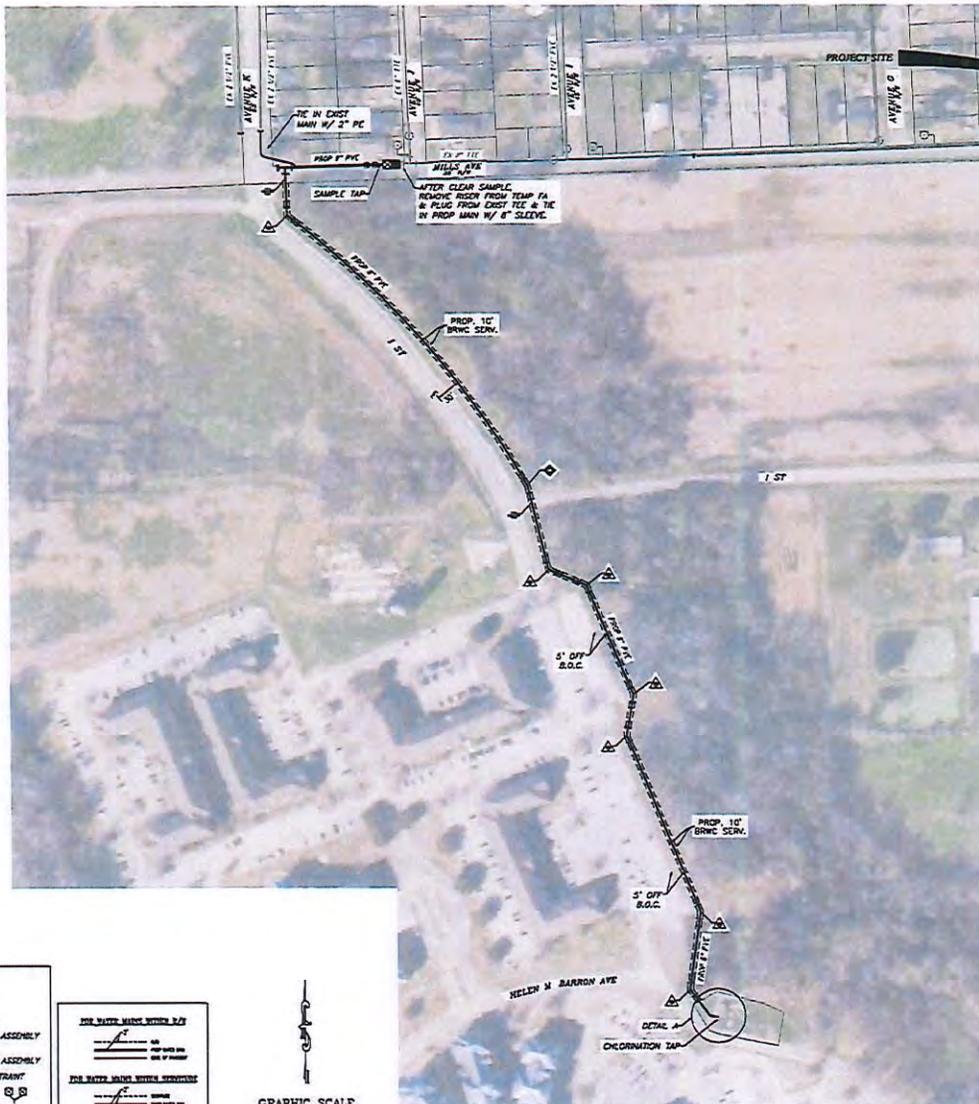
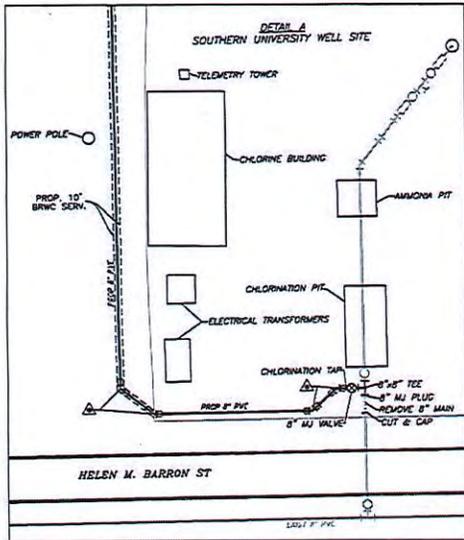
ON THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned Notary Public, duly commissioned and qualified, personally came and appeared \_\_\_\_\_ to me personally known, who, being by me duly sworn, did say that \_\_\_\_\_ signed the foregoing instrument and acknowledged signing of the instrument to be their free act and deed.

NOTARY PUBLIC

X \_\_\_\_\_

\_\_\_\_\_  
(Print Notary Name Here)

\_\_\_\_\_  
(Notary ID # or State bar roll # here)



- NOTES:**
- ALL MATERIALS SHALL CONFORM TO NSF 312 FOR DRINKING WATER COMPONENTS LEAD CONTENT, CERTIFIED TO BE LEAD FREE. ALL MATERIALS SHALL COMPLY WITH NSF 61 AND THE REQUIREMENTS OF THE SAFE DRINKING WATER ACT.
  - ALL WATER MAINS MUST BE LOCATED A MINIMUM HORIZONTAL DISTANCE OF 4' (20' FEET) FROM ANY SEWER MAINS, MANHOLE, WET WELLS, FORCE MAINS, AND SANITARY MAINS. THE MINIMUM VERTICAL DISTANCE MUST BE 30" (30" FOR EXISTING MAINS WHEN CROSSING ANY OTHER MAINS, RECORDS AND AS FROM OUTSIDE EDGE TO OUTSIDE EDGE AS PER LAL 338.33.1).
  - ALL WATER MAINS MUST MAINTAIN A MINIMUM OF 5' UNDERMINH PAYMENT WHEN CROSSING ANY ROADWAY.
  - ALL TEES, BONDS AND VALVES, ETC. WILL BE INSTALLED WITH RESTRAINTS TO LIMIT ANY MOVEMENT.
  - THE BOTTOM OF WATER SERVICE LINES, AT ALL POINTS, SHALL BE AT LEAST 12 INCHES ABOVE THE TOP OF THE SEWER LINE AT ITS HIGHEST POINT, IN ACCORDANCE WITH 709 INTERNATIONAL PLUMBING CODE SECTION 602.2.
  - CONTRACTOR SHALL DEMONSTRATE ALL NEW WATER SUPPLIES IN ACCORDANCE WITH LAL 338.33.1.
  - CONTRACTOR TO MAINTAIN HOLES FOR OILDRINATION TAPS UNTIL LAB REPORT OF CLEAR SAMPLE OR MAINS THEN REMOVE OILDRINATION AND SAMPLE TAPS, PLUG TAP HOLES AND DRESS UP AREA.
  - CONTRACTOR TO CONTACT OTHER UTILITIES FOR LOCATION OF FACILITIES PRIOR TO BEGINNING WORK.
  - CONTRACTOR TO CONTACT LA ONE CALL LOCATING SERVICE PRIOR TO DIGGING.
  - PIPE CLASSES ARE:  
 2\"/>
  - SERVICE TUBING:  
 3/4\"/>
- 811 Know what's below. Call before you dig.**
- \*\*INSTALLER MUST CONTACT CITY PARISH UTILITY PERMITS DIVISION BEFORE CONSTRUCTION BEGINS. (225) 399-3758**

NOTE: WATER MAIN LOCATIONS NOTED & APPROVED:

DEVELOPER	DATE
COMPANY	DATE

**BATON ROUGE WATER COMPANY**

**SOUTHERN UNIVERSITY WELL TO MILLS AVE**

LOCATED IN SECTION 75,  
 T-6-S, R-1-W,  
 EAST OF THE MISSISSIPPI RIVER,  
 EAST BATON ROUGE PARISH,  
 LOUISIANA

PROJECT NO. **B2151540-6550**

DATE: **11/2/2023**

DRAWN BY: **D. PERRONE**

SCALE: **1" = 100'**

REVISIONS:



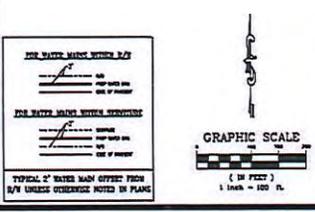
**TYPICAL LEGEND**

	EXISTING VALVE		PROPOSED VALVE
	EXISTING TEE		PROPOSED TEE
	EXISTING REDUCER		PROPOSED REDUCER
	EXISTING FLUSHING ASSEMBLY		PROPOSED FLUSHING ASSEMBLY
	DIST. HYDR. ASSEMBLY		PROPOSED HYDRANT ASSEMBLY
	EXISTING MAIN		PROPOSED BELL RESTRAINT
	PROPOSED MAIN		PROPOSED METERS
	PROP. SERVICE LINE		PROPOSED CADDLE TAP WITH TAP VALVE
	R.I.M. LINE		PROP. CENTALOK BORE
	SERVITUDE		

**FOR WATER MAINS WITHIN 5' OF**

**FOR WATER MAINS WITHIN 30' OF**

**TYPICAL 2" WATER MAIN OFFSET FROM EXIST. UTILITY LOCATIONS NOTED IN PLANS**





## Southern University System Active Capital Improvement Project Tracking

**Self-Funded Projects**

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

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

## **Mission Statement**

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

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

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval to Increase Residential Housing Fees (SUBR)
6. Informational Item(s)
  - A. Interim Financial Report
7. Other Business
8. Adjournment

### **MEMBERS**

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

**Southern University System**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of March 31, 2024**

**Executive Summary**

Attached is a summary of the Southern University System fiscal year 2023-2024 general operating budget financial activities for the month ending March 31, 2024. The Southern University System is reporting an \$812,638 increase in revenues. The increase primarily resulted from a gain in self-generated revenues.

**Southern University Board and System Administration**

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

**Southern University Baton Rouge Campus**

The Baton Rouge Campus projected Fall 2023 and Spring 2024 tuition exceeded the amount budgeted by \$4,263,247. The Baton Rouge Campus is using these funds to offset the increase cost in other charges and scholarships.

**Southern University Law Center**

The Law Center has a \$1,353,080 projected shortfall in Fall 2023 and Spring 2024 tuition as compared to the approved budget. The Law Center has reduced personal services, travel, supplies, and other charges expenditures to balance the operating budget for the fiscal year.

**Southern University News Orleans Campus**

The New Orleans Campus has a \$1,373,579 projected shortfall in self-generated revenue as compared to the approved budget. The New Orleans Campus has reduced personal services, supplies, and other charges to balance the operating budget for the fiscal year.

**Southern University Shreveport Campus**

The Shreveport Campus has a \$723,950 projected shortfall in Fall 2023 and Spring 2024 tuition as compared to the approved budget. The Shreveport Campus has reduced personal services to balance their operating budget for the fiscal year.

**Southern University Agricultural Research and Extension Center**

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

**Summary**

Based on the information above the campuses have made the appropriate adjustments to maintain a balance budget as of March 31, 2024. Revenues and expenditures will be monitored during the remainder of the 2023-2024 fiscal year to allow for a balanced operating budget.

**Southern University System**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of March 31, 2024**

	<b>FY24 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY24</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 66,600,531	\$ 45,650,365	\$ 20,950,166	\$ 66,600,531	\$ -	68.5%
Statutory Dedicated	4,851,115	1,785,269	3,065,846	4,851,115	-	36.8%
Federal	3,654,209	910,945	2,743,264	3,654,209	-	24.9%
<b>Self Generated</b>						
Tuition - Fall 2023	35,457,617	34,781,126	-	34,781,126	(676,491)	98.1%
Tuition - Spring 2024	33,473,960	31,240,902	-	31,240,902	(2,233,058)	93.3%
Tuition - Summer	4,321,912	2,360,811	3,085,097	5,445,908	1,123,996	54.6%
Out-of-State Fees	16,682,867	18,880,026	849,218	19,729,244	3,046,377	113.2%
Other	21,332,244	14,094,102	6,789,956	20,884,058	(448,186)	66.1%
Interagency Transfer	4,476,791	2,981,994	1,494,797	4,476,791	-	66.6%
<b>Total Revenues</b>	<b>\$ 190,851,246</b>	<b>\$ 152,685,540</b>	<b>\$ 38,978,344</b>	<b>\$ 191,663,884</b>	<b>\$ 812,638</b>	<b>80.0%</b>
<b>Expenditures</b>						
Salaries	\$ 90,739,457	\$ 70,966,330	\$ 17,184,370	\$ 88,150,700	\$ (2,588,757)	78.2%
Other Compensation	394,759	222,632	172,127	394,759	-	56.4%
Related Benefits	38,496,101	28,897,859	7,504,789	36,402,648	(2,093,453)	75.1%
<b>Total Personal Services</b>	<b>\$ 129,630,317</b>	<b>\$ 100,086,821</b>	<b>\$ 24,861,286</b>	<b>\$ 124,948,107</b>	<b>\$ (4,682,210)</b>	<b>77.2%</b>
Travel	1,490,311	840,943	565,573	1,406,517	(83,794)	56.4%
Operating Services	17,932,095	13,531,371	6,431,005	19,962,376	2,030,281	75.5%
Supplies	2,136,272	1,048,243	794,386	1,842,629	(293,643)	49.1%
<b>Total Operating Expenses</b>	<b>\$ 21,558,678</b>	<b>\$ 15,420,557</b>	<b>\$ 7,790,964</b>	<b>\$ 23,211,522</b>	<b>\$ 1,652,844</b>	<b>71.5%</b>
Professional Services	2,727,372	1,938,465	266,940	2,205,405	(521,967)	71.1%
Other Charges	12,367,665	1,424,948	8,578,517	10,003,466	(2,364,199)	11.5%
Debt Services						
Interagency Transfers	7,865,134	8,346,807	1,559,255	9,906,062	2,040,928	106.1%
<b>Total Other Charges</b>	<b>\$ 22,960,171</b>	<b>\$ 11,710,221</b>	<b>\$ 10,404,713</b>	<b>\$ 22,114,933</b>	<b>\$ (845,238)</b>	<b>51.0%</b>
General Acquisitions	425,342	209,827	215,515	425,342	-	49.3%
Library Acquisitions	562,649	492,669	127,337	620,006	57,357	87.6%
Major Repairs	2,495,314	2,803	2,430,511	2,433,314	(62,000)	0.1%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 3,483,305</b>	<b>\$ 705,299</b>	<b>\$ 2,773,363</b>	<b>\$ 3,478,662</b>	<b>\$ (4,643)</b>	<b>20.2%</b>
Scholarships	13,218,775	17,820,660	90,000	17,910,660	4,691,885	134.8%
<b>Total Expenditures</b>	<b>\$ 190,851,246</b>	<b>\$ 145,743,557</b>	<b>\$ 45,920,327</b>	<b>\$ 191,663,884</b>	<b>\$ 812,638</b>	<b>76.4%</b>

**Southern University Board and System Administration**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of March 31, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 5,465,886	\$ 3,620,300	\$ 1,845,586	\$ 5,465,886	\$ -	66.2%
Statutory Dedicated						
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2023		-	-			
Tuition - Spring 2024		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 5,465,886</b>	<b>\$ 3,620,300</b>	<b>\$ 1,845,586</b>	<b>\$ 5,465,886</b>	<b>\$ -</b>	<b>66.2%</b>
<b>Expenditures</b>						
Salaries	\$ 1,930,302	\$ 1,387,778	\$ 542,524	\$ 1,930,302	\$ -	71.9%
Other Compensation	64,500	38,997	25,503	64,500	-	60.5%
Related Benefits	825,606	426,740	398,866	825,606	-	51.7%
<b>Total Personal Services</b>	<b>\$ 2,820,408</b>	<b>\$ 1,853,515</b>	<b>\$ 966,893</b>	<b>\$ 2,820,408</b>	<b>\$ -</b>	<b>65.7%</b>
Travel	365,000	118,466	246,534	365,000	-	32.5%
Operating Services	244,000	95,766	148,234	244,000	-	39.2%
Supplies	131,000	62,459	68,541	131,000	-	47.7%
<b>Total Operating Expenses</b>	<b>\$ 740,000</b>	<b>\$ 276,691</b>	<b>\$ 463,309</b>	<b>\$ 740,000</b>	<b>\$ -</b>	<b>37.4%</b>
Professional Services	151,000	90,000	61,000	151,000	-	59.6%
Other Charges	1,587,077	-	1,587,077	1,587,077	-	0.0%
Debt Services		-	-	-		
Interagency Transfers	97,401	-	97,401	97,401	-	0.0%
<b>Total Other Charges</b>	<b>\$ 1,835,478</b>	<b>\$ 90,000</b>	<b>\$ 1,745,478</b>	<b>\$ 1,835,478</b>	<b>\$ -</b>	<b>4.9%</b>
General Acquisitions	70,000	4,798	65,202	70,000	-	6.9%
Library Acquisitions		-	-			
Major Repairs		-	-			
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 70,000</b>	<b>\$ 4,798</b>	<b>\$ 65,202</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>6.9%</b>
Scholarships		-	-			
<b>Total Expenditures</b>	<b>\$ 5,465,886</b>	<b>\$ 2,225,004</b>	<b>\$ 3,240,882</b>	<b>\$ 5,465,886</b>	<b>\$ -</b>	<b>40.7%</b>

**Southern University Baton Rouge Campus**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of March 31, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 26,039,530	\$ 17,902,176	\$ 8,137,354	\$ 26,039,530	\$ -	68.7%
Statutory Dedicated	1,773,886	905,821	868,065	1,773,886	-	51.1%
Federal	-	-	-	-	-	
<b>Self Generated</b>						
Tuition - Fall 2023	21,974,488	22,932,448	-	22,932,448	957,960	104.4%
Tuition - Spring 2024	21,244,676	20,508,995	-	20,508,995	(735,681)	96.5%
Tuition - Summer	2,201,756	1,593,339	1,593,339	3,186,678	984,922	72.4%
Out-of-State Fees	11,222,140	13,598,186	680,000	14,278,186	3,056,046	121.2%
Other	11,338,306	7,133,478	4,204,828	11,338,306	-	62.9%
Interagency Transfer	4,476,791	2,981,994	1,494,797	4,476,791	-	66.6%
<b>Total Revenues</b>	<b>\$ 100,271,573</b>	<b>\$ 87,556,438</b>	<b>\$ 16,978,383</b>	<b>\$ 104,534,820</b>	<b>\$ 4,263,247</b>	<b>87.3%</b>
<b>Expenditures</b>						
Salaries	\$ 45,802,691	\$ 37,403,673	\$ 7,902,615	\$ 45,306,288	\$ (496,403)	81.7%
Other Compensation	201,377	146,135	55,242	201,377	-	72.6%
Related Benefits	19,883,952	17,163,099	2,556,786	19,719,885	(164,067)	86.3%
<b>Total Personal Services</b>	<b>\$ 65,888,020</b>	<b>\$ 54,712,907</b>	<b>\$ 10,514,643</b>	<b>\$ 65,227,550</b>	<b>\$ (660,470)</b>	<b>83.0%</b>
Travel	325,870	209,844	86,026	295,870	(30,000)	64.4%
Operating Services	10,688,986	6,297,859	4,462,127	10,759,986	71,000	58.9%
Supplies	937,411	494,367	234,170	728,537	(208,874)	52.7%
<b>Total Operating Expenses</b>	<b>\$ 11,952,267</b>	<b>\$ 7,002,070</b>	<b>\$ 4,782,323</b>	<b>\$ 11,784,393</b>	<b>\$ (167,874)</b>	<b>58.6%</b>
Professional Services	1,101,480	1,035,950	65,530	1,101,480	-	94.1%
Other Charges	3,935,631	196,901	3,589,154	3,786,055	(149,576)	5.0%
Debt Services		-	-			
Interagency Transfers	4,913,719	6,174,940		6,174,940	1,261,221	125.7%
<b>Total Other Charges</b>	<b>\$ 9,950,830</b>	<b>\$ 7,407,791</b>	<b>\$ 3,654,684</b>	<b>\$ 11,062,475</b>	<b>\$ 1,111,645</b>	<b>74.4%</b>
General Acquisitions	62,032	12,027	50,005	62,032	-	19.4%
Library Acquisitions	137,649	47,519	90,069	137,587	(62)	
Major Repairs	62,000	-	-	-	(62,000)	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 261,681</b>	<b>\$ 59,546</b>	<b>\$ 140,073</b>	<b>\$ 199,619</b>	<b>\$ (62,062)</b>	<b>22.8%</b>
Scholarships	12,218,775	16,185,783	75,000	16,260,783	\$ 4,042,008	132.5%
<b>Total Expenditures</b>	<b>\$ 100,271,573</b>	<b>\$ 85,368,097</b>	<b>\$ 19,166,723</b>	<b>\$ 104,534,820</b>	<b>\$ 4,263,247</b>	<b>85.1%</b>

**Southern University Law Center**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of March 31, 2024**

	<b>FY24 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY24</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 6,705,340	\$ 4,609,922	\$ 2,095,418	\$ 6,705,340	\$ -	68.8%
Statutory Dedicated	191,980	96,314	95,666	191,980	-	50.2%
Federal	-	-	-	-	-	
<b>Self Generated</b>						
Tuition - Fall 2023	5,376,929	4,825,707	-	4,825,707	(551,222)	89.7%
Tuition - Spring 2024	5,035,879	4,465,335	-	4,465,335	(570,544)	88.7%
Tuition - Summer	767,123	188,084	718,113	906,197	139,074	24.5%
Out-of-State Fees	4,913,227	4,321,807	169,218	4,491,025	(422,202)	88.0%
Other	4,324,709	4,092,313	284,210	4,376,523	51,814	94.6%
Interagency Transfer	-	-	-	-	-	
<b>Total Revenues</b>	<b>\$ 27,315,187</b>	<b>\$ 22,599,482</b>	<b>\$ 3,362,625</b>	<b>\$ 25,962,107</b>	<b>\$ (1,353,080)</b>	<b>82.7%</b>
<b>Expenditures</b>						
Salaries	\$ 15,343,775	\$ 12,828,940	\$ 2,508,344	\$ 15,337,284	\$ (6,491)	83.6%
Other Compensation	-	-	-	-	-	
Related Benefits	5,925,444	4,057,681	1,350,646	5,408,327	(517,117)	68.5%
<b>Total Personal Services</b>	<b>\$ 21,269,219</b>	<b>\$ 16,886,621</b>	<b>\$ 3,858,990</b>	<b>\$ 20,745,611</b>	<b>\$ (523,608)</b>	<b>79.4%</b>
Travel	505,000	323,759	100,000	423,759	(81,241)	64.1%
Operating Services	1,815,326	1,373,241	450,000	1,823,241	7,915	75.6%
Supplies	280,000	154,977	50,000	204,977	(75,023)	55.3%
<b>Total Operating Expenses</b>	<b>\$ 2,600,326</b>	<b>\$ 1,851,977</b>	<b>\$ 600,000</b>	<b>\$ 2,451,977</b>	<b>\$ (148,349)</b>	<b>71.2%</b>
Professional Services	1,250,000	548,877	20,000	568,877	(681,123)	43.9%
Other Charges	981,125	277,988	302,648	580,636	(400,489)	28.3%
Debt Services	-	-	-	-	-	
Interagency Transfers	264,517	340,271	324,735	665,006	400,489	128.6%
<b>Total Other Charges</b>	<b>\$ 2,495,642</b>	<b>\$ 1,167,136</b>	<b>\$ 647,383</b>	<b>\$ 1,814,519</b>	<b>\$ (681,123)</b>	<b>46.8%</b>
General Acquisitions	-	-	-	-	-	
Library Acquisitions	300,000	262,732	37,268	300,000	-	87.6%
Major Repairs	-	-	-	-	-	
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 300,000</b>	<b>\$ 262,732</b>	<b>\$ 37,268</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>87.6%</b>
Scholarships	650,000	650,000	-	650,000	-	100.0%
<b>Total Expenditures</b>	<b>\$ 27,315,187</b>	<b>\$ 20,818,466</b>	<b>\$ 5,143,641</b>	<b>\$ 25,962,107</b>	<b>\$ (1,353,080)</b>	<b>76.2%</b>

**Southern University New Orleans Campus**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of March 31, 2024**

	<b>FY24 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY24</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 9,734,448	\$ 6,692,437	\$ 3,042,011	\$ 9,734,448	\$ -	68.8%
Statutory Dedicated	552,652	261,424	291,228	552,652	-	47.3%
Federal	-	-	-	-	-	
<b>Self Generated</b>						
Tuition - Fall 2023	4,144,256	3,464,091	-	3,464,091	(680,165)	83.6%
Tuition - Spring 2024	3,760,661	3,258,589	-	3,258,589	(502,072)	86.6%
Tuition - Summer	815,662	258,845	556,817	815,662	-	31.7%
Out-of-State Fees	366,000	674,658	-	674,658	308,658	184.3%
Other	4,498,838	2,315,007	1,683,831	3,998,838	(500,000)	51.5%
Interagency Transfer		-	-		-	
<b>Total Revenues</b>	<b>\$ 23,872,517</b>	<b>\$ 16,925,051</b>	<b>\$ 5,573,887</b>	<b>\$ 22,498,938</b>	<b>\$ (1,373,579)</b>	<b>70.9%</b>
<b>Expenditures</b>						
Salaries	\$ 12,602,295	\$ 9,222,404	\$ 2,535,424	\$ 11,757,828	\$ (844,467)	73.2%
Other Compensation	-	-	-	-	-	
Related Benefits	5,040,918	3,307,376	887,398	4,194,774	(846,144)	65.6%
<b>Total Personal Services</b>	<b>\$ 17,643,213</b>	<b>\$ 12,529,780</b>	<b>\$ 3,422,822</b>	<b>\$ 15,952,602</b>	<b>\$ (1,690,611)</b>	<b>71.0%</b>
Travel	20,000	20,000	20,617	40,617	20,617	100.0%
Operating Services	2,069,190	3,439,131	581,425	4,020,556	1,951,366	166.2%
Supplies	214,000	34,929	40,071	75,000	(139,000)	16.3%
<b>Total Operating Expenses</b>	<b>\$ 2,303,190</b>	<b>\$ 3,494,060</b>	<b>\$ 642,113</b>	<b>\$ 4,136,173</b>	<b>\$ 1,832,983</b>	<b>151.7%</b>
Professional Services	99,892	34,288	10,503	44,791	(55,101)	
Other Charges	3,152,024	324,288	352,712	677,000	(2,475,024)	10.3%
Debt Services		-	-	-		
Interagency Transfers	299,198	678,416	-	678,416	379,218.00	226.7%
<b>Total Other Charges</b>	<b>\$ 3,551,114</b>	<b>\$ 1,036,992</b>	<b>\$ 363,215</b>	<b>\$ 1,400,207</b>	<b>\$ (2,150,907)</b>	<b>29.2%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	125,000	182,419	-	182,419	57,419.00	145.9%
Major Repairs	-	-	-	-	-	
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 125,000</b>	<b>\$ 182,419</b>	<b>\$ -</b>	<b>\$ 182,419</b>	<b>\$ 57,419</b>	<b>145.9%</b>
Scholarships	250,000	827,537	-	827,537	577,537	331.0%
<b>Total Expenditures</b>	<b>\$ 23,872,517</b>	<b>\$ 18,070,788</b>	<b>\$ 4,428,150</b>	<b>\$ 22,498,938</b>	<b>\$ (1,373,579)</b>	<b>75.7%</b>

**Southern University Shreveport Campus**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of March 31, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 7,531,907	\$ 5,178,182	\$ 2,353,725	\$ 7,531,907	\$ -	68.7%
Statutory Dedicated	529,902	96,314	433,588	529,902	-	18.2%
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2023	3,961,944	3,558,880	-	3,558,880	(403,064)	89.8%
Tuition - Spring 2024	3,432,744	3,007,983	-	3,007,983	(424,761)	87.6%
Tuition - Summer	537,371	320,543	216,828	537,371	-	59.7%
Out-of-State Fees	181,500	285,375	-	285,375	103,875	157.2%
Other	1,170,391	553,304	617,087	1,170,391	-	47.3%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 17,345,759</b>	<b>\$ 13,000,581</b>	<b>\$ 3,621,228</b>	<b>\$ 16,621,809</b>	<b>\$ (723,950)</b>	<b>74.9%</b>
<b>Expenditures</b>						
Salaries	\$ 8,728,932	\$ 5,321,507	\$ 2,166,029	\$ 7,487,536	\$ (1,241,396)	61.0%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,868,603	2,285,671	1,016,807	3,302,478	(566,125)	59.1%
<b>Total Personal Services</b>	<b>\$ 12,597,535</b>	<b>\$ 7,607,178</b>	<b>\$ 3,182,836</b>	<b>\$ 10,790,014</b>	<b>\$ (1,807,521)</b>	<b>60.4%</b>
Travel	43,000	34,830	15,000	49,830	6,830	81.0%
Operating Services	2,592,161	1,689,733	902,428	2,592,161	-	65.2%
Supplies	102,500	166,754	65,000	231,754	129,254	162.7%
<b>Total Operating Expenses</b>	<b>\$ 2,737,661</b>	<b>\$ 1,891,317</b>	<b>\$ 982,428</b>	<b>\$ 2,873,745</b>	<b>\$ 136,084</b>	<b>69.1%</b>
Professional Services	20,000	134,257	100,000	234,257	214,257	671.3%
Other Charges	426,000	596,631	490,259	1,086,890	660,890	140.1%
Debt Services		-	-			
Interagency Transfers	1,464,563	805,259	659,304	1,464,563	-	55.0%
<b>Total Other Charges</b>	<b>\$ 1,910,563</b>	<b>\$ 1,536,147</b>	<b>\$ 1,249,563</b>	<b>\$ 2,785,710</b>	<b>\$ 875,147</b>	<b>80.4%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Scholarships	100,000	157,340	15,000	172,340	72,340	157.3%
<b>Total Expenditures</b>	<b>\$ 17,345,759</b>	<b>\$ 11,191,982</b>	<b>\$ 5,429,827</b>	<b>\$ 16,621,809</b>	<b>\$ (723,950)</b>	<b>64.5%</b>

**Southern University Agricultural Research and Extension Center**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of March 31, 2024**

	<b>FY24 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY24</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 11,123,420	\$ 7,647,348	\$ 3,476,072	\$ 11,123,420	\$ -	68.7%
Statutory Dedicated	1,802,695	425,396	1,377,299	1,802,695	-	23.6%
Federal	3,654,209	910,945	2,743,264	3,654,209	-	24.9%
<b>Self Generated</b>						
Tuition - Fall 2023	-	-	-	-	-	-
Tuition - Spring 2024	-	-	-	-	-	-
Tuition - Summer	-	-	-	-	-	-
Out-of-State Fees	-	-	-	-	-	-
Other	-	-	-	-	-	-
Interagency Transfer	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 16,580,324</b>	<b>\$ 8,983,689</b>	<b>\$ 7,596,635</b>	<b>\$ 16,580,324</b>	<b>\$ -</b>	<b>54.2%</b>
<b>Expenditures</b>						
Salaries	\$ 6,331,462	\$ 4,802,028	\$ 1,529,434	\$ 6,331,462	\$ -	75.8%
Other Compensation	128,882	37,500	91,382	128,882	-	29.1%
Related Benefits	2,951,578	1,657,292	1,294,286	2,951,578	-	56.1%
<b>Total Personal Services</b>	<b>\$ 9,411,922</b>	<b>\$ 6,496,820</b>	<b>\$ 2,915,102</b>	<b>\$ 9,411,922</b>	<b>\$ -</b>	<b>69.0%</b>
Travel	231,441	134,045	97,396	231,441	-	57.9%
Operating Services	522,432	635,641	(113,209)	522,432	-	121.7%
Supplies	471,361	134,757	336,604	471,361	-	28.6%
<b>Total Operating Expenses</b>	<b>\$ 1,225,234</b>	<b>\$ 904,443</b>	<b>\$ 320,791</b>	<b>\$ 1,225,234</b>	<b>\$ -</b>	<b>73.8%</b>
Professional Services	105,000	95,093	9,907	105,000	-	90.6%
Other Charges	2,285,808	29,141	2,256,667	2,285,808	-	1.3%
Debt Services	-	-	-	-	-	-
Interagency Transfers	825,736	347,921	477,815	825,736	-	42.1%
<b>Total Other Charges</b>	<b>\$ 3,216,544</b>	<b>\$ 472,155</b>	<b>\$ 2,744,389</b>	<b>\$ 3,216,544</b>	<b>\$ -</b>	<b>14.7%</b>
General Acquisitions	293,310	193,001	100,309	293,310	-	65.8%
Library Acquisitions	-	-	-	-	-	-
Major Repairs	2,433,314	2,803	2,430,511	2,433,314	-	0.1%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 2,726,624</b>	<b>\$ 195,804</b>	<b>\$ 2,530,820</b>	<b>\$ 2,726,624</b>	<b>\$ -</b>	<b>7.2%</b>
Scholarships	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 16,580,324</b>	<b>\$ 8,069,221</b>	<b>\$ 8,511,103</b>	<b>\$ 16,580,324</b>	<b>\$ -</b>	<b>48.7%</b>

## Mission Statement

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

## LEGAL AFFAIRS COMMITTEE

(Following Internal Audit Committee)

### AGENDA

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

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

Title	Description	Amount	Campus
1. Mobile Processing Trailers & Supply, LLC Purchase Agreement	The Southern University Agricultural Research and Extension Center will purchase one 2024 53' semi turnkey mobile processing trailer for the purpose of harvesting and processing live animals	\$356,000.00	SUS obo/ SUAREC
2. CLM Construction, LLC Contract	Bid Documents (Contract, Insurance and Bond Requirements, Affidavits, and General Terms & Conditions for the Restroom renovations at the Southern University Laboratory School.	\$522,622.00	SUS obo/ SULS
3. Kingdom Builders Construction, LLC Contract	Bid Documents (Contract, Insurance and Bond Requirements, Affidavits, and General Terms & Conditions for the exterior windows renovations at the Southern University Laboratory School.	\$442,773.00	SUS obo/ SULS
4. Louisiana Public Service Commission Award Agreement	Award Agreement for renovations on the John B. Cade Library	\$518,057.00	LA Public Service Comm SUBR
5. Louisiana Public Service Commission Award Agreement	Award Agreement for renovations on the F. G. Clark Activity Center	\$957,000.00	LA Public Service Comm SUBR
6. Louisiana Department of Health (OBH) Contract	State's Mental Health Promotion, Suicide Prevention Training g system for employees, contractors and other referrals from the Office of Behavioral Health (OBH)	\$807,876.00	

<p>7. <b>G. E. C., INC.</b> Professional Service Contract</p>	<p>Contractor agrees to furnish services to the University as specified:</p> <ol style="list-style-type: none"> <li>1. Review existing utility documents.</li> <li>2. Geolocate and map utility assets across the main campus.</li> <li>3. Categorize the existing utility conditions, helping prioritize necessary projects.</li> <li>4. Assess current and prospective utility capacity for existing campus structures.</li> <li>5. Determine future utility capacity and routing for planned campus expansions.</li> </ol> <p>Utility Systems within the project to include potable water, sanitary sewer, natural gas, drainage, electrical, exterior lighting, data and telecommunications</p>	<p>\$ 1,300,000.00</p>	<p>SUS</p>
-------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------	------------

6. Other Business

7. Adjournment

**MEMBERS**

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



## Southern University and A&M College System

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

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

Fax Number  
(225) 771-5522

March 21, 2024

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

RE: Mobile Processing Trailers & Supply, LLC (SUS o/b/o SUAREC)

Dear President Shields,

This correspondence is regarding the attached Purchase Agreement which has been reviewed and approved by The Office of General Counsel.

SUAREC will purchase one 2024 53' semi turnkey mobile processing trailer for the purposes of killing and slaughtering animals, then cooling, cutting, wrapping, and freezing the meat. Board approval is warranted.

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

Thank you,

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

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision...Global*  
*Excellence*  
[WWW.SUS.EDU](http://WWW.SUS.EDU)



**Purchasing Department**

**Purchasing Department**  
P.O. Box 9534  
Baton Rouge, LA 70813  
Phone: (225) 771-4580  
Fax: (225) 771-2026

**SOLE SOURCE JUSTIFICATION**  
**Louisiana Revised Statute 39:1597**

The Southern University Ag Center-Cooperative Extension Program has requested to purchase a 53' Semi Customized Trailer.

The property design possesses a unique function or capacity critical in the use of the item and not available from any other. Item is manufactured or produced by the supplier and the supplier solely distributes/sells direct to the customer. The purchase is for services associated with the assembly, installation of specified nature.

Based on the required specifications and the documents submitted by the vendor certifying the company as the sole distributor, the Ag Center justification and requirements, this request shall be processed as Sole Source Procurement.

An additional vendor was located that customized trailers, however, the vendor doesn't customized trailers to meet the requested specifications.

Vendor contacted:  
Coby Thibodaux  
Thib's Trailers  
906 S. Fieldspan Road  
Duson, LA 70529  
337-873-4906

Approved *Linda Antoine*  
Linda A. Antoine  
Director of Purchasing

Enclosures



Purchasing Department

Purchasing Department  
P.O. Box 9534  
Baton Rouge, LA 70813  
Phone: (225) 771-4580  
Fax: (225) 771-2026

SOLE SOURCE CHECKLIST

Type or Equipment or Services:

53' TURNKEY SEMI MOBILE LIVESTOCK HARVESTING TRAILER

Vendor:

MOBILE PROCESSING TRAILERS & SUPPLY, LLC  
14235 Country Road 154  
Kiowa, Colorado 80117

Letter approved by the Director of Purchasing and from requestor to include:

Justification/explanation of why specific product/service/repair is the only one that will meet their need. What qualities or features make it unique to meet their need? Is the uniqueness substantially related to the intended purpose, use and/or performance? Other goods or services cannot perform the desired objectives.

Vendor Requirements

Letter from the sole source vendor on signed letterhead. This should be from representative and/or agent. Letter to include:

- Firm Price Quote
- Verify that they are the only known supplier of the product/service/repair
- Verify that they do not sell through distributors

Purchasing Department/Purchasing Officer

- Does the procurement satisfy requirements or R.S. 39:1957 (Sole Source Procurement)
- Determine if all above information have been provided
- May negotiate price. Was discount given?
- Was item checked on internet? May verify other distributors, if needed. (Y) or (N)  
(Company has exclusive rights)

Approved: Linda Antoine  
Purchasing Department  
Title: Director of Purchasing

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§1597. Sole source procurements

A contract may be awarded for a required supply, service, or major repair without competition when, under regulations, the chief procurement officer or his designee above the level of procurement officer determines in writing that there is only one source for the required supply, service, or major repair item.

Added by Acts 1979, No. 715, §1, eff. July 1, 1980; Acts 2014, No. 864, §2, eff. Jan. 1, 2015.

If you experience any technical difficulties navigating this website, [click here to contact the webmaster](#).  
P.O. Box 94062 (900 North Third Street) Baton Rouge, Louisiana 70804-9062

Numbers 1-4 for Department's Use  
Number 5-7 for Vendor's Use

**SOUTHERN UNIVERSITY**  
**Purchasing Department**  
**Sole Source Justification Form**

Department SU Ag Center-Agricultural Research & Extension Centerr

Name of Person Submitting Form Brian Phillips, Ph.D

Title of Above Person Asscoiate Specialist, Small Farms

- 1) Identify items or services to be approved for Sole Source Treatment: (Use additional sheet if necessary)
- 2) Name of manufacturer of item(s): Mobile Processing Trailers & Suply
- 3) Identify single source supplier:
  - A) Name of Supplier Mobile Processing Trailers & Suply
  - B) Mailing Address 14235 Country Road 154, Kiowa, Colorado 80117
  - C) Phone Number 720-626-5180
  - D) Fax Number \_\_\_\_\_
- 4) If purchase related to compatibility with existing equipment, then identify the item(s) and applicable tag number of State equipment:
- 5) Sole Source Considerations (Place a check next to the one that best applies)
  - A)  Exclusive Rights...Item under patent or copyright held by a single vendor and item possesses functions or capabilities critical to use
  - B)  Property Design Item possesses a unique function or capacity critical in the use of the item and not available from any other CUSTOM DESIGN
  - C)  Replacement Equipment The purchase is for equipment associated with use of the existing equipment where compatibility is essential for integrity of results
  - D)  Replacement Parts The purchase is for replacement parts needed for repair of existing equipment where compatibility with equipment from the original manufacturer is paramount
  - E)  Replacement Accessories The purchase is for accessories sought for enhancement of existing equipment where compatibility with equipment from the original manufacturer is paramount
  - F)  Technical Service The purchase is for technical services associated with the assembly, installation or servicing of equipment of a highly technical or specialized nature
  - G)  Continuation or Prior Work Additional item, service or work required, but not known to have been needed when the original order was placed with vendor (need original purchase order #) \_\_\_\_\_
  - H)  Exclusive Capability Only one vendor qualified (no other potential vendors)
  - I)  Other Provide details
- 6) Replacement Equipment, Parts or Accessories (Place a check next to the one that best applies)
  - A)  The item is manufactured or produced by the supplier and the supplier solely distributes (sells) direct to the customer.
  - B)  The item is produced by the manufacturer, but not sold directly to the customer by the manufacturer, and the manufacturer solely distributes the item through a single supplier in the world, United States, region, Louisiana or identified market.

Note: If item is available from more than one supplier, the item can be treated as proprietary, but must be competitively solicited from multiple sources of supply.

7) I thereby declare the information provided herein to be true and accurate to the best of my knowledge. I understand any false or misleading information may be considered a violation under the Louisiana Procurement Code and can subject me to prosecution and penalty under LaR.S. 39:1679.

Sign Here | Signature of U.S. person ▶ [Signature] | Date ▶ 1/12/2024

Evidence of signature authority shall be required in accordance with Louisiana R.S. 38:2212(a)(1)(c) and/or R.S.39:1594 (c)(2)(d)



[Thib's Trailers - New & Custom Trailers, Service, Rentals ...](https://www.thibstrailers.com)  
<https://www.thibstrailers.com>

Duson, LA, near Lafayette, Rayne, Cankton, and Maurice.



Vendor Contact: Coby Thibodaux

906 S Fieldspan Rd, Duson, LA 70529

337-873-4906



MENU ☰

CONTACT US (/contact-email-trailer-dealership-xcontact)  
DUSON, LA (LOUISIANA) (/MAP-HOURS-DIRECTIONS-TRAILER-DEALERSHIP-HOURS)  
**337.873.4906 (tel:3378734906)**

## Custom Inventory

Search

(Sort By)  Page: 1 of 1 (5 units) More  Reset

(All Trailer Types)  (All Years)  Enclosed Cargo



2023 E-Z Hauler EZEC6X12 **Our Price** \$5,850.00  
 (/default.asp? (-xt-xInquiry?  
 page=xInventoryDetail&id=13733118&p=1&vc=enclosed%20cargo&s=fr=xCustomInventory&id=13733118)  
 (Sort%20By)&d=D&fr=xCustomInventory)

(/default.asp?  
 page=xInventoryDetail&id=13733  
 (Sort%20By)&d=D&fr=xCustomIn



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Condition: New Stock: 5WFB1210PD004938  
 Color: WHITE

- GET A QUOTE
- GET FINANCING
- CONTACT US
- VIEW DETAILS



2023 E-Z Hauler EZEC6X12 **Our Price** \$8,325.00  
 (/default.asp? (-xt-xInquiry?  
 page=xInventoryDetail&id=13886433&p=1&vc=enclosed%20cargo&s=fr=xCustomInventory&id=13886433)  
 (Sort%20By)&d=D&fr=xCustomInventory)

(/default.asp?  
 page=xInventoryDetail&id=13886  
 (Sort%20By)&d=D&fr=xCustomIn



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**Chris Schmidt**  
 14235 County Road 154  
 Kiowa, CO 80117  
 720-626-5180  
[mobileprocessing10@gmail.com](mailto:mobileprocessing10@gmail.com)

---

<b>DATE:</b> 1/18/2024	<b>NAME:</b> Brian Phillips	<b>ADDRESS:</b> Baker, Louisiana
	<b>PHONE:</b> (O) 225-771-3532 (C) 225-444-0879	<b>EMAIL:</b> <a href="mailto:brian_phillips@suagcenter.com">brian_phillips@suagcenter.com</a>

---

Items included in quote for a 53' Turnkey Semi

53' x 8.5' x 11.5' Semi Trailer

2 - Insulated Wall/Door

Walk-in Door

Vent Doors

Exhaust Fan

Shore Cord

Steps

A/C

Water Heater

Propane Tank

Insulation

Vinyl Panels

Flooring

Aluminum Underbelly

Sinks – 2 Hands free sinks & 1 double deep sink

Trolley & Winch

I-Beam Winch

Winch & Lander

Skinning Cradle

Well Saw

Carcass Scale

Knife Sterilizer

Rail

Rail Switch

Hangers

Meat Trolleys (12)

Stainless Steel Tables

Poly-Top Table

Labor

Delivery

2 - Water Tanks

Table Winch

Carcass Drop

Band Saw

Plumbing & Electric

Inspector's Station

Reefer Cooler

Supplies

Freezer & Equipment (Shelving, Baskets, Insulated

Wall Door & Freezer Unit) \$16,000.00

Generator

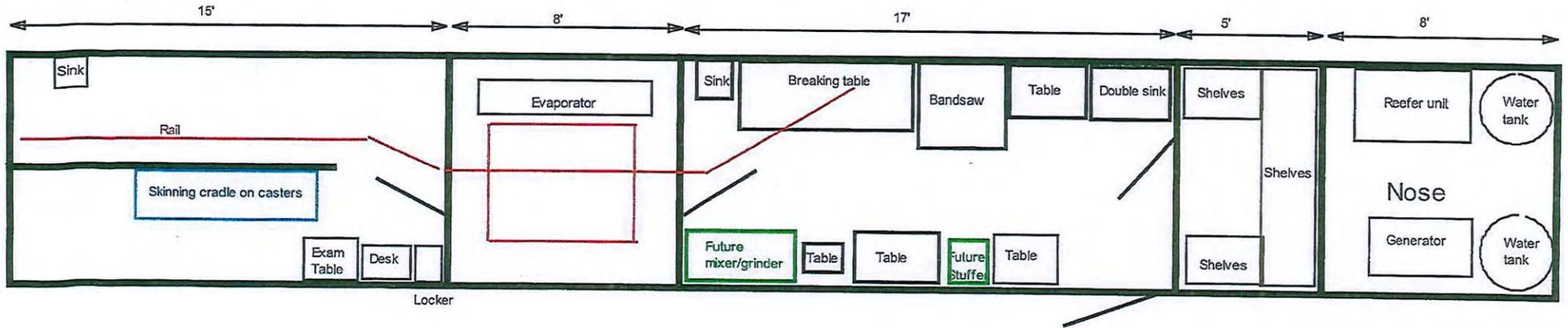
\$8,000.00

TOTAL \$356,000.00

*Quote good for 30 days*

(Due to unknown effect of inflation,  
 final payment price cannot be guaranteed.)

# 53' Turnkey with freezer





*"Linking Citizens of Louisiana with Opportunities for Success"*

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

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

December 13, 2023

James Lawson  
State Fleet Manager  
Louisiana Property Assistance Agency  
1059 Brickyard Lane  
Baton Rouge, LA. 70802

RE: Purchase of Mobile Livestock harvesting Unit

Dear Mr. Lawson

The Southern University Agriculture Research and Extension Center seeks authorization for the acquisition of a mobile livestock harvesting unit. The primary purpose of this vehicle is to traverse the state of Louisiana, offering harvesting services to small farms, while concurrently providing training to farmers. Given the shortage of knowledgeable processors in the state, there is an opportunity to cultivate a stable workforce of new processors through training initiatives.

This unit will be leased to small farmers, enabling them to economically harvest their livestock. The Agriculture Center's extension department will play a pivotal role in providing training and professional development to farmers statewide. The mobile Livestock harvesting unit will specialize in the harvesting of beef cattle, sheep, goats, and pigs for farmers and ranchers in rural communities lacking access to facilities or unable to travel elsewhere in the state. This initiative aims to enhance the profitability of new and beginning ranchers, as well as traditionally underserved small, women, and veteran farmers in Louisiana.

Upon the arrival of the mobile unit, it will offer practical solutions to address economic, social, and environmental challenges faced by constituents. The mobilization of livestock harvesting for those without access to local facilities serves a crucial need, assisting ranchers in establishing sustainable family businesses.

Additionally, the harvesting unit will also serve both the educational and research branches of the Agriculture Center. The educational department will utilize the mobile harvesting unit to provide hands-on training and education to students regarding the livestock harvesting process. Simultaneously, the research department will employ the unit to conduct scholarly research in the field.

It is important to note that, at this time, the purchase pertains only to the trailer component of the mobile unit. The cab truck required to haul the unit will be procured in the coming months from a different vendor.

Sincerely,

Brian Keith Phillips, Ph.D.  
Associate Specialist, Small Farms

RECEIVED

DEC 15 2023

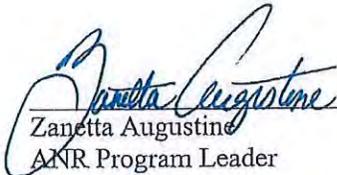
Office of the Chancellor-Dean  
SUAREG/CAFCS

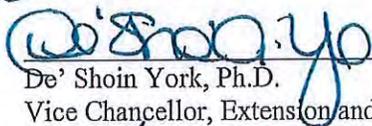


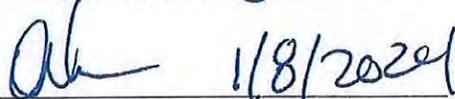
"Linking Citizens of Louisiana with Opportunities for Success"

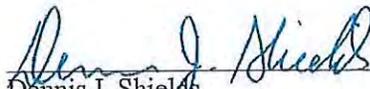
Southern University and A & M College System  
AGRICULTURAL RESEARCH AND EXTENSION CENTER  
and the COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES

P. O. Box 10010  
Baton Rouge, LA 70813  
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Zanetta Augustine  
AKR Program Leader

  
De' Shoin York, Ph.D.  
Vice Chancellor, Extension and Outreach

  
Orlando F. McMeans, Ph.D.  
Chancellor-Dean, Southern University Agricultural, Research and Extension Center  
College of Agricultural, Family and Consumer Sciences

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

cc:  
James Anderson, State Procurement Analyst  
Althea Basil, Director of Property, SUBR  
Linda Antoine, Director, Purchasing, SUBR



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OFFICE OF THE CHANCELLOR-DEAN

August 29, 2022

Rizana Mahroof  
National Program Leader  
Division of Community and Education  
Institute of Youth, Family, and Community  
National Institute of Food and Agriculture

Dear Dr. Mahroof:

As the Chancellor of the Southern University Agricultural Research and Extension Center (SUAREC) and Dean of the College of Agricultural, Family and Consumer Sciences (CAFCS), I am writing this letter to express my support for the USDA 1890 Capacity Building Grant (CBG) proposal entitled, "Mobile Livestock Harvesting Unit: An Extension's Effort to Support Small Disadvantaged Minority Farmer's Ability to Bring Livestock to the Marketplace." The PI, Dr. Brian Keith Phillips will devote 5% of the time to the project and Co-PI, Curtis Van Chisley will provide 5% of the time to the project. The objectives are to (1) development of educational and outreach efforts and technical assistance to rural and urban farmers to increase their capacity to be successful in their agricultural endeavors, (2) develop an operational budget for use of the harvesting unit, including the cost of travel to the locations, the USDA inspector on-site, the processing fees, cooling fees, and fees for the operation of equipment, (3) source a customized mobile livestock harvesting unit that complies with USDA guidelines, and (4) develop a curriculum with the Department of Agricultural Science and provide training plus educational materials on conducting safe processing of livestock, and (5) manage existing resources efficiently; seek private and public resources to support the Land-Grant Mission.

The long-term goal of this project is to develop next-generation breeding tools for the sustainable production of small fruits. The proposal is a collaborative research project with Florida A&M University and USDA-ARS. The project fits under SUAREC Strategic Plan 1.4: "Conduct research and educational programs to develop sustainable new crops and value-added products and to integrate these new crops/products into new or existing agricultural production and business enterprises. The goals and expected outcomes of this program are also well-aligned with goals 2, 4, and 6 of the 2022-2026 USDA Strategic Plan.

Therefore, I fully support this proposal and agree to commit any additional resources which may be needed to ensure this program's success.

Sincerely,

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

Orlando F. McMeans, Ph.D.  
Chancellor and Dean

## Linda Antoine

---

**From:** Tom Ketterer <Tom.Ketterer@la.gov>  
**Sent:** Monday, January 22, 2024 2:26 PM  
**To:** Linda Antoine  
**Subject:** RE: Request approval ...trailer for SU Ag Center

You don't often get email from tom.ketterer@la.gov. [Learn why this is important](#)

**CAUTION:** This email originated from outside of SUBR. Exercise caution when opening attachments or clicking links from unknown senders.

Linda,

The trailer purchase does not need to be processed by OSP. Only vehicle purchases do.

TOM KETTERER  
DIRECTOR

OSP

OFFICE OF STATE PROCUREMENT

1201 N. THIRD ST. | BATON ROUGE, LA 70802  
P.O. BOX 94095 | BATON ROUGE, LA 70804  
MAIN | 225 342 8010 DIRECT | 225 342 4726

**From:** Linda Antoine <linda\_antoine@subr.edu>  
**Sent:** Monday, January 22, 2024 8:47 AM  
**To:** Tom Ketterer <Tom.Ketterer@la.gov>  
**Subject:** FW: Request approval ...trailer for SU Ag Center

**EXTERNAL EMAIL:** Please do not click on links or attachments unless you know the content is safe.

Good morning,  
I may have sent the referenced below email to the wrong email address.

**From:** Linda Antoine  
**Sent:** Friday, January 12, 2024 4:06 PM  
**To:** tom <ketterer@la.gov>  
**Subject:** FW: Request approval ...trailer for SU Ag Center

The quote is attached.

**From:** Linda Antoine  
**Sent:** Friday, January 12, 2024 3:27 PM  
**To:** tom <ketterer@la.gov>  
**Subject:** FW: Request approval ...trailer for SU Ag Center

Good afternoon Mr. Ketterer,

The SU Ag Center needs to purchase a trailer per attachments. The vehicle/truck will be purchased through the state approval processes at a later date. Mr. Lawson stated that he only needs to approve the truck when the documents are ready for submittal. Since the bid is for the trailer only, may I move forward or is your approval required?

Thanks for your assistance.

Linda Antoine, Director  
Southern University and A&M College  
Purchasing Department  
J. S. Clark Administration Bldg. Annex 1<sup>st</sup> Floor  
James L. Prestage Drive  
Baton Rouge, La 70813  
225-771-4587  
[linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)

**From:** James Lawson <[James.Lawson@la.gov](mailto:James.Lawson@la.gov)>  
**Sent:** Friday, January 12, 2024 1:56 PM  
**To:** Linda Antoine <[linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)>  
**Subject:** RE: Request approval ...trailer

**CAUTION:** This email originated from outside of SUBR. Exercise caution when opening attachments or clicking links from unknown senders.

I look forward to your truck request when it happens!

Have a great weekend,

## **James Lawson**

State Fleet Manager  
Louisiana Property Assistance Agency  
1059 Brickyard Lane, Baton Rouge, LA 70802  
Desk (225)342-6828

**From:** Linda Antoine <[linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)>  
**Sent:** Friday, January 12, 2024 1:52 PM  
**To:** James Lawson <[James.Lawson@la.gov](mailto:James.Lawson@la.gov)>  
**Subject:** RE: Request approval ...trailer

**EXTERNAL EMAIL:** Please do not click on links or attachments unless you know the content is safe.

Good afternoon,

We are purchasing only the trailer at this time. The truck purchase will go through the normal state vehicle approval processes.

Thanks

Linda Antoine, Director  
Southern University and A&M College  
Purchasing Department  
J. S. Clark Administration Bldg. Annex 1<sup>st</sup> Floor  
James L. Prestage Drive  
Baton Rouge, La 70813  
225-771-4587  
[linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)

**From:** James Lawson <[James.Lawson@la.gov](mailto:James.Lawson@la.gov)>  
**Sent:** Friday, January 12, 2024 1:46 PM  
**To:** Linda Antoine <[linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)>  
**Subject:** RE: Request approval ...trailer

**CAUTION:** This email originated from outside of SUBR. Exercise caution when opening attachments or clicking links from unknown senders.

Good afternoon,

If you are just purchasing the trailer (and the tractor truck to pull it will be separate), you will need to contact the Office of State Procurement for advice on the purchase.

If you are trying to purchase both the truck and trailer, together, then you will need to go through the fleet approval process.

I know vehicles must be purchased through licensed Louisiana dealers. I don't have any experience with a trailer purchase.

Please let me know if you are trying to purchase them both, together, or not.

Thanks,

***James Lawson***

State Fleet Manager  
Louisiana Property Assistance Agency  
1059 Brickyard Lane, Baton Rouge, LA 70802  
Desk (225)342-6828

**From:** Linda Antoine <[linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)>  
**Sent:** Friday, January 12, 2024 11:42 AM  
**To:** James Lawson <[James.Lawson@la.gov](mailto:James.Lawson@la.gov)>  
**Subject:** RE: Request approval ...trailer

**EXTERNAL EMAIL:** Please do not click on links or attachments unless you know the content is safe.

Good morning Mr. Lawson,

See attached justification letter to purchase the trailer from selected vendor. Is it possible to have the vendor to register to do business with the state and obtain a LA license?

Thanks for your assistance.

Linda Antoine, Director  
Southern University and A&M College  
Purchasing Department  
J. S. Clark Administration Bldg. Annex 1<sup>st</sup> Floor  
James L. Prestage Drive  
Baton Rouge, La 70813  
225-771-4587  
[linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)

**From:** James Lawson <[James.Lawson@la.gov](mailto:James.Lawson@la.gov)>  
**Sent:** Thursday, January 11, 2024 4:27 PM  
**To:** Linda Antoine <[linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)>  
**Subject:** RE: Request approval ...trailer

**CAUTION:** This email originated from outside of SUBR. Exercise caution when opening attachments or clicking links from unknown senders.

Good afternoon,

Please forward me the official quote from a licensed Louisiana dealer when you receive it. The request is in a holding pattern until I have that.

Thanks,

**James Lawson**

State Fleet Manager  
Louisiana Property Assistance Agency  
1059 Brickyard Lane, Baton Rouge, LA 70802  
Desk (225)342-6828

**From:** Linda Antoine <[linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)>  
**Sent:** Thursday, January 11, 2024 10:32 AM  
**To:** James Lawson <[James.Lawson@la.gov](mailto:James.Lawson@la.gov)>  
**Subject:** Request approval ...trailer

**EXTERNAL EMAIL:** Please do not click on links or attachments unless you know the content is safe.

Good morning Mr. Lawson,

The SU Ag Center is requesting approval to purchase a 53' trailer that the company will convert to a turnkey with freezer. The documents for the truck are forthcoming and will be sent to you at a later time.

Is your approval required?

Thanks

Linda Antoine, Director  
Southern University and A&M College  
Purchasing Department  
J. S. Clark Administration Bldg. Annex 1<sup>st</sup> Floor  
James L. Prestage Drive  
Baton Rouge, La 70813  
225-771-4587  
[linda.antoine@subr.edu](mailto:linda.antoine@subr.edu)



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Excellent Customer Service Is Our Goal.  
Tell us how we are doing! [Click Here.](#)



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Excellent Customer Service Is Our Goal.  
Tell us how we are doing! [Click Here.](#)



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Tell us how we are doing! [Click Here.](#)



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Excellent Customer Service Is Our Goal.  
Tell us how we are doing! [Click Here.](#)



## PURCHASE AGREEMENT

**Seller:** Mobile Processing Trailers & Supply LLC  
Chris Schmidt  
14235 County Road 154  
Kiowa, Colorado 80117  
720-626-5180  
[mobileprocessing10@gmail.com](mailto:mobileprocessing10@gmail.com)

**Purchaser:** Southern University System on behalf of  
Southern University Ag Center  
Brian Phillips  
Ashford O. Williams Hall  
181 B.A. Little Drive  
Baton Rouge, Louisiana 70813

This Purchase Agreement (this "Agreement") is made effective February 26, 2024 by and between Mobile Processing Trailers & Supply LLC, Chris Schmidt, (the "Manufacturer and Seller"), and Southern University Agricultural Center, Brian Phillips, (the "Purchaser") (collectively the "Parties").

### RECITALS

A. Seller desires to sell, assign, and transfer to Purchaser, and Purchaser desires to purchase from Seller (1) one 2024 53' x 8.5' x 11.5' semi turnkey mobile processing trailer.  
NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING Recital that shall be deemed to be a substantive part of this Agreement; the mutual covenants, promises, agreements, representations, and warranties contained in this Agreement; and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties do hereby covenant, promise, agree, represent, and warrant as follows:

### ARTICLE I – ACQUISITION AND CLOSING

- 1.1 Sale and Purchase Agreement. On the terms and subject to the conditions set forth in this Agreement, Seller shall sell to Purchaser and Purchaser shall purchase from Seller, for the Purchase Price (as defined below in Section 1.3 (a), the Mobile Meat Processing Semi Trailer and its associated equipment and personal property items within the Units as described on the Equipment List attached hereto and incorporated herein by reference as Exhibit A.
- 1.2 Transfer and Bill of Sale. All necessary documents will be transferred to the Purchaser upon delivery of said Unit. Including but not limited to Manufacturer Certificate of Origin and Bill of Sale.
- 1.3 a) Purchase Price.

The Purchaser shall agree to pay the Seller a sum of \$356,000.00 for one (1) 2024 53' X 8.5' X 11.5' Mobile Processing Semi Trailer (MPST). This trailer is for the purpose of killing and slaughtering animals. Then cooling, cutting, wrapping, and freezing the meat.

- b) Deposit of Purchase Price

Payment will be made by Purchaser and sent by money transfer once an invoice is received. There will be at four (4) invoices sent by Seller based upon the purchased materials and work

performed. Final payment will be sent to Seller prior to delivery of the completed 53' Mobile Processing Semi Trailer.

## **ARTICLE II - TITLE REPRESENTATIONS AND WARRANTIES**

2.1 Representations AND Warranties. Sellers represent and warrant to Purchaser as of the date of the Agreement, and as of the Closing, with each representation and warranty being material and being relied on by Purchaser, as follows:

53

- (a) Mobile Processing Semi Trailer will be free and clear of any lien, pledge, charge, adverse claim, security interest, encumbrance (including any imposed by law in any jurisdiction), option, or right to purchase of any kind once final payment is deposited in Seller's bank account.
- (b) This Agreement has been duly and validly authorized, executed, and delivered by Seller, and is the legal, valid, and binding obligation of Seller, enforceable against Seller in accordance with its terms, except as such enforceability may be limited by equitable principles and by applicable bankruptcy, insolvency, reorganization, arrangement, moratorium, or similar laws relating to or affecting the rights of creditors generally.

## **ARTICLE III – REPRESENTATIONS AND WARRANTIES OF PURCHASER**

3.1 Representations and Warranties. Purchaser represents and warrants to Sellers as of the date of this Agreement, and as of the Closing, with each representation and warranty being material and being relied upon by Sellers, as follows:

- (a) Purchaser has the full right and power to execute and deliver this Agreement and perform its obligations hereunder. The execution, delivery, and performance of the Agreement by Purchaser, and the consummation by Purchaser of the transactions contemplated hereby, have been duly and validly authorized by Purchaser.
- (b) This agreement has been duly executed and delivered by Purchaser and is the legal, valid, and binding obligation of the Purchaser, enforceable against Purchaser in accordance with its terms, except as such enforceability may be limited by equitable principles and by applicable bankruptcy, insolvency, reorganization, arrangement, moratorium, or similar laws relating to or affecting the rights of creditors generally. The execution, delivery, and performance of this Agreement, and the consummation of the transactions contemplated hereby, will not conflict with, or result in any violation or breach of or default under any operating agreement, partnership agreement, or shareholder agreement of Purchaser.
- (c) There are no pending or actual or equitable proceedings, claims, or administrative actions against Purchaser and, to the best of Purchaser's knowledge, there are no facts or circumstances that would give rise to any such legal or equitable proceedings, claims, or administrative actions against Purchaser that will (i) adversely affect the ability of Purchaser to perform its obligations under this Agreement, (ii) adversely affect any action taken or to be taken by Purchaser under this Agreement, or (iii) restrict the authority or capacity of Purchaser to execute and deliver this Agreement or any of the documents required hereunder.

## ARTICLE IV – COVENANTS OF ALL PARTIES

The Parties agree that from the date of this Agreement to the Closing:

- 4.1 Best Efforts. Subject to the terms and conditions of this Agreement, Purchaser and Seller agree to use their Best Efforts to take, or cause to be taken, all actions, and to do, or cause to be done, all things necessary, proper, or advisable under applicable laws and regulations to consummate and make effective the transactions contemplated by this Agreement.
- 4.2 Further Assurances. From time to time following the Closing, each party shall execute and deliver (or cause to be executed and delivered) to the other parties such other documents, assignments, and instruments as such party reasonably requests to carry out the terms of this Agreement. This Section 4.2 shall survive the Closing.

## ARTICLE V – DEFAULT AND REMEDIES; TERMINATION

- 5.1 Default; Remedies Generally. If any obligation under this Agreement is not performed as provided for herein, the non-breaching party shall be entitled to pursue the remedies set forth herein. It is expressly understood and agreed by the Parties that irreparable damage would occur if any of the provisions of this Agreement were not performed in accordance with their specific terms or were otherwise breached. Therefore, the Parties shall be entitled to an injunction to prevent breaches of this Agreement and to enforce specifically the terms and provisions hereof, in addition to any other remedy to which they are entitled at law or in equity.
- 5.2 Termination. This Agreement may be terminated at any time prior to the start of construction of the Units.
  - (a) By mutual consent in writing of Purchaser and Seller.
  - (b) By Seller if Purchaser breaches any of his representations, warranties, agreements, or covenants set forth in this Agreement which is not curable or, if curable, is not cured within the (10) days after written notice thereof is given by Seller to Purchaser; and in which event Seller shall be entitled to retain up to 60% of the purchase price as liquidated damages, and Purchaser shall have no further liability to Seller except for the loss of the 60% payment.

## ARTICLE VI – MISCELLANEOUS

- 6.1 Costs and Expenses. Purchaser and Seller shall each be solely responsible for and bear all their own respective expenses, including without limitation, expenses of legal counsel, accountants, and other advisors incurred at any time in connection with pursuing or consummating this Agreement and the transactions contemplated thereby. The Seller is responsible for the cost of delivery of the Semi Processing Trailer to the Purchaser's Location near Baton Rouge, Louisiana.
- 6.2 Entire Agreement. This Agreement (including Exhibit A hereto) constitutes the full, entire, and integrated agreement between the Parties hereto with respect to the subject matter hereof, and supersedes all prior negotiations, correspondence, understandings, and agreements among the Parties hereto respecting the subject matter hereof.

- 6.3 Assignability. This Agreement shall not be assignable by any party hereto without the prior written consent of the other party except Purchaser may assign this agreement to a business entity in which Purchaser owns an equity interest.
- 6.4 Binding Effect; Benefit. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective heirs, personal and legal representatives, guardians, and successors. Nothing in the Agreement, express or implied, is intended to confer upon any other person or entity any rights, remedies, obligations, or liabilities.
- 6.5 Severability. In the event that any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, the (a) such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision were not a part hereof; (b) the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by such illegal, invalid, or unenforceable provision or by its severance from this Agreement; and (c) there shall be added automatically as a part of this Agreement a provision as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and still be legal, valid, and enforceable.
- 6.6 Amendment: Waiver. No provision of this Agreement may be amended, waived, or otherwise modified except in writing signed by Purchaser and Seller. No action taken pursuant to this Agreement, including any investigation by or on behalf of any party, shall be deemed to constitute a waiver by the party taking such action of compliance with any representation, warranty, covenant, or agreement herein contained. The waiver by any party hereto of a breach of any provision or condition contained in this Agreement shall not operate or be construed as a waiver of any subsequent breach or of any other conditions hereof.
- 6.7 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument. This Agreement may be executed in counterparts by facsimile signatures, and all counterparts of this Agreement which are executed by facsimile signature shall be valid and binding as original signatures for all purposes.
- 6.8 Applicable Law: Jurisdiction and Venue: Waiver of Jury Trial.  
(a) This Agreement and the transactions contemplated hereunder shall be governed by and construed in accordance with the laws of the State of Louisiana, without giving effect to conflict of laws principles. Any suits, proceedings and other actions relating to, arising out of, or in connection with this Agreement shall be submitted to the jurisdiction of the courts of the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana, and the parties hereby consent to and irrevocable waive any claim against or objection to personal jurisdiction and venue in such court.
- 6.9 Counsel; Interpretation. The parties acknowledge that they have each been given ample opportunity to consult with their own attorney or accountant regarding this Agreement, and that they have availed themselves of such opportunity. Each party further acknowledges that it has participated in the negotiation of this Agreement and that no provision shall be construed against or interpreted to the disadvantage of a party based on the role of a party or its counsel in the drafting of this Agreement the parties hereto intend that each representation, warranty, covenant, obligation, agreement, and condition contained herein will have independent significance.

- 6.10 Due to unknown or unpredictable circumstances, a delivery date is not guaranteed or implied by word of mouth or any form of written communication.
- 6.11 Change orders received after the start of construction will incur expenses to the purchaser as deemed necessary by manufacturer. In the event of unique purchases to this unit(s) charges will be made prior to the start of construction and could cause delays in construction.
- 6.12 Equipment owned by the purchaser will not be installed by the manufacturer and the manufacturer assumes no responsibility for said equipment. Manufacturer will install utilities for said equipment according to equipment manufacturers specifications.
- 6.13 Warranties: The manufacturer warrants the workmanship of the framework, axle mounts, aluminum sheeting, vinyl panels, floor, and roof for a period of one year from the date of delivery except for misuse, abuse, acts of God, normal wear and tear or accidents.
  - (a) If an issue arises involving the covered said items or equipment supplied by the manufacturer, the purchaser must notify the manufacturer prior to any alterations, repairs, or removal of said items. Any work or repairs performed on the unit and its systems by a third party will void warranties unless express consent is provided by the Seller.
  - (b) Any expense incurred because of said actions will be the sole responsibility of the Purchaser.
  - (c) Equipment installed by the manufacturer is warranted by the individual equipment manufacturer and not by Mobile Processing Trailers and Supply.

**SELLER:**

By: \_\_\_\_\_ Date \_\_\_\_\_  
**Mobile Processing Trailers & Supply LLC**

**PURCHASER:**

By: \_\_\_\_\_ Date \_\_\_\_\_  
 Dennis J. Shields, President-Chancellor  
 Southern University System on behalf of  
**Southern University Agricultural Center**



*"Linking Citizens of Louisiana with Opportunities for Success"*

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www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

August 29, 2022

Rizana Mahroof  
National Program Leader  
Division of Community and Education  
Institute of Youth, Family, and Community  
National Institute of Food and Agriculture

Dear Dr. Mahroof:

As the Chancellor of the Southern University Agricultural Research and Extension Center (SUAREC) and Dean of the College of Agricultural, Family and Consumer Sciences (CAFCS), I am writing this letter to express my support for the USDA 1890 Capacity Building Grant (CBG) proposal entitled, "Mobile Livestock Harvesting Unit: An Extension's Effort to Support Small Disadvantaged Minority Farmer's Ability to Bring Livestock to the Marketplace." The PI, Dr. Brian Keith Phillips will devote 5% of the time to the project and Co-PI, Curtis Van Chisley will provide 5% of the time to the project. The objectives are to (1) development of educational and outreach efforts and technical assistance to rural and urban farmers to increase their capacity to be successful in their agricultural endeavors, (2) develop an operational budget for use of the harvesting unit, including the cost of travel to the locations, the USDA inspector on-site, the processing fees, cooling fees, and fees for the operation of equipment, (3) source a customized mobile livestock harvesting unit that complies with USDA guidelines, and (4) develop a curriculum with the Department of Agricultural Science and provide training plus educational materials on conducting safe processing of livestock, and (5) manage existing resources efficiently; seek private and public resources to support the Land-Grant Mission.

The long-term goal of this project is to develop next-generation breeding tools for the sustainable production of small fruits. The proposal is a collaborative research project with Florida A&M University and USDA-ARS. The project fits under SUAREC Strategic Plan 1.4: "Conduct research and educational programs to develop sustainable new crops and value-added products and to integrate these new crops/products into new or existing agricultural production and business enterprises. The goals and expected outcomes of this program are also well-aligned with goals 2, 4, and 6 of the 2022-2026 USDA Strategic Plan.

Therefore, I fully support this proposal and agree to commit any additional resources which may be needed to ensure this program's success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Orlando F. McMeans'.

Orlando F. McMeans, Ph.D.  
Chancellor and Dean



Chris Schmidt  
 14235 County Road 154  
 Kiowa, CO 80117  
 720-626-5180  
[mobileprocessing10@gmail.com](mailto:mobileprocessing10@gmail.com)

**DATE:** 10/19/2023

**NAME:** Brian Phillips

**ADDRESS:** Baker, Louisiana

**PHONE:** (O) 225-771-3532  
 (C) 225-444-0879

**EMAIL:** [brian\\_phillips@suagcenter.com](mailto:brian_phillips@suagcenter.com)

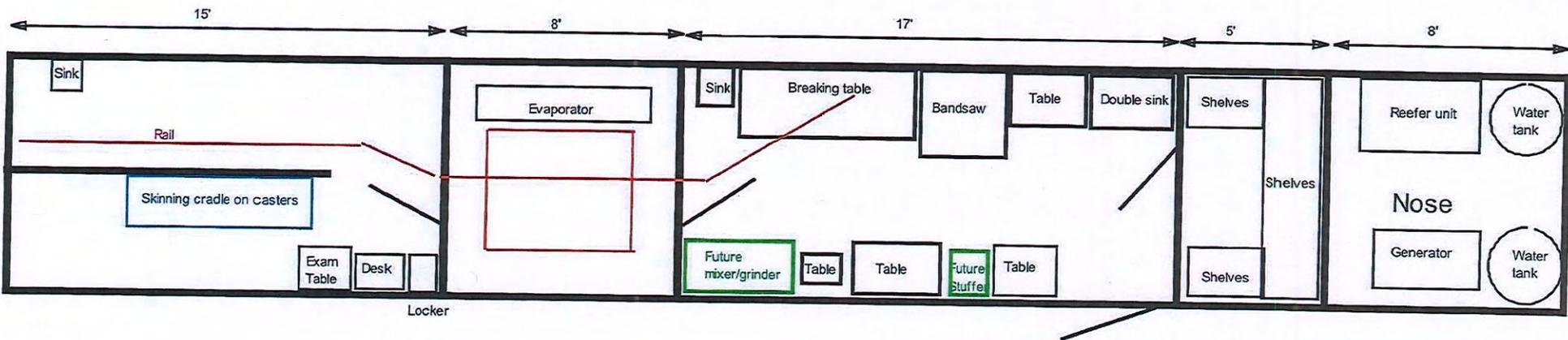
Items included in quote for a 53' Turnkey Semi

- 4 53' x 8.5' x 11.5' Semi Trailer
  - 2 - Insulated Wall/Door
  - Walk-in Door
  - Vent Doors
  - Exhaust Fan
  - Shore Cord
  - Steps
  - A/C
  - Water Heater
  - Propane Tank
  - Insulation
  - Vinyl Panels
  - Flooring
  - Aluminum Underbelly
  - Sinks- 2 Hands free sinks & 1 double deep sink
  - Trolley & Winch
  - I-Beam Winch
  - Winch & Lander
  - Skinning Cradle
  - Well Saw
  - Carcass Scale
  - Knife Sterilizer
  - Rail
  - Rail Switch
  - Hangers
  - Meat Trolleys (12)
  - Stainless Steel Tables
  - Poly-Top Table
  - Labor
  - Delivery
- 2 - Water Tanks
- Table Winch
- Carcass Drop
- Band Saw
- Plumbing & Electric
- Inspector's Station
- Reefer Cooler
- Supplies
- Freezer & Equipment (Shelving, Baskets, Insulated Wall Door & Freezer Unit) \$16,000.00
- Generator \$8,000.00

TOTAL \$356,000.00

*Quote good for 30 days*  
 (Due to unknown effect of inflation,  
 final payment price cannot be guaranteed.)

# 53' Turnkey with freezer





## Southern University and A&M College System

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

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

Fax Number  
(225) 771-5522

April 3, 2024

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

RE: CLM Construction LLC (SU LAB)

Dear President Shields,

This correspondence is regarding the attached Bid Documents for restroom renovations at the Southern University Laboratory School which has been reviewed and approved by The Office of General Counsel. Please note that the Contract warrants Board approval.

Let me know if you have any questions or concerns.

Thank you,

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

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision...Global*

*Excellence*

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



**Purchasing Department**

**Purchasing Department**

P.O. Box 9534

Baton Rouge, LA 70813

Phone: (225) 771-4580

Fax: (225) 771-2026

**BID DOCUMENT TRANSMITTAL**

RESTROOM RNOVATIONS  
SOUTHERN UNIVERSITY LABORATORY SCHOOL  
BID NUMBER 10315

- Bid was advertised three (3) times in The Advocate
- Bid was posted on LAPAC-LA Procurement website (6772 vendors were notified)
- Bid packet was emailed to eight (8) vendors
- Six (6) qualified vendors attended the Pre-bid Conference and Site Visit
- One (1) vendor responded to the bid or submitted a bid (CLM Construction, LLC)

Following documents are attached:

Contract Transmittal

Contract

Bonds

Affidavits

Cost sheet

Acceptance Letter

Intent to Award

Site Visit Documents

Advertisement/Posting Documents

  
Linda Antoine, Director of Purchasing

Enclosures



**Purchasing Department**

**Purchasing Department**  
P.O. Box 9534  
Baton Rouge, LA 70813  
Phone: (225) 771-4580  
Fax: (225) 771-2026

March 20, 2024

Mr. Michael Hebert, President/Owner  
CLM Construction, LLC  
19545 River Breeze Drive  
Baton Rouge, LA 70816

**Subject: Bid Number 10315-Restroom Renovations for the Laboratory School**

Dear Mr. Hebert:

Enclosed are originals of the **Contract, insurance and Bond Requirements, Affidavits, and General Terms & Conditions** for the above referenced project at Southern University Baton Rouge. Please sign all copies of the documents, notarized where required and have your signature witnessed and return same to the Purchasing Department for completion by April 2, 2024.

In order to get final University approval of this contract, the aforementioned documents with signatures, notarization and seals must be returned by the above-mentioned date.

The University will not be held responsible for payment of any work performed prior to the issuance of notice to proceed, *unless approved by the Director of Purchasing. All required licenses, state and federal registrations shall be valid.*

If you need any additional information or have any questions, please call the Purchasing Office at (225) 771-4587. Thank you for your cooperation.

Sincerely,

A handwritten signature in blue ink that reads 'Linda A. Antoine'.

Linda A. Antoine  
Director of Purchasing

REC'D PURCHASING DEPT.  
APR 2 '24 4:21:00

**Enclosures**

**CONTRACT**

This agreement made and entered into this 19<sup>th</sup> Day of March in the year Two Thousand Twenty Four by and between Southern University and Agricultural & Mechanical College, Baton Rouge, Louisiana, hereinafter termed the Owner, and CLM Construction, LLC, 19545 River Breeze Dr., Baton Rouge, LA 70816, hereinafter termed the Contractor.

Witnesseth, that the Owner and the Contractor, for the consideration hereinafter specified, agrees as follows that:

1. Bid Number 10315
2. Performance & Payment Bond
3. Specifications, General Conditions, Contractual Agreement, Etc
4. Certificate of Insurance

are all hereby made a part of this contract to the same extent as if incorporated herein full.

The Contractor agrees to furnish all labor, materials, tools, equipment and all other things necessary to perform all work for: RESTROOM RENOVATIONS-LABORATORY SCHOOL, all to the satisfaction of the Owner and in complete compliance with the specifications.

**TERMS:**

Before commencing to operate under this contract, the Contractor shall furnish the Owner with a Certificate of Insurance as called for in the specifications. Work shall be completed within One hundred eighty (180) consecutive days after receipt of purchase order and contract. Liquidated damages shall be \$150.00 per day.

**PAYMENTS:** The amount to be paid to the Contractor by Owner is Five Hundred Twenty-Two-Thousand Six Hundred Twenty-Two and 00/100 Dollars (\$522,622.00). Owner shall pay Contractor not to exceed 90% of contracted price upon approved work and AIA documents.

**FINAL PAYMENT:**

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

**Mutual Indemnification**

Each party hereto agrees to indemnify, defend and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

**Insurance Coverage**

Contractor shall maintain insurance coverage for duration of contract or until work is completed. Contractor shall maintain insurance coverage for sub-contractors.

It is agreed by the parties hereto that the Legislative Auditors of the State of Louisiana shall have the right to audit all accounts of (the contractor or successful bidder) which relate to this contract.

IN WITNESS THEREOF, said parties have hereunto set their hands and seals at Baton Rouge, Louisiana, the day and year first above written.

**CLM CONSTRUCTION, LLC**

**SOUTHERN UNIVERSITY A&M COLLEGE**

By:   
Signature

By: \_\_\_\_\_  
John K. Pierre, Interim Executive Vice President, SUBR

Print Name: Michael Hebert

Witnessed: \_\_\_\_\_

Title: President

Witnessed:   
George Till

By: \_\_\_\_\_  
Dennis J. Shields  
President-Chancellor, SUS

Witnessed: \_\_\_\_\_

GENERAL TERMS & CONDITIONS

SOUTHERN UNIVERSITY AND A&M COLLEGE  
BATON ROUGE CAMPUS  
REQUEST FOR BID

**PROJECT: RESTROOM RENOVATIONS**  
**LOCATION: LABORATORY SCHOOL**  
**BID DUE DATE: FEBRUARY 29, 2024 @ 10:30 AM**  
**BID # 10315**

Bids submitted are subject to provisions of but not limited to La.R.S.38 Purchasing Rules and Regulations; Executive Orders; and the General Terms and Conditions, listed in this Invitation for Bid. Southern University reserves the right to award items separately, grouped or on an all or none basis and to reject any or all bids and waive any informalities.

**BIDS MAY BE SENT BY MAIL OR HAND-DELIVERED TO:**

**Bids should be mailed to:**

Southern University  
Purchasing Department  
Post Office Box 9534  
Baton Rouge, Louisiana 70813

**As an alternative, bids may be hand delivered to:**

Southern University  
Purchasing Department  
1<sup>st</sup> Floor East-James L. Prestage Drive  
J. S. Clark Administration Building  
Baton Rouge, Louisiana 70813

**MANDATORY PRE-BID CONFERENCE & SITE VISIT: FEBRUARY 9, 2024 @ 10:30 AM**

**INQUIRIES:**

No negotiations, decisions, or actions will be executed by any bidder as a result or any oral discussion with any University employee or State Consultant. Only those transactions which are in writing, sent to **Linda A. Antoine, Director of Purchasing, will be considered as valid.**

**INSTRUCTIONS TO BIDDERS**

1. **Bid Forms**

All written bids, unless otherwise provided for, must be submitted on, and in accordance with forms provided and properly signed in ink. Bids submitted in the following manner will not be accepted:

Bid containing no signature indicating intent to be bound

(1) Bid filled out in pencil

(2) Bid not submitted on University standard forms

Bids must be received at the address specified in the Invitation for Bid prior to bid opening time in order to be considered. .

2. **Envelope (if mailed)**

Bidders are requested to submit bid package in a sealed envelope of your choice that is clearly marked identifying the *company's name, complete address, bid number, time and date of bid opening, and license number, if applicable.*

Bidder is responsible for means of delivery of bid.

**Louisiana Contractors License Number shall be placed on the outside of the envelope.**

3. **Standards of Quality**

Any product or service bid shall conform to all applicable federal, state and local laws, regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog numbers used in the specifications is for the purpose of describing the quality level, performance and characteristics required. Bidder must specify the brand and model number of the product offered in his/her bid. Bids not specifying brand and model numbers will be considered as offering the exact product(s) specified in the IFB.

4. **Descriptive Information**

Bidders proposing an equivalent brand or model should submit information with bid (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product should be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

5. **ON-CAMPUS ATTENDANCE REQUIREMENTS (COVID-19)** Initial and return with contract MDH

**This document will be included with the successful vendor's contact.**

## GENERAL TERMS & CONDITIONS

The Center for Disease and Control (CDC) recommends social distancing and wearing masks to prevent the spread of the Corona Virus (COVID-19).

6. **Prices**

Unless otherwise specified by the Purchasing Department, bid prices must be complete, including transportation, prepaid by bidder to destination. In the event of extension errors, the unit price shall prevail.

7. **Payment Terms**

Payment is to be made within thirty (30) days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. Delinquent payment penalties are governed by L.R.S. 39:1695.

8. **Deliveries**

Bids may be rejected if the delivery or completion time indicated is longer than that specified in the IFB.

9. **Vendor Invoices**

Invoices or AIA payment form shall reference the Southern University purchase/release order number, vendor's packing list/delivery ticket, ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order and should show the amount of any prompt payment discount and submitted on the vendor's own invoice form. Invoices submitted by the vendor's supplier will not be accepted. Terms are net 30.

10. **Tax Information/State of Louisiana**

Vendor is responsible for including all applicable taxes in the bid prices. Southern University is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc. In accordance with Act Number 1029 of the 1991 Regular Session, effective September 1, 1991 state agencies will no longer be required to pay state sales tax.

11. **New Products**

Unless specifically called for, all products for purchases must be new (never previously used) and the current model and/or packaging. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

12. **Contract Renewals, Multi-Year Contracts (if applicable)**

Upon agreement of Southern University and the contractor, an open-ended requirements contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed thirty six (36) months.

13. **Contract Cancellation**

Southern University has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure to deliver within time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentations by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provision of state or federal law; (6) any other breach of contract.

14. **AWARD AND EXECUTION OF CONTRACT:**

The owner shall incur no obligation to the contractor until the contract between the owner and contractor is duly executed. If the contractor is notified of the acceptance of the bid within thirty (30) days of the opening bid date, contractor agrees to execute and deliver to owner, Performance and Payment Bond and Certificate of Insurance, a copy of which is attached to the Contract Documents, within ten (10) working days after notice from the Owner that the instrument is ready for signature.

15. **Fiscal Funding Clause (Renewal Contracts Only)**

In accordance with LA R.S.39:1615 (c) and (e), any contract entered into by the State of Louisiana and Southern University shall include the following Fiscal Funding Clause:

C. Termination due to unavailability of funds in succeeding years. When funds are not appropriated to support continuation of performance in a subsequent year of a multiyear contract, the contract for such subsequent year shall be terminated. When a contract is terminated under these conditions, no additional funds shall be paid to the contractor as a result of such action. E. With respect to all multiyear contracts, there shall be no provisions for a penalty to the state for the cancellation or early payment of the contract. The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. All proposers should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

Initial and return with contract MDH

This document will be included with the successful vendor's contact.

## GENERAL TERMS & CONDITIONS

### 16. Default of Contactor

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the state had determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

### 17. Order of Priority

In the event there is a conflict between the Instructions to Bidders the General Terms and Conditions will govern.

### 18. Applicable Law

All contracts will be construed in accordance with and governed by the laws of State of Louisiana. Vendors shall be in compliance with applicable laws of the State of Louisiana and Federal Laws where applicable, to include licenses, fees and permits. Vendors are responsible for the cost of licenses, fees and permits.

### 19. Certification of No Suspension or Debarment (\$25,000 or more)

By signing and submitting this bid, bidder certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at [www.sam.gov](http://www.sam.gov).

Federal Funded     Non-Federal Funded

### 20. E-VERIFY (verification of employees)

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

### 21. Prohibited Contractual Arrangements

Per Louisiana R.S. 42:1113.a, no public servant, or member of such public servant's immediate family, or legal entity in which he is a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions and provisions.

### 22. Discriminatory Boycotts of Israel

This section applies to procurements with a value of \$100,000 or more and for vendors with five (5) or more employees

#### Prohibition of Discriminatory Boycotts of Israel

In accordance with R.S. 39:1602.1, for any contract for \$100,000 or more and for any contractor with five or more employees, the Contractor certifies that neither it nor its subcontractors are engaged in a boycott of Israel, and that the Contractor and any subcontractors shall, for the duration of this contract, refrain from a boycott of Israel. The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of this contract.

### 23. Mutual Indemnification

Each party hereto agrees to indemnify, defend and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

### 24. Fair Labor Standards Act

Contractor shall be in compliance with the Fair Labor Standards Act 29 USC 201-6; Establishes minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards for employees or in the production of goods for interstate commerce. By signing and submitting this bid, bidder certifies that its company, any subcontractors, or principals thereof is in accordance with said compliance. United States Department of Labor website: [www.dol.gov/esa](http://www.dol.gov/esa)

### 25. Davis-Bacon Act (\$2,000 or more)

Contractor shall be in compliance with the Davis-Bacon Act, 40 USC 276A-7; ensures that laborers and mechanics employed pursuant to federally funded construction contracts, subcontracts and construction under Federal grants, will be paid wages as determined by the U.S. Secretary of Labor. By signing and submitting this bid, bidder certifies that its company, any subcontractors, or principals thereof is in accordance with said compliance. United States Department of Labor website: [www.dol.gov/esa](http://www.dol.gov/esa)

Federal Funded     Non-Federal Funded

### 26. Small Business Entrepreneurship Programs

The Southern University System is a participant in the Louisiana for the Small Entrepreneurships Program (the Hudson Initiative) and the Louisiana Initiative for Veterans and Service-Connected Disabled Veterans-Owned Business Small Entrepreneurships Bidders

Initial and return with contract MSA

This document will be included with the successful vendor's contact.

## GENERAL TERMS & CONDITIONS

are encouraged to consider participation. A list of certified vendors and additional information can be obtained from website <http://www.ledsmallbiz.com>. Potential participants may also register at this website. Businesses include minority and women.

### 27. Public Works Projects (R.S. 38:2227)

In accordance with the provisions of R.S. 38:2227; in awarding public works projects, any public entity is authorized to reject a proposal or bid, or not award the contract, to a business in which any individual with an ownership interest of ten percent (10%) or more, has been convicted, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime.

### 28. Tobacco-Free Policy

The use of tobacco products on any Southern University campus is prohibited by students, staff, faculty or visitors in all campus buildings, facilities, or property owned or leased by Southern University System and outside areas of the campus where non-smokers cannot avoid exposure to smoke; on campus grounds, facilities, or vehicles that are the property of the University; and at lectures, conferences, meetings, and social and cultural events held on school property or school grounds. The sale or free distribution of tobacco products, including merchandise on campus or at school events is prohibited.

### 29. Equal Opportunity Employer

Southern University and A&M College Systems of the State of Louisiana is an equal opportunity employer and looks to its contractors, sub-contractors, vendors, and suppliers to take affirmative action to effect this commitment in its operations. By submitting and signing this bid, the bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 303 of the Rehabilitation Act of 1973; Section 202 of Executive Order 124b, as amended; and the Americans with Disabilities Act of 1990. Bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor. Bidder further agrees to keep informed of and comply with all Federal, State, and local laws, ordinances, and regulations which affect his employees or prospective employees. Any person who is a "Qualified Individual with a Disability" as defined by 42 USC 12131 of the American with Disabilities Act who has submitted a bid on this procurement and who desires to attend the bid opening, must notify this office in writing no later than seven (7) working days prior to the bid opening date of their need for special accommodations. If the requested accommodations cannot be reasonably provided, the individual will be so informed prior to the bid opening.

### 30. Code of Ethics

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

### 31. Vendor Forms/SU Signature Authority

The terms and conditions of the SU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any vendor contract, form, etc. The University's chief procurement officer, or designee, is delegated sole authority to execute any vendor contracts, forms, etc. Departments are prohibited from signing any vendor forms.

### 32. Prosecution of Work

The work is to be done when Southern University is in operation. The contractor shall, therefore, plan the repairs and installation in specifications so as not to interfere with normal operations of the facility and shall exert effort to expedite completion of the work once it has started. It is intended that the work shall be done during normal working hours, however, should work require overtime (Saturday, Sunday and/or night working hours), the cost must be borne by the contractor at no extra compensation from the Owner (Southern University).

### 33. On-Campus Attendance Requirements (COVID-19)

The Center for Disease and Control (CDC) recommends social distancing and wearing of masks to prevent the spread of the Coronavirus (COVID19). Persons visiting Southern University are required to wear a mask/face covering and stay at least 6 feet between yourself and others, even when you wear a face covering.

### 34. Termination of the Contract for Convenience

The State/University may terminate the contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

### 35. Termination for Cause

The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate the contract for cause upon the initial and return with contract.

This document will be included with the successful vendor's contract.

## GENERAL TERMS & CONDITIONS

failure of the Owner to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the Owner to cure the defect.

36. **Auditors**

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

37. **Awarded Products/Unauthorized Substitutions**

Only those awarded brands and numbers stated in the SU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Purchasing Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at vendor's expense, and non-payment.

38. **Acceptance**

Upon written notice by the Owner, a Notice by Owner of Acceptance of Work will be executed and forwarded to the Contractor for recording with the Clerk of Court in the parish in which the work has been performed and shall furnish a clear Lien Certificate from the Clerk of Court (to the owner along with final invoice) forty-five (45) days after recordation of acceptance. Final payment of ten percent (10%) will be made at this time.

39. **Guarantee**

It is the intention of the specifications to secure a first-class permanent material and construction and to this end, Contractor will be held responsible for and must correct defects discovered in the work within one (1) year from acceptance. Should any materials or methods be called for, of such nature to render this guarantee impossible, written notice to this effect should be given Owner (Southern University) before signing contract and/or beginning of work; failure to do this will be construed as agreement to the strictest terms of the guarantee.

40. **Clean-Up**

The Contractor will be directed during the progress of work to remove and properly dispose of the resultant and debris. Upon completion, Contractor shall remove all equipment, unused materials and debris and will leave the premises in a clean and first-class condition.

41. **Examination of Site**

Each bidder will visit the site of the proposed project and will fully acquaint himself with conditions relating to construction and labor so that he may fully understand the facilities, difficulties and restrictions attending the execution of work under this contract. No consideration or allowance will be granted the Contractor for failure to visit the site or for any alleged misunderstanding of the materials to be furnished or the work to be done.

42. **Anti-Kickback Clause**

The Contractor hereby agrees to adhere to the mandate dictated by The Copeland "Anti-Kickback" ACT which provides that each Contractor or Subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

43. **Clean Air Act**

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the CLEAN AIR ACT which prohibits the use under non-exempt contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

44. **Clean Water Act**

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

45. **Energy Policy and Conservation Act**

The Contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

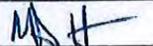
46. **Anti-Lobbying and Debarment Act**

The Contractor will be expected to comply with federal statutes in the Anti-Lobbying Act and The Debarment Act.

47. **Signature Authority**

**A CORPORATE RESOLUTION OR WRITTEN EVIDENCE OF THE AUTHORITY OF THE PERSON SIGNING THE BID FOR THE PUBLIC WORK AS PRESCRIBED BY LOUISIANA REVISED STATUTE 38:2212 (B)(5)**  
**A copy of the applicable signature authority document/Board Resolution or LA Secretary of State Registration must be submitted with bid.**

Initial and return with contract



This document will be included with the successful vendor's contact.

## GENERAL TERMS & CONDITIONS

### 48. ADDITIONAL REQUIREMENTS

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE PLANS; THE PROJECT SPECIFICATIONS, AND SHALL COMPLY WITH APPLICABLE LOCAL AND STATE BUILDING CODES AS WELL AS ANY AND ALL REGULATORY AGENCY REQUIREMENTS AND LAWS, INCLUDING BUT NOT LIMITED TO OSHA, ETC. GENERAL NOTES SHALL APPLY TO ALL DRAWINGS.
2. CONTRACTOR SHALL NOTIFY THE ENGINEER/ARCHITECT, IF APPLICABLE, OF ALL CONFLICTS OR DISCREPANCIES PRESENTED IN THESE PLANS PRIOR TO THE START OF WORK.
3. ALL WORK WHETHER SHOWN OR IMPLIED, UNLESS SPECIFICALLY QUESTIONED SHALL BE CONSIDERED UNDERSTOOD IN ALL RESPECTS BY THE GENERAL CONTRACTOR AND WHO WILL BE RESPONSIBLE FOR ANY MISINTERPRETATIONS AND CONSEQUENCES THEREOF.
4. ANY UTILITIES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
5. ENGINEER/ARCHITECT SHALL BE NOTIFIED IMMEDIATELY OF ALL IDENTIFIED EXISTING UTILITIES NOT IDENTIFIED IN THE PLANS.
6. OWNER SHALL PROVIDE WATER FOR CLEANING OPERATIONS FROM ANY FIRE HYDRANT AT NO COST TO THE CONSULTANT.

**THIS DOCUMENT IS FOR INFORMATION PURPOSES**

Initial and return with contract



**This document will be included with the successful vendor's contact.**

State of Louisiana  
Southern University & A&M College-Baton Rouge

Bid Number 10315-Restroom Renovations-Laboratory School

**PERFORMANCE AND PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, CLM Construction, LLC, Contractor as Principal, and The Gray Casualty & Surety Company a Corporation organized and existing under the laws of the State of Louisiana and duly authorize to transact business in the State of Louisiana, as Surety, are held and firmly bound unto Southern University and A&M College, Owner, organized and existing under the laws of the State of Louisiana, in the penal sum of Five hundred twenty-two thousand, six hundred twenty-two and 00/100 (\$522,622.00), lawful money of the United States for the payment of which will and truly be made, the said Principal and the said Surety do hereby bind ourselves, our heirs, executors, administrator and assigns jointly and severally, by these presents as follows: The conditions of this obligation is such that:

NOW WHEREAS, an instrument in writing attached, and bearing the date of, March 19th, 2024 has agreed with said, CLM Construction, LLC, to furnish all labor, materials, tools, equipment and all other things necessary to perform all work specified for SOUTHERN UNIVERSITY AND A&M COLLEGE

THEREFORE, if CLM Construction, LLC, will and truly in good, sufficient, and workmanlike manner, and to the satisfaction of Southern University, perform and complete the work required, and shall defend, indemnify and save harmless said Southern University against all damages, claims, demands, expenses, and charge of every kind (including claims for patent infringement) arising out of injury or damage to persons or property by reason of said agreement and the work thereunder the required of him or arising from any act, omission or neglect of said, CLM Construction, LLC, shall pay all costs, charges, rentals and expenses for labor, materials supplies and equipment and delivery said work to Southern University, complete and ready for occupancy or operation, and free from all liens, encumbrancers or claims for labor, materials or otherwise, and shall pay all other expenses lawfully chargeable to Southern University, by reason of any default or neglect of, CLM Construction, LLC, in the relations of said agreement and said work, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDER FURTHER, that said Surety for value received hereby stipulates and agrees that no change, extension of time, alternations of addition to the terms of the contract or the work to be performed thereunder, or the specifications accompanying same, shall in any way affect its obligations on this bond and it does hereby waive notice of any change, extension of time, alteration or additions to the terms of the contract or to the specifications.

PROVIDER FURTHER, that if the Contractor or his sub-contractors shall default in performance of the work contracted to be done, the Surety will pay the same in any amount not exceeding the sum specified in the Bond, together with interest as provided by law.

IN WITNESS WHEREOF, said Principal and Surety have set their hands and seals at Baton Rouge, Louisiana, this

\_\_\_\_\_ 26th \_\_\_\_\_ day of \_\_\_\_\_ March \_\_\_\_\_ 2024.

(SEAL)

Attest

Reita Portman Reita Portman

SURETY COMPANY:

By Ann Daron Ann Daron

Title Power of Attorney

Address 2301 Tower Drive, Monroe, LA 71201

Contractor: CLM Construction, LLC

By: Michael D. Hebert

Print Name Michael D. Hebert

**THE GRAY INSURANCE COMPANY  
THE GRAY CASUALTY & SURETY COMPANY**

**GENERAL POWER OF ATTORNEY**

**Bond Number:** GSA4700061      **Principal:** CLM Construction, LLC

**Project:** Southern University and A & M College, Baton Rouge Campus  
Bid Number 10315 Restroom Renovation for the Laboratory School

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Daran H. Reeves, Ann Daron, Deborah L. Dillard, James Michael Stephens, Reita Portman and Jeffrey B. Cnon of Monroe, Louisiana jointly and severally** on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26<sup>th</sup> day of June, 2003.

"RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 4<sup>th</sup> day of November, 2022.



By:

*Michael T. Gray*

Michael T. Gray  
President  
The Gray Insurance Company

*Cullen S. Piske*

Cullen S. Piske  
President  
The Gray Casualty & Surety Company



State of Louisiana  
ss:

Parish of Jefferson  
On this 4<sup>th</sup> day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican  
Notary Public  
Notary ID No. 92653  
Orleans Parish, Louisiana

*Leigh Anne Henican*

Leigh Anne Henican  
Notary Public, Parish of Orleans State of Louisiana  
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 28<sup>th</sup> day of March, 2024

*Mark S. Manguno*

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 28<sup>th</sup> day of March, 2024

*Leigh Anne Henican*



STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE  
Project: Bid 10299-FENCNG

AFFIDAVIT ATTESTING THAT PUBLIC CONTRACT  
WAS NOT, NOR WILL NOT BE SECURED  
THROUGH EMPLOYMENT OR PAYMENT OF SOLICITOR

KNOW ALL MEN BY THESE PRESENTS, that a public contract is contemplated between

SOUTHERN UNIVERSITY AND A&M COLLEGE-BATON ROUGE CAMPUS

IN ADDITION, CLM CONSTRUCTION, LLC., the contractor, who attest that he is empowered and authorized to execute said documents.

Who being duly sworn does depose and attest that:

- (1) Affiant employed no architects, engineers, contractors, subcontractors, or any person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction, renovation, or other repair to any public building or project or in securing the public contract were in the regular course of their duties for affiant; and
- (2) No part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for affiant, as outlined in R.S. Title 38: Section 2224.

BEFORE ME, the undersigned authority, personally appeared Michael Helbert

who being duly sworn, deposes, and states that the above is true and correct in all respects recited.

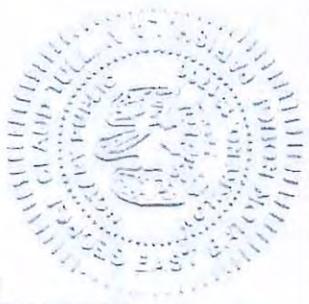
SWORN TO AND SUBSCRIBED before me this 25 day of March

\_\_\_\_\_, 2024.

Signature [Handwritten Signature]

Witness [Handwritten Signature]

[Handwritten Signature]



George Claud Tull IV NOTARY PUBLIC  
LA Notary Public #131706  
Commissioned For Life

George Claud Tull IV  
LA Notary Public #131706  
Commissioned For Life

**SOUTHERN UNIVERSITY AND A&M COLLEGE  
BATON ROUGE**

STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE

**PROJECT:** Restroom Renovations  
**BUILDING/LOCATION:** Laboratory School  
**Bid Number** 10315

**ATTESTATION AFFIDAVIT**

Before me, the undersigned notary public, duly commissioned and qualified in and for the parish and state aforesaid, personally came and appeared Affiant, who after being duly sworn, attested as follows:

**LA. R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS**

- A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:
- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| (a) Public bribery (R.S. 14:118)      | (c) Extortion (R.S. 14:66)        |
| (b) Corrupt influencing (R.S. 14:120) | (d) Money laundering (R.S. 14:23) |
- B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:
- |                                                |                                                           |
|------------------------------------------------|-----------------------------------------------------------|
| (a) Theft (R.S. 14:67)                         | (R.S. 14:71)                                              |
| (b) Identity Theft (R.S. 14:67.16)             | (f) Bank fraud (R.S. 14:71.1)                             |
| (c) Theft of a business record (R.S. 14:67.20) | (g) Forgery (R.S. 14:72)                                  |
| (d) False accounting (R.S. 14:70)              | (h) Contractors; misapplication of payments (R.S. 14:202) |
| (e) Issuing worthless checks                   | (i) Malfeasance in office (R.S. 14:134)                   |

**LA. R.S. 38:2212.10 Verification of Employees**

- A. At the time of bidding, Appearer is registered and participates in a status verification system to verify that all new hires in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

**LA. R.S. 23:1726(B) Certification Regarding Unpaid Workers Compensation Insurance**

- A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.
- B. By signing this bid /proposal, Affiant certifies that no such assessment is in effect against the bidding / proposing entity.

CCM Construction LLC  
NAME OF BIDDER

Michael Hebert  
NAME OF AUTHORIZED SIGNATORY OF BIDDER

3-25-2024  
DATE

President  
TITLE OF AUTHORIZED SIGNATORY OF BIDDER

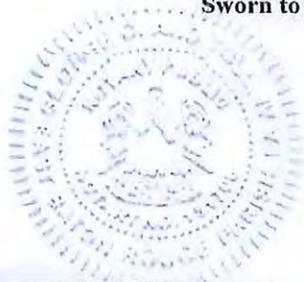
[Signature]  
SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER/AFFIANT

Sworn to and subscribed before me by Affiant on the 25 day of March, 2024.

[Signature]

Notary Public

George Claud Tull IV  
LA Notary Public #131706  
Commissioned For Life



THE **GRAY SURETY**

The Gray Insurance Company  
The Gray Casualty & Surety Company

Telephone: 504-754-6711  
info@graysurety.com

P.O. Box 6202  
Metairie, LA 70009

**Bid Bond**

Know all men by these presents:

**THAT** CLM Construction, LLC

of Baton Rouge, LA

hereinafter called the Principal, and The Gray Casualty & Surety Company of Metairie, Louisiana, a corporation duly organized under the laws of the State of Louisiana, as Surety, hereinafter called the Surety, are held firmly bound unto Southern University and A & M College as Obligee, hereinafter called the Obligee, in the sum of \*\*5% of Gross Amt Bid\*\* for the payment of which sum and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the Principal has submitted a bid:

Job Number: Bid #10315

Project Description: Restroom Renovations

Project Location: Laboratory School, Southern University and A & M College, Baton Rouge, LA

**NOW, THEREFORE**, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specialized in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

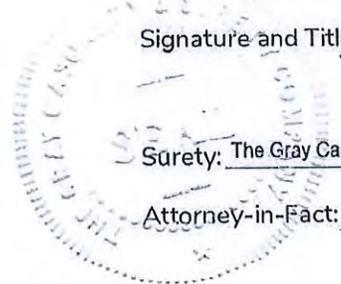
Signed this 27th day of February, 2024, by:

Principal: CLM Construction, LLC Witness: Collin Hebert

Signature and Title: [Signature] President Signature: Collin Hebert

Surety: The Gray Casualty & Surety Company Witness: Reita Portman

Attorney-in-Fact: Ann Daron Ann Daron Signature: [Signature]



**THE GRAY INSURANCE COMPANY  
THE GRAY CASUALTY & SURETY COMPANY**

**GENERAL POWER OF ATTORNEY**

**Bond Number:** Bid Bond      **Principal:** CLM Construction, LLC

**Project:** Bid #10315 Southern University and A & M College  
Restroom Renovations, Baton Rouge, LA

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Daran H. Reeves, Ann Daron, Deborah L. Dillard, James Michael Stephens, Reita Portman and Jeffrey B. Coon of Monroe, Louisiana jointly and severally** on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26<sup>th</sup> day of June, 2003.

"RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 4<sup>th</sup> day of November, 2022.



By:

*Michael T. Gray*

Michael T. Gray  
President  
The Gray Insurance Company

*Cullen S. Piske*

Cullen S. Piske  
President  
The Gray Casualty & Surety Company



State of Louisiana  
ss:

Parish of Jefferson  
On this 4<sup>th</sup> day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican  
Notary Public  
Notary ID No. 92653  
Orleans Parish, Louisiana

*Leigh Anne Henican*

Leigh Anne Henican  
Notary Public, Parish of Orleans State of Louisiana  
My Commission is for Life

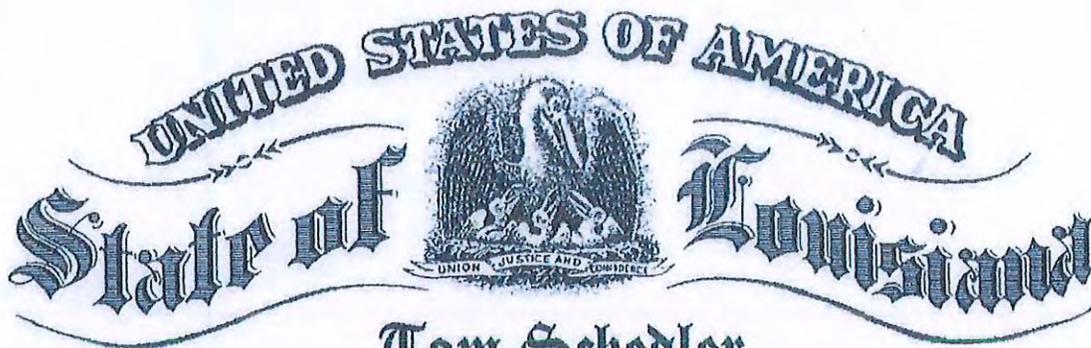
I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 27<sup>th</sup> day of February, 2024

*Mark Manguno*

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 27<sup>th</sup> day of February, 2024

*Leigh Anne Henican*





**Tom Schedler**  
SECRETARY OF STATE

*As Secretary of State of the State of Louisiana I do hereby Certify that*

a copy of the Articles of Organization and Initial Report of

**CLM CONSTRUCTION LLC**

Domiciled at BATON ROUGE, LOUISIANA,

Was filed and recorded in this Office on April 25, 2014,

And all fees having been paid as required by law, the limited liability company is authorized to transact business in this State, subject to the restrictions imposed by law, including the provisions of R.S. Title 12, Chapter 22.

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

April 25, 2014

*Secretary of State*

WEB 41503889K



Certificate ID: 10485049#K7Q83

To validate this certificate, visit the following web site, go to **Commercial Division, Certificate Validation**, then follow the instructions displayed.  
[www.sos.louisiana.gov](http://www.sos.louisiana.gov)

STATE OF LOUISIANA  
ARTICLES OF ORGANIZATION  
(R.S. 12:1301)

1. The name of this limited liability company is: CLM CONSTRUCTION LLC
2. This company is formed for the purpose of: engaging in any lawful activity for which limited liability companies may be formed
3. The duration of this limited liability company is (may be perpetual): PERPETUAL
4. Other Provisions:

By typing my name below, I hereby certify that I am the organizer. The filing of a false public record, with the knowledge of its falsity, is a crime, subjecting the filer to fine or imprisonment or both under R.S. 14:133.

Electronic Signature: ADAM A. ABDALLA (4/25/2014)

LIMITED LIABILITY COMPANY INITIAL REPORT  
(R.S. 12:1305 (E))

1. The name of this limited liability company is: CLM CONSTRUCTION LLC
2. The location and municipal address, not a post office box only, of this limited liability company's registered office:  
  
19455 S. HARRELLS FERRY ROAD  
BATON ROUGE, LA 70816
3. The full name and municipal address, not a post office box only, of each of this limited liability company's registered agent(s) is/are:  
  
ADAM ABDALLA  
1245 CAMELLIA BLVD.  
SUITE 200  
LAFAYETTE, LA 70508
4. The name and municipal address, not a post office box only, of the managers or members:

MICHAEL HEBERT (Member)  
19455 S. HARRELLS FERRY ROAD  
BATON ROUGE, LA 70816

By typing my name below, I hereby certify that I am the organizer. The filing of a false public record, with the knowledge of its falsity, is a crime, subjecting the filer to fine or imprisonment or both under R.S. 14:133.

Electronic Signature: ADAM A. ABDALLA (4/25/2014)

**RESOLUTION OF THE MEMBERS  
OF  
CLM CONSTRUCTION, LLC,  
a Louisiana limited liability company**

---

The undersigned, being all of the Members of CLM CONSTRUCTION, LLC, a Louisiana limited liability company (the "Company") hereby agrees to the following resolutions:

A. **BE IT RESOLVED**, that the following persons are hereby unanimously elected as authorized representatives of the Company and shall serve in such capacities until the next annual meeting of the Company or until their successors are chosen and qualify:

Michael Hebert

Authorized Representative

B. **BE IT FURTHER RESOLVED**, that the Company hereby authorizes Michael Hebert, Lauri Hebert, and Terrence Ginn, or either one of them acting individually as an Authorized Representative of the Company to do any and all acts and sign any and all necessary documents to accomplish the purposes of the Company, including, but not limited to, acquiring, rehabilitating or constructing, financing, operating, managing, leasing, selling and otherwise dealing with any property or assets of the Company.

C. **BE IT FURTHER RESOLVED**, that the Company authorizes Michael Hebert, Lauri Hebert, and Terrence Ginn, or either one of them acting individually as an Authorized Representative of the Company to open a bank accounts and/or other depository bank accounts at such institutes that he in his sole discretion may deem advisable, negotiate checks or other negotiable instruments in the name, and on behalf of the Company.

D. **BE IT FURTHER RESOLVED**, that the Company authorizes Michael Hebert, Lauri Hebert, and Terrence Ginn, or either one of them acting individually as an Authorized Representative of the Company to sell or acquire, rehabilitate or construct, finance, operate, manage, lease or otherwise dispose of real and personal property on such terms and conditions he in his sole discretion may deem acceptable.

E. **BE IT FURTHER RESOLVED**, that the Company authorizes Michael Hebert, Lauri Hebert, and Terrence Ginn, or either one of them acting individually as an Authorized Representative of the Company to conduct, manage and transact all and singular the Company's affairs, business, concerns and matters of whatever nature or kind, without any exception or reservation whatsoever.

F. **BE IT FURTHER RESOLVED**, that the Company authorizes Michael Hebert, Lauri Hebert, and Terrence Ginn, or either one of them acting individually as an Authorized Representative of the Company to open all letters of correspondence addressed to the Company and to answer the same; endorse and accept checks and bills of exchange; to draw money out of any bank(s) where the same may have been deposited in the name, or for the account of the Company, to deposit drafts, bills of exchange, acceptances, checks and notes or other obligations, for collection in any bank(s) and withdraw the same or the proceeds thereof, at pleasure, by check, or otherwise.

G. **BE IT FURTHER RESOLVED**, that the Company authorizes Michael Hebert, Lauri Hebert, and Terrence Ginn, or either one of them acting individually as an Authorized Representative of the Company to sell and transfer all or any shares of the capital stock of any corporation or any interest in any partnership or limited liability company owned by the Company and receive and receipt for the dividends due or to become due thereon.

H. **BE IT FURTHER RESOLVED**, that the Company authorizes Michael Hebert, Lauri Hebert, and Terrence Ginn, or either one of them acting individually as an Authorized Representative of the Company to pledge and pawn all or any shares of stock in any corporation or any interest in any partnership or limited liability company, owned by the Company, to make and give any note or notes, which may be necessary from time to time and to renew, extend or waive prescription on the same.

- I. **BE IT FURTHER RESOLVED**, that the Company authorizes **Michael Hebert, Lauri Hebert, and Terrence Ginn**, or either one of them acting individually as an Authorized Representative of the Company to attend all or any meetings of creditors or otherwise wherein the said Company may be interested, to vote in its name on all questions or matters that may be submitted to such meetings, to attend all or any meetings of the stockholders of any corporation, partners of any partnership or members of any limited liability company in which the said Company may own stock or have any ownership interest in or be interested, to vote or execute proxies in favor of others to vote in the name of the Company on all questions or matters that shall or may be submitted at such meeting, to borrow money from any bank(s), homestead(s), insurance company(ies) or other financial institution(s) on the notes or obligations of the said Company drawn by the Company or by said Authorized Representative or those of others which shall or may come into the hands of the said Authorized Representative for the use of the said Company, and execute notes or obligations from time to time for the renewal of all such or any part or parts thereof.
- J. **BE IT FURTHER RESOLVED**, that the Company authorizes **Michael Hebert, Lauri Hebert, and Terrence Ginn**, or either one of them acting individually as an Authorized Representative of the Company to sell, transfer and convey or to mortgage and affect all or any part(s) of the real, personal or mixed estate of the said Company and to receive the price thereof, to purchase real, personal and mixed estate(s) in the name of said Company on such terms and conditions as said Authorized Agent shall deem proper.
- K. **BE IT FURTHER RESOLVED**, that the Company authorizes **Michael Hebert, Lauri Hebert, and Terrence Ginn**, or either one of them acting individually as an Authorized Representative of the Company to lease and manage all or any part of the real and personal estate belonging to the Company.
- L. **BE IT FURTHER RESOLVED**, that the Company authorizes **Michael Hebert, Lauri Hebert, and Terrence Ginn**, or either one of them acting individually as an Authorized Representative of the Company to sign all bonds, returns, petitions, waivers, or other documents required by the Collector of Internal Revenue, the Department of Revenue or other taxing authority, and attend to all business for account of the Company.
- M. **BE IT FURTHER RESOLVED**, that the Company authorizes **Michael Hebert, Lauri Hebert, and Terrence Ginn**, or either one of them acting individually as an Authorized Representative of the Company to ask, demand, have, take, sue for and by all lawful ways and means to recover and receive of and from all and every person, firm or corporation, all and every sum(s) of money, goods, debts, property and effects whatsoever, that now is, or are or may hereafter be in his, her, their, or its custody or possession, due, owing, coming or belonging to the Company whether by bond(s), bill(s), note(s), book-debt(s), account(s), consignment(s), bequest(s), or for and by any reason or means whatsoever.
- N. **BE IT FURTHER RESOLVED**, that the Company authorizes **Michael Hebert, Lauri Hebert, and Terrence Ginn**, or either one of them acting individually as an Authorized Representative of the Company to that end with whom it may concern, to adjust and settle all accounts and upon recovery and receipt in the premises to make and give good and sufficient discharges and acquittances.
- O. **BE IT FURTHER RESOLVED**, that the Company authorizes **Michael Hebert, Lauri Hebert, and Terrence Ginn**, or either one of them acting individually as an Authorized Representative of the Company to appear before all courts of law, admiralty and equity, to prosecute and defend as occasion shall require, or to compromise, compound and agree in the premises, by arbitration or otherwise, as the said Authorized Representative shall in his discretion think it fit.
- P. **BE IT FURTHER RESOLVED**, that the Company authorizes **Michael Hebert, Lauri Hebert, and Terrence Ginn**, or either one of them acting individually as an Authorized Representative of the Company to represent the Company judicially and otherwise, whether as heir, legatee, creditor, executor, administrator or otherwise, in all successions or estates in which the Company may be or become interested, including any acceptance or renunciation thereof, to apply for the administration thereof and to demand, obtain and execute all orders and decrees as he may deem proper therein, and finally to settle, compromise and liquidate the Company's interest therein, and to receive and receipt for all property to which the Company may be entitled in respect of such successions or estates.
- Q. **BE IT FURTHER RESOLVED**, that the Company authorizes **Michael Hebert, Lauri Hebert, and Terrence Ginn**, or either one of them acting individually as an Authorized Representative of the Company to generally do and

perform all and every other act, matter and thing whatsoever, as shall or may be requisite and necessary, touching or concerning the affairs, business or assets of the Company as fully, completely, and effectually, and to all intents and purposes with the same validity, as if all and every such act, matter or thing were or had been particularly stated, expressed, and especially provided for, or as the Company could or might do; also with full power of substitution and revocation; and the Company hereby agrees to ratify and confirm all and whatsoever the said Authorized Representative shall lawfully do or cause to be done by virtue of this resolution.

R. **BE IT FURTHER RESOLVED**, that **Michael Hebert, Lauri Hebert, and Terrence Ginn**, or either one of them acting individually, as an Authorized Representative of the Company is hereby individually authorized, empowered and directed to execute for and on behalf of the Company and in the name of the Company any and all documents, instruments and writings of any kind whatsoever evidencing the above Resolutions set out in Sections A through and including Section Q and to do all things and perform all acts that he in his sole discretion may deem appropriate or necessary in order to carry out the intended purposes of these resolutions.

[signatures appear on the following page]



## CLM CONSTRUCTION LLC

### General Information

Name:	CLM CONSTRUCTION LLC
Type:	Limited Liability Company - Domestic
City:	BATON ROUGE
Status:	ACTIVE
Previous Names:	N/A
Charter Number:	41503889K
Registration Date:	04/25/2014

### Domicile Address

19545 RIVER BREEZE DR  
BATON ROUGE, LA 70816

### Mailing Address

19545 RIVER BREEZE DR  
BATON ROUGE, LA 70816

### Status

Status:	ACTIVE
Annual Report Status:	Yes
Last Report Filed:	05/12/2023
Type:	Limited Liability Company - Domestic

### Registered Agents

LAURA HEBERT appointed on 04/13/2017  
19545 RIVER BREEZE DR  
BATON ROUGE, LA 70816

## Officers

MICHAEL HEBERT  
MEMBER, MANAGER  
19545 RIVER BREEZE DR  
BATON ROUGE, LA 70816

LAURA HEBERT  
MEMBER  
19545 RIVER BREEZE DR  
BATON ROUGE, LA 70816

## Amendments on File

### Description

### Date

Appointing, Change, or Resign of Officer

06/10/2014

# LOUISIANA UNIFORM PUBLIC WORK BID FORM

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

**BID FOR:** Bid Number 10315  
RESTROOM RENOVATIONS  
Laboratory School  
Southern University and A&M College  
Baton Rouge Campus

The undersigned bidder hereby declares and represents that she/he: a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Purchasing Department 1/19/2024

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

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

Five Hundred Twenty-two Thousand Six Hundred Twenty-two Dollars (\$ 522,622.00 )

**ALTERNATES:** For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description. (N/A)

**Alternate No. 1** (Owner to provide description of alternate and state whether add or deduct) for the lump sum of: N/A  
Dollars (\$ \_\_\_\_\_ )

**Alternate No. 2** (Owner to provide description of alternate and state whether add or deduct) for the lump sum of: N/A  
Dollars (\$ \_\_\_\_\_ )

**Alternate No. 3** (Owner to provide description of alternate and state whether add or deduct) for the lump sum of: N/A  
Dollars (\$ \_\_\_\_\_ )

**NAME OF BIDDER:** CLM Construction LLC

**ADDRESS OF BIDDER:** 19545 River Breeze Dr, Baton Rouge, LA, 70816

**EMAIL:** Michael@clmcontractors.com

**PHONE:** 225-(802) 5883

**LOUISIANA CONTRACTOR'S LICENSE NUMBER:** 65447

**PRINT NAME OF AUTHORIZED SIGNATORY OF BIDDER:** Michael Hebert

**TITLE OF AUTHORIZED SIGNATORY OF BIDDER:** President/Owner

**SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER:** 

**DATE:** 02-29-2024

Completion Time: 180 consecutive calendar days, or within the time that may be extended as stipulated in the contract.

Liquidated Damages: \$150 per day.

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

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

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

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

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

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

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

**Southern University and Agricultural & Mechanical College**  
INCORPORATED 1880      BATON ROUGE, LOUISIANA      RELOCATED 1914

**Office of Facility Services**

Physical Plant  
Custodial Services  
Landscaping Services  
Fire & Life Safety  
Risk Management & Insurance  
Motor Pool  
Property

Benjamin Kraft Building  
James L. Hunt St.  
P.O. Box 11815  
Baton Rouge, LA 70813  
(225) 771-4740  
(225) 771-2378 Fax  
www.subr.edu

March 21, 2024

Mrs. Linda A. Antoine, Director  
Purchasing Department  
Clark Hall Annex, First Floor  
Baton Rouge, Louisiana 70813  
*Via Email*

Re: Letter of Acceptance  
Bid # 10315-Restroom Renovations - CLM Construction, LLC \$522,622.00 ✓  
Bid # 10316-Windows - Kingdom Builders Construction, LLC \$442,773.00 (includes deducts)

Dear Mrs. Antoine,

This letter is to serve as the official letter of acceptance for the aforementioned Southern University Lab School renovation projects.

We ask that due to the time constraints of the funds availability, we ask that these projects move forward to begin construction once accepted by the architects. We have requested that Domain review the bid packet from CLM for the bathroom project and make sure that the bid amount covers all items in the design, however we haven't gotten a response. It is our understanding that the design firm will schedule the usual preconstruction conference for each project and inform the University of the dates and times.

We look forward to the start of these improvements to the Lab School and continuing to enhance the educational advancements of its students. If you have any questions regarding this matter, please do not hesitate to call us.

Sincerely,



Henry L. Thurman, III, Asst. Executive Director  
Campus Architect

HLT/aw

File

cc: F. Maurice Pitts  
Ingrid Williams, Domain Architecture



Purchasing Department

Purchasing Department  
P.O. Box 9534  
Baton Rouge, LA 70813  
Phone: (225) 771-4580  
Fax: (225) 771-2026

INTENT TO AWARD

Mr. Michael Hebert, President/Owner  
CLM Construction, LLC  
19545 River Breeze Drive  
Baton Rouge, La 70816

3/17/24-LA

Re: Intent to Award-Bid 10315 Restroom Renovations-Laboratory School

Dear Mr. Hebert,

It's our intent to award your company Bid 10315 for Restroom Renovations for the Southern University Laboratory School. The contract and other pertinent documents are forthcoming after additional approvals.

Sincerely,

  
Linda Antoine

Director of Purchasing

c: Maurice Pitts, Executive Director, Physical Plant, SUBR  
Henry Thurman, Assistant, Physical Plant, SUBR  
Herman Brister, Director, Laboratory School

PRE-BID CONFERENCE & SITE-VISIT: FEBRUARY 9, 2024 @ 10:30 AM - BID NUMBER 10315  
 SOUTHERN UNIVERSITY AND A&M COLLEGE-RESTROOM RENOVATIONS-LABORATORY SCHOOL  
 PRE-BID & SITE LOCATION: PHYSICAL PLANT DEPARTMENT-BENJAMIN H. KRAFT BUILDING-515 JAMES L. HUNT STREET

PLEASE PRINT CLEARLY IN THE APPROPRIATE AREAS (IN INK ONLY)

COMPANY	REPRESENTATIVE (PLEASE PRINT)	ADDRESS (BOX#, STREET, CITY, STATE, ZIP)	EMAIL ADDRESS	PHONE NO.
Southern University	Mary Jane Sprue	PO Box 9534 B.R., La. 70813	maryjane_sprue@subr.edu	225-246-3770
SUBR	Henny L. Thurman	SUBR	henny_thurman@subr.edu	225-246-3770
DOMAIN ARCHITECTURE	CECEUA VI.	1130 INDUSTRIALVIEW BLD. SUITE 200, BATON ROUGE, LA, 70809	CVI@DOMAINR.COM	225-246-3770
DOMAIN ARCHITECTURE	FIRSTIE SCHEXNAYDRE	"	fschexnaydre@domainr.com	"
CHAS/EVERETT Construction + Remodeling	MAX EXTENSIVENT	1616 N. 29th St Baton Rouge 70802	max@chaser.com	225-939-1182
William Allen Constructors LLC	Bryan Williams	2450 Madrid Ave, Suite C Baton Rouge La. 70814	bryan@williamallenc.com	225-315-6852

NO LA Lic.

PRE-BID CONFERENCE & SITE-VISIT: FEBRUARY 9, 2024 @ 10:30 AM - BID NUMBER 10315  
 SOUTHERN UNIVERSITY AND A&M COLLEGE-RESTROOM RENOVATIONS-LABORATORY SCHOOL  
 PRE-BID & SITE LOCATION: PHYSICAL PLANT DEPARTMENT-BENJAMIN H. KRAFT BUILDING-515 JAMES L. HUNT STREET

PLEASE PRINT CLEARLY IN THE APPROPRIATE AREAS (IN INK ONLY)

COMPANY	REPRESENTATIVE (PLEASE PRINT)	ADDRESS (BOX#, STREET, CITY, STATE, ZIP)	EMAIL ADDRESS	PHONE NO.
Clark Construction	Carlos Williams	6957 Cezanne Baton Rouge, La 70804	clarkconstruction.com/1979@clarkc.com	225-333-2680
ACF Contractors LLC	TSAPE Sparrow	2122 Perkins Palms Ave STE Baton Rouge, LA 70808 210	ACF Contractors LLC@gmail.com	225-954-8377
Kingsom Builders Construction, LLC Mike Wicker	MIKE WICKER	450 Laurel Street #1401 Baton Rouge, LA 70802	MIKEWICKER@KBCSMPD.ORG	225-953-1904
Ronald Johnson Investments, LLC	Ronald T. Johnson Jr.	4848 Myrtle St. Baker, LA 70714	RJohnson55@gmail.com	225 229 1277
CLM Construction	Hoke Hart	1945 Riverbreeze Dr. Baton Rouge, LA 70816	hokeclm@gmail.com	706-577-6042
Superior Performance Construction	Derrick Hooper	7178 Cristobal Ave 70811 Baton Rouge La.	Derrick@SuperiorPerformance Construction	225-803-1631

no  
at  
wicker

**JOB SITE VISIT**

**REVISED**

**NAME OF PROJECT: RESTROOM RENOVATIONS**  
**BUILDING: LABORATORY SCHOOL**  
**SOUTHERN UNIVERSITY AND A & M COLLEGE**  
**BATON ROUGE, LOUISIANA**

**SITE VISIT DATE: FEBRUARY 9, 2024 @ 10:30 AM-BID # 10315**  
**LATE ARRIVALS CANNOT PARTICIPATE IN THE BID PROCESS**

It is the responsibility of the bidder to inspect job site, verify any measurements and/or supplies needed prior to submitting a bid price on this project. Each bidder shall fully acquaint himself with conditions relating to construction and labor so that he may fully understand the facilities, difficulties and restrictions attending the execution of work under this contract. If vendor finds conditions that disagree with the physical layout as described in the bid, or any other features of the specifications that appear to be in error, same shall be noted on proposal. Failure to do so will be interpreted that bid is as specified. No consideration or allowance will be granted the Contractor for failure to visit the site or for any alleged misunderstanding of the materials to be furnished or the work to be done.

**JOB SITE VISIT LOCATION:**

**Benjamin H. Kraft Building (Physical Plant Department)**  
**515 James L. Hunt Street**  
**Southern University Baton Rouge Campus**

**Site telephone numbers: (225) 771-4741, 771-4742 or 771-4743**

The signed statement certifies the vendor's name listed below has visited the proposed site and is familiar with all conditions surrounding fulfillment of the specifications for this project.

COMPANY CLM Construction

BY Hoke Holt

DATE 2/9/24

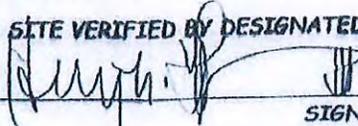
Note: Questions not answered at Site Visit or any additional questions shall be submitted in writing to the Director of Purchasing, Linda A. Antoine at linda\_antoine@subr.edu.

Note: Responses to inquiries/Addenda are pasted on LaPAC (LA Procurement Website) LA State Procurement website:

<https://wwwcfprd.dca.louisiana.gov/OSP/LaPAC/Agency/outMain.cfm>

It is the responsibility of the vendor to check LAPAC for addenda.

**JOB SITE VERIFIED BY DESIGNATED SOUTHERN UNIVERSITY EMPLOYEE:**

  
SIGNATURE

Return this sheet with bid for information purpose



**PURCHASING DEPARTMENT**

P. O. BOX 9534

BATON ROUGE, LA 70813

PHONE (225) 771-4580\*\*FAX (225) 771-2026

January 29, 2024

legal.ads@theadvocate.com

CAPITAL CITY PRESS

THE ADVOCATE

POST OFFICE BOX 588

BATON ROUGE, LA 70821-0588

Enclosed herewith is a copy of advertisement for a "Request for Bid" for the following:

*AS PER ATTACHED ADVERTISEMENT SHEET*

Please publish said advertisement in the **THURSDAYS, FEBRUARY 1, FEBRUARY 8, & FEBRUARY 15, 2024**, issues of your newspaper.

When submitting your invoice for payment, include the date(s) the ad was published and the bid number.

The above advertisement should be listed under the heading of "**Request for Re-Bid**"-**Restroom Renovations-Bid # 10315**.

Thank you for your assistance.

Sincerely,

Linda a. Antoine  
Director of Purchasing

Enclosure

Baton Rouge, Louisiana 70813-0400 ▪ {225} 771-2011

*"A People's Institution Serving the State, the Nation, and the World."*

**ADVERTISEMENT  
REQUEST FOR BID  
BID # 10315  
RESTROOM RENOVATIONS  
SOUTHERN UNIVERSITY AND A&M COLLEGE  
LABORATORY SCHOOL  
FEBRUARY 29, 2024-10:30 AM**

Sealed bids will be received by Southern University, Baton Rouge, Louisiana, in the Purchasing Office, 8100 James L. Prestage Drive, J. S. Clark Administration Building Annex, South Entrance, First Floor East. Bidders are solely responsible for ensuring timely delivery of their bids. The Southern University Purchasing Department is not responsible for any delays caused by bidders' chosen means of delivery. Failure to meet the bid deadline submittal date and time shall result in rejection of bid.

**MAIL OR HAND-DELIVER BID TO PURCHASING DEPARTMENT NO  
LATER THAN 10:30 AM-FEBRUARY 29, 2024**

**Mandatory Pre-Bid Conference & Site Visit: February 9, 2024 @ 10:30 am**  
**Site Visit Location: 515 Benjamin Kraft Physical Plant Building**  
**515 James L. Hunt Street (Southern University Campus)**  
**Baton Rouge, La 70813**  
**Site Visit Telephone Number: 225-771-4741**

**Participants shall be in attendance by 10:30 a.m. and sign-in on sheet provided by the Purchasing Department.**

Bidders shall visit the site and be familiarized with the local conditions under which the work is to be performed. No additional compensation will be granted because of unusual difficulties, which may be encountered in the execution of any portion of the work.

Inquiries will be accepted until February 15, 2024 by 5:00 p.m. Inquiries shall be submitted to Linda Antoine, Director of Purchasing at [linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)

Responses to inquiries will be posted on LaPAC-LA State Procurement website by February 20, 2024 by 5:00 p.m. Bidders have the responsibility of checking the LaPAC website for responses/addenda.

Any person requiring special accommodations should notify the Purchasing Office of the type(s) of accommodation required not less than seven (7) days before the bid opening date.

All bids must be accompanied by bid security equal to **five (5%) percent of the sum of the base bid and all alternates, if applicable** and must be in the form of a certified/official check, cashier's check or bid bond, made payable to Southern University and A & M College. Surety represents that it is listed on the current U.S. Department of the Treasury Financial Management Service list of approved bonding companies and that is listed thereon as approved for amount equal to or greater than the amount for which it

obligates itself in this instrument. No bid bond indicating an obligation of less than five percent (5%) by any method is acceptable.

The successful bidder shall be required to furnish a **Performance and Payment Bond** written by a company licensed to do business in Louisiana, in an amount equal to 100% of the contract amount and who is currently on the U.S. Department of the Treasury Financial Management Service List.

Bidders shall include the following on envelope of choice: company's name, address, Louisiana contractor's license number, bid number, bid opening date and time.

Bids may be withdrawn by written, telegraphic fax notice or email and received at the address or email address designated in the Invitation to Bid prior to the time set for bid opening, as recorded by date stamp at the Purchasing Office. Bids received after closing time will be returned unopened. Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212(a)(1)(c) and/or R.S. 39:1594(c)(2)(d).

The Southern University System is a participant in the Louisiana for the Small Entrepreneurships Program (the Hudson Initiative) and the Louisiana Initiative for Veterans and Service-Connected Disabled Veterans-Owned Business Small Entrepreneurships. Bidders are encouraged to consider participation. A list of certified vendors and additional information can be obtained from website <http://www.ledsmallbiz.com>. Potential participants may also register at this website.

**ALL BID SPECIFICATIONS CAN BE OBTAINED BY ACCESSING THE LA STATE PROCUREMENT WEBSITE**

**<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>**

Any questions concerning bid documents, please contact Mary Jane Spruel, Assistant Director of Purchasing at (225) 771-2800 or email to [Maryjane\\_spruel@subr.edu](mailto:Maryjane_spruel@subr.edu)

The University reserves the right to reject all bids and to waive any informalities incidental thereto. Bids will be accepted only from contractors who are licensed under Louisiana R.S. 39:2150-2173 for the classification of: 72000000 Building and Construction, and Maintenance Services; 72100000 Building and Construction, and Maintenance and Repair Services; 72131600 Commercial or Industrial Construction.

**SOUTHERN UNIVERSITY & A&M COLLEGE  
AN EQUAL OPPORTUNITY EMPLOYER  
Linda A. Antoine, Director of Purchasing**

**DATES ADVERTISED:  
FEBRUARY 1, 2024, FEBRUARY 8, 2024 & FEBRUARY 15, 2024**

## Mary Jane W. Spruel

---

**From:** eml-svc-nutsq1 <eml-svc-nutsq1@la.gov>  
**Sent:** Thursday, February 1, 2024 3:44 PM  
**To:** Mary Jane W. Spruel  
**Subject:** LaPAC Solicitation for Bid # 50016-10315 Posting Successful

[You don't often get email from eml-svc-nutsq1@la.gov. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

CAUTION: This email originated from outside of SUBR. Exercise caution when opening attachments or clicking links from unknown senders.

Your solicitation 50016-10315 is now available on LaPAC. This message should be printed and placed in your bid file.

72101500 - BUILDING SUPPORT SERVICES  
72131600 - COMMERCIAL OR INDUSTRIAL CONSTRUCTION

6772 vendor contacts (SEBD: 835, SmallE: 445, VSE: 124, DVSE: 66) were sent email notification of the above solicitation with a bid opening of 02/29/2024.

Company Name: BRETT WILLIAMS  
Address: 132 HOLDMAN DR City, State, Zip: PINEVILLE, LA 71360  
Vendor#: 310256303 Email Address: WILLIAMSQUALITYFLOORINGLLC@YAHOO.COM

Company Name: CWEST  
Address: 5519 MARSHALL FOCH City, State, Zip: NEW ORLEANS, LA 70128  
Vendor#: 310058268 Email Address: CHARLIESPTODAY2@YAHOO.COM  
SEBD

Company Name: RO-DAY INC  
Address: 116 SAINT MICHAEL ST City, State, Zip: THIBODAUX, LA 70301  
Vendor#: 310114030 Email Address: RO-DAY@CHARTER.NET

Company Name: WAGONER CONSTRUCTION  
Address: 325 MERCER RD City, State, Zip: POLLOCK, LA 71467  
Vendor#: 310052786 Email Address: WAGONERCONSTRUCTION2@YAHOO.COM

Company Name: 1 WITH NATURE LLC  
Address: 3383 N FIVE MILE #236 City, State, Zip: BOISE, ID 83713  
Vendor#: 310217346 Email Address: 1WITHNATURE@CABLEONE.NET

Company Name: 1-STOP NOTARY & TAGGS LLC  
Address: 528 LONGSPUR LN City, State, Zip: BATON ROUGE, LA 70810  
Vendor#: 310184846 Email Address: CHALMETTEM65@OUTLOOK.COM  
SEBD, SmallE

Company Name: 10 HANDS LLC  
Address: 1018 NORTH LOPEZ STREET City, State, Zip: NEW ORLEANS, LA 70119  
Vendor#: 310052684 Email Address: 10HANDSOFFICE@GMAIL.COM

Mary Jane W. Spruel

*10 vendors emailed bid packet*

---

**From:** Mary Jane W. Spruel  
**Sent:** Tuesday, February 20, 2024 6:00 PM  
**To:** 'ccbrla@gmail.com'; 'bryan@williamallenco.net'; 'clarkconstructioncmw1979@gmail.com'; 'mikewicker@kbcinfo.org'; 'rtjohnson55@gmail.com'; 'laurieclmvp@gmail.com'; 'kayla@wfcbr.com'; 'rcfcontractorsllc@gmail.com'; 'derrick@superiorperformance.com'; 'hooperderrick@gmail.com'  
**Cc:** Linda Antoine; Henry Thurman; 'cli@domainbr.com'; 'kschexnaydre@domainbr.com'  
**Subject:** Addendum 1 Bid #10315 Restroom Renovations-Laboratory School  
**Attachments:** Addendum 1 - Bid #10315 Restroom Renovations-Laboratory School.pdf

Attached is Addendum 1 for Bid #10315-Restroom Renovations-Laboratory School. However, it is your responsibility to check LaPAC for addenda.

The link is listed below.

<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/Agency/outMain.cfm>

*Inquiries/Addenda are posted on LaPAC. It's the responsibility of the vendor to check LAPAC for addenda.*

Mary Jane Spruel-Assistant Director (on behalf of Linda Antoine-Director)  
Purchasing Department  
Southern University  
Post Office Box 9534  
J S Clark Annex-1<sup>st</sup> Floor  
Baton Rouge, LA 70813  
225-771-2800

Southern University and A&M College  
Purchasing Department

BID TABULATION

BID # 10315      2/29/2024      BID DATE February 23, 2024  
PROJECT NAME Restroom Renovations-Laboratory School      BID TIME 10:30 AM

NAME OF BIDDER <i>attended mandatory pre-bid conf</i>	L.A. LIC. NO.	Site Visit	Bid Bond	ADD-ENDA	BASE BID	Remarks
Chenevert Construction	47073					NO BID
William Allen Contractors						No License
Clark Construction	47073					NO BID
Kingdom Builders	70964					NO BID
Ronald Johnson Investments	66955					NO BID
CLM Construction	65447	✓	✓	✓	\$522,622.00	
Superior Performance Const						Home License Only
RCF Contractors						Residential Only

*X Cannot accept bid - do not open bid  
NO LA license*



## Southern University and A&M College System

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

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

Fax Number  
(225) 771-5522

April 4, 2024

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

RE: Kingdom Builders Construction LLC (SU Lab)

Dear President Shields,

This correspondence is regarding the attached Bid Documents for exterior windows at the Southern University Laboratory School which has been reviewed and approved by The Office of General Counsel. Please note that Board approval is warranted.

Let me know if you have any questions or concerns.

Thank you,

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

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision...Global*

*Excellence*

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



**Purchasing Department**

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**Purchasing Department**  
P.O. Box 9534  
Baton Rouge, LA 70813  
Phone: (225) 771-4580  
Fax: (225) 771-2026

**BID DOCUMENT TRANSMITTAL**

EXTERIOR WINDOWS  
SOUTHERN UNIVERSITY LABORATORY SCHOOL  
BID NUMBER 10316

- Bid was advertised three (3) times in The Advocate
- Bid was posted on LAPAC-LA Procurement website (6801 vendors were notified)
- Bid packet was emailed to seven (7) vendors
- Four (4) qualified vendors attended the Pre-bid Conference and Site Visit
- Two (2) vendors responded to the bid or submitted a bid  
Kingdom Builders Construction, LLC \$442,773.00  
Ronald Johnson Investments, LLC \$447,000.00

Following documents are attached:

Contract Transmittal

Contract

Bonds

Affidavits

Cost sheet

Acceptance Letter

Intent to Award

Site Visit Documents

Advertisement/Posting Documents

  
Linda Antoine, Director of Purchasing

Enclosures



**Purchasing Department**

---

**Purchasing Department**  
P.O. Box 9534  
Baton Rouge, LA 70813  
Phone: (225) 771-4580  
Fax: (225) 771-2026

March 21, 2024

Mr. Michael D. Wicker, Owner  
Kingdom Builders Construction, LLC  
450 Laurel Street, Suite 1401  
Baton Rouge, LA 70801

**Subject: Bid Number 10316-Exterior Windows for the Laboratory School**

Dear Mr. Wicker:

Enclosed are originals of the **Contract, insurance and Bond Requirements, Affidavits, and General Terms & Conditions** for the above referenced project at Southern University Baton Rouge. Please sign all copies of the documents, notarized where required and have your signature witnessed and return same to the Purchasing Department for completion by April 2, 2024.

In order to get final University approval of this contract, the aforementioned documents with signatures, notarization and seals must be returned by the above-mentioned date.

The University will not be held responsible for payment of any work performed prior to the issuance of notice to proceed, *unless approved by the Director of Purchasing. All required licenses, state and federal registrations shall be valid.*

If you need any additional information or have any questions, please call the Purchasing Office at (225) 771-4587. Thank you for your cooperation.

Sincerely,

  
Linda A. Antoine  
Director of Purchasing

**Enclosures**



**Purchasing Department**

**Purchasing Department**  
P.O. Box 9534  
Baton Rouge, LA 70813  
Phone: (225) 771-4580  
Fax: (225) 771-2026

**INTENT TO AWARD**

Mr. Michael D> Wicker, Owner  
Kingdom Builders Construction, LLC  
450 Laurel Street, Suite 1401  
Baton Rouge, LA 70801

A handwritten signature in blue ink, appearing to be 'LA', written over a faint purple stamp.

Re: Intent to Award-Bid 10316 Exterior Windows-Laboratory School

Dear Mr. Wicker:

It's our intent to award your company Bid 10316 for Exterior Windows for the Southern University Laboratory School. The contract and other pertinent documents are forthcoming after additional approvals.

Sincerely,

Linda Antoine  
Director of Purchasing

c: Maurice Pitts, Executive Director, Physical Plant, SUBR  
Henry Thurman, Assistant, Physical Plant, SUBR  
Herman Brister, Director, Laboratory School  
Ronald Johnson, Owner, Ronald Johnson Investments, LLC  
Domain Architecture

# Southern University and Agricultural & Mechanical College

INCORPORATED 1880

BATON ROUGE, LOUISIANA

RELOCATED 1914

## Office of Facility Services

Physical Plant  
Custodial Services  
Landscaping Services  
Fire & Life Safety  
Risk Management & Insurance  
Motor Pool  
Property

Benjamin Kraft Building  
James L. Hunt St.  
P.O. Box 11815  
Baton Rouge, LA 70813  
(225) 771-4740  
(225) 771-2378 Fax  
www.subr.edu

March 21, 2024

Mrs. Linda A. Antoine, Director  
Purchasing Department  
Clark Hall Annex, First Floor  
Baton Rouge, Louisiana 70813  
*Via Email*

Re: Letter of Acceptance  
Bid # 10315-Restroom Renovations - CLM Construction, LLC \$522,622.00  
Bid # 10316-Windows - Kingdom Builders Construction, LLC \$442,773.00 (includes deducts) ✓

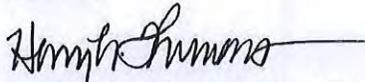
Dear Mrs. Antoine,

This letter is to serve as the official letter of acceptance for the aforementioned Southern University Lab School renovation projects.

We ask that due to the time constraints of the funds availability, we ask that these projects move forward to begin construction once accepted by the architects. We have requested that Domain review the bid packet from CLM for the bathroom project and make sure that the bid amount covers all items in the design, however we haven't gotten a response. It is our understanding that the design firm will schedule the usual preconstruction conference for each project and inform the University of the dates and times.

We look forward to the start of these improvements to the Lab School and continuing to enhance the educational advancements of its students. If you have any questions regarding this matter, please do not hesitate to call us.

Sincerely,



Henry L. Thurman, III, Asst. Executive Director  
Campus Architect

HLT/aw

File

cc: F. Maurice Pitts  
Ingrid Williams, Domain Architecture

STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE

Bid Number 10316

**CONTRACT**

This agreement made and entered into this 20<sup>th</sup> Day of March in the year Two Thousand Twenty Four by and between Southern University and Agricultural & Mechanical College, Baton Rouge, Louisiana, hereinafter termed the Owner, and KINGDOM BUILDERS CONSTRUCTION, LLC, 450 Laurel Baton Rouge, LA 70816, hereinafter termed the Contractor.

Witnesseth, that the Owner and the Contractor, for the consideration hereinafter specified, agrees as follows that:

1. Bid Number 10316
2. Performance & Payment Bond
3. Specifications, General Conditions, Contractual Agreement, Etc
4. Certificate of Insurance

are all hereby made a part of this contract to the same extent as if incorporated herein full.

The Contractor agrees to furnish all labor, materials, tools, equipment and all other things necessary to perform all work for: EXTERIOR WINDOWS-LABORATORY SCHOOL, all to the satisfaction of the Owner and in complete compliance with the specifications.

**TERMS:**

Before commencing to operate under this contract, the Contractor shall furnish the Owner with a Certificate of Insurance as called for in the specifications. Work shall be completed within One hundred twenty (120) consecutive days after receipt of purchase order and contract. Liquidated damages shall be \$150.00 per day. **PAYMENTS:** The amount to be paid to the Contractor by Owner is Four Hundred Forty-Two-Thousand Seven Hundred Seventy Three and 00/100 Dollars (\$442,773.00). Owner shall pay Contractor not to exceed 90% of contracted price upon approved work and AIA documents.

**FINAL PAYMENT:**

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

**Mutual Indemnification**

Each party hereto agrees to indemnify, defend and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

**Insurance Coverage**

Contractor shall maintain insurance coverage for duration of contract or until work is completed. Contractor shall maintain insurance coverage for sub-contractors.

It is agreed by the parties hereto that the Legislative Auditors of the State of Louisiana shall have the right to audit all accounts of (the contractor or successful bidder) which relate to this contract.

IN WITNESS THEREOF, said parties have hereunto set their hands and seals at Baton Rouge, Louisiana, the day and year first above written.

KINGDOM BUILDERS CONSTRUCTION, LLC,

SOUTHERN UNIVERSITY A&M COLLEGE

By: [Signature]  
Signature

By: \_\_\_\_\_  
John K. Pierre, Interim Executive Vice President, SUBR

Print Name: Michael D. Wicker

Witnessed: \_\_\_\_\_

Title: President/CEO

Witnessed: [Signature]  
Sachs Chapman

By: \_\_\_\_\_  
Dennis J. Shields  
President-Chancellor, SUS

Witnessed: \_\_\_\_\_

**SOUTHERN UNIVERSITY AND A&M COLLEGE  
BATON ROUGE CAMPUS  
REQUEST FOR BID**

**PROJECT: EXTERIOR WINDOWS & CANOPY REPAIRS**

**LOCATION: LABORATORY SCHOOL**

**BID DUE DATE: FEBRUARY 23, 2024**

**BID # 10316**

Bids submitted are subject to provisions of but not limited to La.R.S.38 Purchasing Rules and Regulations; Executive Orders; and the General Terms and Conditions, listed in this Invitation for Bid. Southern University reserves the right to award items separately, grouped or on an all or none basis and to reject any or all bids and waive any informalities.

**BIDS MAY BE SENT BY MAIL OR HAND-DELIVERED TO:**

**Bids should be mailed to:**

Southern University  
Purchasing Department  
Post Office Box 9534  
Baton Rouge, Louisiana 70813

**As an alternative, bids may be hand delivered to:**

Southern University  
Purchasing Department  
1<sup>st</sup> Floor East-James L. Prestage Drive  
J. S. Clark Administration Building  
Baton Rouge, Louisiana 70813

**MANDATORY PRE-BID CONFERENCE & SITE VISIT: JANUARY 31, 2024 @ 10:30 AM**

**INQUIRIES:**

No negotiations, decisions, or actions will be executed by any bidder as a result or any oral discussion with any University employee or State Consultant. Only those transactions which are in writing, sent to Linda A. Antoine, Director of Purchasing, will be considered as valid.

**INSTRUCTIONS TO BIDDERS**

**1. Bid Forms**

All written bids, unless otherwise provided for, must be submitted on, and in accordance with forms provided and properly signed in ink. Bids submitted in the following manner will not be accepted:

Bid containing no signature indicating intent to be bound

(1) Bid filled out in pencil

(2) Bid not submitted on University standard forms

Bids must be received at the address specified in the Invitation for Bid prior to bid opening time in order to be considered. .

**2. Envelope (if mailed)**

Bidders are requested to submit bid package in a sealed envelope of your choice that is clearly marked identifying the *company's name, complete address, bid number, time and date of bid opening, and license number, if applicable.*

Bidder is responsible for means of delivery of bid.

**Louisiana Contractors License Number shall be placed on the outside of the envelope.**

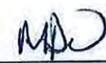
**3. Standards of Quality**

Any product or service bid shall conform to all applicable federal, state and local laws, regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog numbers used in the specifications is for the purpose of describing the quality level, performance and characteristics required. Bidder must specify the brand and model number of the product offered in his/her bid. Bids not specifying brand and model numbers will be considered as offering the exact product(s) specified in the IFB.

**4. Descriptive Information**

Bidders proposing an equivalent brand or model should submit information with bid (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product should be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

Initial and return with contract



**5. ON-CAMPUS ATTENDANCE REQUIREMENTS (COVID-19)**

**Document will be included with the successful vendor's contact.**

The Center for Disease and Control (CDC) recommends social distancing and wearing masks to prevent the spread of the Corona Virus (COVID-19).

6. **Prices**  
Unless otherwise specified by the Purchasing Department, bid prices must be complete, including transportation, prepaid by bidder to destination. In the event of extension errors, the unit price shall prevail.
7. **Payment Terms**  
Payment is to be made within thirty (30) days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. Delinquent payment penalties are governed by L.R.S. 39:1695.
8. **Deliveries**  
Bids may be rejected if the delivery or completion time indicated is longer than that specified in the IFB.
9. **Vendor Invoices**  
Invoices or AIA payment form shall reference the Southern University purchase/release order number, vendor's packing list/delivery ticket, ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order and should show the amount of any prompt payment discount and submitted on the vendor's own invoice form. Invoices submitted by the vendor's supplier will not be accepted. Terms are net 30.
10. **Tax Information/State of Louisiana**  
Vendor is responsible for including all applicable taxes in the bid prices. Southern University is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc. In accordance with Act Number 1029 of the 1991 Regular Session, effective September 1, 1991 state agencies will no longer be required to pay state sales tax.
11. **New Products**  
Unless specifically called for, all products for purchases must be new (never previously used) and the current model and/or packaging. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.
12. **Contract Renewals, Multi-Year Contracts (if applicable)**  
Upon agreement of Southern University and the contractor, an open-ended requirements contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed thirty six (36) months.
13. **Contract Cancellation**  
Southern University has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure to deliver within time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentations by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provision of state or federal law; (6) any other breach of contract.
14. **AWARD AND EXECUTION OF CONTRACT:**  
The owner shall incur no obligation to the contractor until the contract between the owner and contractor is duly executed. If the contractor is notified of the acceptance of the bid within thirty (30) days of the opening bid date, contractor agrees to execute and deliver to owner, Performance and Payment Bond and Certificate of Insurance, a copy of which is attached to the Contract Documents, within ten (10) working days after notice from the Owner that the instrument is ready for signature.
15. **Fiscal Funding Clause (Renewal Contracts Only)**  
In accordance with LA R.S.39:1615 (c) and (e), any contract entered into by the State of Louisiana and Southern University shall include the following Fiscal Funding Clause:  
C. Termination due to unavailability of funds in succeeding years. When funds are not appropriated to support continuation of performance in a subsequent year of a multiyear contract, the contract for such subsequent year shall be terminated. When a contract is terminated under these conditions, no additional funds shall be paid to the contractor as a result of such action. E. With respect to all multiyear contracts, there shall be no provisions for a penalty to the state for the cancellation or early payment of the contract. The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. All proposers should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

16. **Default of Contactor**

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the state had determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

17. **Order of Priority**

In the event there is a conflict between the Instructions to Bidders the General Terms and Conditions will govern.

18. **Applicable Law**

All contracts will be construed in accordance with and governed by the laws of State of Louisiana. Vendors shall be in compliance with applicable laws of the State of Louisiana and Federal Laws where applicable, to include licenses, fees and permits. Vendors are responsible for the cost of licenses, fees and permits.

19. **Certification of No Suspension or Debarment (\$25,000 or more)**

By signing and submitting this bid, bidder certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at [www.sam.gov](http://www.sam.gov).

Federal Funded     Non-Federal Funded

20. **E-VERIFY** (verification of employees)

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

21. **Prohibited Contractual Arrangements**

Per Louisiana R.S. 42:1113.a, no public servant, or member of such public servant's immediate family, or legal entity in which he is a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions and provisions.

22. **Discriminatory Boycotts of Israel**

This section applies to procurements with a value of \$100,000 or more and for vendors with five (5) or more employees

**Prohibition of Discriminatory Boycotts of Israel**

In accordance with R.S. 39:1602.1, for any contract for \$100,000 or more and for any contractor with five or more employees, the Contractor certifies that neither it nor its subcontractors are engaged in a boycott of Israel, and that the Contractor and any subcontractors shall, for the duration of this contract, refrain from a boycott of Israel. The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of this contract.

23. **Mutual Indemnification**

Each party hereto agrees to indemnify, defend and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

24. **Fair Labor Standards Act**

Contractor shall be in compliance with the Fair Labor Standards Act 29 USC 201-6; Establishes minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards for employees or in the production of goods for interstate commerce. By signing and submitting this bid, bidder certifies that its company, any subcontractors, or principals thereof is in accordance with said compliance. United States Department of Labor website: [www.dol.gov/esa](http://www.dol.gov/esa)

25. **Davis-Bacon Act (\$2,000 or more)**

Contractor shall be in compliance with the Davis-Bacon Act, 40 USC 276A-7; ensures that laborers and mechanics employed pursuant to federally funded construction contracts, subcontracts and construction under Federal grants, will be paid wages as determined by the U.S. Secretary of Labor. By signing and submitting this bid, bidder certifies that its company, any subcontractors, or principals thereof is in accordance with said compliance. United States Department of Labor website: [www.dol.gov/esa](http://www.dol.gov/esa)

Federal Funded     Non-Federal Funded

26. **Small Business Entrepreneurship Programs**

The Southern University System is a participant in the Louisiana for the Small Entrepreneurships Program (the Hudson Initiative) and the Louisiana Initiative for Veterans and Service-Connected Disabled Veterans-Owned Business Small Entrepreneurships. Bidders

Document will be included with the successful vendor's contactal and return with contract MDJ

are encouraged to consider participation. A list of certified vendors and additional information can be obtained from website <http://www.ledsmallbiz.com>. Potential participants may also register at this website. Businesses include minority and women.

**27. Public Works Projects (R.S. 38:2227)**

In accordance with the provisions of R.S. 38:2227; in awarding public works projects, any public entity is authorized to reject a proposal or bid, or not award the contract, to a business in which any individual with an ownership interest of ten percent (10%) or more, has been convicted, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime.

**28. Tobacco-Free Policy**

The use of tobacco products on any Southern University campus is prohibited by students, staff, faculty or visitors in all campus buildings, facilities, or property owned or leased by Southern University System and outside areas of the campus where non-smokers cannot avoid exposure to smoke; on campus grounds, facilities, or vehicles that are the property of the University; and at lectures, conferences, meetings, and social and cultural events held on school property or school grounds. The sale or free distribution of tobacco products, including merchandise on campus or at school events is prohibited.

**29. Equal Opportunity Employer**

Southern University and A&M College Systems of the State of Louisiana is an equal opportunity employer and looks to its contractors, sub-contractors, vendors, and suppliers to take affirmative action to effect this commitment in its operations. By submitting and signing this bid, the bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 303 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and the Americans with Disabilities Act of 1990. Bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor. Bidder further agrees to keep informed of and comply with all Federal, State, and local laws, ordinances, and regulations which affect his employees or prospective employees. Any person who is a "Qualified Individual with a Disability" as defined by 42 USC 12131 of the American with Disabilities Act who has submitted a bid on this procurement and who desires to attend the bid opening, must notify this office in writing no later than seven (7) working days prior to the bid opening date of their need for special accommodations. If the requested accommodations cannot be reasonably provided, the individual will be so informed prior to the bid opening.

**30. Code of Ethics**

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

**31. Vendor Forms/SU Signature Authority**

The terms and conditions of the SU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any vendor contract, form, etc. The University's chief procurement officer, or designee, is delegated sole authority to execute any vendor contracts, forms, etc. Departments are prohibited from signing any vendor forms.

**32. Prosecution of Work**

The work is to be done when Southern University is in operation. The contractor shall, therefore, plan the repairs and installation in specifications so as not to interfere with normal operations of the facility and shall exert effort to expedite completion of the work once it has started. It is intended that the work shall be done during normal working hours, however, should work require overtime (Saturday, Sunday and/or night working hours), the cost must be borne by the contractor at no extra compensation from the Owner (Southern University).

**33. On-Campus Attendance Requirements (COVID-19)**

The Center for Disease and Control (CDC) recommends social distancing and wearing of masks to prevent the spread of the Coronavirus (COVID19). Persons visiting Southern University are required to wear a mask/face covering and stay at least 6 feet between yourself and others, even when you wear a face covering.

**34. Termination of the Contract for Convenience**

The State/University may terminate the contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

**35. Termination for Cause**

The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the

**Document will be included with the successful vendor's contact.**

failure of the Owner to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the Owner to cure the defect.

36. **Auditors**

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

37. **Awarded Products/Unauthorized Substitutions**

Only those awarded brands and numbers stated in the SU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Purchasing Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at vendor's expense, and non-payment.

38. **Acceptance**

Upon written notice by the Owner, a Notice by Owner of Acceptance of Work will be executed and forwarded to the Contractor for recording with the Clerk of Court in the parish in which the work has been performed and shall furnish a clear Lien Certificate from the Clerk of Court (to the owner along with final invoice) forty-five (45) days after recordation of acceptance. Final payment of ten percent (10%) will be made at this time.

39. **Guarantee**

It is the intention of the specifications to secure a first-class permanent material and construction and to this end, Contractor will be held responsible for and must correct defects discovered in the work within one (1) year from acceptance. Should any materials or methods be called for, of such nature to render this guarantee impossible, written notice to this effect should be given Owner (Southern University) before signing contract and/or beginning of work; failure to do this will be construed as agreement to the strictest terms of the guarantee.

40. **Clean-Up**

The Contractor will be directed during the progress of work to remove and properly dispose of the resultant and debris. Upon completion, Contractor shall remove all equipment, unused materials and debris and will leave the premises in a clean and first-class condition.

41. **Examination of Site**

Each bidder will visit the site of the proposed project and will fully acquaint himself with conditions relating to construction and labor so that he may fully understand the facilities, difficulties and restrictions attending the execution of work under this contract. No consideration or allowance will be granted the Contractor for failure to visit the site or for any alleged misunderstanding of the materials to be furnished or the work to be done.

42. **Anti-Kickback Clause**

The Contractor hereby agrees to adhere to the mandate dictated by The Copeland "Anti-Kickback" ACT which provides that each Contractor or Subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

43. **Clean Air Act**

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the CLEAN AIR ACT which prohibits the use under non-exempt contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

44. **Clean Water Act**

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

45. **Energy Policy and Conservation Act**

The Contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

46. **Anti-Lobbying and Debarment Act**

The Contractor will be expected to comply with federal statutes in the Anti-Lobbying Act and The Debarment Act.

47. **Signature Authority**

**A CORPORATE RESOLUTION OR WRITTEN EVIDENCE OF THE AUTHORITY OF THE PERSON SIGNING THE BID FOR THE PUBLIC WORK AS PRESCRIBED BY LOUISIANA REVISED STATUTE 38:2212 (B)(3). A copy of the applicable signature authority document, Board Resolution or LA Secretary of State Registration must be submitted with bid.**

Document will be included with the successful vendor's contact.

**48. ADDITIONAL REQUIREMENTS**

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE PLANS; THE PROJECT SPECIFICATIONS, AND SHALL COMPLY WITH APPLICABLE LOCAL AND STATE BUILDING CODES AS WELL AS ANY AND ALL REGULATORY AGENCY REQUIREMENTS AND LAWS, INCLUDING BUT NOT LIMITED TO OSHA, ETC. GENERAL NOTES SHALL APPLY TO ALL DRAWINGS.
2. CONTRACTOR SHALL NOTIFY THE ENGINEER/ARCHITECT, IF APPLICABLE, OF ALL CONFLICTS OR DISCREPANCIES PRESENTED IN THESE PLANS PRIOR TO THE START OF WORK.
3. ALL WORK WHETHER SHOWN OR IMPLIED, UNLESS SPECIFICALLY QUESTIONED SHALL BE CONSIDERED UNDERSTOOD IN ALL RESPECTS BY THE GENERAL CONTRACTOR AND WHO WILL BE RESPONSIBLE FOR ANY MISINTERPRETATIONS AND CONSEQUENCES THEREOF.
4. ANY UTILITIES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
5. ENGINEER/ARCHITECT SHALL BE NOTIFIED IMMEDIATELY OF ALL IDENTIFIED EXISTING UTILITIES NOT IDENTIFIED IN THE PLANS.
6. OWNER SHALL PROVIDE WATER FOR CLEANING OPERATIONS FROM ANY FIRE HYDRANT AT NO COST TO THE CONSULTANT.

**THIS DOCUMENT IS FOR INFORMATION PURPOSES**

Initial and return with contract



**Document will be included with the successful vendor's contact.**

ESTIMATE



**Prepared For**

Southern University A&M College Purchasing(  
Linda Antoine)  
Southern University Purchasing Department  
P.O. Box 9534, James L. Prestage Drive. Annex,  
1st Floor  
Baton Rouge, Louisiana 70813  
(225) 771-4741

**Kingdom Builders Construction, LLC**

450 Laurel Street Suite 1401  
Baton Rouge, Louisiana 70801  
Phone: (225) 953-1904  
Email: mikewicker@kbcinfo.org

Estimate # 165  
Date 03/15/2024

**Description**

**Total**

Exterior Windows Remove and Replace as specified by plan windows on the backside of the Library building and gym with storefront bronze style windows	\$248,126.00
Window Support from contractor Demo of A/C units and metal window screens. Build partitions and add blocking into openings	\$16,875.00
Asbestos Abatement Remove and dispose of asbestos containing window caulk from planned replaced windows on the library building and gym	\$28,700.00
Bonds Bid and performance Bonds	\$20,000.00
General Conditions This is a scope of work list for items that need to be done. An estimate of cost bid will follow this project breakdown. This job will require Project management, site inspection, material handling, and trash and debris removal by the General Contractor. All cost will be broken down in the official estimate.	\$23,000.00

Contingency	\$25,000.00
Miscellaneous construction items required to complete project	
<hr/>	
Demo	\$20,000.00
Remove windows and screens	
<hr/>	
Construction fees and overhead	\$61,072.00
This payment is set at 16% for this project and goes to the contractor for services rendered	
<hr/>	
Total job cost \$442,773.00	\$0.00

Payments are be broken down into 1/3's according to draw schedule. 1st payment is due after demo of screens. 2nd payments due after windows have been ordered and general conditions have been meet. Last payment is to be broken into 2 payments, 1/2 due after disposal of asbestos debris.

Last due upon completion of project.

Please contact me at 225-953-1904 if you need any further clarification. Thanks,

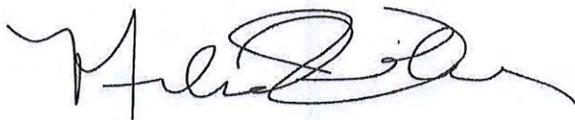
Mike Wicker  
 Owner/Contractor  
 Kingdom Builders Construction LLC.  
 Louisiana State Licensing Board of Contractors number-#70964

General Liability limits-\$1,000,000/ \$2,000,000 Workers Comp- Louisiana Home Builders

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<b>Subtotal</b>	\$442,773.00
<b>Total</b>	<b>\$442,773.00</b>

By signing this document, the customer agrees to the services and conditions outlined in this document.



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Signed on: 03/15/2024

Michael Wicker



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Southern University A&M College Purchasing(  
Linda Antoine)

Southern University and A&M College  
Purchasing Department

BID TABULATION

BID # 10316  
 BID DATE 2/23/2024  
 BID TIME February 23, 2024  
 10:30 AM

PROJECT NAME Exterior Windows & Canopy-Laboratory School

NAME OF BIDDER <i>(attended mandatory pre-bid conf)</i>	LA. LIC. NO.	Site Visit	Bid Bond	ADD-ENDA	BASE BID	ALTERNATE NO. 1	ALTERNATE NO. 2 (N/A)	ALTERNATE NO. 3 (N/A)	Remarks
Charles Carter Construction	33302								
Kingdom Builders Construction, LLC	70964	✓	✓	✓	685,000	43,500			Deductions cost \$42,733.00
Ronald Johnson Investments	66955	✓	✓	✓	690,000	No Bid			Deductions cost \$417,200.12
Stabile's Construction, LLC	75185								Canopy removed
Purchasing: Linda Antoine & Mary Jane Spruel									

*Linda Antoine - Director*

*Mary Jane Spruel  
Assistant Director*

State of Louisiana  
Southern University & A&M College-Baton Rouge

**Bid Number 10316-Exterior Windows-Laboratory School**

**PERFORMANCE AND PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, KINGDOM BUILDERS CONSTRUCTION, LLC, Contractor as Principal, and The Gray Casualty & Surety Company a Corporation organized and existing under the laws of the State of Louisiana and duly authorize to transact business in the State of Louisiana, as Surety, are held and firmly bound unto Southern University and A&M College, Owner, organized and existing under the laws of the State of Louisiana, in the penal sum of Four hundred forty two thousand, seven hundred seventy three and 00/100 (\$442,773.00), lawful money of the United States for the payment of which will and truly be made, the said Principal and the said Surety do hereby bind ourselves, our heirs, executors, administrator and assigns jointly and severally, by these presents as follows: The conditions of this obligation is such that:

NOW WHEREAS, an instrument in writing attached, and bearing the date of, March 20, 2024 has agreed with said, KINGDOM BUILDERS CONSTRUCTION, LLC, to furnish all labor, materials, tools, equipment and all other things necessary to perform all work specified for SOUTHERN UNIVERSITY AND A&M COLLEGE

THEREFORE, if KINGDOM BUILDERS CONSTRUCTION, LLC, will and truly in good, sufficient, and workmanlike manner, and to the satisfaction of Southern University, perform and complete the work required, and shall defend, indemnify and save harmless said Southern University against all damages, claims, demands, expenses, and charge of every kind (including claims for patent infringement) arising out of injury or damage to persons or property by reason of said agreement and the work thereunder the required of him or arising from any act, omission or neglect of said, KINGDOM BUILDERS CONSTRUCTION, LLC, shall pay all costs, charges, rentals and expenses for labor, materials supplies and equipment and delivery said work to Southern University, complete and ready for occupancy or operation, and free from all liens, encumbrances or claims for labor, materials or otherwise, and shall pay all other expenses lawfully chargeable to Southern University, by reason of any default or neglect of, KINGDOM BUILDERS CONSTRUCTION, LLC, in the relations of said agreement and said work, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDER FURTHER, that said Surety for value received hereby stipulates and agrees that no change, extension of time, alterations of addition to the terms of the contract or the work to be performed thereunder, or the specifications accompanying same, shall in any way affect its obligations on this bond and it does hereby waive notice of any change, extension of time, alteration or additions to the terms of the contract or to the specifications.

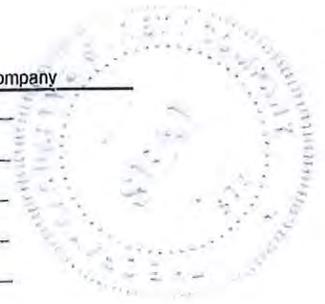
PROVIDER FURTHER, that if the Contractor or his sub-contractors shall default in performance of the work contracted to be done, the Surety will pay the same in any amount not exceeding the sum specified in the Bond, together with interest as provided by law.

IN WITNESS WHEREOF, said Principal and Surety have set their hands and seals at Baton Rouge, Louisiana, this

1st \_\_\_\_\_ day of April \_\_\_\_\_ 2024.

(SEAL)  
[Signature]  
(Witness)  
Attest  
[Signature]

SURETY COMPANY: The Gray Casualty & Surety Company  
By: [Signature]  
Title: Miller B. Hilliard, Attorney-In-Fact  
Address: P. O. Box 6202, Metairie, LA 70009  
Contractor: Kingdom Builders Construction, LLC  
By: \_\_\_\_\_  
Print Name: Michael Wicker, Manager



**THE GRAY INSURANCE COMPANY  
THE GRAY CASUALTY & SURETY COMPANY**

**GENERAL POWER OF ATTORNEY**

**Bond Number:** GS56900334      **Principal:** Kingdom Builders Construction, LLC  
**Project:** Exterior Windows - Laboratory School

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Randolph A. Brunson, Fiona J. Boyd, Miller B. Hilliard, and Myra L. Aupied of Baton Rouge, Louisiana jointly and severally** on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26<sup>th</sup> day of June, 2003.

"RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 4<sup>th</sup> day of November, 2022.



By:

*Michael T. Gray*

Michael T. Gray  
President  
The Gray Insurance Company

*Cullen S. Piske*

Cullen S. Piske  
President  
The Gray Casualty & Surety Company



State of Louisiana

ss:  
Parish of Jefferson

On this 4<sup>th</sup> day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican  
Notary Public  
Notary ID No. 92653  
Orleans Parish, Louisiana

*Leigh Anne Henican*

Leigh Anne Henican  
Notary Public, Parish of Orleans State of Louisiana  
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 1<sup>st</sup> day of April, 2024.

*Mark Manguno*

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 1<sup>st</sup> day of April, 2024.

*Leigh Anne Henican*



 **AIA** Document A310™ – 2010

**Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*

Neighborhood Restoration of Baton Rouge, LLC  
6632 Sevenoaks Drive  
Baton Rouge, LA 70806

**SURETY:**

*(Name, legal status and principal place of business)*

The Ohio Casualty Insurance Company  
175 Berkeley Street  
Boston, MA 02116

**OWNER:**

*(Name, legal status and address)*

Southern University  
J.S. Clark Annex 1st Floor  
Baton Rouge, LA 70813

**BOND AMOUNT:** Five Percent (5%) of Total Amount Bid

**PROJECT:**

*(Name, location or address, and Project number, if any)*

Southern University and A&M College Baton Rouge Campus  
Exterior Windows and Canopy Repairs

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

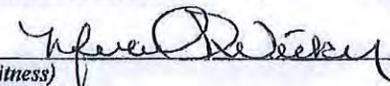
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

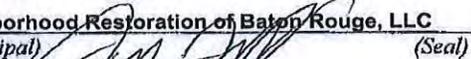
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

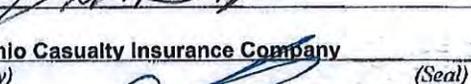
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 23rd day of February 2024

  
*(Witness)*

  
*(Witness)*

Neighborhood Restoration of Baton Rouge, LLC  
*(Principal)*  *(Seal)*

The Ohio Casualty Insurance Company  
*(Surety)*  *(Seal)*

*(Title)* Mary Catherine Turner, Attorney-in-Fact



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8205075-975775

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Garrett T. Turner, Mary Catherine Turner, Meghan C. Turner

all of the city of Baton Rouge state of LA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 22nd day of March, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 22nd day of March, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1129044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 23rd day of February, 2024.



By: Renee C. Llewellyn, Assistant Secretary

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

State of Louisiana  
Southern University & A&M College-Baton Rouge

Bid Number 10316-Exterior Windows-Laboratory School

PERFORMANCE AND PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, KINGDOM BUILDERS CONSTRUCTION, LLC. Contractor as Principal, and The Gray Casualty & Surety Company a Corporation organized and existing under the laws of the State of Louisiana and duly authorize to transact business in the State of Louisiana, as Surety, are held and firmly bound unto Southern University and A&M College, Owner, organized and existing under the laws of the State of Louisiana, in the penal sum of Four hundred forty two thousand, seven hundred seventy three and 00/100 (\$442,773.00), lawful money of the United States for the payment of which will and truly be made, the said Principal and the said Surety do hereby bind ourselves, our heirs, executors, administrator and assigns jointly and severally, by these presents as follows: The conditions of this obligation is such that:

NOW WHEREAS, an instrument in writing attached, and bearing the date of, March 20, 2024 has agreed with said, KINGDOM BUILDERS CONSTRUCTION, LLC., to furnish all labor, materials, tools, equipment and all other things necessary to perform all work specified for SOUTHERN UNIVERSITY AND A&M COLLEGE

THEREFORE, if KINGDOM BUILDERS CONSTRUCTION, LLC., will and truly in good, sufficient, and workmanlike manner, and to the satisfaction of Southern University, perform and complete the work required, and shall defend, indemnify and save harmless said Southern University against all damages, claims, demands, expenses, and charge of every kind (including claims for patent infringement) arising out of injury or damage to persons or property by reason of said agreement and the work thereunder the required of him or arising from any act, omission or neglect of said, KINGDOM BUILDERS CONSTRUCTION, LLC., shall pay all costs, charges, rentals and expenses for labor, materials supplies and equipment and delivery said work to Southern University, compete and ready for occupancy or operation, and free from all liens, encumbrancers or claims for labor, materials or otherwise, and shall pay all other expenses lawfully chargeable to Southern University, by reason of any default or neglect of, KINGDOM BUILDERS CONSTRUCTION, LLC., in the relations of said agreement and said work, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDER FURTHER, that said Surety for value received hereby stipulates and agrees that no change, extension of time, alternations of addition to the terms of the contract or the work to be performed thereunder, or the specifications accompanying same, shall in any way affect its obligations on this bond and it does hereby waive notice of any change, extension of time, alteration or additions to the terms of the contract or to the specifications.

PROVIDER FURTHER, that if the Contractor or his sub-contractors shall default in performance of the work contracted to be done, the Surety will pay the same in any amount not exceeding the sum specified in the Bond, together with interest as provided by law.

IN WITNESS WHEREOF, said Principal and Surety have set their hands and seals at Baton Rouge, Louisiana, this

1st day of April 2024.

(SEAL)  
Rgautier  
(Witness)  
Attest  
Myra Ruyser

SURETY COMPANY: The Gray Casualty & Surety Company  
By: MBH  
Title Miller B. Hilliard, Attorney-In-Fact  
Address P. O. Box 6202, Metairie, LA 70009  
Contractor: Kingdom Builders Construction, LLC  
By: \_\_\_\_\_  
Print Name Michael Wicker, Manager



**THE GRAY INSURANCE COMPANY  
THE GRAY CASUALTY & SURETY COMPANY**

**GENERAL POWER OF ATTORNEY**

**Bond Number:** GS56900334      **Principal:** Kingdom Builders Construction, LLC  
**Project:** Exterior Windows - Laboratory School

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Randolph A. Brunson, Fiona J. Boyd, Miller B. Hilliard, and Myra L. Aupied of Baton Rouge, Louisiana jointly and severally** on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26<sup>th</sup> day of June, 2003.

"RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereto affixed, and these presents to be signed by their authorized officers this 4<sup>th</sup> day of November, 2022.



By:

*Michael T. Gray*

Michael T. Gray  
President  
The Gray Insurance Company

*Cullen S. Piske*

Cullen S. Piske  
President  
The Gray Casualty & Surety Company



State of Louisiana  
ss:

Parish of Jefferson  
On this 4<sup>th</sup> day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican  
Notary Public  
Notary ID No. 92653  
Orleans Parish, Louisiana

*Leigh Anne Henican*

Leigh Anne Henican  
Notary Public, Parish of Orleans State of Louisiana  
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 1<sup>st</sup> day of April, 2024.

*Mark Manguno*

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 1<sup>st</sup> day of April, 2024.

*Leigh Anne Henican*



SOUTHERN UNIVERSITY AND A&M COLLEGE  
BATON ROUGE

STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE

PROJECT: Exterior Windows  
BUILDING/LOCATION: Laboratory School  
Bid Number 1036

**ATTESTATION AFFIDAVIT**

Before me, the undersigned notary public, duly commissioned and qualified in and for the parish and state aforesaid, personally came and appeared Affiant, who after being duly sworn, attested as follows:

**LA. R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS**

- A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:
  - (a) Public bribery (R.S. 14:118)
  - (b) Corrupt influencing (R.S. 14:120)
  - (c) Extortion (R.S. 14:66)
  - (d) Money laundering (R.S. 14:23)
- B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:
  - (a) Theft (R.S. 14:67)
  - (b) Identity Theft (R.S. 14:67.16)
  - (c) Theft of a business record (R.S.14:67.20)
  - (d) False accounting (R.S. 14:70)
  - (e) Issuing worthless checks
  - (f) Bank fraud (R.S. 14:71.1)
  - (g) Forgery (R.S. 14:72)
  - (h) Contractors; misapplication of payments (R.S. 14:202)
  - (i) Malfeasance in office (R.S. 14:134)

**LA. R.S. 38:2212.10 Verification of Employees**

- A. At the time of bidding, Appearer is registered and participates in a status verification system to verify that all new hires in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

**LA. R.S. 23:1726(B) Certification Regarding Unpaid Workers Compensation Insurance**

- A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.
- B. By signing this bid/proposal, Affiant certifies that no such assessment is in effect against the bidding / proposing entity.

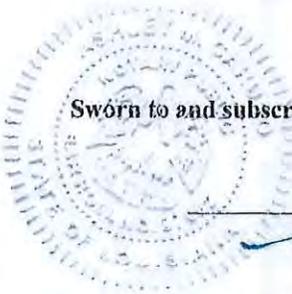
*KONGCOAN BUILDERS CONSTRUCTION, LLC*  
MICHAEL D. WICKER  
NAME OF BIDDER

Michael D. Wicker  
NAME OF AUTHORIZED SIGNATORY OF BIDDER

4-3-2024  
DATE

President / CEO  
TITLE OF AUTHORIZED SIGNATORY OF BIDDER

[Signature]  
SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER/AFFIANT



Sworn to and subscribed before me by Affiant on the 3rd day of April, 2024.

[Signature]  
Notary Public



STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE

Project: Bid 10316-Exterior Windows-Laboratory School

AFFIDAVIT ATTESTING THAT PUBLIC CONTRACT  
WAS NOT, NOR WILL NOT BE SECURED  
THROUGH EMPLOYMENT OR PAYMENT OF SOLICITOR

KNOW ALL MEN BY THESE PRESENTS, that a public contract is contemplated between

SOUTHERN UNIVERSITY AND A&M COLLEGE-BATON ROUGE CAMPUS

IN ADDITION, KINGDOM BUILDERS CONSTRUCTION, LLC, the contractor, who attest that he is  
empowered and authorized to execute said documents.

Who being duly sworn does depose and attest that:

- (1) Affiant employed no architects, engineers, contractors, subcontractors, or any  
person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract  
under which he received payment, other than persons regularly employed by the affiant whose services in connection  
with the construction, renovation, or other repair to any public building or project or in securing the public contract were  
in the regular course of their duties for affiant; and
- (2) No part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or  
other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly  
employed by the affiant whose services in connection with the construction of the public building or project were in the  
regular course of their duties for affiant, as outlined in R.S. Title 30: Section 2224.

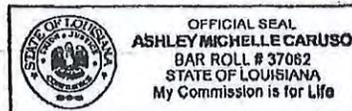
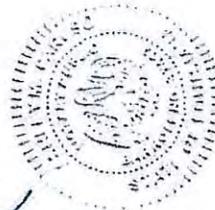
BEFORE ME, the undersigned authority, personally appeared KINGDOM BUILDERS CONSTRUCTION/LLC  
Michael D. Wickert  
who being duly sworn, deposes, and states that the above is true and correct in all respects recited.

SWORN TO AND SUBSCRIBED before me this 3rd day of April,  
2024.

Signature [Signature]

Witness Sacido Chapman

NOTARY PUBLIC



# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Ronald Johnson Investments, LLC.  
4848 Myrtle Street  
Baker, LA 70714

### SURETY:

(Name, legal status and principal place of business)

Markel Insurance Company

4521 Highwoods Parkway  
Glen Allen, VA 23060

Mailing Address for Notices

111 Veterans Blvd., Suite 1130

Metairie, LA 70005

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

### OWNER:

(Name, legal status and address)

Southern University and A & M College  
P.O. Box 9534  
Baton Rouge, LA 70813

### BOND AMOUNT:

5%

Five Percent of Amount Bid

### PROJECT:

(Name, location or address, and Project number, if any)

Bid #10316 Exterior Windows & Canopy Repairs Southern University and A&M College Laboratory School Domain Project No. C22-0071

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 23rd day of February, 2024.

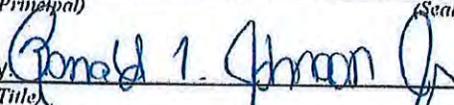
(Witness)

(Witness) Jared Viola

Ronald Johnson Investments, LLC.

(Principal)

(Seal)

By: 

(Title)

Markel Insurance Company

(Surety)

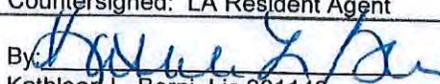
(Seal)

By: 

(Title) Kathleen L. Berni Attorney-in-Fact

Countersigned: LA Resident Agent

S-0054/AS 8/10

By:   
Kathleen L. Berni, Lic 201148

# JOINT LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That SureTec Insurance Company, a Corporation duly organized and existing under the laws of the State of Texas and having its principal office in the County of Harris, Texas and Markel Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the state of Illinois, and having its principal administrative office in Glen Allen, Virginia, does by these presents make, constitute and appoint:

Kathleen L. Berni, George V. Baus Jr., Edward J. Murphy III, Gregory R. Weston, Jean Viola

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on their own behalf, individually as a surety or jointly, as co-sureties, and as their act and deed any and all bonds and other undertaking in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

Fifty Million and 00/100 Dollars (\$50,000,000.00)

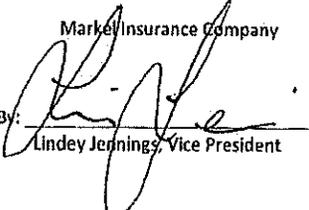
This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolutions adopted by the Board of Directors of SureTec Insurance Company and Markel Insurance Company:

"RESOLVED, That the President, any Senior Vice President, Vice President, Assistant Vice President, Secretary, Assistant Secretary, Treasurer or Assistant Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the SureTec Insurance Company and Markel Insurance Company, as the case may be, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Markel Insurance Company and SureTec Insurance Company have caused their official seal to be hereunto affixed and these presents to be signed by their duly authorized officers on the 25th day of January, 2023.

SureTec Insurance Company  
By:   
Michael C. Keimig, President

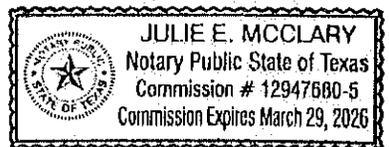


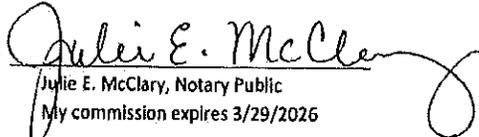
Markel Insurance Company  
By:   
Lindsey Jennings, Vice President

State of Texas  
County of Harris:

On this 25th day of January, 2023 A. D., before me, a Notary Public of the State of Texas, in and for the County of Harris, duly commissioned and qualified, came THE ABOVE OFFICERS OF THE COMPANIES, to me personally known to be the individuals and officers described in, who executed the preceding instrument, and they acknowledged the execution of same, and being by me duly sworn, disposed and said that they are the officers of the said companies aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and the said Corporate Seals and their signatures as officers were duly affixed and subscribed to the said instrument by the authority and direction of the said companies, and that Resolutions adopted by the Board of Directors of said Companies referred to in the preceding instrument is now in force.

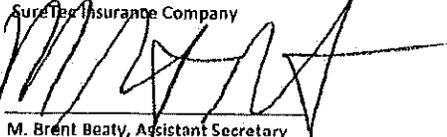
IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Harris, the day and year first above written.

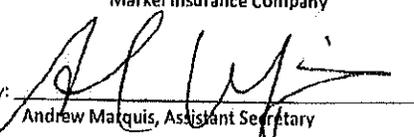


By:   
Julie E. McClary, Notary Public  
My commission expires 3/29/2026

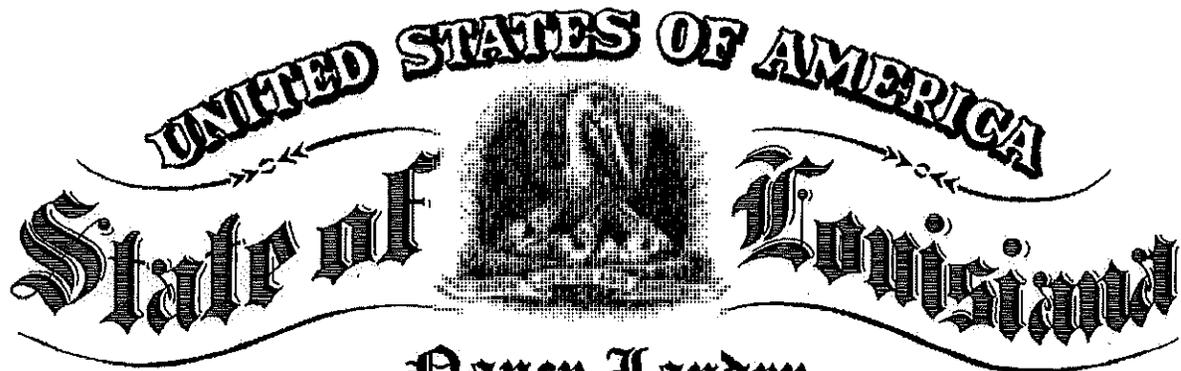
We, the undersigned Officers of SureTec Insurance Company and Markel Insurance Company do hereby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, we have hereunto set our hands, and affixed the Seals of said Companies, on the 23rd day of February, 2024.

SureTec Insurance Company  
By:   
M. Brent Beatty, Assistant Secretary

Markel Insurance Company  
By:   
Andrew Marquis, Assistant Secretary





**Nancy Landry**  
SECRETARY OF STATE

*As Secretary of State of the State of Louisiana I do hereby Certify that*

In response to your request we are pleased to provide the information on the subject Limited Liability Company which filed articles of organization in this office on January 17, 2008.

**Name:** RONALD JOHNSON INVESTMENTS L.L.C

**Type:** Limited Liability Company

**City:** BAKER

**Status:** ACTIVE

**Business:** RONALD JOHNSON INVESTMENTS L.L.C

**Charter Number:** 36638569K

**Registration Date:** 1/17/2008

**Domicile Address**  
4848 MYRTLE ST  
BAKER, LA 70714

**Mailing Address**  
C/O RONALD T. JOHNSON JR.  
4848 MYRTLE STREET  
BAKER, LA 70714

**Status:** ACTIVE

**Annual Report Status:** In Good Standing

**Last Report Filed:** 2/1/2024

**Type:** Limited Liability Company

**Registered Agent(s)**  
**Agent:** RONALD T. JOHNSON JR.  
**Address:** 4848 MYRTLE ST

**City, State, Zip:** BAKER, LA 70714  
**Appointment Date:** 1/17/2008

**Officer(s)**

Additional Officers: No

**Officer:** RONALD T. JOHNSON JR.  
**Title:** Manager, Member  
**Address:** 4848 MYRTLE STREET  
**City, State, Zip:** BAKER, LA 70714

**Amendments on file**

<b>Date</b>	<b>Description</b>
3/31/2022	Domestic LLC Agent/Domicile Change
3/17/2023	Appointing, Change, or Resign of Officer

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

February 23, 2024

*Nancy Landry*

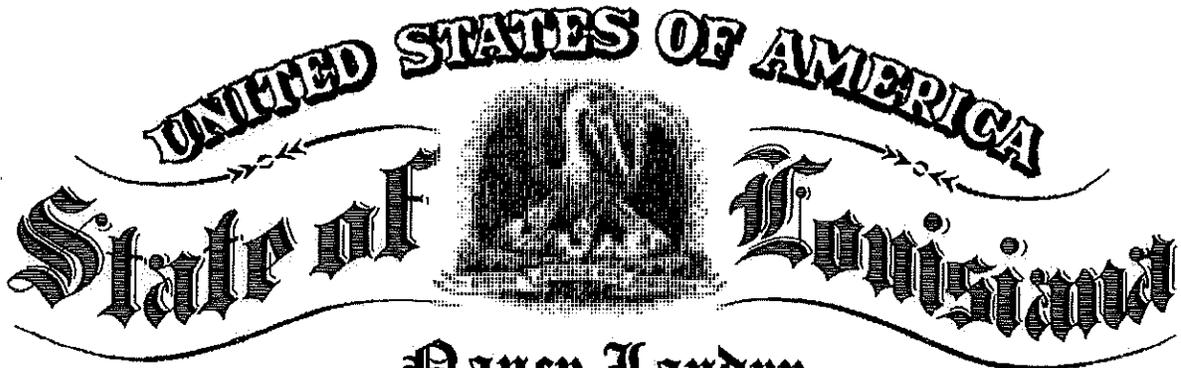
*Secretary of State*

Web 36638569K



Certificate ID: 11847834#LUL73

To validate this certificate, visit the following web site, go to **Business Services, Search for Louisiana Business Filings, Validate a Certificate**, then follow the instructions displayed.  
[www.sos.la.gov](http://www.sos.la.gov)



**Nancy Landry**  
SECRETARY OF STATE

*As Secretary of State of the State of Louisiana I do hereby Certify that*

the annexed and following is a True and Correct copy of the Certificate of Organization as shown by comparison with document filed and recorded in this Office on January 17, 2008.

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

February 23, 2024

*Nancy Landry*

*Secretary of State*

Web 36638569K



Certificate ID: 11847835#UXM73

To validate this certificate, visit the following web site, go to **Business Services, Search for Louisiana Business Filings, Validate a Certificate**, then follow the instructions displayed.  
[www.sos.la.gov](http://www.sos.la.gov)

UNITED STATES OF AMERICA  
State of Louisiana



Jay Bardenne  
SECRETARY OF STATE

*As Secretary of State, of the State of Louisiana, I do hereby Certify that*

a copy of the Articles of Organization and Initial Report of

RONALD JOHNSON INVESTMENTS L.L.C

Domiciled at BAKER, LOUISIANA,

Was filed and recorded in this Office on January 17, 2008,

And all fees having been paid as required by law, the limited liability company is authorized to transact business in this State, subject to the restrictions imposed by law, including the provisions of R.S. Title 12, Chapter 22.

*In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,*

January 17, 2008

WHE 36698569K

*Secretary of State*



3/28/23, 2:09 PM

geauxBIZ

**Secretary of State** R. Kyle  
Ardoin

State of Louisiana  
Secretary of State



Commercial Division  
225.925.4704

Fax Numbers  
225.932.5317 Admin. Services  
225.932.5314 Corporations  
225.932.5318 UCC

# KINGDOM BUILDERS CONSTRUCTION, L.L.C.

## General Information

Name:	KINGDOM BUILDERS CONSTRUCTION, L.L.C.
Type:	Limited Liability Company - Domestic
City:	BATON ROUGE
Status:	ACTIVE
Previous Names:	N/A
Charter Number:	44065900K
Registration Date:	09/10/2020

## Domicile Address

337 NORTH 25TH ST.  
BATON ROUGE, LA 70802

## Mailing Address

P.O. BOX 4182  
BATON ROUGE, LA 70802

## Status

Status:	ACTIVE
Annual Report Status:	Yes
Last Report Filed:	09/01/2022
Type:	Limited Liability Company - Domestic

## Registered Agents

TARA WICKER appointed on 09/10/2020  
337 NORTH 25TH ST.  
BATON ROUGE, LA 70802

## Officers

MICHAEL WICKER  
MANAGER  
337 NORTH 25TH  
BATON ROUGE, LA 70802

TARA WICKER  
MANAGER  
337 NORTH 25TH ST.  
BATON ROUGE, LA 70802

SAMONA GAUDET  
MEMBER  
101 STUDENT UNION, STE. 16458  
BATON ROUGE, LA 70803

SHERMAN RUTH  
MEMBER  
10044 HAGEWOOD DRIVE  
BATON ROUGE, LA 70809

## Amendments on File

Description	Date
Appointing, Change, or Resign of Officer	10/12/2020
Appointing, Change, or Resign of Officer	07/14/2022



# LOUISIANA UNIFIED CERTIFICATION PROGRAM

## Disadvantaged Business Enterprise Program (DBE)

### Small Business Element (SBE)

This is to certify that under Title 49, Part 26 of the Code of Federal Regulations  
& under the State of Louisiana United Certification Program (LAUCP)

## Kingdom Builders Construction, LLC

Is a Certified Disadvantaged Business Enterprise (DBE) & Small Business Element (SBE) in the following specialties:

**NC236118, NC236220, NC238310, NC541611, NC541618, NC624230**

*NOTE: There may be other approved NAICS Codes. The online DBE Directory includes a complete list of approved codes.*

### **Certificate Eligibility: March 2023 to March 2024**

*This certificate is valid through the above date provided. This firm meets the on-going programmatic standard and fulfills the annual update requirement to remain in good standing as a DBE. This certification is subject to annual verification and suspension or revocation based upon reasonable cause to believe that the firm is ineligible.*

*Rhonda Wallace*

**Rhonda Wallace, DBE/SBE Programs Manager**

*Louisiana Department of Transportation & Development*

## Louisiana State Licensing Board for Contractors

### Contractor Information

**Business Name** Kingdom Builders Construction, LLC  
**Mailing Address** PO Box 4182  
Baton Rouge, LA 70821  
**Phone Number** (225) 953-1904  
**Email Address** mikewicker@kbcinfo.org  
**Website** http://

### Active Licenses

**License Number** 70964  
**Type** Commercial License  
**Status** LICENSED  
**Effective** 11/19/2021  
**Expiration** 11/18/2024  
**First Issued** 11/18/2020

**License Number** 888605  
**Type** Residential License  
**Status** LICENSED  
**Effective** 08/16/2023  
**Expiration** 08/15/2026  
**First Issued** 08/15/2022

### Classifications

#### Class

BUILDING CONSTRUCTION  
RESIDENTIAL CONSTRUCTION

#### Qualifying Party

Samona Gaudet  
Sherman Gerald Ruth



**PURCHASING DEPARTMENT**

P. O. BOX 9534

BATON ROUGE, LA 70813

PHONE (225) 771-4580\*\*FAX (225) 771-2026

January 18, 2024

legal.ads@theadvocate.com

CAPITAL CITY PRESS

THE ADVOCATE

POST OFFICE BOX 588

BATON ROUGE, LA 70821-0588

Enclosed herewith is a copy of advertisement for a "Request for Bid" for the following:

**AS PER ATTACHED ADVERTISEMENT SHEET**

Please publish said advertisement in the **WEDNESDAYS, JANUARY 24 & JANUARY 31, 2024 & FEBRUARY 7, 2024**, issues of your newspaper.

When submitting your invoice for payment, include the date(s) the ad was published and the bid number.

The above advertisement should be listed under the heading of "**Request for Re-Bid**"-**Exterior Windows & Canopy Repairs-Bid # 10316**

Thank you for your assistance.

Sincerely,

Linda a. Antoine  
Director of Purchasing

Enclosure

Baton Rouge, Louisiana 70813-0400 • {225}771-2011

*"A People's Institution Serving the State, the Nation, and the World."*

**ADVERTISEMENT  
REQUEST FOR BID  
BID #10316**

**EXTERIOR WINDOWS & CANOPY REPAIRS  
SOUTHERN UNIVERSITY AND A&M COLLEGE  
LABORATORY SCHOOL  
FEBRUARY 23, 2024-10:30 AM**

Sealed bids will be received by Southern University, Baton Rouge, Louisiana, in the Purchasing Office, 8100 James L. Prestage Drive, J. S. Clark Administration Building Annex, South Entrance, First Floor East. Bidders are solely responsible for ensuring timely delivery of their bids. The Southern University Purchasing Department is not responsible for any delays caused by bidders' chosen means of delivery. Failure to meet the bid deadline submittal date and time shall result in rejection of bid.

**MAIL OR HAND-DELIVER BID TO PURCHASING DEPARTMENT NO  
LATER THAN 10:30 AM-FEBRUARY 23, 2024**

**Mandatory Pre-Bid Conference & Site Visit: January 31, 2024 @ 10:30 am  
Site Visit Location: 515 Benjamin Kraft Physical Plant Building  
515 James L. Hunt Street (Southern University Campus)  
Baton Rouge, La 70813  
Site Visit Telephone Number: 225-771-4741**

**Participants shall be in attendance by 10:30 a.m. and sign-in on sheet provided by the Purchasing Department.**

Bidders shall visit the site and be familiarized with the local conditions under which the work is to be performed. No additional compensation will be granted because of unusual difficulties, which may be encountered in the execution of any portion of the work.

Inquiries will be accepted until February 7, 2024 by 5:00 p.m. Inquiries shall be submitted to Linda Antoine at [linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)

Responses to inquiries will be posted on LaPAC-LA State Procurement website by February 12, 2024 by 5:00 p.m.

Any person requiring special accommodations should notify the Purchasing Office of the type(s) of accommodation required not less than seven (7) days before the bid opening date.

All bids must be accompanied by bid security equal to five (5%) percent of the sum of the base bid and all alternates, if applicable and must be in the form of a certified/official check, cashier's check or bid bond, made payable to Southern University and A & M College. Surety represents that it is listed on the current U.S. Department of the Treasury Financial Management Service list of approved bonding companies and that is listed thereon as approved for amount equal to or greater than the amount for which it obligates itself in this instrument. No bid bond indicating an obligation of less than five percent (5%) by any method is acceptable.

The successful bidder shall be required to furnish a **Performance and Payment Bond** written by a company licensed to do business in Louisiana, in an amount equal to 100% of the contract amount and who is currently on the U.S. Department of the Treasury Financial Management Service List.

Bidders shall include the following on envelope of choice: company's name, address, Louisiana contractor's license number, bid number, bid opening date and time.

Bids may be withdrawn by written, telegraphic fax notice or email and received at the address or email address designated in the Invitation to Bid prior to the time set for bid opening, as recorded by date stamp at the Purchasing Office. Bids received after closing time will be returned unopened. Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212(a)(1)(c) and/or R.S. 39:1594(c)(2)(d).

The Southern University System is a participant in the Louisiana for the Small Entrepreneurships Program (the Hudson Initiative) and the Louisiana Initiative for Veterans and Service-Connected Disabled Veterans-Owned Business Small Entrepreneurships. Bidders are encouraged to consider participation. A list of certified vendors and additional information can be obtained from website <http://www.ledsmallbiz.com>. Potential participants may also register at this website.

**ALL BID SPECIFICATIONS CAN BE OBTAINED BY ACCESSING THE LA STATE PROCUREMENT WEBSITE**

**<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>**

Any questions concerning bid documents, please contact Mary Jane Spruel, Assistant Director of Purchasing at (225) 771-2800 or email to [Maryjane\\_spruel@subr.edu](mailto:Maryjane_spruel@subr.edu)

The University reserves the right to reject all bids and to waive any informalities incidental thereto. Bids will be accepted only from contractors who are licensed under Louisiana R.S. 39:2150-2173 for the classification of: 72000000 Building and Construction, and Maintenance Services; 72100000 Building and Construction, and Maintenance and Repair Services; 72131600 Commercial or Industrial Construction.

**SOUTHERN UNIVERSITY & A&M COLLEGE  
AN EQUAL OPPORTUNITY EMPLOYER**

**Linda A. Antoine, Director of Purchasing**

**DATES ADVERTISED:**

**JANUARY 24 & JANUARY 31, 2024 & FEBRUARY 7, 2024**

## Mary Jane W. Spruel

---

**From:** eml-svc-nutsq1 <eml-svc-nutsq1@la.gov>  
**Sent:** Friday, February 16, 2024 4:14 PM  
**To:** Mary Jane W. Spruel  
**Subject:** LaPAC Addendum for Bid # 50016-10316 Posting Successful

[You don't often get email from eml-svc-nutsq1@la.gov. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

CAUTION: This email originated from outside of SUBR. Exercise caution when opening attachments or clicking links from unknown senders.

Your addendum 50016-10316-1 is now available on LaPAC. This message should be printed and placed in your bid file.

72101500 - BUILDING SUPPORT SERVICES  
72131600 - COMMERCIAL OR INDUSTRIAL CONSTRUCTION

6801 vendor contacts (SEBD: 840, Smalle: 453, VSE: 126, DVSE: 67) were sent email notification of the above solicitation with a bid opening of 02/23/2024.

Company Name: BRETT WILLIAMS  
Address: 132 HOLDMAN DR City, State, Zip: PINEVILLE, LA 71360  
Vendor#: 310256303 Email Address: WILLIAMSQUALITYFLOORINGLLC@YAHOO.COM

Company Name: CWEST  
Address: 5519 MARSHALL FOCH City, State, Zip: NEW ORLEANS, LA 70128  
Vendor#: 310058268 Email Address: CHARLIESPTODAY2@YAHOO.COM  
SEBD

Company Name: RO-DAY INC  
Address: 116 SAINT MICHAEL ST City, State, Zip: THIBODAUX, LA 70301  
Vendor#: 310114030 Email Address: RO-DAY@CHARTER.NET

Company Name: WAGONER CONSTRUCTION  
Address: 325 MERCER RD City, State, Zip: POLLOCK, LA 71467  
Vendor#: 310052786 Email Address: WAGONERCONSTRUCTION2@YAHOO.COM

Company Name: 1 WITH NATURE LLC  
Address: 3383 N FIVE MILE #236 City, State, Zip: BOISE, ID 83713  
Vendor#: 310217346 Email Address: 1WITHNATURE@CABLEONE.NET

Company Name: 1-STOP NOTARY & TAGGS LLC  
Address: 528 LONGSPUR LN City, State, Zip: BATON ROUGE, LA 70810  
Vendor#: 310184846 Email Address: CHALMETTEM65@OUTLOOK.COM  
SEBD, Smalle

Company Name: 10 HANDS LLC  
Address: 1018 NORTH LOPEZ STREET City, State, Zip: NEW ORLEANS, LA 70119  
Vendor#: 310052684 Email Address: 10HANDSOFFICE@GMAIL.COM

Ronald Johnson Investments, LLC  
4848 Myrtle Street  
Baker, LA 70714  
[rtjohnson55@gmail.com](mailto:rtjohnson55@gmail.com)

Clark Construction and Maintenance  
6956 Cezanne Avenue  
Baton Rouge, LA 70806  
[clarkconstruction1972@gmail.com](mailto:clarkconstruction1972@gmail.com)  
[rogeclark@bellsouth.net](mailto:rogeclark@bellsouth.net)

The Luster Group  
3255 Choctaw Drive-Suite D  
Baton Rouge, LA 70805  
[fluster@thelustergroup.com](mailto:fluster@thelustergroup.com)

Chenevert Construction and Maintenance  
1616 North 29<sup>th</sup> Street  
Baton Rouge, LA 70802  
[ccbrla@gmail.com](mailto:ccbrla@gmail.com)

Charles Carter Construction Company  
1564 Choctaw Drive  
Baton Rouge, LA 70805  
[rcarter@charlescarter.net](mailto:rcarter@charlescarter.net)

Kingdom Builders, LLC  
Post Office Box 4182  
Baton Rouge, LA 70821  
[mwicker@kbcinfo.org](mailto:mwicker@kbcinfo.org)

J W Grand  
5940 Perkins Road-Suite A  
Baton Rouge, LA 70808  
[scott@jwgrand.com](mailto:scott@jwgrand.com)

Blount Construction  
13566 Arnold Road  
Walker, LA 70785  
[susan@blountgc.com](mailto:susan@blountgc.com)

[john@blountgc.com](mailto:john@blountgc.com)

Mary Jane W. Spruel

7 vendors emailed the packet

**From:** Mary Jane W. Spruel  
**Sent:** Thursday, January 25, 2024 10:14 AM  
**To:** rtjohnson55@gmail.com; Rogee Clark; fluster@thelustergroup.com; scott@jwgrand.com; mikewicker@kbcinfo.org; ccbra@gmail.com; rcarter@charlescarter.net; susan@blountgc.com; john@blountgc.com  
**Cc:** Linda Antoine; Henry Thurman; Maurice Pitts; aduhon@domainbr.com; iwilliams@domainbr.com  
**Subject:** Bid #10316 Exterior Windows and Canopy Repairs  
**Attachments:** Ext Window & Canopy Repairs - Specs.pdf

Attached are drawings and specifications for Bid # 50016-10316 for Exterior Windows and Canopy Repairs at the Southern University Laboratory School. If you have problems with this email or retrieving the bid, the complete packet is posted on the Louisiana Procurement website (LaPAC). The link is listed below.

<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/Agency/outMain.cfm>

*Inquiries/Addenda are posted on LaPAC. It's the responsibility of the vendor to check LAPAC for addenda.*

Mary Jane Spruel-Assistant Director (on behalf of Linda Antoine-Director)  
Purchasing Department  
Southern University  
Post Office Box 9534  
J S Clark Annex-1<sup>st</sup> Floor  
Baton Rouge, LA 70813  
225-771-2800

**JOB SITE VISIT**

**NAME OF PROJECT: EXTERIOR WINDOWS & CANOPY REPAIRS**

**BUILDING: LABORATORY SCHOOL**

**SOUTHERN UNIVERSITY AND A & M COLLEGE**

**BATON ROUGE, LOUISIANA**

**SITE VISIT DATE: JANUARY 31, 2024 @ 10:30 AM**

**LATE ARRIVALS CANNOT PARTICIPATE IN THE BID PROCESS**

*It is the responsibility of the bidder to inspect job site, verify any measurements and/or supplies needed prior to submitting a bid price on this project. Each bidder shall fully acquaint himself with conditions relating to construction and labor so that he may fully understand the facilities, difficulties and restrictions attending the execution of work under this contract. If vendor finds conditions that disagree with the physical layout as described in the bid, or any other features of the specifications that appear to be in error, same shall be noted on proposal. Failure to do so will be interpreted that bid is as specified. No consideration or allowance will be granted the Contractor for failure to visit the site or for any alleged misunderstanding of the materials to be furnished or the work to be done.*

**JOB SITE VISIT LOCATION:**

**Benjamin H. Kraft Building (Physical Plant Department)**

**515 James L. Hunt Street**

**Southern University Baton Rouge Campus**

**Site telephone numbers: (225) 771-4741, 771-4742 or 771-4743**

*The signed statement certifies the vendor's name listed below has visited the proposed site and is familiar with all conditions surrounding fulfillment of the specifications for this project.*

COMPANY KINGDOM BUILDERS CONSTRUCTION LLC

BY Michael D. Wicker

DATE 1-31-2024

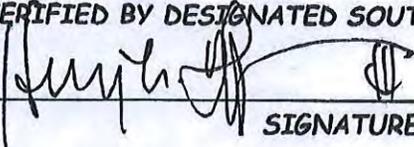
**Note: Questions not answered at Site Visit or any additional questions shall be submitted in writing to the Director of Purchasing, Linda A. Antoine at [linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu).**

**Note: Responses to inquiries/Addenda are posted on LaPAC (LA Procurement Website) LA State Procurement website:**

**<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/Agency/outMain.cfm>**

**It is the responsibility of the vendor to check LAPAC for addenda.**

**JOB SITE VERIFIED BY DESIGNATED SOUTHERN UNIVERSITY EMPLOYEE:**

  
\_\_\_\_\_  
SIGNATURE

Return this sheet with bid for information purpose

PRE-BID CONFERENCE & SITE-VISIT: JANUARY 31, 2024@ 10:30 AM - BID NUMBER 10316

SOUTHERN UNIVERSITY AND A&M COLLEGE-EXTERIOR WINDOWS & CANOPY REPAIRS-LABORATORY SCHOOL

PRE-BID & SITE LOCATION: PHYSICAL PLANT DEPARTMENT-BENJAMIN H. KRAFT BUILDING-515 JAMES L. HUNT STREET

PLEASE PRINT CLEARLY IN THE APPROPRIATE AREAS (IN INK ONLY)

COMPANY	REPRESENTATIVE (PLEASE PRINT)	ADDRESS (BOX#, STREET, CITY, STATE, ZIP)	EMAIL ADDRESS	PHONE NO.
1. Ronald Johnson Investments	Ronald Johnson	4248 Myrtle St. Baker, LA 70711	rtjohnson55@gmail.com	775-279-1277
2. Kingdom Builders Construction LLC	MICHAEL O. WICKER	450 LAUREL STREET #1401 BATON ROUGE, LA 70801	mikewicker@KBCINFO.ORG	225-953-1904
3. CHARLES CARTER CONSTRUCTION	HUNTER KERN	1565 CHOCTAW DRIVE BATON ROUGE, LA 70805	hkern@charlescarter.net	225-357-9698
4. Stabile's Construction LLC	FRANK JEROME STABILE JR FRANK JEROME STABILE SR	19287 Stammer Rd. Covington, LA, 70433	Stabilesconstruction@charter.net NET	504-939-2805 504-723-4989
DOMAIN ARCH.	KATE MCLEAN	11130 INDUSTRIPLEX BLVD. SUITE 200, BR, LA 70809	KMCLEAN@DOMAINER.COM	225 773 5740
DOMAIN ARCHITECTURE	CECELIA LI.	11130 INDUSTRIPLEX BLVD. SUITE 200, BATON ROUGE, LA 70809	CLI@DOMAINER.COM	225.210.3770
HENRY THURMAN III SUBR	HENRY THURMAN	Benjamin Kraft Bldg B.R., LA, 70813	henry-thurman@subr.edu	225-771-2413
Mary Jane Spriel Southern Purchasing Dept.	Mary Jane Spriel	PDB 9534-BSR 70813 Clark Hall Annex	maryjane-spriel@subr.edu	225-771-2800



## Southern University and A&M College System

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

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

Fax Number  
(225) 771-5522

April 4, 2024

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

RE: Louisiana Public Service Commission (SUBR- John B. Cade Library)

Dear President Shields,

This correspondence is regarding the attached Award Letter and Agreement which has been reviewed and approved by The Office of General Counsel.

The Louisiana Public Service Commission through its Statewide Energy Efficiency Program for Public Entities for Program Year 2024 has approved funding for the John B. Cade Library up to \$518,057.00. Thus, Board approval is warranted.

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

Thank you,

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

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision...Global*  
*Excellence*  
[WWW.SUS.EDU](http://WWW.SUS.EDU)



# Louisiana Public Service Commission

POST OFFICE BOX 91154  
BATON ROUGE, LOUISIANA 70821-9154  
[lpsc.louisiana.gov](http://lpsc.louisiana.gov)

Telephone: (225) 342-4427

## COMMISSIONERS

Mike Francis, Chairman  
District IV  
Davante Lewis, Vice Chairman  
District III  
Foster L. Campbell  
District V  
Eric F. Skrmetta  
District I  
Craig Greene  
District II

March 21, 2024

BRANDON M. FREY  
Executive Secretary

KATHRYN H. BOWMAN  
Executive Counsel

JOHNNY E. SNELLGROVE, JR  
Deputy Undersecretary

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

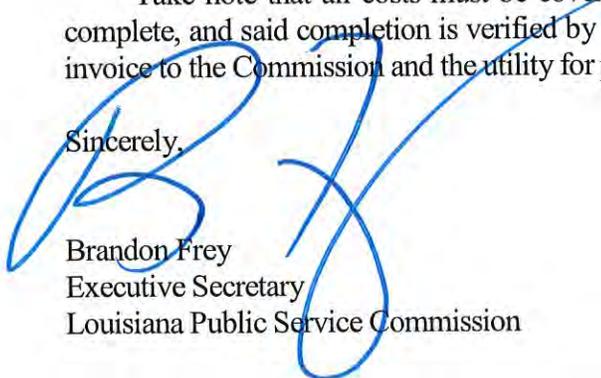
**Subject: Louisiana Public Service Commission Energy Efficiency Program – Public Entities Funding Notification, Docket R-31106- Southern University- John B. Cade Library**

Dear Mr. Shields:

Thank you for the submission to the Louisiana Public Service Commission (“the Commission”) your application to the Statewide Energy Efficiency Program for Public Entities for Program Year 2024. By this correspondence, we are notifying you that the Commission, in accordance with Commission General Order dated May 4, 2023, has approved funding for your project as outlined herein. Please read all the terms and conditions attached hereto carefully, and if you are in agreement, have you and your contractor sign and return this correspondence to the Louisiana Public Service Commission, Galvez Building, 12<sup>th</sup> Floor, 602 North 5<sup>th</sup> Street, Post Office Box 91154, Baton Rouge, Louisiana 70821-9154, to the attention of the Executive Secretary, Brandon Frey, no later than 30 days from the date of this letter.

Take note that all costs must be covered by the applicant’s contractor until the project is 100% complete, and said completion is verified by your office, which then allows the contractor to submit his invoice to the Commission and the utility for payment.

Sincerely,

  
Brandon Frey  
Executive Secretary  
Louisiana Public Service Commission

Cc: Commissioner Davante Lewis, LPSC District III

PRESIDENT’S OFFICE  
APR 2 '24 PM3:59

## GENERAL TERMS, CONDITIONS AND UNDERSTANDING

In addition to the specific terms and conditions in the award letter dated March 21, 2024 to which these General Terms, Conditions and Understandings are attached, the Louisiana Public Service Commission is approving your application for the Statewide Energy Efficiency Program contingent upon the following:

### A. Expenditure of Funds:

Energy Efficiency Program application awards are to be used only for the purposes described in the approved application. Expenditure of funds will not occur until 100% of the project is completed by the contractor. Should the contractor fail to complete the project or not adhere to the purposes stated in their application, there will be no expenditure of funds.

### B. Commencement of Project:

Projects must commence within six months of the application approval notification date or the application approval may be withdrawn. Commencement means the contractor has begun physical work described in the application. At which point, a Notice of Commencement should be in accordance with the Required Notifications Section F below, as well as to the District office.

If such commencement of the awarded project is not carried out, the project will be considered stale and no longer an actively awarded energy efficiency project of the Commission, unless written request for extension is sent to the to the Commission in accordance with Section F of this document and such extension request is approved by the District Office.

### C. Program Year Schedule and Amount of Funds Disbursement:

**Program Year 2023**  
**Southern University- John B. Cade Library**  
**TOTAL:     \$518,057.00**

### D. No Assignment or Delegation:

You may not assign, or otherwise transfer, your rights or delegate any of your obligations under this program.

### E. Records and Reports:

You are required to keep a record of all receipts and expenditures relating to this program and to provide the Louisiana Public Service Commission Executive Secretary with an annual evaluation report for a period of three (3) years from the award date on the results of the energy efficiency project. This report shall contain at a minimum:

- a. Entity Name
- b. Project Location
- c. Project Description

- d. Amount of Funds Received
- e. Amount of Funds Expended
- f. Efficiency Savings
- g. Final Project Cost

Reports are to be sent to:

Louisiana Public Service Commission  
Galvez Building, 12<sup>th</sup> Floor  
602 North Fifth Street  
Post Office Box 91154  
Baton Rouge, Louisiana 70821-9154  
Attn: Brandon Frey, Executive Secretary

Re: Statewide Energy Efficiency Program, Docket No. R-31106,  
("Applicant's Name")

#### F. Required Notifications:

You are required to provide the Louisiana Public Service Commission Executive Secretary with written Notification of the following:

(1.) Pursuant to Section B above, upon the start of each project a written notice shall be sent notifying the Executive Secretary of the project commencement date along with an estimated completion date. The Notification is to include:

- Detailed / up close pictures of fixtures / equipment that is being upgraded / removed, as well as an area view of the room / area. Where possible the pictures must denote equipment model number and manufacturer.
- Physical Address / location where fixtures / equipment is to be installed.

(2.) Project updates are to be given to the District office at least once every three months in a form agreed upon by the applicant and the District Office. If these updates do not show continual work being completed by the contractor, the Commission has the discretion to provide thirty (30) day notice that the project award will expire.

(3.) Upon the completion of each project a written notice shall be sent notifying the Executive Secretary of the project completion. The notification is to include:

- This notification should include detailed / up close pictures of fixtures / a brief (1-3 sentences) written explanation of the value provided by each piece of new equipment installed / equipment that was installed (after installation), as well as an area view of the entire room / area. Where possible the pictures should denote equipment model number and manufacturer.
- Physical Address location where fixtures / equipment were installed.
- A copy of material invoice(s) to serve as proof of purchase for model and quantity of equipment outlined in the application. Model and quantity of purchased equipment on the invoice must match model and quantity installed for this project.

- A copy of most recent utility bill(s)

(3.) Notices are to be sent to:

Louisiana Public Service Commission  
Galvez Building, 12<sup>th</sup> Floor  
602 North Fifth Street  
Post Office Box 91154  
Baton Rouge, Louisiana 70821-9154

Attn: Brandon Frey, Executive Secretary  
Re: Statewide Energy Efficiency Program, Docket No. R-31106,  
("Applicant's Name")

G. Disbursements:

Payment of approved application funds by the utility are to be remitted at the conclusion of the project after inspection for verification is done by Project Team, which is to include on-site inspection and review of required documentation included in the project completion notification.

H. Reasonable Access for Further Evaluation:

You will permit the Louisiana Public Service Commission and/or its representatives, at its request, to have reasonable access during regular business hours to your files, records, accounts, personnel and clients or other beneficiaries for the purpose of making such financial audits, verifications or program evaluations as the Public Service Commission deems necessary or appropriate concerning this program award.

The undersigned certifies that he/she is authorized to accept this award to obligate the applicant to observe all of the terms and conditions placed on this award, and in connection with this award to make, execute and deliver all agreements, representations, receipts, reports and other instruments of every kind.

ACCEPTED AND AGREED TO:

\_\_\_\_\_  
Mr. Dennis J. Shields, President- Chancellor  
Southern University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mr. Mike Morris  
MM Energy Solutions

\_\_\_\_\_  
Date



## Southern University and A&M College System

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

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

Fax Number  
(225) 771-5522

April 4, 2024

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

RE: Louisiana Public Service Commission (SUBR- F.G. Clark Activity Center)

Dear President Shields,

This correspondence is regarding the attached Award Letter and Agreement which has been reviewed and approved by The Office of General Counsel.

The Louisiana Public Service Commission through its Statewide Energy Efficiency Program for Public Entities for Program Year 2024 has approved funding for the F.G. Clark Activity Center up to \$957,000.00. Thus, Board approval is warranted.

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

Thank you,

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

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision...Global*

*Excellence*

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



## Louisiana Public Service Commission

POST OFFICE BOX 91154  
BATON ROUGE, LOUISIANA 70821-9154  
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Telephone: (225) 342-4427

### COMMISSIONERS

Mike Francis, Chairman  
District IV  
Davante Lewis, Vice Chairman  
District III  
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Eric F. Skrmetta  
District I  
Craig Greene  
District II

March 21, 2024

BRANDON M. FREY  
Executive Secretary

KATHRYN H. BOWMAN  
Executive Counsel

JOHNNY E. SNELLGROVE, JR.  
Deputy Undersecretary

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

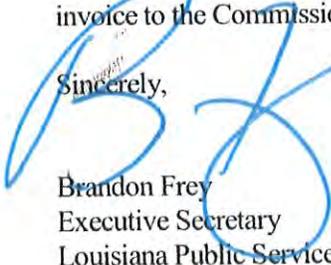
**Subject: Louisiana Public Service Commission Energy Efficiency Program – Public Entities Funding Notification, Docket R-31106- Southern University- F.G. Clark Activity Center**

Dear Mr. Shields:

Thank you for the submission to the Louisiana Public Service Commission (“the Commission”) your application to the Statewide Energy Efficiency Program for Public Entities for Program Year 2024. By this correspondence, we are notifying you that the Commission, in accordance with Commission General Order dated May 4, 2023, has approved funding for your project as outlined herein. Please read all the terms and conditions attached hereto carefully, and if you are in agreement, have you and your contractor sign and return this correspondence to the Louisiana Public Service Commission, Galvez Building, 12<sup>th</sup> Floor, 602 North 5<sup>th</sup> Street, Post Office Box 91154, Baton Rouge, Louisiana 70821-9154, to the attention of the Executive Secretary, Brandon Frey, no later than 30 days from the date of this letter.

Take note that all costs must be covered by the applicant’s contractor until the project is 100% complete, and said completion is verified by your office, which then allows the contractor to submit his invoice to the Commission and the utility for payment.

Sincerely,

  
Brandon Frey  
Executive Secretary  
Louisiana Public Service Commission

Cc: Commissioner Davante Lewis, LPSC District III

## GENERAL TERMS, CONDITIONS AND UNDERSTANDING

In addition to the specific terms and conditions in the award letter dated March 21, 2024 to which these General Terms, Conditions and Understandings are attached, the Louisiana Public Service Commission is approving your application for the Statewide Energy Efficiency Program contingent upon the following:

### A. Expenditure of Funds:

Energy Efficiency Program application awards are to be used only for the purposes described in the approved application. Expenditure of funds will not occur until 100% of the project is completed by the contractor. Should the contractor fail to complete the project or not adhere to the purposes stated in their application, there will be no expenditure of funds.

### B. Commencement of Project:

Projects must commence within six months of the application approval notification date or the application approval may be withdrawn. Commencement means the contractor has begun physical work described in the application. At which point, a Notice of Commencement should be in accordance with the Required Notifications Section F below, as well as to the District office.

If such commencement of the awarded project is not carried out, the project will be considered stale and no longer an actively awarded energy efficiency project of the Commission, unless written request for extension is sent to the to the Commission in accordance with Section F of this document and such extension request is approved by the District Office.

### C. Program Year Schedule and Amount of Funds Disbursement:

**Program Year 2023**  
**Southern University- F.G. Clark Activity Center**  
**TOTAL: \$957,000.00**

### D. No Assignment or Delegation:

You may not assign, or otherwise transfer, your rights or delegate any of your obligations under this program.

### E. Records and Reports:

You are required to keep a record of all receipts and expenditures relating to this program and to provide the Louisiana Public Service Commission Executive Secretary with an annual evaluation report for a period of three (3) years from the award date on the results of the energy efficiency project. This report shall contain at a minimum:

- a. Entity Name
- b. Project Location
- c. Project Description

- d. Amount of Funds Received
- e. Amount of Funds Expended
- f. Efficiency Savings
- g. Final Project Cost

Reports are to be sent to:

Louisiana Public Service Commission  
Galvez Building, 12<sup>th</sup> Floor  
602 North Fifth Street  
Post Office Box 91154  
Baton Rouge, Louisiana 70821-9154  
Attn: Brandon Frey, Executive Secretary

Re: Statewide Energy Efficiency Program, Docket No. R-31106,  
("Applicant's Name")

#### F. Required Notifications:

You are required to provide the Louisiana Public Service Commission Executive Secretary with written Notification of the following:

(1.) Pursuant to Section B above, upon the start of each project a written notice shall be sent notifying the Executive Secretary of the project commencement date along with an estimated completion date. The Notification is to include:

- Detailed / up close pictures of fixtures / equipment that is being upgraded / removed, as well as an area view of the room / area. Where possible the pictures must denote equipment model number and manufacturer.
- Physical Address / location where fixtures / equipment is to be installed.

(2.) Project updates are to be given to the District office at least once every three months in a form agreed upon by the applicant and the District Office. If these updates do not show continual work being completed by the contractor, the Commission has the discretion to provide thirty (30) day notice that the project award will expire.

(3.) Upon the completion of each project a written notice shall be sent notifying the Executive Secretary of the project completion. The notification is to include:

- This notification should include detailed / up close pictures of fixtures / a brief (1-3 sentences) written explanation of the value provided by each piece of new equipment installed / equipment that was installed (after installation), as well as an area view of the entire room / area. Where possible the pictures should denote equipment model number and manufacturer.
- Physical Address location where fixtures / equipment were installed.
- A copy of material invoice(s) to serve as proof of purchase for model and quantity of equipment outlined in the application. Model and quantity of purchased equipment on the invoice must match model and quantity installed for this project.

- A copy of most recent utility bill(s)

(3.) Notices are to be sent to:

Louisiana Public Service Commission  
Galvez Building, 12<sup>th</sup> Floor  
602 North Fifth Street  
Post Office Box 91154  
Baton Rouge, Louisiana 70821-9154

Attn: Brandon Frey, Executive Secretary  
Re: Statewide Energy Efficiency Program, Docket No. R-31106,  
("Applicant's Name")

G. Disbursements:

Payment of approved application funds by the utility are to be remitted at the conclusion of the project after inspection for verification is done by Project Team, which is to include on-site inspection and review of required documentation included in the project completion notification.

H. Reasonable Access for Further Evaluation:

You will permit the Louisiana Public Service Commission and/or its representatives, at its request, to have reasonable access during regular business hours to your files, records, accounts, personnel and clients or other beneficiaries for the purpose of making such financial audits, verifications or program evaluations as the Public Service Commission deems necessary or appropriate concerning this program award.

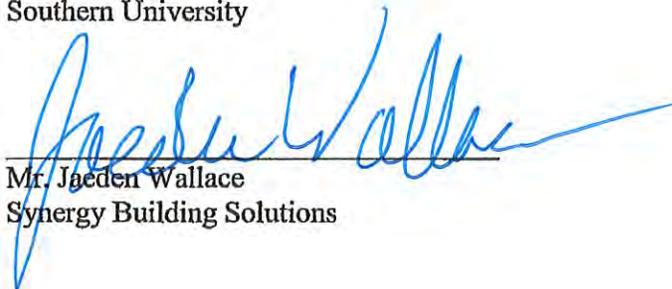
The undersigned certifies that he/she is authorized to accept this award to obligate the applicant to observe all of the terms and conditions placed on this award, and in connection with this award to make, execute and deliver all agreements, representations, receipts, reports and other instruments of every kind.

ACCEPTED AND AGREED TO:



Mr. Dennis J. Shields, President- Chancellor  
Southern University

4-4-24  
Date



Mr. Jaeden Wallace  
Synergy Building Solutions

4-3-24  
Date



## Southern University and A&M College System

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

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

Fax Number  
(225) 771-5522

April 4, 2024

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

RE: Louisiana Department of Health Office of Behavioral Health (SUBR-Dr. Catrice Tolbert)

Dear President Shields,

This correspondence is regarding the attached Contract which has been reviewed and approved by The Office of General Counsel.

The Purpose of the State's Mental Health Promotion, Suicide Prevention Training is to build and operate a training system for employees, contractors, and other persons referred by the Office of Behavioral Health. The maximum amount is up to \$807, 876.00. Board approval is warranted.

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

Thank you,

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

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision...Global*

*Excellence*

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

### CONTRACT BETWEEN STATE OF LOUISIANA LOUISIANA DEPARTMENT OF HEALTH

LaGov # [REDACTED]

[REDACTED] Office of Behavioral Health Agency # [REDACTED]

[REDACTED] State Office

AND

[REDACTED] Southern University & College

FOR

Personal Service  Professional Service  Consulting Services  Social Services  Governmental (State/Agency)  Governmental (Local)   
Emergency  Sole Source

RFP NUMBER (if applicable) [REDACTED]

1) Contractor (Registered Legal Name) [REDACTED]	5) Vendor Supplier # [REDACTED]	5a) State LDR Account # (if applicable) [REDACTED]
2) Street Address [REDACTED]	6) Parish(es) Served (List all that apply) [REDACTED]	
City [REDACTED] State [REDACTED] Zip Code [REDACTED]	7) License or Certification # [REDACTED]	
3) Telephone Number [REDACTED]	8) Contractor Status	
4) Mailing Address (if different) [REDACTED]	Subcontract: Yes <input type="checkbox"/> No <input type="checkbox"/>	
City [REDACTED] State [REDACTED] Zip Code [REDACTED]	Corporation: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	For Profit: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Publicly Traded: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	8a) CFDA# (Federal Grant#) [REDACTED]	

RECEIVED  
2023-07-10  
2:28 pm

9) Brief Description Of Services To Be Provided:  
[REDACTED]

10) Effective Date [REDACTED] 11) Termination Date [REDACTED]

12) Maximum Contract Amount [REDACTED]

13) Estimated Amounts by Fiscal Year [REDACTED]

14) Terms of Payment  
If program start/ or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:  
[REDACTED]

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

14a) PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:

First Name [REDACTED]	Last Name [REDACTED]
Title [REDACTED]	Phone Number [REDACTED]

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

List all required attachments:	List all required Exhibits
[REDACTED]	[REDACTED]

- Types of Attachments and Exhibits
- ATTACHMENTS:**
- Statement of work
  - Fee Schedule/Budget
  - Special Provisions
  - Standard Provisions
  - Diversity and Inclusion Statement
  - OIG Addendum
- EXHIBITS:**
- Board Resolution/Signature Authority
  - Resume
  - License

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

1. **Discrimination Clause:** Contractor hereby agrees to abide by the requirements of the following, as applicable: Section 1557 of the Patient Protection and Affordable Care Act (42 U.S.C. §18116); Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d, et seq.); Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e, et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. §6101, et seq.); Section 504 of the Rehabilitation Act of 1973 (28 U.S.C. §794); Section 508 of the Rehabilitation Act of 1973 (28 U.S.C. §794d); the Americans with Disabilities Act of 1990 (42 U.S.C. §12101, et seq.); the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. §4212); the Fair Housing Act of 1968 (42 U.S.C. §3601, et seq.); and Federal Executive Order 11246; and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services.

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

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

Contractor shall comply with federal and state laws and/or Department policy requiring an audit of Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the term of this contract, for any period, four (4) copies of the audit report shall be sent to the Louisiana Department of Health, Attention: Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797 and one (1) copy of the audit shall be sent to the originating office within the Department.

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

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

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

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

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

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

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

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

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

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

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

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

14. **Conflict of Interest:** Contractor acknowledges that the Code of Governmental Ethics, La. R.S. 42:1101, et seq., applies to Contractor in the performance of services under this contract. Contractor warrants that no person and no entity providing services pursuant to this Contract on behalf of Contractor or any subcontractor is prohibited from providing such services by the provisions of La. R.S. 42:1113. Contractor agrees to immediately notify the Department if potential violations of the Code of Governmental Ethics arise at any time during the term of the contract.

15. **Unauthorized Services:** No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs that have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to offset and withhold said amounts from any amount due to Contractor under this Contract for costs that are allowable.

16. **Fiscal Funding:** This Contract is subject to and conditioned upon the availability and appropriation of federal and/or state funds; and no liability or obligation for payment will develop between the parties until the Contract has been approved by required authorities of the Department; and, if Contract exceeds \$2,000, the Division of Administration, Office of State Procurement.

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

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

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

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

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

18. **Amendments:** Any alteration, variation, modification, or waiver of provisions of this Contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if the Contract exceeds \$5,000, by the Division of Administration, Office of State Procurement. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

19. **Non-Infringement:** Contractor will warrant all materials, products, and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against the Department, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in the Department's name, but at Contractor's expense and shall indemnify and hold the Department harmless against any loss, expense, or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists, or other allied health providers solely for medical services.

20. **Purchased Equipment:** Any equipment purchased under this Contract remains the property of Contractor for the period this Contract and future continuing contracts for the provision of the same services. Contractor must submit a vendor invoice with the reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of one thousand dollars (\$1,000.00) or more. Contractor has the responsibility to submit to the Contract Monitor an inventory list of equipment items when acquired under the Contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of the contracted services, the equipment purchased under this Contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within thirty (30) days of termination of services.

21. **Indemnity:** Contractor agrees to protect, indemnify, and hold harmless the State of Louisiana and the Department from all claims for damages, costs, expenses, and attorney fees arising in Contract or tort from this Contract or from any acts or omissions of Contractor's agents, subcontractors, employees, officers, or clients, including, but not limited to, premises liability and any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which La. R.S. 40:1237.1, et seq. provides malpractice coverage to Contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (La. R.S. 13:5108.1(E)). Further, it does not apply to premises liability when the services are being performed on premises owned and operated by the Department.

22. **Severability:** Any provision of this Contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in state or federal law, or applicable state or federal regulations.
23. **Entire Agreement:** Contractor agrees that the current Contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of this contract.
24. **E-Verify:** Contractor acknowledges and agrees to comply with the provision of La. R.S. 36:2212.10 and federal law pertaining to E-Verify in the performance of services under this contract.
25. **Remedies for Default:** Any claim or controversy arising out of this Contract shall be resolved by the provisions of La. R.S. 39:1672.2-1672.4.  
**Other Remedies:** If the Contractor fails to perform in accordance with the terms and conditions of this Contract, or if any lien or claim for damages, penalties, cost and the like is asserted by or against the State, then, upon notice to the Contractor, the State may pursue all remedies available to it at law or equity, including retaining monies from amounts due the Contractor and proceeding against any surety of the Contractor.
26. **Governing Law:** This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, and specifications listed in the Request for Proposals (RFP), if applicable; and this contract.
27. **Contractor's Cooperation:** Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the State, when requested. This applies even if this Contract is terminated and/or a lawsuit is filed. Specifically, Contractor shall not limit or impede the State's right to audit or shall not withhold State-owned documents.
28. **Continuing Obligation:** Contractor has a continuing obligation to disclose to the Department any suspension or debarment by any government entity, including, but not limited to, the General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contracts.
29. **Eligibility Status:** Contractor and each tier of subcontractors, shall certify that it is not excluded, disqualified, debarred, or suspended from contracting with or receiving Federal funds or grants from the Federal Government. Contractor and each tier of subcontractors shall certify that it is not on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs promulgated in accordance with Executive Orders 12549 and 12689, and "NonProcurement Debarment and Suspension" set forth at 2 CFR Part 376.
30. **Act 211 Taxes Clause:** In accordance with La. R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that Contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the State and collected by the Louisiana Department of Revenue prior to the approval of this Contract by the Office of State Procurement. Contractor hereby attests to its current and/or prospective compliance, and agrees to provide its seven-digit LDR Account Number to the Department so that Contractor's tax payment compliance status may be verified. Contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this Contract by the Office of State Procurement. The Department reserves the right to withdraw its consent to this Contract without penalty and proceed with alternate arrangements should Contractor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) business days of such notification.
31. **Termination for Cause:** The Department may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the contract; provided that the Department shall give Contractor written notice specifying Contractor's failure. If within thirty (30) days after receipt of such notice, Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the Department may, at its option, place Contractor in default and the Contract shall terminate on the date specified in such notice. Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Department to comply with the terms and conditions of this contract; provided that Contractor shall give the Department written notice specifying the Department's failure and a reasonable opportunity for the State to cure the defect.
32. **Termination for Convenience:** The Department may terminate this Contract at any time by giving thirty (30) days written notice to Contractor. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.
33. **Confidentiality:** Contractor shall protect from unauthorized use and disclosure all information relating to the State's operations and data (e.g. financial, statistical, personal, technical, etc.) that becomes available to the Contractor in carrying out this Contract. Contractor shall use protecting measures that are the same or more effective than those used by the State. Contractor is not required to protect information or data that is publicly available outside the scope of this Contract; already rightfully in the Contractor's possession; independently developed by the Contractor outside the scope of this Contract; or rightfully obtained from third parties. Under no circumstance shall the Contractor discuss and/or release information to the media concerning this project without prior express written approval of the State.
34. **Prohibition of Discriminatory Boycotts of Israel:** In accordance with La. R.S. 39:1602.1, any Contract for \$100,000 or more and for any contractor with five (5) or more employees, Contractor, and any subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this Contract, refrain from a boycott of Israel. The State reserves the right to terminate this Contract if Contractor, or any subcontractor, engages in a boycott of Israel during the term of the contract.
35. **Cybersecurity Training:** In accordance with La. R.S. 42:1267 (B)(3) and the State of Louisiana's Information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor's employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Contractor must present evidence of such compliance annually and upon request. The Contractor may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost.  
  
For purposes of this Section, "access to State government information technology assets" means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

36. **Code of Ethics:** The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Contract. The Contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this Contract.
37. **Countersignature:** This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.
38. **No Employment Relationship:** Nothing in this Contract shall be construed to create an employment or agency relationship, partnership, or joint venture between the employees, agents, or subcontractors of Contractor and the State of Louisiana.
39. **Venue:** Venue for any action brought with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.
40. **Commissioner's Statements:** Statements, acts, and omissions made by or on behalf of the Commissioner of Administration regarding the RFP or RFP process, this contract, Contractor, and/or any subcontractor of Contractor shall not be deemed a conflict of interest when the Commissioner is discharging his duties and responsibilities under law, including, but not limited to, the Commissioner of Administration's authority in procurement matters.
41. **Order of Precedence Clause:** In the event of any inconsistent or incompatible provisions in a Contract which resulted from an RFP, this signed Contract (excluding the RFP and Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of Contractor's proposal. *This Order of Precedence Clause applies only to contracts that resulted from an RFP.*
42. **Contractor must comply with the Office of Technology Services (OTS) Information Security Policy,** <https://www.doa.la.gov/Pages/ots/InformationSecurity.aspx>.
  - a. Contractor must report to the State any known breach of security no later than forty-eight (48) hours after confirmation of the event. Notify the Information Security Team ("IST") by calling the Information Security Hotline at 1-844-692-8019 and emailing the security team at [infosec@la.gov](mailto:infosec@la.gov).
  - b. Contractor must follow OTS Information Security Policy for Data Sanitization requirements for any equipment replaced during the Contract and at the end of the contract, for all equipment which house confidential/restricted data provided by the State.
  - c. Contractor must ensure appropriate protections of data is in accordance with HIPAA Rules and HITECH Acts.
  - d. If Contractor will have access to data originating from the Centers for Medicare and Medicaid Services (CMS), then Contractor must ensure their computer system is in compliance with CMS latest version of the Minimum Acceptable Risk Standards for Exchanges (MARS-E) Document Suite, currently MARS-E 2.0. The CMS MARS-E 2.0 requirements include but are not limited to the below listed requirements:
    - Multi-factor authentication is a CMS requirement for all remote users, privileged accounts and non-privileged accounts. In this context, a "remote user" is referencing staff accessing the network from offsite, normally with a client virtual private network with the ability to access CMS data.
    - Perform criminal history check for all staff prior to granting access to CMS data. All employees and contractors requiring access to Patient Protection and Affordable Care Act (PL 111-148) sensitive information must meet personnel suitability standards. These suitability standards are based on a valid need-to-know, which cannot be assumed from position or title, and favorable results from a background check. The background checks for prospective and existing employees (if not previously completed) should include, at a minimum, contacting references provided by the employee as well as the local law enforcement agency or agencies.
43. **HIPAA Business Associate Provisions**

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

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

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

- f. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this Contract, report such disclosure in writing to the person(s) named in Terms of Payment on page 1 of this document. Disclosures which must be reported by Contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any "breach of the security system" as defined in the Louisiana Database Security Breach Notification Law, La. R.S. 51:307.1 et seq. At the option of the Department, any harm or damage resulting from any use or disclosure which violates this Contract shall be mitigated, to the extent practicable, either: (a) by Contractor at its own expense; or (b) by the Department, in which case Contractor shall reimburse the Department for all expenses that the Department is required to incur in undertaking such mitigation activities.
- g. To the extent that Contractor is to carry out one or more of the Department's obligations under 45 CFR Part 164, Subpart E, Contractor shall comply with the requirements of Subpart E that apply to the Department in the performance of such obligation(s).
- h. Contractor shall make available such information in its possession which is required for the Department to provide an accounting of disclosures in accordance with 45 CFR §164.528. In the event that a request for accounting is made directly to Contractor, Contractor shall forward such request to the Department within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR §164.528 for at least six (6) years after the date of the last such disclosure.
- i. Contractor shall make PHI available to the Department upon request in accordance with 45 CFR §164.524.
- j. Contractor shall make PHI available to the Department upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR §164.526.
- k. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by Contractor on behalf of the Department available to the Secretary of the DHHS for purposes of determining the Department's compliance with the HIPAA Rules.
- l. Contractor shall indemnify and hold the Department harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys' fees resulting from any violation of this provision by Contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
- m. The parties agree that the legal relationship between the Department and Contractor is strictly an independent contractor relationship. Nothing in this Contract shall be deemed to create a joint venture, agency, partnership, or employer-employee relationship between the Department and Contractor.
- n. Notwithstanding any other provision of the contract, the Department shall have the right to terminate the Contract immediately if the Department determines that Contractor has violated any provision of the HIPAA Rules or any material term of this contract.
- o. At the termination of the contract, or upon request of the Department, whichever occurs first, Contractor shall return or destroy (at the option of the Department) all PHI received or created by Contractor that Contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, Contractor shall extend the confidentiality protections of the Contract to the information and limit further use and disclosure to those purposes that make the return or destruction of the information infeasible.

**SIGNATURES TO FOLLOW ON THE NEXT PAGE**

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

CONTRACTOR

STATE OF LOUISIANA  
LOUISIANA  
DEPARTMENT OF HEALTH

SIGNATURE DATE

SIGNATURE DATE

NAME

NAME

TITLE

TITLE

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

NAME

NAME

TITLE

TITLE

## **GOAL/PURPOSE**

The purpose of this contract between the Office of Behavioral Health (OBH) and Southern University A & M College (SU) is to provide statewide mental health promotion and suicide prevention training. This partnership between OBH and SU will help build and operate a training system to increase awareness of, and sensitivity to the needs of individuals with, or at risk, for mental health concerns and suicide. These trainings will provide educators, youth, counselors and others in the prevention community the skills needed to empower individuals to conduct outreach and support to a person in crisis, or in need of mental health services, or suicide related problems. Additionally, mental health promotion and suicide prevention trainings will help to identify and connect individuals who need mental health treatment with the appropriate level of care.

## **COMPONENT A**

### **OVERVIEW**

Mental Health Promotion and Suicide Prevention Trainings will be provided to community partners such as faith-based organizations, schools, colleges, universities, recreational departments, social service and behavioral health organizations and law enforcement departments. Trainings below are unique, evidence-based trainings that empowers individuals, organizations, and communities to work together to help keep people safe from suicide. Common sectors of the community to participate in the trainings include educators and staff across primary, secondary and tertiary education setting, plus courses appropriate for senior students are provided. Workplace training in all industry sectors, such as, construction, healthcare, technology, business, agriculture, hospitality, entertainment, and manufacturing are among the common sectors that are trained. Additional common sectors trained are Christian clergy, lay leaders for ministry in many contexts, including parishes, hospitals, and the military. Southern University A&M College will work with LivingWorks to plan and arrange the mental health promotion and suicide prevention trainings. Each type of training offered is listed and outlined below:

#### **Deliverable A-1 - LivingWorks Applied Suicide Intervention Skills Training (ASIST) Train-the-Trainer (T4T)**

##### **Contractor shall:**

- Provide one (1) five (5) day Train-the-Trainer (T4T) annually for Applied Suicide Intervention Skills Training (ASIST). The five (5) day ASIST Training for Trainers (T4T) trains people with existing teaching, presentation, or leadership experience to conduct the two-day ASIST training and the five (5) day T4T. The five (5) day T4T is the first step toward becoming a registered LivingWorks ASIST trainer. Attendees learn the content and process of LivingWorks ASIST training and the skills needed to conduct it. Collaborate with Living Works national training facilitators to create a flyer to promote the five (5) day Train-the-Trainer training. The flyer will be distributed to community partners statewide urging qualifying participants to register.
- Coordinate with LivingWorks national training facilitators to finalize the logistics of the five (5) day Train-the-Trainer training, determining the appropriate time, date, and location.
- Coordinate with LivingWorks national training facilitators to review participant registrations and assess eligibility criteria.
- Keep a record of course completion and provide a report to OBH within 7 days of the training.
- Provide trainings in Baton Rouge, Louisiana, the exact location to be determined once the dates for the trainings has been scheduled.
- Provide training opportunities based on job role relevance as well as organizational objectives. The potential participants are made aware of the trainings through emails disseminating flyers advertising the trainings, newsletters, and social media platforms.
- Provide for participant overlap, where individuals may need to attend multiple training sessions managed through careful scheduling and prioritization. Trainings will be staggered to minimize conflicts and accommodate participants' availability. Clear communication regarding scheduling options will be provided.

**OUTCOMES:**

- Trainings will be facilitated annually by two (2) national trainers from LivingWorks. A minimum of fifteen (15) with a maximum of twenty-four (24) participants will receive training on how to teach ASIST. Participants will be on a first come, first serve basis, for individuals who have the potential to apply the knowledge and skills gained to become effective ASIST trainers. Participants may include mental health professionals, educators, social workers, health care providers, first responders, community leaders and others who are likely to encounter individuals at risk of suicide. Participants attending this training will provide two trainings within the first year of becoming an ASIST trainer. Emails and registration links will be sent with instructions on how to register to all potential participants. Social media and websites will announce the upcoming trainings.
- Trainings will be completed between January and March of each contract year.
- Materials and kits to include printed training workbooks, handouts, posters, brochures and jump drives will be provided for up to twenty-four (24) participants per annual training.

**Deliverable A-2 -Two (2) Day Applied Suicide Intervention Skills Training (ASIST)**

**Contractor shall:**

- Provide a two (2) day ASIST training annually. ASIST is a two (2) day training that teaches participants, anyone 16 years or older, regardless of professional background, to provide a skilled intervention and develop a collaborative safety plan to keep someone safe and alive.
- Collaborate with Living Works national training facilitators to create a flyer to promote the ASIST two (2) day training. The flyer will be distributed to community partner's statewide urging participants to register.
- Coordinate with LivingWorks national training facilitators to finalize the logistics of the ASIST two (2) day training, determining the appropriate time, date, and location.
- Coordinate with LivingWorks national training facilitators to review participant registrations and assess eligibility criteria.
- Keep a record of course completion and provide a report to OBH within 7 days of the training.
- Hold the trainings in Baton Rouge, Louisiana, the exact location to be determined once the dates for the training has been scheduled.
- Provide training opportunities based on job role relevance as well as organizational objectives. The potential participants are made aware of the trainings through emails disseminating flyers advertising the trainings, newsletters, and social media platforms.
- Provide participant overlap, where individuals may need to attend multiple training sessions managed through careful scheduling and prioritization. Trainings will be staggered to minimize conflicts and accommodate participants' availability. Clear communication regarding scheduling options will be provided.

**OUTCOMES:**

- A two-day (2) ASIST training will be facilitated by two (2) national trainers from LivingWorks annually. Trainings will be completed between January and March of each contract year.
- The training will train a minimum of fifteen (15) with a maximum of thirty (30) participants annually. Participants attending this training will be on a first come, first served basis and may include mental health professionals, educators, social workers, health care providers, first responders, community leaders and any other others who are likely to encounter individuals at risk of suicide. Emails and registration links will be sent with instructions on how to register to all potential participants. Social media and websites will announce the upcoming trainings.
- Materials to include workbooks, and handouts will be provided for up to thirty (30) participants per annual training.

**Deliverable A-3 - Suicide Alertness for Everyone Training, Tell, Ask, Listen and Keep Safe (safeTALK)**

**Contractor shall:**

- Provide One (1) safeTALK Train-the-Trainer (T4T) annually. SafeTALK provides in-depth skills to recognize signs of suicide, engage someone, and ensure a connection to an intervention provider, such as a LivingWorks ASIST trained helper.
- Collaborate with LivingWorks national training facilitators to create a flyer to promote the safeTALK Train-the-Trainer training. The flyer will be distributed to community partners statewide urging qualifying participants to register.
- Coordinate with LivingWorks national training facilitators to finalize the logistics of the safeTALK Train-the-Trainer training, determining the appropriate time, date, and location.
- Coordinate with LivingWorks national training facilitators to review participant registrations and assess eligibility criteria.
- Keep a record of course completion and provide a report to OBH within 7 days of the training.
- Provide trainings in Baton Rouge, Louisiana, the exact location to be determined once the dates for the training has been scheduled.
- Provide training opportunities are provided based on job role relevance as well as organizational objectives. The potential participants are made aware of the trainings through emails disseminating flyers advertising the trainings, newsletters, and social media platforms.
- Provide for participant overlap where individuals may need to attend multiple training sessions managed through careful scheduling and prioritization. Trainings will be staggered to minimize conflicts and accommodate participants' availability. Clear communication regarding scheduling options will be provided.

**OUTCOMES**

- A safeTALK Train-the Trainer (T4T) training session will be provided annually by two (2) national trainers from the developer, Living Works. Trainings will be completed between January and March of each contract year.
- A minimum of fifteen (15) with a maximum of twenty (20) participants will be trained to teach safeTALK per year. Participants will be selected on a first come, first served basis. This training is safe for participants ages 15 plus, with no adverse effects from the training. Training will be made available in school settings and community events to include bus drivers, custodial workers, cafeteria workers, administrative staff, medical personnel and anyone else they may encounter someone with suicide ideations. Potential participants will receive emails, newsletter and other social media platforms announcing the upcoming trainings. Emails and registration links will be sent with instructions on how to register to all potential participants. Social media and websites will announce the upcoming trainings.
- Materials to include workbooks, jump drives, posters and handouts will be provided for up to twenty (20) participants annually.

**Deliverable A-4 - Online Start Training**

**Contractor shall:**

- Provide three (3) Online Start Training program facilitated by two (2) national facilitators. LivingWorks Start is a 90 minute online virtual training that can teach anyone to recognize the signs of suicide and take life-saving action by connecting someone to hope and support.
- Deliver an online course that will train a minimum of fifty (50) with a maximum of one hundred (100) participants. Living Works Start is appropriate and safe for anyone aged 15 years and older (13+ with parent/carer supervision). Participants participating in the Online Start requires no formal training and is available to anyone. Potential participants will be on a first come, first served basis and may include educators, students, community partners, family members, colleague, etc. Participant overlap, where individuals may need to attend multiple training sessions will be managed through careful scheduling and prioritization. Trainings will be staggered to minimize conflicts and accommodate participants' availability. Clear communication regarding scheduling options will be provided to avoid overlap in trainings.

- Establish and provide login information to each participant per annual training.
- Collaborate with LivingWorks national training facilitators to create a flyer to promote the Online Start training. The flyer will be distributed to community partners statewide urging qualifying participants to register.
- Coordinate with LivingWorks national training facilitators to finalize the logistics of the Online Start training, determining the appropriate time, date, and location.
- Coordinate with LivingWorks national training facilitators to review participant registrations and assess eligibility criteria.
- Keep a record of course completion and provide a report to OBH within 7 days of the training.
- Participant overlap, where individuals may need to attend multiple training sessions will be managed through careful scheduling and prioritization. Trainings will be staggered to minimize conflicts and accommodate participants' availability. Clear communication regarding scheduling options will be provided.

**OUTCOMES:**

- Online Start will be provided every year of the contract.
- Living Works Start is appropriate and safe for anyone aged 15 years and older (13+ with parent/carer supervision) and requires no formal training or prior experience in suicide prevention. Participants will complete coursework, a powerful four-step model to help keep someone safer from suicide, practicing engaging an individual with direct and open talk about suicide. A minimum of fifty (50) with a maximum of one hundred (100) participants will complete coursework, submit post surveys and test to receive completion certificates. Emails and registration links will be sent with instructions on how to register to all potential participants. Social media and websites will announce the upcoming trainings. Materials to include workbooks, and handouts will be provided for each participant.

**Deliverable A-5 - Signs of Suicide (SOS) Training**

**Contractor shall:**

- Provide the two-day (2) SOS training. SOS is a school-based suicide prevention program that teaches secondary school students ages 13-18 and school staff to recognize the signs and symptoms of suicide and depression in themselves and others. The training is offered virtually through a guided video discussion that encourage students to ACT (Acknowledge, Care, Tell) when worried about themselves or a friend.
  - Collaborate with the Local Governing Entities (LGEs) to analyze and utilize data from the latest Caring Communities Youth Survey (CCYS) report to identify two (2) schools with the highest prevalence of behavioral health concerns and exposure to risk factors to receive the SOS training. Work with identified schools to offer the SOS training to eligible students (ages 13-18) based on interest in the training topic. Trainings will be held in Baton Rouge, Louisiana, the exact location to be determined once dates for the training has been scheduled.
  - Training opportunities are provided based on job role relevance as well as organizational objectives. The potential participants are made aware of the trainings through emails disseminating flyers advertising the trainings, newsletters, and social media platforms.
- Participant overlap, where individuals may need to attend multiple training sessions will be managed through careful scheduling and prioritization. Trainings will be staggered to minimize conflicts and accommodate participants' availability. Clear communication regarding scheduling options will be provided.

**OUTCOMES:**

- The contractor will provide two (2) SOS trainings with a minimum of seventy-five (75) and a maximum of one hundred twenty-five (125) participants to be trained annually. The training are school-based trainings that teaches secondary school students ages 13-18.
- Materials to include training workbooks, role playing exercises and handouts will be provided for up to one hundred twenty-five (125) participants per yearly training.
- Students will complete and submit an exit slip at the conclusion of the training program. The exit slip will be reviewed by school personnel and ensure timely follow-up for any student seeking support.

- Contractor will keep a record of course completion and exit slips for all students for the duration of the contract period.

#### **Deliverable A-6 - Question, Persuade, Refer (QPR) Training**

##### **Contractor shall:**

- Provide one (1) QPR a gatekeeper training for suicide prevention. QPR is designed to teach participants how to recognize someone who may be in emotional distress or having suicidal thoughts. QPR also teaches how to question, persuade, and refer someone to help that may be experiencing suicidal thoughts.
- Develop promotional material that will be distributed to community partners urging participants to register for the QPR training.
- Contractor will keep a record of course completion and provide a report to OBH within 7 days of the training. Training will be held in Baton Rouge, Louisiana, the exact location to be determined once the dates for the training has been scheduled.
- Training opportunities are provided based on job role relevance as well as organizational objectives. The potential participants are made aware of the trainings through emails disseminating flyers advertising the trainings, newsletters, and social media platforms.
- Participant overlap, where individuals may need to attend multiple training sessions will be managed through careful scheduling and prioritization. Trainings will be staggered to minimize conflicts and accommodate participants' availability. Clear communication regarding scheduling options will be provided.

#### **OUTCOMES:**

- The training will be facilitated by two (2) national facilitators in person or online with a minimum of fifteen (15) and a maximum of thirty-five (35) participants annually. Trainings will be completed between December and February of each contract year.
- Materials will be provided for up to thirty-five (35) participants per annual training.
- Emails and registration links will be sent with instructions on how to register to all potential participants. Social media and websites will announce the upcoming training. Participants will complete coursework requirements and submit post-surveys and tests to receive completion certificates.

#### **Deliverable (A-7) - Zero Suicide Community of Practice (CoP)**

##### **Contractor shall:**

- Provide a Zero Suicide Community of Practice (CoP) training that will enable participants to gain access to new knowledge, direct questions to national implementation experts, and share resources among peers. Through this training participants will learn what it takes to make a system-wide, organizational commitment to a safe suicide community. The Co training is designed to facilitate group learning and to bring participants together to share learning and advance practices that will make our communities safer.
- Work with Community of Practice to provide nine (9) months of planning and consultation from four (4) Zero Suicide Institute staff and faculty. Trainings will be held in Baton Rouge, Louisiana, the exact location to be determined once the dates for the training has been scheduled.
- Provide training opportunities based on job role relevance as well as organizational objectives. The potential participants are made aware of the trainings through emails disseminating flyers advertising the trainings, newsletters, and social media platforms.
- Provide participant overlap, where individuals may need to attend multiple training sessions through careful scheduling and prioritization. Trainings will be staggered to minimize conflicts and accommodate participants' availability. Clear communication regarding scheduling options will be provided.

#### **OUTCOMES:**

- One (1) Community of Practice Training will be provided by two (2) national trainers from Zero Suicide Institute/Educational Development Center in year one of the contract.
- The Community of Practice will include six (6) months of planning and consultation, hosted application process, participant materials, four (4) Zero Suicide Institute staff and faculty, and advertising assistance per the first year of the contract.
- The training will train a minimum of thirty (30) with a maximum of sixty (60) participants per year one (1) of the contract. Emails and registration links will be sent with instructions on how to register to all potential participants. Social media and websites will announce the upcoming trainings.

**PERFORMANCE MEASURES:**

- Provide copies of the agenda, participant registrations, and curriculum and the end of each training.
- Provide copies of all sign-in sheets for services provided on and off-site with all invoices submitted.
- Provide copies of pre-post evaluation and course satisfaction at the end of each training.
- Provide invoices to include documentation service delivery, including but not limited to the above, as requested by the program manager.
- The contractor will maintain a list of trainers for all training for the duration of the contract period.
- Provide coordination of trainers to maintain the sustainability of the training network during the contract period.
- Provide copies of training materials at the end of each training.

**Payment Terms**

**Fiscal Year 2024 Expenses:**

- Payment will be made upon completion of deliverable A -1 Applied Suicide Intervention Skills Training (ASIST) Train-the-Trainer (T4T) T4T \$116,684.00 for year one.
- \$116,684.00. The total anticipated hours for two trainers is 180 hours. The hourly cost per national trainer is \$324.12. This cost includes all travel requirements per trainer, training facility, and materials to include workbooks, handouts, posters, jump drives, post-it notes, and highlighters for participants to conduct two trainings within the first year to maintain their certification.
- Payment will be made upon completion of deliverable A -2 Two (2) Day Applied Suicide Intervention Skills Training (ASIST) (\$44,684.00 for year one. The total anticipated hours for two trainers is 50 hours. The hourly cost per national trainer is \$446.84. This cost included all travel requirements, training facility, and materials for participants including workbooks, and handouts.
- Payment will be made upon completion of deliverables A -3 Suicide Alertness for Everyone Training, Tell, Ask, Listen and Keep Safe (safeTALK) Train the Trainer (T4T) \$11,934.00 for year one. The anticipated hours for two trainers is 50 hours. The hourly rate for two national trainers is \$119.34. This cost includes all travel requirements, training facility, and training materials including workbooks, jump drives, and handouts.
- Deliverable A-4 Payment will be made upon completion of deliverables A - 4 Online Start Program T4T \$7,682 for year one. The anticipated hours for two trainers is 20 hours. The hourly rate for two national trainers is \$192.05. This cost includes a training platform and materials to train a minimum of fifty (50) with a maximum of one hundred (100) participants.
- Deliverable A-5 Payment will be made upon completion of deliverables A -5 the two (2) day Signs of Suicide (SOS) training \$14,684.00 for year one. The anticipated hours for two national trainers is 50 hours. The hourly rate is \$146.84. This cost includes all travel requirements, training facility, and the training materials including workbooks and handouts.

- Deliverable A-6 Payment will be made upon satisfactory completion of deliverables A -6 Question, Persuade, Prefer (QPR) training totaling \$54,684.00 for year one. The anticipated hours for two national trainers is 45 hours. The hourly rate to include all travel requirements, training facility and training materials, i.e., workbooks, posters, jump drives and handouts.
- Deliverable A-7 Payment will be made upon completion of deliverable A-7 Zero Suicide Community of Practice (CoP) training \$59,684.00 for year one only of the contract. The anticipated hours for two trainers is 160 hours. The hourly rate is \$186.51 per national trainer. This cost includes travel requirements, training facility, and training materials for participants, including workbooks, posters, and jump drives.

**Total Expenses for Fiscal Year 2024      \$310,036.00**

**Fiscal Year 2025 Expenses:**

Payment will be made upon completion of deliverable A -1 Applied Suicide Intervention Skills Training (ASIST) Train-the-Trainer (T4T) \$116,445.00 for year two. Total anticipated hours for two trainers is 90 hours. The hourly cost per national trainer is \$646.92. This cost includes all travel requirements per trainer, training facility, materials to include workbooks, handout, posters, jump drives, post it notes, and highlighters for participants to conduct two trainings within the first year to maintain their certification.

Payment will be made upon completion of deliverable A-2 Two (2) Day Applied Suicide Intervention Skills training (ASIST) \$44,445.00 for year two. Total anticipated hours for two trainers is 50 hours. The hourly cost per national trainer is \$444.45. This cost included all travel requirements, training facility, and materials for participants to include workbooks, and handouts.

Payment will be made upon completion of deliverable A-3 Suicide Alertness for Everyone Training, Tell, Ask, Listen and Keep Safe (safeTALK) Train the Trainer (T4T) \$11,695.00 for year two. The anticipated hours for two trainers is 50 hours. The hourly rate for two national trainers is \$116.95 this cost includes all travel requirements, training facility, training materials to include workbooks, jump drives and handouts.

Payment will be made upon completion of deliverable A-4 Online Start Program T4T \$7,445.00 for year two. The anticipated hours for two trainers is 20 hours. The hourly rate for two national trainers is \$186.12 this cost includes training platform and materials to train a minimum of fifty (50) with a maximum of one hundred (100) participants.

Payment will be made upon completion of deliverable A-5 two (2) day Signs of Suicide (SOS) Train-the-Trainer training T4T \$14,445.00 for year two. The anticipated hours for two national trainers is 50 hours. The hourly rate is \$144.45. This cost includes all travel requirements, training facility and the training materials to include workbooks and handouts.

Payment will be made upon completion of deliverables a -6 Question, Persuade, and Prefer (QPR) training T4T \$54,684.00 for year two. The anticipated hours for two trainers is 45 hours. The hourly rate is \$607.60 to include all travel requirements, training facility and training materials, workbooks, posters, jump drives post it notes, highlighter, and handouts.

**Total Expenses for Fiscal Year 2025      \$248,920.00**

**Fiscal Year 2026 Expenses:**

Payment will be made upon completion of deliverables A-1 Applied Suicide Intervention Skills Training (ASIST) Train-the-Trainer (T4T) \$116,445.00 for year three. Total anticipated hours for four trainers is 90 hours. The hourly cost per national trainer is \$646.92. This cost includes all travel requirements per trainer, training facility, materials to include workbooks, handout, posters, jump

drives, post it notes, and highlighters for participants to conduct two trainings within the first year to maintain their certification.

Payment will be made upon completion of deliverables A-2 \$44,445.00 for year three. Total anticipated hours for two trainers is 50 hours. The hourly cost per national trainer is \$444.45. This cost included all travel requirements, training facility, and materials for participants to include workbooks, and handouts.

Payment will be made upon completion of deliverable A-3 \$11,695.00 for year three. The anticipated hours for two trainers is 50 hours. The hourly rate for two national trainers is \$116.95 this cost includes all travel requirements, training facility, training materials to include workbooks, jump drives and handouts

Payment will be made upon completion of deliverable A-4 Online Start Program T4T \$7,445.00 for year three. The anticipated hours for two trainers is 20 hours. The hourly rate for two national trainers is \$186.12 this cost includes training platform and materials to train a minimum of fifty (50) with a maximum of one hundred (100) participants.

Payment will be made upon completion of deliverable A-5 the two (2) day Signs of Suicide (SOS) training \$14,445.00 for year three. The anticipated hours for two trainers is 50 hours. The hourly rate is \$144.45. This cost includes all travel requirements, training facility and the training materials to include workbooks and handouts.

Payment will be made upon completion of deliverable A-6 Question, Persuade, Prefer (QPR) training for \$54,445.00 for year three. The anticipated hours for two trainers is 45 hours. The hourly rate is \$607.60 to include all travel requirements, training facility and training materials, workbooks, posters, jump drives post it notes, highlighter, and handouts.

**Total Expenses for Fiscal Year 2026      \$248,290.00**

**MONITORING PLAN:**

The Project will be monitored by the Office of Behavioral Health, Prevention services, Program Manager, or his/her designee/successor. (Mrs. Felecia Johnson currently holds the position of Program Manager for OBH, Prevention Services).

- Conduct an on-site programmatic review monthly to determine if the contractor is completing the requirements of the statement of work.
- Monitor quarterly to determine if the deliverables outlined the SOW are being met to determine the quality of services being delivered by the contractor.
- Monitor quarterly to determine if all management and administrative procedures are followed and to determine if the program has implemented safety guidelines to protect the well-being of the program's enrollees and participants.

OFFICE OF BEHAVIORAL HEALTH (OBH)  
STANDARD PROVISIONS

1. Contractor grants to the Louisiana Department of Health (LDH) and its official designees the right to inspect the facilities in which services are being provided at all times, particularly with respect to its standards of operation, maintenance and compliance with State and Federal regulations and the terms of this contract.
2. Contractor shall establish and maintain an accounting system that contains complete and accurate records that will justify and document all expenditures, reflect all accruals, and provide a clear audit trail to the point of origin. All funds received in the furtherance of this contract, whether fees, state, federal, private or in-kind contributions, shall be accounted for in the same manner and according to generally accepted accounting principles.  

Failure to establish and retain adequate documentation will result in disallowance of expenditures and represent a contractual breach.

Contractor further agrees that in the event that more than one program is operated by Contractor, the funds provided in this contract will be expended only to provide the services described herein to eligible participants. Under no circumstances are monies to be transferred from one program budget to another without contract amendment.
3. In order that costs be considered allowable under this contract, they must satisfy the following general requirements:
  - a. They must be calculated using generally acceptable accounting principles, unless some other procedure is specified in federal regulation.
  - b. They must be consistent with the contract outcomes established in the Statement of Work.
  - c. They must be reasonable and necessary for the proper administration of this contract.
4. Contractor agrees that funds provided under this contract may not be used for:
  - a. Costs that are prohibited by federal, state or local laws or regulations or by other provisions within this contract.
5. This provision applies to cost reimbursement contracts only. Contractor agrees to request reimbursement of expenses incurred in performance of this contract only after the Contractor has paid the expense. Further, should LDH determine the Contractor has not paid a reimbursable expense; LDH may withhold an amount equal to the unpaid expense from the reimbursable expenses until such time as LDH determines that payment has been made. In the event that payment has not been made by the end of the fiscal year, the Contractor will forfeit the disputed amount.
6. Contractor shall abide by the Drug Abuse Office and Treatment Act of 1972, as amended; the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, et. seq., as amended, the Mental Health System Act, Title V; the Protection and Advocacy for Mental Ill Individuals Act of 1986, as amended; all other requirements of the U.S. Department of Health and Human Services; all applicable licensing standards and requirements; and requirements as enumerated in Title XVIII and Title XIX of the Social Security Act as applicable.  

Contractor further agrees to establish and abide by internal policies and procedures that adhere to Federal and State statutory requirements and to applicable regulatory and licensure standards for reporting and investigating allegations of abuse, neglect and exploitation, and where applicable, taking appropriate preventative and correction action.
7. Contractor agrees to develop and implement a drug-free workplace policy that meets the following minimum requirements:
  - a. Contractor shall publish a statement notifying the Contractor's employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - b. Contractor shall establish a drug-free awareness program to inform the Contractor's employees about (i) the dangers of drug abuse in the workplace; (ii) the Contractor's policy of maintaining a drug-free workplace; (iii) any available counseling, rehabilitation, and employee assistance programs; and (iv) the penalties that may be imposed upon employees for drug abuse violations;
  - c. Contractor shall provide each of its employees with a copy of the written statement required in A., above, and secure a signed statement from each employee indicating that the employee will, as a condition of employment, (i) abide by the terms of the statement; and (ii) notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
  - d. Contractor shall notify OBH of any violations of the drug-free workplace policy.

8. In the preparation of any statements, press releases or printed documents describing the program provided under this contract, Contractor shall clearly acknowledge federal and/or state government funding received, and such credit will be given the same degree of prominence as any other sponsor, supporter or funding agency.
9. Contractor agrees to serve any clients that LDH refers to the Contractor whose needs meet the program's description of services.
10. Contractor agrees to permit the LDH open access to all information and data concerning the program, the program fiscal operations and the program participants. Contractor shall provide the LDH such information and data as the LDH may from time to time require or request, such information to be provided in the form and manner as may be prescribed by the LDH.
11. LDH may terminate this Contract immediately for actions or omissions of the Contractor that endanger client life, health and/or safety.
12. Contractor agrees to provide a monthly and an annual detailed written accounting of all in-kind contributions and all income generated by activities supported through funding from this contract, including payments received from clients or third parties, and to maintain records of the receipt and disposition of grant related income in the same manner as required for Federal funds received in support of the grant.
13. Contractor agrees that the Department of Health and Hospitals is entitled to and may pursue recoupment in the event of an overpayment resulting from an error in billing or as a result of an audit or monitoring reviews.
14. Contractor agrees that no funds, neither federal nor funds obtained through a cost reimbursement mechanism, may be utilized under the terms of this contract for renovation of real property.
15. Contractor agrees to secure and maintain current applicable licenses.
16. Contractor agrees that the Office of Behavioral Health is the payor of last resort.
17. Contractor shall abide by all monthly/quarterly data gathering and record keeping procedures necessary to determine the number of persons utilizing the services of the contract and other service-outcome related information as determined by the OBH designated program office.
18. Failure of the Contractor to specifically perform services required by this agreement will constitute cause for the Office of Behavioral Health to impose fiscal sanctions against the Contractor for such failure. Sanctions of up to \$100.00 a day may be imposed against the Contractor by permanently withholding payment when a determination has been made by the Office of Behavioral Health that required services are not being provided.
19. Contractor shall maintain personnel policies and procedures including job descriptions and job qualifications to assure qualified staff are employed.
20. Contractor must comply with legal mandates related to the populations being served (e.g. background checks for staff in contact with children) as provided by the Louisiana Child Protection Act (RS 15:587.1).
21. Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal program either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service Contractors whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of an administrative compliance order on the responsible entity.  
  
By signing this certification, the contractor certifies that it will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. Contractor agrees that it will require that the language of this certification be included in any sub-contracts which contain provisions for children's services and that all sub-contracts shall certify accordingly.
22. The standard provisions specific to cost reimbursement method of payment contracts are as follows:  
  
In order to be reimbursed for expenses incurred in the delivery of services, the contractor must follow the procedures outlined below:
  - a. Submit an invoice to the Office of Behavioral Health contract office, Attention designated contract monitor, as specified on face sheet of contract (item #14)

- b. Maintain documentation of proof of purchase and payment of expenses incurred prior to the billing invoice submitted to OBH. (If pre-payment prior to receipt of services such as registration for conference is necessary, prior approval from OBH contract monitor must be granted.)
- c. Comply with all applicable state and federal laws regarding audit requirements and records retention.
- d. Comply with contractor's published policies on time and attendance.

**§ 96.135 Restrictions on the Expenditure of the Grant**

- 1. The contractor does not expend SAPT Block Grant funds to provide inpatient hospital substance abuse services, except in cases when each of the following conditions is met:
  - a. The individual cannot be effectively treated in a community-based, non-hospital, residential contractor
  - b. The daily rate of payment provided to the hospital for providing the services does not exceed the comparable daily rate provided by a community-based, nonhospital, residential treatment contractor
  - c. A physician makes a determination that the following conditions have been met:
    - i. The primary diagnosis of the individual is substance abuse and the physician certifies that fact
    - ii. The individual cannot be safely treated in a community-based, nonhospital, residential treatment contractor
    - iii. The service can reasonably be expected to improve the person's condition or level of functioning
    - iv. The hospital-based substance abuse contractor follows national standards of substance abuse professional practice
  - d. The service is provided only to the extent that it is medically necessary (e.g., only for those days that the patient cannot be safely treated in a residential, community-based program)
- 2. The contractor does not expend SAPT Block Grant funds to purchase or improve land; purchase, construct, or permanently improve (other than minor remodeling) any building or other facility; or purchase major medical equipment.
- 3. The contractor does not expend SAPT Block Grant funds to satisfy any requirement for the expenditure of non-Federal funds as a condition for the receipt of Federal funds.
- 4. The contractor does not expend SAPT Block Grant funds to provide financial assistance to any entity other than a public or nonprofit private entity.
- 5. The contractor does not expend SAPT Block Grant funds to make payments to intended recipients of health services.
- 6. The contractor does not expend SAPT Block Grant funds to provide individuals with hypodermic needles or syringes.
- 7. The contractor does not expend SAPT Block Grant funds to provide treatment services in penal or correctional institutions of the State.

**Attachment 3  
PO 2000801950  
D & I Statement  
Southern University A&M College**

**Equity, Diversity and Inclusion Statement**

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

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

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

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

ATTACHMENT 4  
P.O. 2000801950  
FEE SCHEDULE  
SOUTHERN UNIVERSITY A & M COLLEGE  
**FEE SCHEDULE**

Invoices submitted monthly in the arrears for work completed and expenses incurred during the immediately preceding monthly period, due to LDH on or before the 15th day follow the close of each calendar month or partial month during the term, to be submitted with detailed narratives to the reasonable satisfaction of LDH, and accompanied by required monthly status reporting. Payment to be remitted on a net thirty (30) days basis measured from the receipt of timely submitted and properly documented invoices, which are certified true and correct under penalty of law by the point of contact/relationship manner for Southern University A & M College. Deviation from which may result in delayed payment under the agreement.

**Fiscal Year 2024 Expenses:**

<b>Deliverable A-1</b> Payment will be made upon completion of deliverable A -1 Applied Suicide Intervention Skills Training (ASIST) Train-the-Trainer (T4T) T4T \$116,684.00 for year one.	\$116,684.00
<b>Deliverable A-2</b> Payment will be made upon completion of deliverable A -2 Suicide Alertness for Everyone (safeTALK) Train-the-Trainer (T4T) \$44,684.00 for year one.	\$44,684.00
<b>Deliverable A-3</b> Payment will be made upon completion of deliverables A -3 Two (2)-Day Applied Suicide Intervention Skills Training (ASIST) T4T \$11,934.00 for year one.	\$11,934.00
<b>Deliverable A-4</b> Payment will be made upon completion of deliverables A - 4 Online Start Program T4T \$7,682 for year one.	\$7,682.00
<b>Deliverable A-5</b> Payment will be made upon completion of deliverables A -5 the two (2) day Signs of Suicide (SOS) training \$14,684.00 for year one.	\$14,684.00
<b>Deliverable A-6</b> Payment will be made upon satisfactory completion of deliverables A -6 Question, Persuade, Prefer (QPR) training T4T totaling \$54,684.00 for year one.	\$54,684.00
<b>Deliverable A-7</b> Payment will be made upon completion of deliverable A-7 Zero Suicide Community of Practice (CoP) training T4T \$59,684.00 for year one only of the contract.	\$59,684.00
<b>Total Expenses for Fiscal Year 2024</b>	<b>\$310,036.00</b>

ATTACHMENT 4  
P.O. 2000801950  
FEE SCHEDULE  
SOUTHERN UNIVERSITY A & M COLLEGE

**Fiscal Year 2025 Expenses:**

<b>Deliverable A-1:</b> Payment will be made upon completion of deliverable A -1 Applied Suicide Intervention Skills Training (ASIST) Train-the-Trainer (T4T) \$116,445.00 for year two.	\$116,445.00
<b>Deliverable A-2</b> Payment will be made upon completion of deliverable A-2 Suicide Alertness for Everyone (safeTALK) T4T \$44,445.00 for year two.	\$44,445.00
<b>Deliverable A-3</b> Payment will be made upon completion of deliverable a-3 Two (2) Day Applied Suicide Intervention Skills Training (ASIST) T4T \$11,695.00 for year two.	\$11,695.00
<b>Deliverable A-4</b> Payment will be made upon completion of deliverable A-4 Online Start Program T4T \$7,445.00 for year two.	\$7,445.00
<b>Deliverable A-5</b> Payment will be made upon completion of deliverable two (2) day Signs of Suicide (SOS) Train-the-Trainer training T4T \$14,445.00 for year two.	\$14,445.00
<b>Deliverable A-6</b> Payment will be made upon completion of deliverables A -6 Question, Persuade, Prefer (QPR) training T4T \$54,684.00 for year two.	\$54,445.00
<b>Total Expenses for Fiscal Year 2025</b>	<b>\$248,920.00</b>

ATTACHMENT 4  
P.O. 2000801950  
FEE SCHEDULE  
SOUTHERN UNIVERSITY A & M COLLEGE

**Fiscal Year 2026 Expenses:**

<b>Deliverable A-1:</b> A -1 Payment will be made upon completion of deliverables A-1 Applied Suicide Intervention Skills Training (ASIST) Train-the-Trainer (T4T) \$116,445.00 for year three.	\$116,445.00
<b>Deliverable A-2</b> Payment will be made upon completion of deliverables A-2 Suicide Alertness for Everyone (safeTALK) Train-the-Trainer (T4T) \$44,445.00 for year three.	\$44,445.00
<b>Deliverable A-3</b> Payment will be made upon completion of deliverable A-3 Two (2)-Day Applied Suicide Intervention Skills Training (ASIST) T4T \$11,695.00 for year three.	\$11,695.00
<b>Deliverable A-4</b> Payment will be made upon completion of deliverable A-4 Online Start Program T4T \$7,445.00 for year three.	\$7,445.00
<b>Deliverable A-5</b> Payment will be made upon completion of deliverable A-5 the two (2) day Signs of Suicide (SOS) training \$14,445.00 for year three.	\$14,445.00
<b>Deliverable A-6</b> Payment will be made upon completion of deliverable A-6 Question, Persuade, Prefer (QPR) training for \$54,445.00 for year three.	\$54,445.00
<b>Total Expenses for Fiscal Year 2026</b>	<b>\$248,920.00</b>

\*\*\*\*Contractor must maintain expenditures and submit monthly invoices to OBH/LDH by the 20th of the month, including any requested backup documentation.\*\*\*\*

**LDH Liquidated Damages**

**Liquidated Damages**

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



## Southern University and A&M College System

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

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

Fax Number  
(225) 771-5522

April 9, 2024

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

RE: G.E.C., Inc. (SUBR-Office of Facility Services-Physical Plant )

Dear President Shields,

This correspondence is regarding the attached Contract which has been reviewed and approved by The Office of General Counsel.

Contractor will provide the following services:

1. Review existing utility documents.
2. Geolocate and map utility assets across the main campus.
3. Categorize the existing utility conditions, helping prioritize necessary projects.
4. Assess current and prospective utility capacity for existing campus structures.
5. Determine future utility capacity and routing for planned campus expansions.

The maximum amount is up to \$ 1,300,000.00. Board approval is warranted.

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

Thank you,

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

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision...Global*

*Excellence*

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

## CONTRACT

### SOUTHERN UNIVERSITY AND A&M COLLEGE

**NAME OF DEPARTMENT/AGENCY**

Office of Facility Services – Physical Plant

AND

**CONTRACTOR NAME**

G.E.C., Inc.

**CONTRACT/PROPOSAL NUMBER**

Proposal Number 50016-10314

**TYPE OF SERVICES TO BE PROVIDED**

PROFESSIONAL SERVICES  CONSULTING SERVICES  SOCIAL SERVICES  PERSONAL SERVICES

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**CONTRACTOR (Legal Name if Corporation)**

G.E.C., Inc.

**FEDERAL EMPLOYER TAX ID NUMBER**

72-1268093

**STREET ADDRESS**

8282 Goodwood Boulevard

**TELEPHONE NUMBER**

225-612-3000

**CITY** Baton Rouge

**STATE** Louisiana

**ZIP CODE** 70806

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**TERM OF CONTRACT**

This Contract shall begin on April 1, 2024 and shall end on April 1, 2025. The University has the right to extend this Contract up to a total of three years with the concurrence of the Contractor and all appropriate approvals. With all proper approvals and concurrence of the Contractor at the same rates, terms and conditions of the initial Contract term. The total contract term, with extensions, shall not exceed five (5) years. The continuation of this Contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the Contract.

**COMPENSATION AND MAXIMUM AMOUNT OF CONTRACT**

In consideration of the services required by this Contract, the University hereby agrees to pay to Contractor a maximum fee of \$ 1,300,000.00. Payments are predicated upon successful completion of the services described in *Description of Services* and acceptance of deliverables described in *Acceptance of Deliverables*; receipt of an invoice; and written approval of Linda Antoine, Director of Purchasing.

The University shall make every reasonable effort to make payments within 25 business days of receiving an invoice. Contractor shall comply with the Division of Administration State General Travel Regulations, as set forth in the Division of Administration Policy and Procedure Memorandum No. 49.

**PROHIBITION AGAINST ADVANCE PAYMENTS**

No compensation or payment of any nature shall be made in advance of services actually performed, unless allowed by law.

## **GOALS AND OBJECTIVES**

Southern University wishes to establish a proactive planning process for the execution of utility infrastructure enhancements.

## **DESCRIPTION OF SERVICES**

Contractor agrees to furnish services to the University as specified in this Section and in any attachments.

Scope of work to include:

1. Review existing utility documents.
2. Geolocate and map utility assets across the main campus.
3. Categorize the existing utility conditions, helping prioritize necessary projects.
4. Assess current and prospective utility capacity for existing campus structures.
5. Determine future utility capacity and routing for planned campus expansions.

Utility Systems within the project to include potable water, sanitary sewer, natural gas, drainage, electrical, exterior lighting, data and telecommunications.

Remaining details are included in Attachment A.

A full description of the scope of services is contained in the following documents, which are made a part of this Contract:

- Statement of Work
- Contractor Personnel and Other Resources

## **DELIVERABLES**

The Contract will be considered complete when Contractor has delivered and the University has accepted all deliverables specified in the Statement of Work.

## **ACCEPTANCE OF DELIVERABLES**

Deliverables shall be submitted, reviewed, and accepted according to the following procedure:

- A. *General.* The University shall accept work performed in accordance with the Statement of Work and/or as subsequently modified in University approved documents.
- B. *Submittal and Review.* Contractor shall provide written notification to the University Project Director/Manager that a Deliverable is completed, and available for review and acceptance.

Upon Contractor's written notification, the University Project Director/Manager shall review the Deliverable within 10 days. Within this period, the University Project Director/Manager shall direct the appropriate review process; coordinate any review outside the Project team; and present results to any appropriate committee(s) for acceptance. The review process shall be comprehensive—identifying all items that must be modified or added.

- C. *Acceptance or Rejection.* A Deliverable shall be considered accepted unless, within the 10 days, the University Project Director/Manager notifies the Contractor in writing that the Deliverable is rejected and specifies the items that, if modified or added, will cause the Deliverable to be accepted. A failure to submit all or any essential part of a Deliverable shall be cause for rejection of the Deliverable.

- D. *Resubmitting Deliverables.* Contractor shall provide written notification to the University Project Director/Manger when the Contractor resubmits a Deliverable for acceptance. The University Project Director/Manger shall review the resubmitted Deliverable within 5 business days. A resubmitted Deliverable shall be considered accepted unless, within this period, the University Project Director notifies the Contractor in writing that the resubmitted Deliverable is rejected and specifies the items that, if modified or added, will cause the resubmitted Deliverable to be accepted. The parties shall repeat this process until the resubmitted Deliverable is accepted, or the University determines that the Contractor has breached the Contract and places the Contractor in default.

#### **TERMS OF PAYMENT**

The Contractor may submit invoices, not more frequently than monthly. If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:

Payment will be made based on completion of services per task specific within the deliverables section of the statement of work.

Such payment amounts for work performed must be based on at least equivalent services rendered, and to the extent practical, will be keyed to clearly identifiable stages of progress as reflected in written reports submitted with the invoices. Contractor will not be paid more than the maximum amount of the Contract.

#### **PAYMENT WILL BE MADE ONLY UPON APPROVAL OF**

Ken Dawson, System Director of Facilities Planning

#### **VETERAN/HUDSON SMALL ENTREPRENEURSHIP PROGRAM PARTICIPATION**

During the term of the Contract and at expiration, the Contractor will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor participation and the dollar amount of each.

#### **SUBSTITUTION OF KEY PERSONNEL**

The Contractor's personnel assigned to this Contract shall not be replaced without the written consent of the University. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any University or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this contract, outside of the University's or Contractor's reasonable control, as the case may be, the University or the Contractor, shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The Contractor will make every reasonable attempt to assign the personnel listed in his proposal.

#### **STATE FURNISHED RESOURCES**

The University shall appoint a Project Manager for this Contract who will provide oversight of the activities conducted hereunder. Notwithstanding the Contractor's responsibility for management during the performance of this Contract, the assigned Project Manager shall be the principal point of contact on behalf of the University and will be the principal point of contact for Contractor concerning Contractor's performance under this Contract.

#### **TAXES**

Before the Contract may be approved, La. R.S. 39:1624(A)(10) requires the Office of State Procurement to determine that the Contractor shall be in compliance with filing of all applicable tax returns and reports and in the payment of all taxes, interest, penalties, and fees owed to the State and collected by the Department of Revenue.

The State's obligations are conditioned on the Contractor resolving any identified outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification. If the Contractor fails to resolve the identified outstanding tax compliance discrepancies within seven days of notification, then the using agency may proceed with alternate arrangements without notice to the Contractor and without penalty.

#### **TERMINATION FOR CAUSE**

Should the University determine that the Contractor has failed to comply with the Contract's terms, the University may terminate the Contract for cause by giving the Contractor written notice specifying the Contractor's failure. If the University determines that the failure is not correctable, then the Contract shall terminate on the date specified in such notice. If the University determines that the failure may be corrected, the University shall give a deadline for the Contractor to make the correction. If the University determines that the failure is not corrected by the deadline, then the University may give additional time for the Contractor to make the corrections or the University may notify the Contractor of the Contract termination date.

If the Contractor seeks to terminate the Contract, the Contractor shall file a complaint with the Chief Procurement Officer under La. R.S. 39:1672.2-1672.4.

#### **TERMINATION FOR CONVENIENCE**

The University may terminate the Contract at any time without penalty by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor a termination date. Contractor shall be entitled to payment for deliverables in progress, to the extent the University determines that the work is acceptable.

#### **REMEDIES FOR DEFAULT**

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

#### **GOVERNING LAW**

This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, special terms and conditions, and specifications listed in the RFP (if applicable); and this Contract. Venue of any action brought, after exhaustion of administrative remedies, with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

#### **E-VERIFY**

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

#### **OWNERSHIP OF WORK PRODUCT**

All software, data files, documentation, records, worksheets, or any other related materials developed under this Contract shall become the property of the University upon creation. All material related to the Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of University, and shall be returned by Contractor to University, at Contractor's expense, at termination or expiration of the Contract.

## **DATA/RECORD RETENTION**

Contractor shall retain all its books, records, and other documents relevant to this Contract and the funds expended hereunder for at least five (5) years after final payment, or as required by applicable Federal law, if Federal funds are used to fund this Contract. Contractor shall comply with all applicable State and Federal laws regarding data retention and provide for a transition period that accommodates all data retention requirements of the State, including data retained and length of retention, following Contract termination, regardless of the reason for Contract termination. Additionally, all State data must be sanitized in compliance with the most currently approved revision of NIST SP 800-66.

## **RECORD OWNERSHIP**

All records, reports, documents and other material delivered or transmitted to Contractor by University shall remain the property of University, and shall be returned by Contractor to University, at Contractor's expense, at termination or expiration of the Contract. All material related to the Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of University, and shall be returned by Contractor to University, at Contractor's expense, at termination or expiration of the Contract.

## **CONTRACTOR'S COOPERATION**

The Contractor has the duty to fully cooperate with the University and provide any and all requested information, documentation, etc. to the University when requested. This applies even if this Contract is terminated and/or a lawsuit is filed. Specifically, the Contractor shall not limit or impede the University's right to audit or shall not withhold University owned documents.

## **ASSIGNABILITY**

No contractor shall assign any interest in this contract by assignment, transfer, or notation without prior written consent of the University. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the University.

## **RIGHT TO AUDIT**

Any authorized agency of the State (e.g. Office of the Legislative Auditor, Inspector General's Office, etc.) and of the Federal Government has the right to inspect and review all books and records pertaining to services rendered under this contract for a period of five years from the date of final payment under the prime contract and any subcontract. The Contractor and subcontractor shall maintain such books and records for this five-year period and cooperate fully with the authorized auditing agency. Contractor and subcontractor shall comply with federal and state laws authorizing an audit of their operations as a whole, or of specific program activities.

## **FISCAL FUNDING**

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

## **NON-DISCRIMINATION**

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

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

## **CONTINUING OBLIGATION**

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

## **ELIGIBILITY STATUS**

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

## **CONFIDENTIALITY**

Contractor shall protect from unauthorized use and disclosure all information relating to the University's operations and data (e.g. financial, statistical, personal, technical, etc.) that becomes available to the Contractor in carrying out this Contract. Contractor shall use protecting measures that are the same or more effective than those used by the University. Contractor is not required to protect information or data that is publicly available outside the scope of this Contract; already rightfully in the Contractor's possession; independently developed by the Contractor outside the scope of this Contract; or rightfully obtained from third parties.

## **AMENDMENTS**

Any modification to the provisions of this Contract shall be in writing, signed by all parties, and approved by the required authorities.

## **PROHIBITED USE OF FUNDS**

Contractor shall not use funds received for services rendered under this Contract to urge an elector to vote for or against any candidate or proposition on an election ballot, or to lobby for or against any matter the Louisiana Legislature or a local governing authority is considering to become law. This provision shall not prevent the normal dissemination of factual information relative to any proposition on an election ballot or any matter being considered by the Louisiana Legislature or a local governing authority.

## **SUBCONTRACTORS**

The Contractor may, with prior written permission from the University, enter into subcontracts with third parties for the performance of any part of the Contractor's duties and obligations. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the University for any breach in the performance of the Contractor's duties. The Contractor will be the single point of contact for all subcontractor work.

## **PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL**

In accordance with La. R.S. 39:1602.1, for any contract for \$100,000 or more and for any Contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this Contract, refrain from a boycott of Israel.

The University reserves the right to terminate this Contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the Contract.

## **DUTY TO DEFEND**

Upon notice of any claim, demand, suit, or cause of action against the University, alleged to arise out of or be related to this Contract, Contractor shall investigate, handle, respond to, provide defense for, and defend at its sole expense, even if the claim, demand, suit, or cause of action is groundless, false, or fraudulent. The University may, but is not required to, consult with or assist the Contractor, but this assistance shall not affect the Contractor's obligations, duties, and responsibilities under this section. Contractor shall obtain the University's written consent before entering into any settlement or dismissal.

## **LIABILITY AND INDEMNIFICATION**

### **CONTRACTOR LIABILITY**

Contractor shall be liable without limitation to the University for any and all injury, death, damage, loss, destruction, damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities of every name and description, which may occur or in any way arise out of any act or omission of Contractor, its owners, agents, employees, partners or subcontractors.

### **FORCE MAJEURE**

It is understood and agreed that neither party can foresee the exigencies beyond the control of each party which arise by reason of an Act of God or force majeure; therefore, neither party shall be liable for any delay or failure in performance beyond its control resulting from an Act of God or force majeure. The University shall determine whether a delay or failure results from an Act of God or force majeure based on its review of all facts and circumstances. The parties shall use reasonable efforts, including but not limited to, use of continuation of operations plans (COOP), business continuity plans, and disaster recovery plans, to eliminate or minimize the effect of such events upon the performance of their respective duties under this Contract.

### **INDEMNIFICATION**

Contractor shall fully indemnify and hold harmless the University, without limitation, for any and all injury, death, damage, loss, destruction, damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities of every name and description, which may occur or in any way arise out of any act or omission of Contractor, its owners, agents, employees, partners or subcontractors. The Contractor shall not indemnify for the portion of any loss or damage arising from the University's act or failure to act.

### **INTELLECTUAL PROPERTY INDEMNIFICATION**

Contractor shall fully indemnify and hold harmless the University, without limitation, from and against damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities in any action for infringement of any intellectual property right, including but not limited to, trademark, trade-secret, copyright, and patent rights.

When a dispute or claim arises relative to a real or anticipated infringement, the Contractor, at its sole expense, shall submit information and documentation, including formal patent attorney opinions, as required by the University.

If the use of the product, material, service, or any component thereof is enjoined for any reason or if the Contractor believes that it may be enjoined, Contractor, while ensuring appropriate migration and implementation, data integrity, and minimal delays of performance, shall at its sole expense and in the following order of precedence: (i) obtain for the University the right to continue using such product, material, service, or component thereof; (ii) modify the product, material, service, or component thereof so that it becomes a non-infringing product, material, or service of at least equal quality and performance; (iii) replace the product, material, service, or component thereof so that it becomes a non-infringing product, material, or service of at least equal quality and performance; or, (iv) provide the University monetary compensation for all payments made under the Contract related to the infringing product, material, service, or component, plus for all costs incurred to procure and implement a non-infringing product, material, or service of at least equal quality and performance. Until this obligation has been satisfied, the Contractor remains in default.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon the University's unauthorized: i) modification or alteration of the product, material or service; ii) use of the product, material or service in combination with other products not furnished by Contractor; or, iii) use of the product, material or service in other than the specified operating conditions and environment.

#### **LIMITATIONS OF LIABILITY**

For all claims against the Contractor not governed by any other provision of this Section, regardless of the basis on which the claim is made, the Contractor's liability for direct damages shall be limited to two times the maximum dollar amount of the Contract.

The Contractor shall not be liable for incidental, indirect, special, or consequential damages, unless otherwise specifically enumerated herein, or in a resulting task order or purchase order mutually agreed upon between the parties. In no circumstance shall the University be liable for incidental, indirect, special, or consequential damages; lost profits; lost revenue; or lost institutional operating savings.

#### **OTHER REMEDIES**

If the Contractor fails to perform in accordance with the terms and conditions of this Contract, or if any lien or claim for damages, penalties, costs and the like is asserted by or against the University, then, upon notice to the Contractor, the University may pursue all remedies available to it at law or equity, including retaining monies from amounts due the Contractor and proceeding against any surety of the Contractor.

#### **STAFF INSURANCE**

Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the total Contract amount. For insurance requirements, refer to Exhibit A.

#### **LICENSES AND PERMITS**

Contractor shall secure and maintain all licenses and permits, and pay inspection fees required to do the work required to complete this Contract.

## **SECURITY**

Contractor's personnel shall always comply with all security regulations in effect at the University's premises, and externally for materials belonging to the University or to the project. Contractor is responsible for reporting any breach of security to the University promptly.

## **CYBERSECURITY TRAINING**

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor's employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Contractor must present evidence of such compliance annually and upon request. The Contractor may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

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

## **CODE OF ETHICS**

The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Contract. The Contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this Contract.

## **SEVERABILITY**

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

## **OUTSOURCING OF KEY INTERNAL CONTROLS**

(Applicable if outsourcing a key internal control. Note that if the scope of work involves information technology, the IT/Data Processing contract template should be used instead, along with this language)

The University will also require the Contractor and /or subcontractors, if performing a key internal control, to submit to an independent SSAE 18 SOC 1 and/or type II audit of its internal controls and other financial and performance audits from outside companies to assure both the financial viability of the (outsourced) program and the operational viability, including the policies and procedures placed into operation. The audit firm will conduct tests and render an independent opinion on the operating effectiveness of the controls and procedures.

The Contractor could be required to provide a quality control plan, such as third party Quality Assurance (QA), Independent Verification and Validation (IV &V), and other internal project/ program reviews and audits.

These audits will require the Contractor to provide any assistance, records access, information system access, staff access, and space access to the party selected to perform the indicated audit. The audit firm will submit a final report on controls placed in operations for the project and include a detailed description of the audit firm's tests of the operating effectiveness of controls.

The Contractor shall supply the Department with an exact copy of the report within thirty (30) calendar days of completion. Such audits may be performed annually during the term of the contract. The Contractor agrees to implement recommendations as suggested by the audits within three months of report issuance at no cost to the University. Cost of the SSAE 18 audit is to be included in the cost being proposed in response to this RFP.

**HEADINGS**

Descriptive headings in this Contract are for convenience only and shall not affect the construction or meaning of contractual language.

**ENTIRE AGREEMENT AND ORDER OF PRECEDENCE**

This Contract, (together with the Request for Proposals and addenda issued thereto by the University, the proposal submitted by the Contractor in response to the University’s Request for Proposals, and any exhibits specifically incorporated herein by reference) constitutes the entire agreement between the parties with respect to the subject matter.

This Contract shall, to the extent possible, be construed to give effect to all provisions contained therein: however, where provisions are in conflict, first priority shall be given to the provisions of the Contract, excluding the Request for Proposals and the Proposal; second priority shall be given to the provisions of the Request for Proposals and amendments thereto; and third priority shall be given to the provisions of the Proposal.

**CONTRACT APPROVAL**

This Contract is not effective until executed by all parties and approved in writing by the Southern University Board of Supervisor and Southern University President-Chancellor.

**INSURANCE REQUIREMENTS FOR CONTRACTORS**

See Exhibit A.

The cost of such insurance shall be included in the total Contract amount.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the day, month and year first written above. IN WITNESS WHEREOF, the parties have executed this Agreement.

WITNESSES SIGNATURES:

\_\_\_\_\_

\_\_\_\_\_

WITNESSES SIGNATURES:

\_\_\_\_\_

\_\_\_\_\_

SOUTHERN UNIVERSITY AND A&M COLLEGE

By: \_\_\_\_\_

Title: \_\_\_\_\_

CONTRACTOR SIGNATURE:

By: \_\_\_\_\_

Title: \_\_\_\_\_

## **OPTIONAL FEDERAL REQUIREMENTS**

### **ANTI-KICKBACK CLAUSE**

Contractor agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each Contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

### **CLEAN AIR ACT**

Contractor agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under nonexempt Federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

### **ENERGY POLICY AND CONSERVATION ACT**

Contractor recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

### **CLEAN WATER ACT**

Contractor agrees to adhere to all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act which prohibits the use under nonexempt Federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities.

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## **STATEMENT OF WORK**

### **SCOPE OF SERVICES**

Contractor shall perform services according to the terms of this Contract and according to the Statement of Work (SOW) further described in Attachment A.

### **INTRODUCTION**

Information is included in Attachment A.

### **DESCRIPTION OF SERVICES/TASKS**

Information is included in Attachments A and B.

### **SCHEDULE REQUIREMENTS**

Anticipated project duration is 12 months, broken down into three phases: Phase 0, Phase 1, and Phase 2. Phase 0 includes existing document review and geolocation planning. Expected duration and completion of Phase 0 deliverables is 1 month. Phase 1 includes utility inventory geodatabase with technical memoranda documenting existing condition and capacity assessments and methodologies. Expected duration and completion of Phase 1 deliverables is 8 months. Phase 2 includes project definition statements for proposed improvements to improve system reliability. Expected duration and completion of Phase 2 deliverables is 3 months. In depth detail of each phase and task is included in Attachment B.

## **PERFORMANCE MEASURES AND MONITORING PLAN**

Performance will be monitored and evaluated for each delivered task to assess compliance with specifications and schedule.

The performance of the contract will be measured by the Project Director/Manger, authorized on behalf of the University, to evaluate the Contractor's performance against the criteria in the Statement of Work and are identified as:

All tasks shall be completed and deliverable within the timeline set for each individual phase of the project.

Following completion of a task, work cannot begin on subsequent tasks without written notification from the Project Director/Manager.

## **MONITORING PLAN**

Ken Dawson, System Director of Facilities Planning, will monitor the services provided by the Contractor and the expenditure of funds under this Contract. Maurice Pitts, Director of Facilities for the Southern University Baton Rouge campus, will be primarily responsible for the day-to-day contact with the Contractor and day-to-day monitoring of the Contractor's performance.

## **DELIVERABLES**

Contractor agrees to provide the following deliverables within the time frames specified herein:

Phase 0 (Completion Time – 1 month)

-Task 0 – Existing Document Review and Geolocation Planning

Phase 1 (Completion Time – 8 months)

-Task 1 – Utility Field Survey

-Task 2 – Development of Geodatabase/GIS System

-Task 3 – Drainage System Assessment

-Task 4 – Wastewater System Assessment

-Task 5 – Potable Water Distribution System Assessment

-Task 6 – Electrical Power System Assessment

-Task 7 – Lighting System Assessment

-Task 8 – Natural Gas System Assessment

Phase 2 (Completion Time – 3 months)

-Task 9 – Data Telecommunications

-Task 10 – Coordination with Pipeline Companies/Railroad

-Task 11 – Master Plan Report

To see tasks described in further detail, see Attachment B.

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## **CONTRACTOR PERSONNEL AND OTHER RESOURCES**

### **CONTRACTOR RESOURCES**

Contractor agrees to provide the following Contract related resources:

- A. *Project Manager.* Contractor shall provide a project manager to provide day-to-day management of project tasks and activities, coordination of Contractor support and administrative activities, and for supervision of Contractor employees. The project manager shall possess the technical and functional skills and knowledge to direct all aspects of the project.
- B. *Key Personnel.* Contractor shall assign staff who possess the knowledge, skills, and abilities to successfully perform assigned tasks. Individuals to be assigned by the Contractor are listed in Attachment A.
- C. *Personnel Changes.* Contractor's Project Manager and other key personnel assigned to this Contract shall not be replaced without the written consent of the University. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any University or Contractor personnel become unavailable due to resignation, illness or other factors, excluding assignment to project outside this contract, outside of the University's or Contractor's reasonable control, as the case may be, the University or the Contractor, as the case may be, shall be responsible for providing an equally qualified replacement in time to avoid delays to the work plan.

**CONTRACTOR PERSONNEL**

The following individuals are assigned to the project, on a full time basis (unless otherwise indicated), and in the capacities set forth below:

Name	Company Responsibilities	Classification Rate	Expected	Duration
Cary Bourgeois	Principal	\$276.00	282 hrs	100%
Alejandro Flores	Project Manager	\$212.00	846 hrs	100%
	Senior Engineer	\$200.00	1,168 hrs	100%
	Project Engineer	\$150.00	1,552 hrs	100%
	Engineering Intern	\$116.00	2,157 hrs	100%
	Engineering Technician	\$120.00	958 hrs	100%
	CADD Operator	\$130.00	1,237 hrs	100%
	Senior Field Representative	\$91.00	100 hrs	20%
	Clerical	\$90.00	138 hrs	100%

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## Mission Statement

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

## PERSONNEL AFFAIRS COMMITTEE (Following Student Affairs Committee)

### AGENDA

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

#### A. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUNO)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Monchielle Bolds	<b>Instructor</b> <i>School of Nursing</i>	New Position New Appointment	<i>Search</i>	-	\$75,000.00	Federal
2. Monique Hurst	<b>Program Coordinator, Title IV-E</b> <i>School of Social Work</i>	Existing Position Salary Adjustment	<i>N/A</i>	\$57,200.00	\$60,648.00	Federal
3. Ivan Johnson	<b>Asst. Director</b> <i>Financial Aid</i>	Existing Position New Appointment	<i>Search</i>	\$58,000.00	\$60,000.00	State
4. Shantel Lee-Hubbard	<b>Chief Disbursement Officer</b> <i>Comptroller</i>	Existing Position New Appointment	<i>Search</i>	\$59,987.00	\$62,000.00	State
5. Courtney Smith	<b>Director</b> <i>Residential Life</i>	Existing Position New Appointment	<i>Search</i>	\$59,000.00	\$65,000.00	State

#### B. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUBR)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Bianca Lloyd	<b>Staff Pharmacist</b> <i>Student Health</i>	New Position New Appointment	<i>Search</i>	-	\$103,000.00	State

C. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUAREC)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
I. D'Andrea Lee	<b>Special Assistant for Stakeholder Engagement</b> <i>Communications/External Relations</i>	New Position New Appointment	<i>Waived</i>	-	\$100,589.00	State

D. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUS)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
I. Darren Dixon	<b>Director of Alumni Affairs</b> <i>Institutional Advancement</i>	Existing Position New Appointment	<i>Waived</i>	-	\$90,000.00	State

E. Request Approval of Leave of Absence for Deleso Alford, Director of the Off-Campus Instructional Site (SULC)

F. Request Approval of Leave of Absence for Dr. Joycelyn Harrison (SUBR)

G. Request Approval of Retirement Incentive Plan (SULC)

H. Request Approval of Flexible Summer Hours Work Plan (SUNO)

6. Other Business

7. Adjournment

**MEMBERS**

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



## SOUTHERN UNIVERSITY AT NEW ORLEANS

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

### Office of the Chancellor

April 3, 2024

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

Dear President Shields:

I am pleased to recommend Ms. Monchielie Bolds for a 9-month instructor position in the Bachelor of Science in Nursing program at Southern University at New Orleans (SUNO). The effective date of this appointment is August 1, 2024. Ms. Bolds will receive an annual salary of \$75,000.

Ms. Bolds has over 21 years of experience as a Registered Nurse. She has specialized in critical care, post-operative care, medical surgical nursing, outpatient pediatrics, outpatient surgery, endoscopy and nursing education. She received her Associate of Science in Nursing degree from Charity School of Nursing, Bachelor of Science in Nursing Degree from Loyola University New Orleans, Master of Science in Nursing and Health Care Systems Management from Loyola University New Orleans, and is currently pursuing a Doctorate of Nursing Degree from Louisiana State University (LSU) Health New Orleans, School of Nursing.

Ms. Bolds is currently serving as a nursing instructor and course coordinator at LSU Health New Orleans, School of Nursing. Her education and professional work experience make her well qualified to join the faculty and staff at Southern University at New Orleans in the School of Nursing. She has worked hard over the years to make a difference in the lives of patients, serve as a role model for students and other employees, and make a difference in the community.

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

With kind regards,

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

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

APPROVAL: \_\_\_\_\_  
President Dennis J. Shields  
Southern University and A&M College System

JOB CLASS			
JOB CODE			
CAL ID			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER \_\_\_\_\_

CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO X SUSLA \_\_\_\_\_

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

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

Previous Employee n/a Reason Left n/a

Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment n/a To n/a

Effective Date 08/01/2024

Name Monchielles Bolde SS# xxx-xx- Sex F Race\* unknown

Position Title: Instructor Department: School of Nursing

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

X 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 20 years Southern University Experience 0 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>MSN, Health Care Systems Mgt.</u>	<u>Loyola University, New Orleans</u>	<u>2013</u>
	<u>B.S., Nursing</u>	<u>Loyola University, New Orleans</u>	<u>2010</u>
	<u>A.S., Nursing</u>	<u>Delgado Charity School of Nursing</u>	<u>2002</u>

Current Employer \_\_\_\_\_

**Personnel Action**

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

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

Source of Funds Grant

Identify Budget: \_\_\_\_\_ 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:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
420260 41410 61003 46000	\$75,000

\*See Reverse Side

**Graduate School signature (if, applicable):**

DocuSigned by: Kelly Smith 4/3/2024  
**Supervisor**  
 DocuSigned by: John E. Cook 4/3/2024  
**Vice-Chancellor**  
 DocuSigned by: J. Bernette Taylor 4/3/2024  
**Director Personnel**

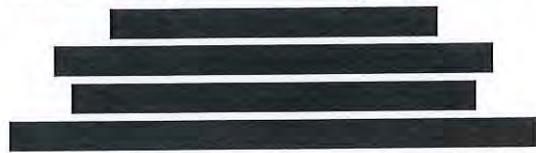
DocuSigned by: Kelly Smith 4/3/2024  
**Dean/Unit Head**  
 DocuSigned by: James Ammons, Jr. 4/3/2024  
**Chancellor**  
 DocuSigned by: Adrian White 4/3/2024  
**Vice President/Finance**  
**Business Affairs/Comptroller**

President \_\_\_\_\_ Date \_\_\_\_\_

Chairman/S.U. Board \_\_\_\_\_ Date \_\_\_\_\_  
 Of Supervisor



# Monchielle Bolds, PhD (c), MSN, RN, CNE



## Professional Biography

Monchielle Bolds is a Registered Nurse from New Orleans, La. with 21 years of experience in the health care field. Monchielle has specialized in critical care, post-operative care, medical surgical nursing, outpatient pediatrics, outpatient surgery, endoscopy and nursing education. Leadership roles include course coordinator, charge nurse, and employee preceptor. Monchielle has worked hard over the years to make a difference in the lives of patients, serve as a role model for students and other employees, and make a difference in the community. Monchielle received her Associate of Science in Nursing Degree from Charity School of Nursing in 2002, her Bachelors of Science in Nursing Degree from Loyola University New Orleans in 2010, and her Masters of Science in Nursing and Health Care Systems Management from Loyola University New Orleans in 2013. Monchielle is currently pursuing her Doctorate of Nursing Degree from LSU Health New Orleans School of Nursing.

## EXPERIENCE

MARCH 2023– PRESENT

**INSTRUCTOR OF NURSING, LSU HEALTH NEW ORLEANS SCHOOL OF NURSING**  
FULL TIME EMPLOYEE (40+ HRS PER WEEK)

Nursing Faculty for theory, clinical and lab settings in the critical care, medical-surgical and health assessment courses. Course coordinator of theory, lab and practicum. Duties including but not limited to the following: lecturing, test item construction, statistical analysis of exams, exam review, faculty training and mentorship, formulating course schedules, committee participation, academic policy revision and teaching during simulations. Course coordinator for various courses involved orientation of new faculty, developing faculty and student schedules for classes, clinical, and lab, collecting course evaluations and making any necessary changes to improve courses. Direct patient care in the trauma ICU while educating students; titration of gtts, medication administration, ventilator management, caring for LOPA patients, assessment and care of patients with ICP monitors and traumatic brain injuries, documentation in EPIC, and assisting with bedside procedures. Direct patient care on medsure units while educating students.

**NOVEMBER 2022-PRESENT**

**RN IN-HOUSE AGENCY NEURO ICU, OCHSNER MEDICAL CENTER**  
NEW ORLEANS, LOUISIANA FULL TIME CONTRACT (36 HRS PER WEEK)

Nurse with duties included but not limited to the following: Assessment and management of critically ill neurologically impaired patients, COVID + patients, ventilator management, management of patients with external ventricular drains, tracheostomy care, administration of medications (IV, po, gtt management), lab draws, blood administration, assisting with bedside procedures, dressing changes, and documentation EPIC. Floated as needed to cardiac ICU

**MARCH 2022-SEPTEMBER 2022**

**RN TRAVEL NURSE ICU, WEST JEFFERSON MEDICAL CENTER**  
NEW ORLEANS, LOUISIANA FULL TIME CONTRACT (36 HRS PER WEEK)

Travel nurse with duties included but not limited to the following: Assessment and management of critically ill neurologically impaired patients, COVID + patients, ventilator management, tracheostomy care, administration of medications (IV, po, gtt management), lab draws, blood administration, assisting with bedside procedures, dressing changes, functioning as a resource nurse, and documentation EPIC. Frequently floated to the Post-Anesthesia Care Unit.

**SEPTEMBER 2021-OCTOBER 2021**

**RN TRAVEL NURSE ICU, KAISER ANAHEIM MEDICAL CENTER**  
ANAHEIM, CALIFORNIA FULL TIME CONTRACT (48 HRS PER WEEK)

Travel nurse with duties included but not limited to the following: Assessment and management of critically ill patients, ventilator management, tracheostomy care, administration of medications (IV, po, gtt management), lab draws, blood administration, assisting with bedside procedures, dressing changes, functioning as a resource nurse, and documentation EPIC. Frequently floated to med-surg, telemetry, and PCU.

**SEPTEMBER 2021-OCTOBER 2021**

**RN TRAVEL NURSE ICU, KAISER SUNNYSIDE MEDICAL CENTER**  
PORTLAND, OREGON FULL TIME CONTRACT (60 HRS PER WEEK)

Travel nurse with duties included but not limited to the following: Assessment and management of critically ill COVID + patients, ventilator management, tracheostomy care, administration of medications (IV, po, gtt management), lab draws, blood administration, assisting with bedside procedures, dressing changes, functioning as a resource nurse, and documentation EPIC. Frequently floated to med-surg, telemetry, and PCU.

**AUGUST 2021-SEPTEMBER 2021**

**RN TRAVEL NURSE COVID ICU BAPTISTE HEALTH MEDICAL CENTER**  
LITTLE ROCK, ARKANSAS FULL TIME CONTRACT (48 HRS PER WEEK)

Travel nurse with duties included but not limited to the following: Assessment and management of critically ill COVID + patients, ventilator management, tracheostomy care, administration of medications (IV, po, gtt management), lab draws, blood administration, assisting with bedside procedures, dressing changes, functioning as a resource nurse, and documentation EPIC.

**JUNE 2020-AUGUST 2021**

**RN LEGAL NURSE CONSULTANT, HELMSING LEACH ATTORNEYS AT LAW**

**MOBILE, ALABAMA (PART-TIME, HRS PER WEEK VARIES)**

Legal nurse consultant duties included but not limited to the following: Review of legal records, patient charts, and depositions; organization, analysis, and evaluation of medical records to provide a professional opinion to attorneys.

**DECEMBER 2020-JUNE 2021**

**RN TRAVEL NURSE ECMO ICU/LUNG RESCUSCITATION UNIT, UNIVERSITY OF MARYLAND MEDICAL CENTER**

**BALTIMORE, MARYLAND FULL TIME CONTRACT (36 HRS PER WEEK)**

Travel nurse with duties included but not limited to the following: Assessment and management of critically ill COVID + patients, care of patients on ECMO, ventilator management, tracheostomy care, administration of medications (IV, po, gtt management), lab draws, blood administration, assisting with bedside procedures, dressing changes, functioning as a resource nurse, and documentation EPIC. Frequently floated to Trauma ICU and PCU. Last four weeks of assignment were in Neuro ICU; care provided for critically ill neurologically impaired clients with EVD's, bolts, continuous EEG monitoring, etc.

**JUNE 2019-AUGUST 2020**

**RN PRN ICU/PACU/NURSING EDUCATION, NEW ORLEANS EAST HOSPITAL/UNIVERSITY MEDICAL CENTER NEW ORLEANS/LCMC NEW ORLEANS, LA. (PRN 8-24 HRS PER WEEK)**

PRN nurse with duties included but not limited to the following: Monitoring patient vital signs and lab results, medication administration, titration of gtts and sedatives, EPIC computer charting and Pyxis use on critically ill patients; providing critical care education and assigning education to ICU nurses, conducting nursing orientation, and development of the critical care nurse education course.

**SEPTEMBER 2014– NOVEMBER 2020**

**INSTRUCTOR OF NURSING, LSU HEALTH NEW ORLEANS SCHOOL OF NURSING FULL TIME EMPLOYEE (60+ HRS PER WEEK)**

Nursing Faculty for theory, clinical and lab settings in the critical care, medical-surgical and health assessment courses. Course coordinator of theory, lab and practicum. Duties including but not limited to the following: Direct patient care at University medical center New Orleans in the trauma ICU while educating students; titration of gtts, medication administration, ventilator management, caring for LOPA patients, assessment and CARE of patients with ICP monitors and traumatic brain injuries, documentation in EPIC, and assisting with bedside procedures. Teaching duties include lecturing, exam review, faculty training and mentorship, formulating course schedules, committee participation, academic policy revision and teaching during simulations. Course coordinator for various courses involved orientation of new faculty, developing faculty and student schedules for classes, clinical, and lab, collecting course evaluations and making any necessary changes to improve courses.

**JANUARY 2014– MAY 2015**

**ADJUNT FACULTY, DELGADO CHARITY SCHOOL OF NURSING NEW ORLEANS, LA. (PART TIME 16 HRS PER WEEK)**

Nursing Faculty for clinical in the critical care course. Providing Direct patient care to ICU patients. Educating students on clinical skills in the school lab, providing guidance during clinical and performing student evaluations and grading of care plans.

NOVEMBER 2013 – SEPTEMBER 2014

**RN AMBULATORY PROCEDURES UNIT/PACU, VETERANS ADMINISTRATION HOSPITAL NEW ORLEANS, LA. FULL TIME EMPLOYEE (40 HRS PER WEEK)**

Staff nurse with duties including but not limited to the following: Admission of patients for outpatient procedures, starting intravenous therapy and administering medications, caring for patients in the immediate post-operative period, discharging patients after procedures, performing patient and family education, follow up phone calls, and chart audits, charge nurse duties.

SEPTEMBER 2011 – NOVEMBER 2013

**RN POST ANESTHESIA CARE UNIT, INTERIM LSU PUBLIC HOSPITAL NEW ORLEANS, LA. FULL TIME EMPLOYEE (36+ HRS PER WEEK)**

Staff nurse with duties including but not limited to the following: Caring for patients in the immediate post-operative period, administration of medications, documentation in the electronic medical record, super user for epic software, caring for critically ill trauma patients, preceptor for new staff on the unit, and served as charge nurse on the unit.

FEBRUARY 2009 – FEBRUARY 2012

**RN CRITICAL CARE STAFF/PRN, OCHSNER KENNER/OCHSNER MAIN CAMPUS KENNER, LA. /NEW ORLEANS, LA. PRN THEN FULL TIME EMPLOYEE (36 HRS PER WEEK)**

Staff nurse with duties including but not limited to the following: Monitor patient vital signs and lab results, medication administration, titration of gtts and sedatives, Continuous renal replacement therapy, computer charting and Pyxis use, preceptor for new staff, and served as charge nurse on the unit.

JULY 2007 – APRIL 2010

**RN CCU, MEDPEDS CLINIC AND PACU, TULANE UNIVERSITY HOSPITAL AND CLINIC NEW ORLEANS, LA. FULL TIME EMPLOYEE (40 HRS PER WEEK)**

Staff nurse with duties including but not limited to the following: Caring for critically ill patients and performing all ICU duties including medication administration, titration of gtts, swan ganz catheter and balloon pump set up and monitoring, assessment and triage of patients in clinic area, vaccination administration, calling in of patient refills, assisting with billing, community pediatric services referrals, performing kid-med visits, monitoring and caring for patients in the immediate post-op period, auto transfusion of blood, and discharge of patients home with education on wound care and medications.

NOVEMBER 2006 – MAY 2007

**RN CLINIC FLOAT POOL, LSU HEALTH SCIENCES CENTER SHREVEPORT, LA. FULL TIME EMPLOYEE (40 HRS PER WEEK)**

Staff nurse with duties including but not limited to the following: Patient triage and assessment throughout all clinics in the LSU Health System, assisting with procedures and administration of moderate sedation during procedures in urology, oral surgery and endoscopy clinics, recovery and discharge of patients after minor procedures, and acted as the emergency response team nurse.

SEPTEMBER 2005 – NOVEMBER 2006

**RN STAFF CARDIAC CATH LAB RECOVERY UNIT, WILLIS KNIGHTEN MEDICAL CENTER SHREVEPORT, LA. FULL TIME EMPLOYEE (36 HRS PER WEEK)**

Staff nurse with duties including but not limited to the following: Receiving and monitoring patient in the immediate post cath period, titration of vasoactive gtt's, performing labs/ACT's, pulling sheaths, monitoring for complications, medication administration, administration of blood products, patient education.

JANUARY 2003 – NOVEMBER 2004

**RN NEUROSURGICAL INTENSIVE CARE UNIT, MEDICAL CENTER OF LOUISIANA AT NEW ORLEANS, LA. FULL TIME EMPLOYEE (36 HRS PER WEEK)**

Staff nurse with duties including but not limited to the following: Caring for the critically ill neurologically impaired patient after traumatic brain injury, stroke and brain surgery, assisting with insertion of ICP monitors, bolts, triple lumen catheters and arterial lines, and assisting with LOPA patients for organ procurement.

## EDUCATION

AUGUST 2016- PRESENT

**PHD, LSU HEALTH NEW ORLEANS SCHOOL OF NURSING**

AUGUST 2013

**MSN-HEALTH CARE SYSTEMS MANAGEMENT, LOYOLA UNIVERSITY NEW ORLEANS**

AUGUST 2010

**BSN, LOYOLA UNIVERSITY NEW ORLEANS**

DECEMBER 2002

**ASN, DELGADO CHARITY SCHOOL OF NURSING NEW ORLEANS**

## **CREDENTIALS AND CERTIFICATIONS**

BLS, AMERICAN HEART ASSOCIATION-EFFECTIVE 7/21-7/23

ACLS, AMERICAN HEART ASSOCIATION-EFFECTIVE 7/21-7/23

CNE, NATIONAL LEAGUE FOR NURSING EFFECTIVE 10/2019-10/2024

## **OTHER ACTIVITIES**

Student Advisor

Class of December 2018 Faculty Advisor

CARE Faculty Representative on the Admission, Progression and Graduation Committee

Joanna Briggs Institute Systematic Reviewer Training Certification

Safe Zone Training

Faculty Coordinator of Night Out Against Crime-October 2016

Junior Faculty, Research and Scholarship Committee

## **AWARDS AND SPECIAL RECOGNITION**

OCTOBER 2015-HONORED LOUISIANA GREAT 100 NURSES

APRIL 2016-NOMINATION FACULTY DAISY AWARD

DECEMBER 2016-RECEIVED FACULTY CARING AWARD

APRIL 2018-RECEIVED FACULTY DAISY AWARD



**SOUTHERN UNIVERSITY AT NEW ORLEANS**

6400 Press Drive

New Orleans, LA 70126

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

www.suno.edu

**Office of the Chancellor**

April 3, 2024

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

Dear President Shields:

I am requesting a salary adjustment for Ms. Monique Hurst. Ms. Hurst received an undergraduate degree in Psychology from Southern University at New Orleans (SUNO) and a graduate degree in Social Work from the Millie M. Charles School of Social Work. Her concentration was Administration, Planning, and Organization with a specialization in Children, youth, and families. She has more than 28 years of experience in social work, having worked in many different organizations. Ms. Hurst has been an employee of SUNO, first serving as an adjunct faculty member and then as coordinator of the Title IV-E Child Welfare program. She has been in her current position for three years.

I am requesting a salary adjustment for Ms. Hurst in the amount of \$3,448. This is a grant-funded position and will increase her salary from \$57,200 to \$60,648 annually. Ms. Hurst is intimately involved in preparing students and employees for work and advanced education in the State's Child Welfare system through both the BSW and MSW programs. She serves as an important link between the workforce of the Division of Children and Family Services (DCFS) workforce and SUNO's academic programs in social work. The Title IV-E program is one of the most important federally funded programs as it relates to the care and protection of children and the preservation of vulnerable and fragile families.

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

With kind regards,

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

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

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

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER

CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC \_\_\_ SUAREC \_\_\_ SUNO X SUSLA \_\_\_

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

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

Previous Employee n/a Reason Left n/a

Date Left n/a Salary Paid n/a

**Profile of Person Recommended**

Length of Employment 10/01/2017 To DocuSign Envelope ID: 66F592EC8BC04D9... Rebecca Chaisson

Effective Date 02/01/2024

Name Monique Hurst SS# xxx-xx- Sex Female Race\* Black

Position Title: Program Coordinator, Title IV-E Department: School of Social work

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 Years Southern University Experience 7 Years

Degree(s): Type/Discipline (BA-Education): Master of Social work Institution/Location (SU-Baton Rouge): Southern University at New Orleans Year: 1999

B.A., Psychology Southern University at New Orleans 1994

Current Employer Southern University at New Orleans

**Personnel Action**

Check One \_\_\_ New Appointment \_\_\_ Continuation \_\_\_ Sabbatical \_\_\_ Leave of Absence \_\_\_

\_\_\_ Transfer \_\_\_ Replacement X Other (Specify) Salary adjustment

Recommended Salary \$60,648 Salary Budgeted \$60,648

Source of Funds Grant

Identify Budget: \_\_\_ Page \_\_\_ Location \_\_\_

Form Code: \_\_\_ Item # \_\_\_

Change of:

Position Program Coordinator, Title IV-E From To Program Coordinator, Title IV-E

Status \_\_\_

Salary Adjustment \$57,200 \$60,648

**Financial Aid signature (if, applicable):**

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
424402 42620 61002 44100	\$60,648

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

**Graduate School signature (if, applicable):**

DocuSigned by: <u>Rebecca Chaisson</u> Supervisor	<u>3/27/2024</u> Date	DocuSigned by: <u>Rebecca Chaisson</u> Dean/Unit Head	<u>4/1/2024</u> Date
DocuSigned by: <u>James E. Cobb</u> Vice Chancellor	<u>3/28/2024</u> Date	DocuSigned by: <u>James E. Cobb, Jr.</u> Chancellor	<u>4/1/2024</u> Date
DocuSigned by: <u>J. Bernette Saylor</u> Director Personnel	<u>3/28/2024</u> Date	DocuSigned by: <u>Adrian White</u> Vice President/Finance	<u>4/1/2024</u> Date
		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board Of Supervisor	Date



## **Monique M. Hurst, LMSW**

### **EDUCATION/CERTIFICATION**

05/21 – Certification – Diversity, Equity & Inclusion in the Workplace, University of South Florida Muma College of Business

10/00 – LA State Board of Social Work Examiners, Licensed Master Social Work. (LMSW)

05/99 – Graduate – Master of Social Work, MSW, Southern University at New Orleans, LA Administration, Planning and Organization; /Children, Youth and Families

05/94 – Graduate – Bachelor of Arts in Psychology, BA, Southern University at New Orleans, LA

### **SKILLS**

Organization & Program Management

Facilitate & Influence Change

Education and Training Facilitator

Professionalism & Leadership Skills

Effective Communication

Ability to Problem Solve

Computer Skills / Electronic Client Data Systems

Grant Writing & Fiscal Management

Policy and Operations Development

Knowledge of Accreditation Certifications

Facilitate Community Collaborations

Innovative & Critical Thinking

Prioritize multiple task demands

Working with Diverse Populations

### **EMPLOYMENT**

#### **Southern University at New Orleans, School of Social Work**

03/18 – Present

Program Coordinator

Title IV-E Child Welfare Training Academy

Serve as the university liaison, as a member of the Child Welfare Training Academy Statewide Alliance. Responsibilities consist of recruitment and placement of student in field internship, working with students, field supervisors and field agencies. Facilitate training and collaborations with the Department of Children and Family Services (DCFS).

Facilitating the interviewing and selection process for both undergraduate and graduate students in field placement within DCFS, to obtain the necessary skills to advocate for children and their families to maintain the safety of children. Co-Facilitator of the Statewide Scholar Community of Practice Groups, Coordination and planning of workshops for professional development and continuing education opportunities for Social Workers as required by the La. Board of Social Work Examiners. Presenter at the National Title IV-E Child Welfare Roundtable Conference (2023). Prepare program reports, collaborate with colleagues and participate in other program activities.

#### **Southern University at New Orleans, School of Social Work**

09/17 – Present

Adjunct Professor

Responsible for facilitating classroom education and instructing undergraduate and graduate students enrolled. Provide guidance for students to incorporate Social Work theory into practice. Planning and creating lectures, in-class discussions, and assignments. Grading assigned papers, quizzes, and exams. Serve as the university liaison for the placement of student in the field by working with students, field supervisors and field agencies.

#### **Humana Insurance**

4/15 – 11/17

Telephonic Care Manager

Responsibilities are to provide Telephonic Care Management to Medicare members by facilitating member engagement to provide education, information and resources to assist with maintaining optimal health. Facilitate the completion of a holistic personal needs assessment to identify the area of need based on the member concerns related to their psychological, emotional, financial, medical and environmental needs offering interventions to obtain resources and services to address their concerns. Coordinate community care as appropriate to work collaboratively with other medical professional. Maintain compliance with quality performance, service delivery, documentation and reporting requirement to assist with organizational goals.

**Louisiana Department of Health and Hospitals**

**Office of Behavioral Health – State Headquarters**

**12/13 – 4/15**

**Program Manager – Adult Behavioral Health Treatment & Services**

Responsibilities are to provide statewide monitoring to insuring licensing compliance for all Behavioral Health Service in the State of Louisiana. This would consist of administrative oversight, program policy development, surveillance and technical assistance to adult residential and community-based programs. Manage contractual agreements for outpatient, inpatient, residential and prevention services, ensuring quality and therapeutic services with the development of programmatic policy and procedures for service implementation, planning, organizing, coordinating and evaluating program design for services delivery and continuity of care. Facilitate site monitoring visits, analyzes program performance reports and strategic planning. This also included the monitoring of \$2.7M budget ensuring fiscal solvency, fiscal compliance, monitoring expenditures and reporting from each region with the state of Louisiana. Coordinate and facilitate staff development, trainings, consultation and quality assurance monitoring via electronic health records. Review and approve invoices for payment and insurance billing. Serve as a Legislative Liaison and Peer Review Coordinator.

**Louisiana Department of Health and Hospitals**

**Metropolitan Human Services District – Region 1- Tri-Parish Area**

**04/13 – 11/13**

**Mental Health Regional Director**

Responsibilities are to provide administrative oversight direction and management for all Behavioral Health Services, to include mental health, addictions, crisis continuum, clinical intake, screening and contract monitoring of community-based service providers. Ensure quality and therapeutic services by planning, organizing, coordinating and evaluating service delivery to facilitate continuity of care that may consist of psychiatry services, medication management, resource coordination, respite services, hospital transitions, and case management. Development of programmatic goals, objectives and procedures for service implementation, evaluates and analyzes program performance; facilitate site monitoring visits / reporting, and strategic planning. Provide support and supervision to Program Managers and Leadership, provided staff development, staff recruitment and evaluations. Provided consultation regarding facility and program design.

**Louisiana Department of Health and Hospitals**

**Metropolitan Human Services District – Region 1- Tri-Parish Area**

**04/12 – 04/13**

**Mental Health Program Director / Children's Services**

Responsibilities are to provide administrative direction and oversight for Children's Mental Health - Specialty Services, to include contract monitoring of providers. Ensure that clients received quality and therapeutic services by planning, organizing, directing, coordinating and evaluating service delivery that may consist of individual and family therapy, psychology and psychiatry services, medication management, case management, respite, hospital transition and interdisciplinary team meetings in various settings, such as the clinics, juvenile court and community-based services. Youth and family members are provided the necessary supports for them to manage their lives and treatment of mental health, substance abuse, addictive disorders or co-occurring diagnosis. Coordinate programs emphasis on evidence-based curriculum's and best practices when delivering services. Development of programmatic goals, objectives and procedures for service implementation, evaluates and analyzes program performance, facilitate provider training, site monitoring visits / reporting, and strategic planning. Provide support and supervision to Program Managers and Leadership, provided staff development, staff recruitment and evaluations. Provided support and coordination of the Regional Advisory Council. Represent the agency to collaborate with community partners and other service providers. Provided consultation regarding facility and program design for services delivery, coordinated agency accreditation through the Council of Accreditation for Rehabilitation Facilities (CARF)

**Total Home Health / St. Michael Home Health– Gretna, LA**

**12/09– present**

**Medical Social Worker (Retained As Needed)**

Facilitate assessments to assist the physician and other interdisciplinary team members with addressing the physical, psychological, emotional and environmental factors as it relates to a patient's health, recovery and continuum of care. Maintain and review the electronic health records of the patients to identify necessary modification of care / treatment plans to comply with changes in patient's status according to measurable goals identified. Provided education and guidance to family members to assist them in understanding and supporting the patients' recovery from illness and medical procedures for healthy behavior changes and health promotion.

*Advocate for patients to resolve crisis, overcome dependencies, assist and refer the patient to community resources to assist in their recovery and obtain optimal health. Monitor external supportive services provided to the patients and completion of all necessary documentation.*

***Kingsley House, Inc. – New Orleans, LA***

***06/05 – 03/12***

***Deputy Program Officer / Community Service Programs***

*As a member of the Executive Team, my responsibilities were to directly supervise the Administrative Team of Program Managers and provide oversight for agency programs providing services that focuses on academics, health education, healthcare, mental health/ counseling services, prevention services, Medicaid outreach, education and enrollment, case management and supportive services. Facilitate program implementation, grant writing, \$7M fiscal management/ budgeting, staff, volunteer and intern supervision, recruitment, hiring, facilitate staff orientation and in-service trainings, development of the agency's operations, policy and procedure manuals to maintain standards for both licensing and accrediting bodies. Facilitate quality assurance review for compliance, computer operations and statistical data-based management. Facilitate informational seminars and presentations on behalf of the agency / programs to local, state and national groups. Co-Facilitated the agency's reaccreditation process with the Council on Accreditation (COA) and Louisiana Association of Non-Profit Organizations (LANO). Serves as agency liaison with community service providers to include private, local, state and federal agencies. Serves as facilitator to the Board of Directors / Community Relations and Advocacy Committee.*

***Orleans Parish Juvenile Court – New Orleans, LA***

***07/08 – 09/09***

***Contract Social Worker (Part-time)***

*Responsibilities consisted of facilitating home-based services to "first time" offending juveniles entering the judicial system. Services were provided to facilitate assessments, counseling, supportive services, case management and therapeutic intervention to minimize crisis, monitored mental health services delivery, screened for substance use. Monitored a diversion program to include parents, guardians and family support system to facilitate natural supports for successful completion. Planned, organized and executed community services projects for youth. Provided education to the family unit to assist with obtaining the necessary community resources. Reported to the members of the inter-disciplinary team, judges, educational personnel and other providers.*

***Kingsley House, Inc. – New Orleans, LA***

***08/02 – 06/05***

***Program Manager, Adult Services***

***Adult Day Health Care Program and Senior Center***

*Administrative oversight of program operations which consist of the supervision of the nursing staff (RN & LPN) CNA's, transportation providers, social workers, volunteers and interns. Staff recruiting, staff training, program development and implementation, maintaining compliance with state and federal licensing guidelines, budget development, fiscal management, gathering statistical data, analyze/develop statistical reports, completing all billing and funding reports, grant writing, quality assurance, participant recruitment, Responsible for participant assessment, enrollment, development of care plans and the facilitation of inter-disciplinary team meetings to collaborate with service providers. Facilitated informational seminars and presentations on behalf of the agency / programs to local, state and national groups, public relations, agency liaison, collaborated with other agencies and service providers.*

***Kingsley House, Inc. – New Orleans, LA***

***04/00 – 08/02***

***Program Manager, Youth Services***

***After School Program, Summer Camp and Teen Program***

*Administrative oversight of program operations which consist of the supervision of staff, volunteers and interns, staff recruiting, staff training, program development and implementation, maintaining compliance with state and federal licensing guidelines, budget development, fiscal management, gathering statistical data, analyze/develop statistical reports, completing all billing and funding reports, grant writing, quality assurance, participant recruitment, enrollment, development of service plans. Monitored therapeutic counseling, prevention and educational services. Facilitate informational seminars and presentations on behalf of the agency / programs to local, state and national groups, public relations, agency liaison, collaboration with other agencies, interdisciplinary teams and services providers.*

***The Methodist Home for Children – New Orleans, LA***

***05/98 – 04/00***

***Coordinator of Foster Care Services***

*Provided administrative oversight of program functions, quality assurance, consultation and supervision to Case Managers, Foster Parents and Foster Children. Recruitment of foster families, facilitate pre-service and in-service trainings, developed and implemented policies and procedures, developed program operations manuals, evaluated and recommended certification of foster homes and families. Provided 24-hour crisis intervention, assisted with billing for the program and payments to the foster parents, developed individualized treatment plans, supervised case management services that provided families with resource to maintain placements working in to establish and maintain partnerships with other community service providers, evaluated staff and foster families' performances.*

***09/96 – 02/98***

***Therapeutic Foster Care Case Manager***

*Served as advocate for abused, abandoned and neglected children placed in state's custody. Provided consultation and supervision to Therapeutic Foster Care Parents and Children in an effort to maintain placements, home visitation, developed individualized treatment plans, assess specific problems and developed plans of resolution with the foster families, provided 24 hour crisis intervention, collaborated with other service providers, provided case management, develop quarterly reports monitored and maintained case records.*

***Helping Hands Home Services, Inc. – New Orleans, LA***

***09/96 – 01/01***

***Owner / Administrator***

*Provided oversight for all aspects of the agency to ensure effective and efficient daily operations of service delivery by professional and direct care staff. Services consisted of nursing services, nurse aides, housekeepers, and drivers. In addition, client services consisting of medication and meal monitoring, transportation, case management, social activities, conducted assessments and interviews with prospective residents and family members to identify social, medical, and daily service needs to aide one's independence and community residency to avoid placements into a long-term care facility. Additional duties consisted of the development and implementation of policies and procedures, development of operations manuals for service delivery, quality assurance and budgeting.*

***ORGANIZATION / VOLUNTEER AFFILIATION***

***2007 – 2010***

***National Institute for Senior Centers - Delegate***

***2007 – 2009***

***Louisiana Association of Nonprofit Organizations - Peer Reviewer***

***2002 – 2017***

***Big Easy Kiwanis Service Organization – Board Member / Member***

***2001 – 2015***

***Knights of Peter Claver Ladies Auxiliary – Board Member / Member***

***2019 - Present***

***Choice International Family Outreach Ministries- Financial Officer***

***2021 – 2023***

***The Right Choice Project – Board Member***

**SOUTHERN UNIVERSITY AT NEW ORLEANS**

6400 Press Drive

New Orleans, LA 70126

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**Office of the Chancellor**

April 3, 2024

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

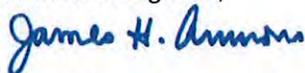
Dear President Shields:

I am pleased to recommend Mr. Ivan Johnson for the Assistant Director of Financial Aid at Southern University in New Orleans (SUNO). Mr. Johnson will be reporting to the Director of Financial Aid. His salary will be \$60,000 annually with an effective start date of May 1, 2024. Mr. Johnson received his undergraduate degree in Special Education and Master of Education in Learning Design and Technology from Post University. Ivan has worked previously as a Director of Financial Aid at Fortis College for seven years and has a passion for aiding students.

Mr. Johnson has the abilities, knowledge, and skillset to contribute significantly to the Office of Financial Aid and SUNO's long-term sustainability plan. He would be a great asset to the Financial Aid team. Therefore, I am seeking your support and the approval of the Southern University System Board of Supervisors for my recommendation.

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

With kind regards,



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

APPROVAL: \_\_\_\_\_  
President Dennis J. Shields  
Southern University and A&M College System

JOB CLASS			
JOB CODE			
CAL ID			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER

CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  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 Deshon Robertson Reason Left Other Employment  
 Date Left 01/15/24 Salary Paid \$58,000

**Profile of Person Recommended**

Length of Employment n/a To n/a

Effective Date May 1, 2024

Name Ivan Johnson SS# xxx-xx- Sex M Race\* Black

Position Title: Assistant Director, Financial Aid Department: Financial Aid

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 7 years Southern University Experience n/a

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.Ed., Learning Design &amp; Tech</u>	<u>Post University</u>	<u>2023</u>
	<u>B.A., Special Education</u>	<u>Queens College</u>	<u>2022</u>

Current Employer \_\_\_\_\_

**Personnel Action**

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

Recommended Salary \$60,000 Salary Budgeted \$60,000

Source of Funds General Fund

Identify Budget: \_\_\_\_\_ 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:

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

Source of Funds	Amount
411001 44310 61002 45000	\$60,000

\*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: <u>Jason Callico</u> 3/28/2024 Date	DocuSigned by: <u>Jason Callico</u> 4/3/2024 Date
DocuSigned by: <u>Zachary Johnson</u> 4/3/2024 Date	DocuSigned by: <u>James Amundson, Jr.</u> 4/3/2024 Date
DocuSigned by: <u>J. Bennette Taylor</u> 4/3/2024 Date	DocuSigned by: <u>Adrian White</u> 4/3/2024 Date

President \_\_\_\_\_ Date \_\_\_\_\_ Chairman/S.U. Board Of Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 Business Affairs/Comptroller \_\_\_\_\_ Date \_\_\_\_\_



# Ivan Johnson



To secure a challenging and responsible position that will allow me to utilize my customer service experience and leadership skills.

## Work Experience

---

### **Special Education Teacher**

Macon County Schools

August 2022 to Present

- Performs a variety of assessments and observations to determine the areas in which the student may need extra or modified educational services. Assessment areas may include academic performance, behavior, social development, or physical health.
- Identifies the student's needs and develops related lesson and teaching plans.
- Develops an integrated plan for the education of each child by collaborating with classroom teachers, parents, psychologists, social workers, and other medical and school staff.
- Develops individualized education programs (IEPs) for each student, setting learning goals and adopting modifications as necessary; ensure each student's activities and lessons are planned and organized according to his/her abilities.
- Develops and teaches lessons that provide engaging learning opportunities for small groups and individual students while meeting the required specifications of IEPs and 504 plans.
- Implements IEPs, provides ongoing or follow-up assessments, continually track progress and makes modifications as necessary.
- Collaborates with classroom and homeroom teachers to ensure each student's needs are met and plans are followed.

### **Financial Aid Director**

Fortis College

March 2015 to July 2022

- Collaborate with admissions to support the recruitment of new students.
- Work closely with other campus representatives to ensure that financial aid practices support the retention of students and the timely processing of financial aid.
- Supervise and provide training to staff
- Ensure that the department delivers high-quality customer service
- Award financial aid according to established packaging policies and regulations.
- Provide support for the school's recruiting and admission strategies through the financial aid delivery process for prospective students in coordination with the

### **Call Center Supervisor, FIS Global**

April 2012 to March 2015

- Supervised the daily activity in the call center environment.

- Interviewed potential employee candidates.
- Maintained employee payroll.
- Trained new agents on product knowledge and company policies.
- Provided help-desk support for employees' software and computer issues.
- Followed escalation procedures to open tickets for computer repairs and software installation delivery process.

## Education

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### **Master of Education in Learning Design and Technology**

Post University - Waterbury, CT

June 2022 to June 2023

### **Bachelor in Special Education**

Queens College - Charlotte, NC

November 2021 to May 2022

## Skills

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- Skilled in Windows Operating Systems, Apple Operating System. Experience in Windows XP, 2003, Vista. Knowledge in Microsoft Office Word, Excel, PowerPoint, Access, Outlook. Basics computer operations and repairs.
- Special Education
- Teaching
- Special Needs
- Classroom Management
- Autism Experience
- Developmental Disabilities Experience
- Behavior Management
- Teaching
- Learning technology
- Classroom management
- Training & development
- Operating systems
- Windows
- Interviewing
- Supervising experience
- Recruiting
- Customer service
- Payroll
- Leadership
- Google Suite
- Special education

- Education administration
- Financial services
- Instructional design
- Classroom experience
- Schedule management
- Experience working with students
- Tutoring
- Microsoft Office
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel
- Microsoft Outlook
- Computer literacy
- Computer skills
- Communication skills
- Analysis skills
- Human resources
- Kronos

## Languages

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- English - Expert

## Certifications and Licenses

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### **Special Education Certification**

### **Driver's License**

### **CPR Certification**

### **First Aid Certification**



Office of the Chancellor

**SOUTHERN UNIVERSITY AT NEW ORLEANS**

6400 Press Drive

New Orleans, LA 70126

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April 3, 2024

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

Dear President Shields:

I am pleased to submit the name of Ms. Shantel Lee-Hubbard for the Chief Disbursement Officer at Southern University in New Orleans (SUNO), reporting to the Associate Comptroller. Her salary will be \$62,000 annually with a start date of May 1, 2024. Ms. Lee-Hubbard received her Bachelor of Science in Criminal Justice from Southern University at New Orleans. Ms. Lee-Hubbard has over twelve years of experience in accounting, specifically focused on accounts payable.

Ms. Lee-Hubbard's experience is focused and will support significant contributions to SUNO's Division of Administration and Finance. She will work closely with the Associate Comptroller to manage the accounting services of the University. Therefore, I am seeking your support and the approval of the Southern University System Board of Supervisors to hire this qualified applicant.

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

With kind regards,

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

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

APPROVAL: \_\_\_\_\_

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

JOB CLASS			
JOB CODE			
CAL ID			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form** POSITION NUMBER

CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC \_\_\_ SUAREC \_\_\_ SUNO X SUSLA \_\_\_

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

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

Previous Employee Alonda Gibson Reason Left Promotion  
 Date Left 10/31/24 Salary Paid \$59,987

**Profile of Person Recommended**

Length of Employment n/a To n/a

Effective Date 05/01/2024

Name Shantel Lee-Hubbard SS# xxx-xx- Sex F Race\*

Position Title: Chief Disbursement Officer Department: Comptroller

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

Years Experience 16 years Southern University Experience 0 years

Degree(s): Type/Discipline (BA-Education): B.S., Criminal Justice Institution/Location (SU-Baton Rouge): Southern University at New Orleans Year: 2002  
 \_\_\_  
 \_\_\_

Current Employer

**Personnel Action**

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

Recommended Salary \$62,000 Salary Budgeted \$62,000

Source of Funds General Fund

Identify Budget: \_\_\_ Location \_\_\_  
 Form Code: \_\_\_ Page \_\_\_ Item # \_\_\_

Change of: From To  
 Position n/a Chief Disbursement Officer  
 Status \_\_\_  
 Salary Adjustment n/a 411001 44210 61002 46000

**Financial Aid signature (if, applicable):**

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

Source of Funds	Amount
411001 44210 61002 46000	\$62,000

Comments: (Use back of form)

\*See Reverse Side

**Graduate School signature (if, applicable):**

DocuSigned by: Grady Patterson 4/1/2024 Date  
 DocuSigned by: Alonda Gibson 4/1/2024 Date  
 DocuSigned by: J. Bernette Saylor 4/2/2024 Date  
 Director/Personnel

DocuSigned by: Alonda Gibson 4/1/2024 Date  
 DocuSigned by: James Summers, Jr. 4/3/2024 Date  
 DocuSigned by: Alonda Gibson 4/1/2024 Date  
 Vice President/Finance  
 Business Affairs/Comptroller

President \_\_\_ Date \_\_\_ Chairman/S.U. Board Of Supervisor \_\_\_ Date \_\_\_



# Shantel Lee-Hubbard

A highly resourceful and passionate individual that is detail-oriented, organized, reliable in the completion of projects, effective at multitasking, and experienced in various accounting systems. Significant attributes include: professional and honest communicator, respected and trusted by staff and leaders within the industry, tenacious focus on resolving issues and a loyal liaison of management to associates.

## Work Experience

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### **Accounts Payable**

Odyssey House - New Orleans, LA

March 2022 to Present

- Process general journal entry.
- Reconciled vendor statements to resolve outstanding/duplicate payment issues.
- Reconciled statements received from vendors.
- Produced accounts payable checks. Serve as the point of support for customers and/or vendors.
- Maintained applicable accounts payable files in adherence with the company's policy and procedures.
- Assist with various projects as assigned by the direct manager.
- Reconciled vendor statements to resolve outstanding/duplicate payment issues..
- Reconciled statements received from vendors.
- Produced accounts payable checks. Serve as the point of support for customers and/or vendors.
- Maintained applicable accounts payable files in adherence with the company's policy and procedures.
- Processed requisitions and purchase orders

### **Accounts Payable / Receivable**

Hotel Saint Vincent - New Orleans, LA

May 2021 to January 2022

- Distribute invoices to appropriate departments for approval..
- Reconciled vendor statements to resolve outstanding/duplicate payment issues..
- Reconciled statements received from vendors.
- Produced accounts payable checks. Serve as the point of support for customers and/or vendors.
- Maintained applicable accounts payable files in adherence with the company's policy and procedures.
- Assist with various projects as assigned by the direct manager..

### **Staff Professional, Risk Manager**

Marriott International - Atlanta, GA

August 2016 to August 2020

- Managed 75-150 casualty claims on assignment.
- Investigated, evaluated and disposed of claims promptly.
- Secure documents to facilitate timely loss adjustments and maintain settlements
- Completed required service calls to claimants.

- Schedule and hold monthly credit meetings to review delinquent accounts.
- Evaluated claims for potential third party or subrogation recovery.

### **Accounts Receivable**

W Atlanta Midtown - Atlanta, GA

December 2015 to August 2016

- Invoice multiple properties and allocate charges to the property via journal entry.
- Processed billing and adjustments for clients and large groups.
- Compile and distribute methods of payment information for various customers.
- Prepare and complete balance sheet reconciliation each month.
- Schedule and hold monthly credit meetings to review delinquent accounts.
- Check and respond to guest calls and emails.

### **General Accountant**

Renaissance Concourse - Atlanta, GA

May 2012 to December 2015

- Responsible for General Cashier duties, including preparing deposits for front office and outlets.
- Conducted random bank audits every month.
- Reconciled billing differences between clients and company records
- Answered all billing inquiries in a timely manner to ensure excellent customer service.
- Prepared all group departure bills for Event Management to review.
- Collected bad debt and prepared Executive Team report for month-end meeting
- Requested credits/write-offs on uncollectible accounts and uncollectible items
- Monitored the BET's that was sent to resolve in BARR

### **General Accountant**

New Orleans Marriott - New Orleans, LA

March 2008 to May 2012

- Process various refunds for transient and group accounts.
- Resolved Business Exception Tracking (BET's) on a daily basis
- Reconciled transient, Expedia, Travelocity, Priceline and various cruise line accounts on a daily basis.
- Collected bad debt and prepared Executive Team report for month-end meeting
- Assist managerial team in collection of outstanding balances from various accounts.
- Monitored the BET's that was sent to resolve in BARR

## **Education**

---

### **Bachelor of Science in Criminal Justice**

Southern University - New Orleans, LA

May 2002

## **Skills**

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- Well regarded for interpersonal, written and verbal communication skills
- Effectively handle multiple tasks simultaneously
- Strong hospitality skills

- Ability to prioritize my workload
- Demonstrate strong leadership skills, as well as a team player
- OnDemand
- PMS
- NGS
- GCS
- Series
- Peoplesoft
- Words
- Accounting
- Accounts receivable
- Customer service
- Leadership



**Southern University at New Orleans**  
**Office of Human Resources**  
**Job Description**

## **Chief Disbursement Officer**

### **FLSA Classification**

Exempt

### **Salary Range/Grade**

Salary Range: \$50,000 - \$70,000

Grade: To be determined.

### **Reports to**

Associate Comptroller

### **Date**

April 1, 2024

## **Job Description**

### **Summary/objective**

The Division of Finance and Administration is principally responsible for the stewardship of the University's resources - financial, physical and information technology. We are committed to continuously improving the services provided to meet the needs of the faculty, staff, and students that we serve. Therefore, the Chief Disbursement Office must practice high ethical and moral standards, practice excellent professional behavior and commit to the department objectives.

The Chief Disbursement Officer will manage all aspects of accounts payable (including vendor payment, student stipends and travel reimbursements, etc.). The Chief Disbursement Officer must address all vendor inquiries and works closely with the Chief Accountant Officer in resolving issues related to invoice payments. He or she must be able to assimilate and organize a wide range of accounts payable and administrative tasks, meet deadlines, work independently and prioritize job duties. This position develops and maintains effective and harmonious working relationships the with end user departments, insuring cooperative efforts in accomplishing the shared goals and objectives in support of the institutional mission. The Chief Disbursement Officer has the ability

to demonstrate exceptional customer service skills and interpersonal skills along with the ability to communicate effectively, both verbally and in writing.

### **Essential functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

1. Process requests for payment to include: purchase orders, departmental invoices, and contracts.
2. Receives all written communication between vendors and departments, monitors AP email account, and communicates to respective departments/vendors.
3. Researches files to handle inquiries with reference to the status of payments, unpaid invoices, unpaid departmental invoices, unpaid purchase orders, and open commitments.
4. Maintains up-to-date files on materials received for processing.
5. Assures that files are maintained on vendors.
6. Develops appropriate responses for vendors inquiring with reference to tax status.
7. Coordinates the assembly of various documents required to resolve problems, requisitions, or deliveries of goods or services.
8. Assures that appropriate voucher logs are maintained on an up-to-date basis.
9. Verifies materials batched to assure that documentation is complete, accurate, and in proper form.
10. Digitally stores all batches, invoices, payments, etc.
11. Assembles properly batched materials for processing in the system.
12. Verifies documents for processing are coded to the correct account.
13. Prepare journal entries involving AP transactions.
14. Supervises the Travel Specialist.
15. Approves travel and purchasing card transactions, ensuring proper administration of the LaCarte, CBA, and travel procurement card program by analyzing, monitoring and reinforcing control environment to ensure cardholders are in compliance with established policies and procedures.
16. Prepares the annual 1099 reports and makes necessary adjustments to ensure accuracy and timeliness of submittal of the files to the IRS and forms to the vendors.
17. Set up AP accruals for year-end closing and assists in other year-end closing tasks.
18. Other duties as assigned.

## Competencies

- Attention to detail. May go through a number of payment requests and bills in a given day and must be able to analyze, pay and record each transaction. Must ensure that all documentation fits policy and supports the payment. Must accurately input payment details and the payee's information.
- Organization and prioritization. Must maintain a well-organized system to match the right documents to the right files and payments. Must be able to prioritize payments based on due dates, amounts and the relationship with the payee.
- Teamwork and communication. Must be able to effectively communicate with other team members to establish proper record-keeping and to ensure that everyone is aware of how transactions are processed.
- Must have a good working knowledge of accounting systems and technology. Must have the ability to work with spreadsheets with advanced knowledge preferred.

## Work environment

Office setting.

## Physical demands

Ability to sit/stand/walk at will; Ability to climb stairs; Ability to communicate verbally and in writing; Ability to use a keyboard; and Ability to lift or carry up to 10 pounds.

## Travel required

0%.

## Required education and experience

- Bachelor's degree in accounting, finance, business administration or related discipline.
- Four years of Accounts Payable experience.
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.

## Preferred education and experience

- Experience at an institution of higher education is preferred.

- Experience with BANNER financial modules is desired.

**Additional eligibility requirements**

Not applicable.

**Affirmative Action/EEO statement**

Southern University at New Orleans is an Equal Opportunity Employer.

**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:

Area Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_

HR Director \_\_\_\_\_ Date \_\_\_\_\_

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

**Southern University of New Orleans (SUNO) is an Equal Opportunity Employer.**

**Non-Discrimination 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 at New Orleans (SUNO) 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 of educational programs and policies, scholarship and loan programs, and athletic or other College-administered programs. Discriminatory acts of any kind are strictly forbidden.

**American with Disabilities Act (ADA) Statement**

Southern University of New Orleans (SUNO) complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources.



**SOUTHERN UNIVERSITY AT NEW ORLEANS**

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

**Office of the Chancellor**

April 3, 2024

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

Dear President Shields:

I am pleased to submit the name of Mr. Courtney Smith for the Director of Residential Life and Housing at Southern University at New Orleans (SUNO). Mr. Smith will be reporting to the Vice Chancellor for Enrollment Management and Student Success. His salary will be \$65,000 annually with an effective start date of May 1, 2024. Mr. Smith currently serves as the Assistant Director for Residential Life and Housing at SUNO and previously served as the Director for Admissions and Recruitment at Alcorn State University and University Housing and Technology Coordinator at Alabama A&M University.

Courtney Smith has the organizational skills, experience in group management mobilization, position knowledge, and residential life training to contribute significantly and implement ideal college housing options at SUNO. He is a great asset to the Enrollment Management and Student Success team. Therefore, I am seeking your support and approval to promote Mr. Smith after being identified as the top candidate in the search.

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

With kind regards,

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

APPROVAL: \_\_\_\_\_  
President Dennis J. Shields  
Southern University and A&M College System

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER

CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  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 Chad Williams-Bey Reason Left Terminated  
 Date Left 02/29/2024 Salary Paid \$59,000

**Profile of Person Recommended**

Length of Employment 06/19/2023 To present

Effective Date 05/01/2024

Name Courtney Smith SS# xxx-xx- Sex M Race\* Black

Position Title: Director, Residential Life & Housing Department: Residential Life & Housing

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

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

Years Experience 10 Years Southern University Experience 11 months

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.Ed., Educational Admin</u>	<u>Prairie View A&amp;M University</u>	<u>2008</u>
	<u>B.A., Political Science</u>	<u>Prairie View A&amp;M University</u>	<u>2006</u>

Current Employer \_\_\_\_\_

**Personnel Action**

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

Recommended Salary \$65,000 Salary Budgeted \$65,000

Source of Funds Residential Housing

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: From Assistant Director, Res Life & Housing To Director, Res Life & Housing  
 Position \_\_\_\_\_ Status \_\_\_\_\_ Salary Adjustment \_\_\_\_\_

**Financial Aid signature (if, applicable):**

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
416030 41900 61002 49000	\$65,000

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

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

DocuSigned by: <u>Barker Johnson</u> Supervisor 3/28/2024	DocuSigned by: <u>Barker Johnson</u> Dean/Unit Head 3/28/2024
DocuSigned by: <u>Barker Johnson</u> Vice Chancellor 3/28/2024	DocuSigned by: <u>James Summers, Jr.</u> Chancellor 3/28/2024
DocuSigned by: <u>J. Bennette Taylor</u> Director/Personnel 3/28/2024	DocuSigned by: <u>Adrian White</u> Vice President/Finance Business Affairs/Comptroller 3/28/2024
President _____ Date _____	Chairman/S.U. Board Of Supervisor _____ Date _____



**Courtney Smith**



**Summary**

A proven and highly motivated results-orientated Admissions & Recruitment Enrollment Manager, offering versatile office management and leadership skills. Strong planner and problem solver who readily adapts to change. Excellent ability to juggle multiple priorities, meet tight deadlines effectively oversee student needs.

Strong organizational skills in working environment	Strong ability to compile information & reports
Experienced in group Management mobilization	Excellent leadership skills

**Employment Experiences**

**Assistant Director of Housing and Residential Life -**

June 2023- Present

Southern University at New Orleans, New Orleans, LA

Responsible for the total student development program within a residence hall area, including the supervision and development of the GRC and RA student staff, development of a healthy community environment, housing operations, crisis response and the coordination of a secondary assignment that supports the processes of the Office

On a small, collaborative campus, Assistant Directors also have the opportunity to be involved in campus-wide initiatives that will expose them to a number of different areas in student development and higher education

Develop and implement strategies and initiatives to create a safe, healthy, educational and inclusive residential environment

Oversee the completion of Room Condition Reports, Roommate Agreements, and periodic room inspections

Oversee area opening and closing processes

Meet with students as needed and provide referrals to University resources

Communicate and respond to concerns from parents, guardians, and other constituents

Report student concerns through appropriate channels

Follow up with students as directed by Office or Divisional leadership

Responsibilities include supervising professional staff members, being the primary point person for all administrative functions within the area, as well as working directly with the director and associate directors to ensure safe, clean, developed communities

This position serves as a catalyst for student engagement in the residence hall communities and role-models' daily interactions with students for other professional staff

**Director of Admissions & Recruiting -**

June 2022- June 2023

Alcorn State University, Lorman, MS

Provides leadership and facilitates program successes in student recruitment and admissions. lead, directs, and collaboratively develops and facilitates the execution of a student recruitment plan that results in the enrollment of an optimal number of students annually, per the University's Strategic Plan. Establishes goals for admissions department and representatives

Provides administrators and other offices with detailed and well-planned student forecasts; Oversees student projections, no shows and student drop rates

Builds relationships with prospective students by initiating communications with prospective students and their parents

Conducts second interviews with prospective enrollees to ensure successful completion and placement

Motivates admissions staff to meet and/or exceed campus targets and standards on an on-going basis

Assists with the organization, preparation and delivery of the communication flow

Works in collaboration and cooperation with other departments and academic divisions to achieve departmental/university goals for recruitment and admissions

Provides continual evaluation of processes and procedures for recruiting students

Organizes and participates in on-campus and off-campus recruitment and enrollment activities, including high school and college fairs

Maintains compliance for the University to admit international students; Serves as Designated Officer (DO) for undergraduate international students

**Senior Admissions Counselor/ Recruiter -**

August 2018- June 2022

Alabama A & M University, Normal, AL

Communicate with prospective students, parents and community through appointment, telephone, email and other materials;

Assist with the development of enrollment marketing publications and communications including letters, brochures, website posting, electronic mail and other medium;

Determine admissibility, transferability of credit, and residency for new and readmitted undergraduate students; classifies and places students into appropriate academic units;

Present information about the benefits of an education from the department, college or area being represented at onsite locations and to on-campus visitors;

Foster and develop relationships with schools or other areas being recruited;

Compile recruitment data from Banner and other academic records;

Visit schools and colleges, speak to groups and individual students, and meets with school officials to develop partnerships between the University and other institutions throughout the state; coordinates community workshops, retreats, and on-site admissions programs;

Advise students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, transfer of credit, and financial assistance, as appropriate;

Contribute to the institutional database of prospective/potential and current students in the state;

Audit student data and conducts statistical research to target population for recruitment and judge recruitment effectiveness;

Analyze trends in student recruitment and retention programs; designs and implements recruitment programs for targeted groups of potential students, and develops strategies for program evaluation; Participate in the development of operating goals and objectives for the unit; recommends, implements, and administers methods and procedures to enhance operations, as appropriate to the unit;

**University Housing & Technology Coordinator-**

March 2018- August 2018

Alabama A & M University, Normal, AL

Coordinate the ongoing housing application process and annual housing renewal process;  
Coordinate the mechanics of assignments including special interest living communities and living learning communities that are placed within the residence halls;  
Work with Athletics to gather break housing needs, and coordinate the placement/reassignment of athletes when the residence halls are closed during the academic year;  
Plan and coordinate the logistical aspects of summer housing programs that are sponsored by Alabama A&M University;  
Provide professional, customer service oriented response to students, parents, and guardians as limited by federal and state laws;  
Responsible for updating, creating and dissemination of electronic messaging in the form of posters, flyers, and on-line website marketing materials related to the housing calendar information and the registration process;

**College Career Readiness Counselor- UT- Outreach**

September 2016- March 2018

University of Texas- Austin, Houston, TX

Educate students about the college application process and alternative options for students who are not college-bound;  
Exert knowledge to better guide Juniors and Seniors through application process, college/career search, and college preparedness;  
Coordinate College Fairs, FAFSA Workshops, College Admission Fairs, Recruitment, & Scholarship Workshops;  
Coordinate college trips, educational retreats and workshops (parents and students);  
Organize workshops (monthly) for parents, related to the high school/college application process  
Setting up recruitment events for high school students who have accepted admissions to Colleges and Universities;

**Scholarship Counselor- Office of Student Financial Aid & Scholarship**

February 2013 –September 2016

Prairie View A & M University, Prairie View, TX

Assist in ensuring compliance with Title IV Federal funding, state and NCAA regulations and enhancing internal controls;  
Develop procedures to ensure compliance with mandated regulations; assist in audit reviews and policy implementation; compose financial aid award agreements; maintain and update the scholarships criteria database as needed; review on a continuous basis, accounts for funding availability; revise scholarship applications and information for distribution; assist students with scholarship searches; Counsel prospective and current students and families concerning financial aid including the application and awarding process, budgeting, and the securing of resources to meet expenses; respond to

electronic, written, and verbal communications regarding financial aid;  
 Serve as mediator between account holders and department heads to ensure compliance of established award criteria; prepare, coordinate, and conduct presentations and workshops on financial aid related information at both on-campus and off-campus programs; provide support for federal, state, institutional, and private financial aid programs;

**Learning Community Manager-University College Residential Housing** August 2006-February 2013  
 Prairie View A & M University, Prairie View, TX

Managed a staff of 25 or more Community Assistants, Technicians, and 1428 Residents;  
 Administered counseling, mentoring, and referral services; Implemented curricular and social events while assisting with supervision of study halls; Assisted students with conflict resolution and handling student discipline and policy enforcement, documenting and submitting incident reports within 24 hours of occurrence;  
 Provided great customer service; Arranged work schedules & prepared monthly payroll for Community Assistants and Residential Service Technicians; Counseled and advised students on academic issues relating to their major & assisted students with major declaration;  
 Assisted academic advising for new, transfer, continuing students, registration & recruitment for potential student & recruited for American Campus Communities Housing Campaign through marketing, & social networks;

**Education**

<b>Prairie View A &amp; M University B.A. in Political Science</b>	<b>2001-2006</b>
<b>Prairie View A &amp; M University M.Ed in Educational Administration</b>	<b>2006-2008</b>



**SOUTHERN  
UNIVERSITY**  
AND AGRICULTURAL & MECHANICAL COLLEGE

Student Health Services  
P.O. Box 10174  
Baton Rouge, Louisiana 70813 2021  
Phone (225) 771-4770

Baranco-Hill Health Center  
3770 Elton C. Harrison Drive  
Fax (225) 771-6225

February 14, 2024

Frederick C. Walton Ph.D.  
Vice Chancellor for Student Affairs  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

Dr. Walton,

After careful review over the past year, I am requesting the following new position title and appointment of Bianca Loyd Pharm.D, RPh as a Staff Pharmacist full time at the Student Health Center. This position will serve as additional pharmacy staff personnel for the Student Health Center and will receive direct supervision by the Pharmacist in Charge. Dr. Loyd served initially as a part time special hire and later became part time staff pharmacist to fulfill the immediate need of pharmacy coverage in Student Health. Since coming aboard nearly 2 years, she has shown professionalism in relating to and in educating of our students concerning health and pharmacy services. Dr. Loyd is a 2012 graduate of Southern University and demonstrates a passion to give back her skills and talents to the university. Therefore, I am requesting a waiver of announcement of this position and the appointment of Dr. Loyd with a fair market salary of \$103,000 annually for this full-time position.

The ability to offer onsite pharmacy services to our students remains a vital tool to overcome the healthcare disparities in our community. Likewise, the ability to staff the pharmacy adequately will prevent the disruption of services to our students and provide fulltime coverage without closures during lunch hours or special events. The presence of two pharmacists will support and enable our vision to initiate pharmacy internships and pre-pharmacy programs thru partnerships with accredited pharmacy programs.

Thank you for your consideration.

Greta Wilkes M.D. Director, Student Health

F. Carl Walton Ph.D. Vice Chancellor for Student Affairs

John K. Pierre  
Interim Executive Vice President

Dennis J. Shields

President

POS CLASS					
EMP CLASS					
HI		RT		LV	

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	M	9	6	7	9
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CAMPUS: SUS \_\_\_\_\_ SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

TYPE OF APPOINTMENT:

<input type="checkbox"/> Academic (Fac)	<input checked="" type="checkbox"/> Non-Academic (Uncl)	<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	(must be indicated if less than 100%)	<input type="checkbox"/> Detail #of mos _____
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee N/A Reason Left \_\_\_\_\_  
 Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment \_\_\_\_\_ To \_\_\_\_\_  
 Effective Date of Employment May 1, 2024

Name Bianca Loyd Pharm D SS# \_\_\_\_\_ Sex Female Race\* B  
 (Last 4 digits only)

Position Title: Staff Pharmacist Department: Student Health

Check One  Existing Position \*Visa Type (Sec 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 PAF, if applicable.)

Years Experience 7 years Southern University Experience 2 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS Biology</u>	<u>Southern University- Baton Rouge</u>	<u>2912</u>
	<u>Doctorate of Pharmacy</u>	<u>Xavier University- New Orleans</u>	<u>2021</u>

Current Employer \_\_\_\_\_

**Personnel Action**

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

Annual Salary \$103,000.00 Salary Budgeted \$103,000.00 Hourly Rate, if applicable: \_\_\_\_\_

Pay Cycle: \_\_\_\_\_ Biweekly  Monthly \_\_\_\_\_ Faculty \_\_\_\_\_

Source of Funds: Student Health Identify Budget: 216060-27401 Location: \_\_\_\_\_

Change of:

	<u>From</u>	<u>To</u>
Position:	_____	_____
Status:	<u>Part time</u>	<u>Full time</u>
Salary Adjustment:	<u>\$55.00 hourly</u>	<u>\$103,000.00 annually</u>

Financial Aid signature (if, applicable):

Source of Funds (Current)	Amount
216060-27401-29000	\$103,000.00

List total funds currently paid this employee by Southern University:  
 \*See Reverse Side  
 Comments: (Use back of form)

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

<u>[Signature]</u> 04/04/2024 Supervisor Date	<u>[Signature]</u> 4/3/24 Dean/Unit Head Date
<u>[Signature]</u> 4-4-24 Vice Chancellor Date	Chancellor Date
Director/Personnel Date	Vice President/Finance 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.

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**COMMENTS:**

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**Must be completed by hiring supervisor:**

EMPLOYEE REGULAR WORK SCHEDULE: Monday-Friday 8AM to 5PM  
EMPLOYEE DIRECT SUPERVISOR: Alexis Gosserand Pharm D/Greta Wilkes MD.  
SUPERVISOR/DEPARTMENT CONTACT NUMBER Student Affairs 225-771-3922  
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):**

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

---

**Do Not Write Below This Area - For Human Resource 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](http://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 STUDENT HEALTH CENTER**  
**Job Description**

**JOB TITLE: STAFF PHARMACIST FULL-TIME**

**DEPARTMENT: Student Health Center**

**REPORTS TO: Pharmacist-In-Charge/ Director Student Health/Louisiana Board of Pharmacy/DEA**

**JOB SUMMARY:**

To serve as Staff Pharmacist part time and perform duties in accordance with Chapter 11 of Title 46 of the Louisiana Board of Pharmacy law

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other assignments, projects, and duties may be required:**

1. Serve with, communicate to and assist the Pharmacist-In-Charge with pharmacy operations for the Student Health Center pharmacy.
2. Dispense medications and provide pharmacy services to Southern University students using proper pharmacy procedure.
3. Plans pharmacy purchasing, storage and dispensing as instructed by the Pharmacist-In-Charge.
4. Responsible for compliance with the requirements for continuing permit status and the pharmacy's portion of licensing, certification or accreditation standards for the Student Health Center and Southern University.
5. Adheres to and maintains specifications for use of pharmacy equipment.
6. Maintains and updates the formulary to provide current and new product information to clinic providers.
7. Assists with the preparation of inventory reports, statistical reports and budget requests.
8. Assure the monitoring and evaluation of the quality and appropriateness of patient services provided by the pharmacy department.
9. Adheres to established quality control criteria and audit findings for compliance to ensure program effectiveness
10. Ensure the availability of medical emergency supplies, drugs and pharmaceutical services
11. Participate in staff outreach and off-site health care programs in the service area as assigned by the Student Health Director or Southern University Administrators.
12. Complies with any Infection Control plan, which includes personally utilizing universal precautions.
13. Participate in peer review, quality assurance, provider meetings, and other clinical meetings.

14. Assist in updating protocols and principles of practice as requested by regulatory agencies and Southern University.
15. Assist in outside medical/pharmaceutical public relations functions as approved by the Student Health Director.
16. Adhere to productivity standards and meet at least the minimum requirement to provide quality and timely pharmacy services to students of Southern University.
17. Maintain all prescription records in a readily retrievable format in accordance with Louisiana Board of Pharmacy and DEA guidelines
18. Ensure the security of the pharmacy and its contents at all times

**SUPERVISORY RESPONSIBILITIES:**

May exercise functional supervision of pharmacy operational services in the absence of the Pharmacist-In-Charge

**QUALIFICATIONS:**

1. Current Louisiana license to practice pharmacy plus two years of experience as a licensed pharmacist
2. A doctorate in pharmacy or completion of an accredited pharmacy residency program will substitute for two years of required experience.
3. Position may require additional experience or training based upon compliance with the Student Health Center and Southern University employee regulations or protocols

BIANCA LOYD

Bianca.Loyd@outlook.com

1-

## EXPERIENCE

2022-PRESENT

Pharmacist, CVS/PHARMACY

- Provide care to customers (e.g. processed and accurately dispensed prescription orders, counseled customers regarding health care and prescription medication needs)
- Fill/verify prescriptions and counsel patients
- Administer immunizations (CDC recommended vaccines)

2017-2022

Pharmacy Intern, CVS/PHARMACY

Assist the pharmacy with data entry, billing, filling prescriptions, answer telephones, and wait on customers

2014-2017

Administrative Assistant, Setpoint Integrated Solutions

Process emails and mail invoices to customers, answer telephones, file documents in folders, schedule company meetings and order lunch when needed, order entry for sales representatives, book hotel rooms/flights for employees

## EDUCATION

MAY 2021

DOCTORATE OF PHARMACY, XAVIER UNIVERSITY OF NEW ORLEANS

DECEMBER 2012

BACHELOR OF SCIENCE IN BIOLOGY, SOUTHERN UNIVERSITY A&M COLLEGE

## LICENSURE

- 2022-Present- Louisiana Board of Pharmacy  
-Pharmacist: PST.024318
- 2017-2021 -Louisiana Board of Pharmacy

## **PROFESSIONAL AFFILIATIONS**

- 2017-Present: Christian Pharmacy Fellowship International
- 2017-Present: American Pharmacists Association- Academy of Student Pharmacists
  - 2018-2019: Operation Immunization Co-Chair
  - 2019-2020: OTC Medication Chair
- 2018-Present: Student National Pharmaceutical Association
- 2018-Present: Louisiana Society of Health-system Pharmacists
- 2018-Present: Student College of Clinical Pharmacy
- 2019: Kappa Psi Pharmaceutical Fraternity Inc.
- 2019-2020: Chaplain of Kappa Psi Pharmaceutical Fraternity Inc.
- 2019-2020: Professional Development Chair of Kappa Psi Fraternity Inc
- 2019-2020: P3 Class Vice President
- 2020-2021: Miss 4<sup>th</sup> year Pharmacy
- 2020-2021: Phi Lambda Sigma Leadership Retreat Coordinator

## **COMMUNITY SERVICE**

Thanksgiving Day Drive: 2017-2020

Operation Christmas Toy Drive: 2017-2020

Trick or Trunk: 2017-2019

MLK Day of Service: 2017-2020

Baton Rouge Free Clinic: 2018

Operation Wellness: 2017-2020

UNCF Walk Health Fair: 2017-2019

New Hope ministry- Free Spirit Women of Victory Health Fair: 2018

Reach Out and Read: 2019

Hands on Nola: 2020

Habitat for Humanity: 2020

**References:**

Dr. Tammy Hart-  
1 Drexel Dr.  
New Orleans, La., 70125  
504-520-5362

Dr. Lakeisha Williams-  
1 Drexel Dr.  
New Orleans, La., 70125  
504-520-5192

Dr. Brittany Singleton-  
1 Drexel Dr.  
New Orleans, La., 70125  
504-520-7308

Samantha Drake,RPh-  
1214 Main St.  
Baker, La. 70714  
225-405-3867

Michelle Mott,RPh-  
1214 Main St.  
Baker, La. 70714  
225-328-9511



*"Linking Citizens of Louisiana with Opportunities for Success"*

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

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

OFFICE OF THE CHANCELLOR-DEAN

March 25, 2024

Dennis J. Shields, President-Chancellor  
Southern University System  
4<sup>th</sup> Floor J. S. Clark Admin Bldg.  
Baton Rouge, LA 70813

**Re: Request for Approval to Waive the Search for a Special Assistant for Stakeholder Engagement for the Southern University Agricultural Research and Extension Center (SUAREC).**

Dear President-Chancellor Shields:

This request is for the approval to waive the search for a Special Assistant for Stakeholder Engagement for the Southern University Agricultural Research and Extension Center (SUAREC). The fulfillment of this position will provide support to the Office of Institutional Advancement and External Relations as well as the College of Ag. Ms. D'Andrea Lee has been identified as the preferred candidate for this position.

Ms. Lee has been employed with the Southern University System since 1997. Ms. Lee's versatile background in student services, protocol and hospitality services makes her the ideal candidate for this position. This position will be crucial in maintaining positive relationships with key stakeholders and supporting various functions across both departments.

Therefore, I am recommending the appointment of Ms. D'Andrea Lee as the Special Assistant for Stakeholder Engagement at an annual salary of \$100,589, effective April 1, 2024. The funding source for this position is State Funds.

If you have any questions or need additional information, please do not hesitate to contact me. Thank you in advance for your consideration.

Sincerely,

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

Orlando F. McMeans, PhD  
Chancellor-Dean

Approval:

\_\_\_\_\_  
Dennis J. Shields                      Date  
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

Personnel Action Form

POSITION NUMBER									
-----------------	--	--	--	--	--	--	--	--	--

CAMPUS: SUS      SUBR      SULAC      SUAREC X SUNO      SUSLA     

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

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

Previous Employee N/A Renson Left       
 Date Left      Salary Paid     

**Profile of Person Recommended**

Length of Employment      To       
 Effective Date April 1, 2024

Name D'Andrea Joshua Lee SS# U01375844 Sex Female Race\* AA  
("S" number)

Position Title: Special Assistant for Stakeholder Engagement Department: Communications/External Relations

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

U	S
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 New Position Expiration Date:     

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

Years Experience 27+ Years Southern University Experience 27 Years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS-Business Administration</u>	<u>Southern University and A&amp;M College-Baton Rouge, LA</u>	<u>1984</u>
	<u>MS-Administration &amp; Supervision</u>	<u>Southern University and A&amp;M College-Baton Rouge, LA</u>	<u>2007</u>

Current Employer Southern University

**Personnel Action**

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

Recommended Salary \$100,586 Salary Budgeted \$100,586

Source of Funds State Funds

Identify Budget: 611001-64050-66000-76% Location       
627001-66100-66000-24%  
 Form Code:      Page      Item #     

Change of: From To  
 Position Director of Call Center Special Assistant for Stakeholder Engagement  
 Status Full-time Full-Time  
 Salary \$100,586 \$100,586  
 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
211001-21051-61002-26000	30.4%
220495-21051-61002-24100	69.5%

\*See Reverse Side

Graduate School signature (if, applicable):

Katrina A. Williams Kenita Marshall 04/02/2024  
 Supervisor Date

Katrina A. Williams Kenita Marshall 04/02/2024  
 Dean/Unit Head Date

Katrina A. Williams Kenita Marshall 04/02/2024  
 Vice Chancellor Date

CL 04/02/2024  
 Chancellor Date

Donald Hays 4/03/24  
 Director/Personnel Date

Flankin McCon...  
 Vice President/Finance  
 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 America, and who maintains cultural identification through tribal affiliation or community recognition.

**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:** Monday – Friday 8:00 am – 5 pm

**EMPLOYEE DIRECT SUPERVISOR:** Dr. Katara Williams/Dr. Renita Marshall

**SUPERVISOR/DEPARTMENT CONTACT NUMBER:** (225) 771-3660

**NUMBER OF EMPLOYEES SUPERVISED, (if any):** 0

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

<u>TYPE</u>	<u>FUNDS AVAILABLE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	OFFICE OF THE AGRICULTURAL RESEARCH AND EXTENSION	US	
Resident Alien	SOUTHERN UNIVERSITY SYSTEM	RA	
H-1 Visa (Distinguished Merit & Ability)	<i>Brunetta D. Williams</i>	H1	
J-1 Visa (Exchange Visitor Program)	<i>Dr. Katara Williams</i>	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	FINANCE & ADMINISTRATION DEPARTMENT	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/Fact/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)



## **D'ANDREA JOSHUA LEE**

*Email: dandrea.joshualee@sus.edu*

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### **Professional Resume**

- *Senior manager with more than 25 years of progressively responsible leadership experience at a post-secondary state institution as well as an Accredited Law School, with success in maintenance and management of student records and administrative data processing at all levels of the academic student's educational experience.*
- *Strong and proven leadership with the ability to collaborate with other student service offices to provide reliable, efficient, and accurate reporting while maintaining the integrity of institutional student records as well as the reputation of a University's Office of the Registrar and Enrollment Management. Currently developing the SUBR Customer Service Call Center and Quality Assurance Operations. My administrative leadership skills and success with Customer Relations in all areas of student support services has afforded me the opportunity to provide troubleshooting support in the areas of Customer Service Management and Student Services at all levels of Enrollment Management and Academic Affairs and Student Affairs.*
- *Provides professional chief protocol and hospitality services for the Chancellor-President while coordinating Special Events and hosting special guests and dignitaries for the President and Board of Supervisors.*

### **PROFESSIONAL EXPERIENCE**

#### Maintenance/Statistical reporting

- *Maintains accurate statistical data of all matriculated students' enrollment and academic history, provides quality assurance of degree auditing and completion data of all graduating students. Ensures all applicants are provided accurate information for the Certification of Bar Admissions which includes verification of earned degree and data that applies to the student's Character and Fitness.*
- *Supervise efficient management of the filing system of student records, and the confidential contents of all documents within student files.*
- *Coordinates all on-going ad hoc request for data, including internal and external reporting to Board of Regents, State Legislative Auditors, and system auditors.*
- *Coordinates enrollment data as well as the Southern University Law Center's ABA reports, IPEDS, and LSAC Matriculation of Cohorts Correlation Study Data. Provides the statistical data to the U.S. News and World Reports for Law Schools.*

- *Complies and distributes weekly registration and enrollment reports, end of semester reports to various executive and administrative units*
- *Electronically submits monthly enrollment data and degree verification to the National Student Clearinghouse.*

#### Administration

- *Performs supervisory duties including hiring new employees and directs the training and cross training of all staff members.*
- *Supervises all auditing reporting along with report drafting.*
- *Coordinates the maintenance of the Student Registration Data System and all course registration activities.*
- *Highly proficient in the Banner 9 Web Registration and functional on all student registration operations.*
- *Supports and coordinates Office of External Affairs with Events for various departments and community relations and serves as a head hostess for special events as the Protocol Officer.*
- *Implemented the 1<sup>st</sup> Quality Assurance Customer Service Call Center. Proficient in all areas of providing Customer Service Employee Training and Development Workshops. Specialized skills in the ability to train all Student Service Leaders and Student Workers on the FERPA and HIPPA Compliance and Confidentiality Policies.*

#### Coordination/Evaluation

- *Collaborates with the Chancellor and Vice Chancellors to evaluate and certify candidates for graduation, order diplomas and manage purchase order contracts.*
- *Coordinator of University Commencement, Convocations, and all related Special Event planning.*
- *Coordinates the on-line course scheduling of classes and other activities that enhance the student and Faculty developmental process.*
- *Assists with preparation of the academic calendar and curriculum catalog and enforces all policies within the Academic and Student Services Catalog entries.*
- *Provides customer service staff training and task management development within the Office of Enrollment Management and all areas of the student registration departments.*

### **Employment History**

- |                     |                                                                                                                                                                                                                                                                                                                                            |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2021-Present</b> | <b><u>Director of Call Center and Quality Assurance / Coordinator of Special Events</u></b> <ul style="list-style-type: none"> <li>• <i>Office of Enrollment Management, Southern University A &amp; M College</i></li> <li>• <i>Office of External Affairs and University Relations/Communications, Baton Rouge, Louisiana</i></li> </ul> |
| <b>2013-2021</b>    | <b><u>Director of Records and Enrollment Management/Registrar,</u></b><br><i>Southern University Law Center, Baton Rouge, Louisiana</i>                                                                                                                                                                                                    |

- 2012-2013 Assistant Vice Chancellor of Records and Enrollment Management,  
Southern University Law Center, Baton Rouge, Louisiana
- 2008-2012 University Registrar,  
Office of the Registrar, Southern University, Baton Rouge, Louisiana
- 2005-2008 Associate Registrar,  
Office of the Registrar, Southern University, Baton Rouge, Louisiana
- 2003-2005 SCHOLARSHIP COMPLIANCE and DATA CONTROLS SPECIALIST,  
Division of Enrollment Management, Southern University, Baton Rouge, LA
- 2001-2003 ASSOCIATE DIRECTOR of the FINANCIAL AID OFFICE!  
Office of Financial Aid, Southern University, Baton Rouge, Louisiana
- 1997 - 2001 SOUTHERN UNIVERSITY SCHOLARSHIP COMPLIANCE OFFICER!  
Consumer Information Coordinator, Baton Rouge, Louisiana

#### *Education*

B.S. Business Administration/Secondary Education

*Southern University A&M College, Baton Rouge, Louisiana - August 1984*

M.Ed. Administration and Supervision

*Southern University A&M College, Baton Rouge, Louisiana - July 2007*

#### ACCOMPLISHMENTS, Special Skills and Awards

- Employee Supervision Management with excellent Leadership Skills
- *Customer Service Professional Providing Special Services with In-service training to University Employees and Staff*
- Scholarship Compliance Officer-SUBR
- Coordinator and Liaison for LOFSA/TOPS
- Service to several committees providing superior resources
- Southern University's Hospitality Hostess of the President's Special Guest and Dignitaries/Coordinates and Committee Chair of Special Events
- Superior analytical skills with ability to develop new procedures and multi-task projects and timelines
- Instrumental in multitasking – providing reports to Auditors on the System Level, Legislative and State Board of Regents. Proficient in the knowledge of technical support as a Team Leader in the Reaffirmation of SACSCOC.

- *Provides statistical data to the registration committee and pertinent committees involving the registration process while being a visible front-line administrator providing invaluable customer service to our stakeholders.*
- Proficient in SIS Plus Systems and instrumental in the implementation of the Banner 8 and 9 Student Registration System. Project Team Leader for all Student Services Functional areas while providing training to Faculty, Students and all areas that needed student support. Provided consultation to our sister campuses team leaders for the successful implementation and migration of student records.
- Memberships to Louisiana Association of College Registrars and Admissions Officers (LACRAO); Southern Association (SACRAO) and American Association (AACRAO) – Attended state and local conferences to obtain professional development enhancement in Enrollment Management and Student Records Management. Attended conferences, workshops, Webinars and seminars regarding FERPA compliance, customer service and National Student Clearinghouse enrollment verification management reporting.
- University reporting agent for National Student Clearinghouse certifying degree and enrollment verification of students and alumni.
- Recognized for Outstanding Community Partner Award, Student Bar Association Student Body Appreciation for Dedication and Commitment to Students in Law, Outstanding Customer Service Award for Records and Registration
- Life Member of Southern University Alumni Federation

References and Letters of Recommendation are Available upon immediate request.

Dr. Ray Belton

System President-Chancellor of Southern University A & M College

Baton Rouge, Louisiana

Email: [ray\\_belton4799@att.net](mailto:ray_belton4799@att.net)

318/617-2697

Mr. Myron K. Lawson

State Farm Insurance Agent – Alexandria, Louisiana

Chairman of Southern University Board of Supervisors

Email: [myronklawson@gmail.com](mailto:myronklawson@gmail.com)

318/730-1515

## **Special Assistant for Stakeholder Engagement**

Southern University Agricultural Research and Extension Center (75%) &  
College of Agricultural, Human and Environmental Sciences (CAHES) (25%)

The Special Assistant for Stakeholder Engagement will hold a 25% appointment within the Office of the Vice Chancellor for Academics-Associate Dean, and a 75% appointment in the SU Ag Center – Office of Communications, Advancement, and Technology Services. This unique role will encompass a wide range of responsibilities related to stakeholder engagement. This includes support for special events where the individual will be responsible for executing logistics essential to the success of these occasions. Additionally, the role involves the coordination of student activities, management of legislative affairs, community outreach initiatives, and facilitation of donor relations. The individual in this position will play a crucial role in maintaining positive relationships with key stakeholders and supporting various functions across both departments.

### **Duties and Responsibilities**

- Collaborate with the broader team to enhance internal and external communications strategy, including events planning and management.
- Work with the College and the Ag Center to effectively and efficiently execute special projects such as events, exhibitions, student activities, and legislative functions.
- Assist with the expansion of stakeholder engagement through university/campus partnerships and activities. This includes prospective donor engagement and the scheduling of meetings.
- Identify and schedule stakeholder meetings for the Director of Advancement/Vice Chancellors to enhance the SU Ag Center/ CAHES brand and sponsorships.
- Serve as a liaison for internal events/committees where the Ag Center/CAHES is represented.
- Work with the planning committees for the efficient coordination and execution of major Ag Center/CAHES meetings.

- Facilitate the efficient utilization of SU Ag Center/CAHES Administrations' time by assisting with coordination and hosting of external engagements and community functions.
- Perform other duties as assigned.
- Developing and implementing strategies to engage key stakeholders, including government officials, community leaders, industry partners, and nonprofit organizations.
- Organize and attend meetings, workshops, and events to facilitate dialogue and gather feedback from stakeholders.
- Conduct research and analysis to identify emerging issues, trends, and concerns among stakeholders.
- Provide recommendations and advice to leadership on stakeholder engagement initiatives.



March 6, 2024

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

Re: Position Vacancy Authorization and Announcement Waiver Request

Dear Dr. Shields:

The position of Director of Alumni Affairs (DAA) with the Southern University System became vacant due to the resignation of Dr. Kendric Stewart. Due to Dr. Stewart's sudden departure and our reorganization of the office of Alumni Affairs we would like to recommend Darrin Dixon to serve as DAA. Mr. Dixon's resume is attached.

We are requesting a position authorization and vacancy announcement waiver for the DAA position.

Sincerely,

Alfred E. Harrell, III  
Chief Executive Officer  
Southern University System Foundation

APPROVED: \_\_\_\_\_  
Dr. Dennis Shields, President/Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER							
-----------------	--	--	--	--	--	--	--

CAMPUS: SUS X SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH \_\_\_\_\_ XX OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

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

Previous Employee Dr. Kendric Stewart Reason Left \_\_\_\_\_ New Position \_\_\_\_\_  
 Date Left February 23, 2024 Salary Paid \$90,000.00

**Profile of Person Recommended**

Length of Employment \_\_\_\_\_ To \_\_\_\_\_  
 Effective Date May 1, 2024

Name Darrin Dixon SS# 433-57-4254 Sex M Race\* B  
(Last 4 digits only)

Position Title: Director of Alumni Affairs Department: Institutional Advancement

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

--	--	--

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

Years Experience 30 Southern University Experience 4  
 Degree(s): Type/Discipline (BA-Education): Master Business Administration Institution/Location (SU-Baton Rouge): University of Phoenix Year: 2013, June  
B.S., Agricultural Economics Southern University and A&M College 1992, May

Current Employer Winnfield Funeral Home

**Personnel Action**

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

Recommended Salary \$90,000.00 Salary Budgeted \$90,000.00

Source of Funds State

Identify Budget: 111005-11158-61002-16000 Location Alumni Affairs  
 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

\*See Reverse Side Graduate School signature (if, applicable):  
 \_\_\_\_\_ 03/19/24 \_\_\_\_\_ 03/19/24  
 Supervisor Date Dean/Unit Head Date

Vice Chancellor Date Chancellor Date

Director/Personnel Date Vice President/Finance 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: 8:00am-5:00pm  
EMPLOYEE DIRECT SUPERVISOR: Alfred E. Harrel, III  
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-3911  
NUMBER OF EMPLOYEES SUPERVISED, (if any) 3

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

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

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

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

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

**Mr. Darrin L. Dixon**  
7200 Gregory Street  
Shreveport, LA 71108  
(318) 422-6024 (Cell)  
E-Mail: darrin\_dixon@rocketmail.com

**RELEVANT SKILLS:**

Proficient in Microsoft Office (Word, Excel, Power Point)  
Organizing and Creating Non-profit Organizations  
Grant Writing and Proposal Development  
Excellent Oral and Written Communication  
Budgeting and Financial Management  
Managing Federal Grants  
Business Credit Analysis (Economic Development Finance)

**WORK EXPERIENCE:**

**Winnfield Holdings (Winnfield Funeral Home)**

**Vice President of Operations – Funeral Division, September 2022 – Present**

- Participate in the hiring and training of new leadership members
- Coordinate efforts with various teams and Board of Directors as required
- Lead status update meetings with General Managers (weekly huddles)
- Drive collaboration across the organization to identify needs and develop scalable solutions.
- Oversee all team operations, ensuring projects are completed before deadline and within budget
- Responsible for the overall successful operation of the team
- Manage a diverse, multi-disciplined team of professionals
- Prioritize clear objectives and implement strategies to achieve company initiatives
- Ensure **REPS** – Reputation – Experience – Professionalism – Service exceeds consumer expectations
- Responsible for ensuring leadership achieves monthly and annual revenue goals
- Responsible for ensuring locations achieve annual service goals. (10% increase annually)
- Form and lead internal teams, providing training and mentorship as needed.
- Directly and indirectly manage staff with the goal of enhancing professional development and personal growth.
- Evaluate subordinates and provide constructive feedback
- Manage employee concerns through collaboration with Human Resources
- Directly and indirectly manage buildings and vehicles for professional appearance during services

- Build and manage relationships with the community, community leadership, vendors and families.
- Maintain awareness of market and industry trends
- Manage Company operations while supporting practices and enforcing protocol.

### **Southern University at Shreveport**

#### **Center Director for Louisiana Small Business Development Center at SUSLA, October 2020 – August 2022**

- Oversees all aspects of SUSLA SDBC's operations and performance. Contributes to the development, implementation, and updating of the LSBDC's strategic plan.
- Directly responsible for ensuring performance of Center's economic impact goals. Ensure that organizational goals and objectives are accomplished in a timely and thorough manner.
- Assesses, determines, and designs timelines, programs and services that meet the requirements of the local funders, the LSBDC Network, and the US Small Business Administration (SBA).
- Recruits, trains, and supervises full and part-time staff to support administrative, consulting and training operations in the defined LSBDC service area
- Develops, monitors, and reports on annual budgets and performance milestones established in conjunction with funding and programmatic schedules.
- Establish and manage an advisory board comprised of funders, community stakeholders, and small business leaders.

#### **Adjunct Professor, Business Studies, August 2013 – Present**

- Provided instruction in the areas of Introduction to Entrepreneurship, Intro to Business, and Legal Environment for Business
- Administered evaluation tools to determine student learning outcomes
- Posted grades to banner system for midterm and final

#### **Executive Director of Entrepreneurship and Small Business Development Programs /Incubator Manager, July 2003-Present**

- Managed building project for the university-based kitchen incubator
- Responsible for implementing the goals and objectives of the HUD grants
- Built coalitions with community-based organizations and other civic groups
- Mediated between community partners and the University
- Implemented programs and disseminated information that is beneficial to small businesses
- Developed entrepreneurship curriculum
- Planned class curriculum for participants that are served by our community partners
- Organized and facilitate activities for the Project Advisory Council

- Managed the day to day activities of the University business incubator
- Provided technical assistance and other pertinent information to tenants of the incubator and other business interests
- Developed homeownership training and education program
- Wrote and was awarded \$1,520,000 in grants for community economic development activities
- Developed culinary kitchen incubator
- Executive Director of the Southern University Shreveport CDC
- Reviewed and scored grant proposal for the Department of Housing and Urban Development
- Work to build capacity of non-profit organizations

## **Caddo Parish School District**

### **School Board Member, April 2021 – Present**

- Address concerns of constituents of the district
- Introduction and develop of policy
- Hire and evaluate the Superintendent of Schools
- Propose and manage budget

## **American Family Life Assurance Company (AFLAC)**

### **Insurance Producer, August 2002 – June 2003**

- Solicited potential employer groups to provide supplemental health benefits to the employees
- Coordinated benefit programs that were beneficial and tailored for potential employer groups
- Facilitated group meetings to educate potential clients about the products that were available to them through their employer
- Scheduled and conducted enrollment process to allow employees to apply for various insurance benefits
- Provided the company payroll clerk with spreadsheets for employee payroll deductions
- Processed paperwork for claims for individuals who have need

## **East Carroll Parish Police Jury**

### **Police Juror, January 1996 – December 2002**

- Served as member of parish governing authority, supervising five department heads
- Prepared, approved, and oversaw departmental budgets
- Analyzed financial statements
- Negotiated contracts with outside agents

- Planned and implemented new strategies to improve the quality of life for parish residents
- Hired and dismissed departmental heads
- Developed and evaluated policies and procedures which impacted the general constituency and parish employees
- Disposed of personnel concerns and grievances
- Chaired the Sixth Judicial District Prison Board, which governed a \$3 million dollar prison system
- Provided oversight to the East Carroll Parish Head Start program to ensure that the program functioned in accordance with Federal Performance Standards
- Provided oversight for the parish housing authority
- Provide oversight to the Parish Section 8 program □ Active member of the Louisiana NARHO

## **Harris Funeral Home**

### **Funeral Director, July 1994 – June 2002**

- Assisted in the management of a funeral services business
- Directed funeral services
- Conducted family arrangement conferences
- Counseled bereaved family members
- Maintained all funeral and death records as required by the State of Louisiana
- Recruited and enrolled life insurance clients as well as collected monthly premiums

## **Town of Lake Providence**

### **Assistant Coordinator (Empowerment Zone), January 1994 – December 1994**

- Researched and collected data that related to the socio-economic statistics of East Carroll Parish
- Compiled list of Parish resources, civic and religious and businesses
- Organized and facilitated community-wide meetings concerning strategic planning and developing a community vision
- Assisted in preparing housing needs assessment for proposal
- Assisted in the development and writing of the economic development component of the empowerment zone application
- Traveled to other towns to assist them in organizing their communities
- Headed the Youth Vision component of the proposal and wrote their vision for the plan

## **EDUCATION:**

- Master Business Administration, University of Phoenix, June 2013
- B.S., Agricultural Economics, Southern University and A&M College, May 1992

## **JOB-RELATED TRAINING**

- Community Economic Development Training (LSU)
- Business Entrepreneurial Skill Training
- Certified National Foundation for Teaching Entrepreneurship
- Certified by National Business Incubation Association in Incubation Management
- Economic Development Finance Training (Business Credit Analysis)

•

## **HONORS/ACTIVITIES/PROFESSIONAL ASSOCIATIONS**

- Top Forty under 40 Young Professional of Northwest Louisiana, 2007
- Top Five Future Leaders to Watch in Shreveport (Shreveport Times, February 2007)
- Minority Business Council, Executive Committee, Chairman
- Louisiana Business Incubator Association, Board Member
- Goodwill Industries of Northwest Louisiana, Board Member
- Queensborough Neighborhood Association, Board Member
- Fuller Center, Board Member
- Micro-enterprise Development Alliance of Louisiana (MEDAL), Board Member
- Shreveport Job Corp Center, Advisory Council
- Strategic Action Council Board of Directors
- Strategic Action Council CDC, Co-Chair
- Shreveport Bossier African American Chamber of Commerce Board of Directors, Chairman
- Historic Black Colleges and Universities Community Development Action Coalition, Board Member
- Northwest Louisiana Minority Supplier Institute, Co-Chair
- 2018 Movers and Shakers Award, Shuffling Along Foundation
- Strategic Action Council, Chairman 2021
- United Way of Northwest Louisiana, Chairman 2022
- Committee of 100 of Northwest Louisiana
- Pathways in Education, Board Treasurer

## **Job Description**

- The Director of Alumni Affairs is responsible for the planning, implementation and management of programs and projects that strategically engage alumni in strengthening programs and provide tangible benefits to alumni and current students for the Southern University System.
- The Director of Alumni Affairs is charged with securing commitments from alumni to direct resources, provide professional expertise and volunteer service; collaborating with staff in campus offices (including, but not limited to Development, Career Services, Recruitment and Admissions, and Communications) and the five System campuses to create and maintain pathways for alumni participation that advance the goals of the Southern University System; coordinating with the Institutional Advancement team to identify, cultivate, solicit and steward alumni giving.
- The Director of Alumni Affairs reports to the Southern University System Executive Director of Institutional Advancement and is a member of the Advancement team. The Director of Alumni Affairs also serves as the Executive Director of the Southern University Alumni Federation and is an ex-officio member of the Federation's Executive Board.
- In the director's capacity as Executive Director of the Federation, he or she shall report to the organization's Executive Board and serve as a liaison between the Federation's Executive Board and university system units. The director shall work closely with the Federation's President and Executive Board to advance the organization and the university's objectives.

### **Minimal Qualifications:**

Bachelor's degree (master's preferred), and a minimum of five years of management experience in alumni affairs, development or related area. Strong communication, leadership, problem-solving, strategic thinking, and interpersonal skills. Advanced proficiency in Microsoft Office and a range of technology and cloud membership/fundraising management systems required.

### **How to Apply:**

Interested applicants should submit a Southern University employment application ([Click here](#)), letter of interest, resume, and three letters of professional references to:

Alfred E. Harrell, III

Southern University System Institutional Advancement

598 Harding Boulevard

Baton Rouge, LA 70807

[alfred\\_harrell@sus.edu](mailto:alfred_harrell@sus.edu)



# SOUTHERN UNIVERSITY LAW CENTER

2 ROOSEVELT STEPTOE DRIVE  
POST OFFICE BOX 9294  
BATON ROUGE, LOUISIANA 70813

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

April 3, 2024

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

RE: Request from Deleso Alford for Leave of Absence

I am writing to inform you that Deleso A. Alford, the Director of the Off-Campus Instructional Site (OCIS), has requested an unpaid leave of absence from August 1, 2024, to July 31, 2025, to pursue Independent Study/Research.

I fully support her request and kindly ask that it be placed on the agenda for the Southern University Board of Supervisors' meeting in April 2024. If you have any questions or concerns, please do not hesitate to let me know.

Thank you for your attention to this matter.

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: \_\_\_\_\_

Dennis J. Shields  
President/Chancellor

Deleso Alford  
2425 Coburn Lane  
Shreveport, Louisiana 71107

April 2, 2024

John K. Pierre  
Chancellor of Southern University Law Center and Interim Executive Vice President for  
Southern University and A&M College  
2 Roosevelt Steptoe Street  
Baton Rouge, LA 70813

RE: Request for Leave (August 1, 2024 -July 31, 2025)

Dear Chancellor Pierre:

Please accept this email as my official request for leave effective (August 1, 2024 -July 31, 2025) for purposes of Independent Study/ Research Statement without pay.

The manner in which this leave, if granted, will be spent engaging in the practical scholarly implications and relevant intersections of my scholarly agenda.

Thank you in advance.

Sincerely,

Deleso Alford



Deleso A. Alford, J.D., LL.M.

Off-Campus Instructional Site (OCIS) Director

Rachel Emanuel Endowed Professor of Law

Managing Fellow, Health Equity Law & Policy Institute

Southern University Law Center

JOB CLASS 3	8	0	4	0
JOB CODE	F			
CAL ID	M			

# SOUTHERN UNIVERSITY SYSTEM

## Personnel Action Form

POSITION NUMBER	3	F	9	9	4	6
-----------------	---	---	---	---	---	---

CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC X 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 N/A Reason Left N/A  
 Date Left N/A Salary Paid N/A

### Profile of Person Recommended

Length of Employment 08/01/2024 To 07/31/2025  
 Effective Date 08/01/2024

Name Deleso A. Alford SS# XXX-XX-2474 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Professor Department: Law Center - Instruction

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

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

Years Experience 18 Southern University Experience 6  
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:  
B.S. Southern University A&M College, BR., LA 1987  
J.D. Southern University Law Center 1990  
Master of Laws(L.L.M.) Georgetown University Law Center 2002

Current Employer Southern University Law Center

### Personnel Action

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

Recommended Salary \$-0- Salary Budgeted \$-0-

Source of Funds General Appropriation

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

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
311001-32020-61003-31000	\$-0-
	\$-0-

\*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 4/3/24  
 Supervisor Date  
Shawn D. Vance 4/3/24  
 Vice Chancellor Date  
Cerry L. Hall 4/3/24  
 Director/Personnel Date

Dean/Unit Head \_\_\_\_\_ Date  
Cerry L. Hall 4/3/24  
 V/C for Finance & Adm'n. Date  
John K. Pierre 4/3/24  
 Chancellor 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 Phillipine Islands, and Samoa.

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

**COMMENTS:** Leave of Absence for (Independent Study or Research Statement covering the period of 08/01/2024 to 07/31/2024.

**EMPLOYEE REGULAR WORK SCHEDULE:** Daily  
**EMPLOYEE DIRECT SUPERVISOR:** V/C Shawn Vance  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 74

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

**TYPE**

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

SOUTHERN UNIVERSITY LAW CENTER  
**ENCODERED / FUNDS AVAILABLE**  
CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
DOC I.D # \_\_\_\_\_  
US \_\_\_\_\_  
DATE RA 4/3/24  
BY H1 JM George  
J1 \_\_\_\_\_  
F1 \_\_\_\_\_  
F0 \_\_\_\_\_

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
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- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

**CONTINGENT UPON AVAILABILITY OF FUNDS**



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

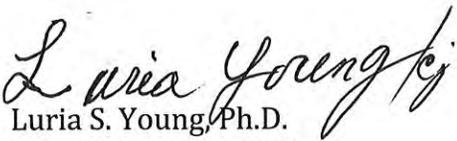
April 5, 2024

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

Dear President-Chancellor Shields:

Dr. Joycelyn Harrison has recently been on leave and has made a request to take additional leave through May 17, 2024. Pursuant to System Policy 7-008 requiring paid leave in excess of 30 days, I am asking that Dr. Joycelyn Harrison's request for leave through May 17, 2024, be added to the Board agenda. Chancellor Pierre and I are in support of her request and ask that you and the Board approve the same.

Regards,

  
Luria S. Young, Ph.D.  
Interim Vice 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

April 2, 2024

**VIA HAND DELIVERY**

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

**RE: Retirement Incentive Plans**

Dear President Shields:

The Southern University Law Center (Law Center) is proposing to offer retirement incentive plans (Plans) to eligible faculty and staff employees as a proactive measure to reduce operating costs. The Law Center expects that by offering the Plans, some faculty and staff employees who are considering retirement in the near future may choose to retire now. The Plans' participation will be limited to a maximum of eight (8) eligible employees for both plans together. The Plans are attached.

The Plans comply with the Board of Supervisors policies for Retirement Incentive Plans. The Plans will be limited to participants on a first come first served basis.

I request that you forward these proposals to the Board of Supervisors for their due consideration at their April 2024 board meeting.

Sincerely,

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

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

---

The Southern University Law Center (SULC) will offer a retirement incentive plan in accordance with the Southern University and A&M College Board of Supervisors' (Board) Policy for Tenured Faculty Regular Retirement Incentive Plans. The eligibility criteria for the retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SULC. The Plan will be offered through June 3, 2024, with a retirement/resignation date of June 30, 2024.

Retirement Incentive Plan

1. SULC Tenured Faculty employees (Faculty Member) who are current and full-time are eligible to participate in the Plan.
2. Any and all tenured faculty with the administrative title of Chancellor, Vice Chancellor or Associate Vice Chancellor shall not be eligible to participate in the plan. However, an administrative employee who is otherwise ineligible, but holds tenure as a faculty member may only participate in the retirement incentive plan in the following manner. The administrative employee must submit an intent to resign the administrative position with the application. They must meet all other eligibility conditions required for faculty. If accepted into the program, the resignation from the administrative position will be effective and the administrative employee will be allowed to participate at a salary commensurate with their faculty rank in the same manner as other eligible faculty.
3. Faculty Members must be eligible for regular retirement under the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), or the Optional Retirement Plan (ORP) and should meet all plan eligibility requirements as of the application date.
4. To participate in the Plan, an eligible Faculty Member shall not have applied for retirement or received notice of termination prior to submitting their application. This exclusion shall not include those who are still working but are officially retired under the Deferred Retirement Option Plan (DROP).
5. The Plan's offer is based on One Hundred (100%) percent of the Faculty Member's base salary for fiscal year 2023-2024. The retirement incentive will be paid over a three (3) year period, in installment payments equal to Thirty-Three and One Third percent (33.33%) of the Faculty Member's base salary, in each year of the three (3) year period. The retirement incentive payments will begin after separation from the Law Center, and upon **the employee/retiree providing a copy of their Retirement Pay Advice.**
6. All retirement incentive payments are subject to all applicable federal and state taxes and regulations.
7. The Plan will be limited to Four (4) participants. Participation in the Plan will be on a first

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

---

come, first served basis. If all applications are received at the same time, the lottery method will be employed.

8. A Faculty member who wishes to participate in the plan must complete a Retirement Incentive Plan Application along with the regular retirement system documents, and submit them to the System Vice President of Human Resources (HR), and simultaneously, submit a copy of the Retirement Incentive Plan Application and retirement system documents to the Chancellor of the Law Center, **no later than the close of business on June 3, 2024.**
9. All application documents for the Plan herein described shall be submitted in writing to the System Vice President of Human Resources, and simultaneously, submit a copy of the application documents to the Chancellor of the Law Center, via electronic mail, facsimile, or hand delivery. Applications submitted via U.S. Postal Service or an overnight delivery/mail service should be evidenced by a returned receipt signed by an employee in the HR Department , and will be considered received on the date they are received by the HR Department . All submissions made by electronic media must be followed by delivery of the original documents within 48 hours of the electronic submission. The faculty member must obtain proof of delivery signed by an employee in the HR Department
10. Upon notification of approval, the Faculty Member must submit a letter of resignation as required in the application. The faculty member must also officially retire from the university. ***The Plan is not applicable to resignations not accompanied by retirements.***
11. Upon notification of approval of acceptance to participate in the Plan, ***the Faculty Member will have a Grace Period of seven (7) calendar days to revoke their election to participate in the Plan.*** A Faculty Member's revocation of election to participate in the Plan must be in writing and must be received by the System Vice President of Human Resources before the expiration of the grace period. Simultaneously, a copy of the Faculty Member's revocation of election to participate in the Plan must be received by the Chancellor of the Law Center. A Faculty Member, who submits the required documents and has been approved to participate in the Plan and then revokes their election to participate in the Plan, may not again elect to participate.
12. Any Faculty Member who participates in this plan cannot be rehired by the University as a full-time employee for a period of two (2) years.
13. The position vacated by the Faculty Member who resigns through participation in the retirement Plan will not be filled prior to the Fall Semester of 2025 unless said position is deemed critical to the effective and efficient operation of the unit. This provision will ensure costs savings through the 2024-2025 budget year.

# SOUTHERN UNIVERSITY LAW CENTER UNCLASSIFIED EMPLOYEES RETIREMENT INCENTIVE PLAN

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The Southern University Law Center (SULC) will offer a retirement incentive plan in accordance with the Southern University and A&M System Board of Supervisors' (Board) Policy for Unclassified Employee Regular Retirement Incentive Plan. The eligibility criteria for the retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SULC. The Plan will be offered through June 3, 2024, with a retirement/resignation date of June 30, 2024.

## **Retirement Incentive Plan**

1. SULC Unclassified employees who are current and full-time are eligible to participate in the retirement Plan.
2. Employees must be eligible for regular retirement under the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), or the Optional Retirement Plan (ORP) and should meet all plan eligibility requirements as of the application date.
3. To participate in the retirement Plan, a SULC unclassified employee shall not have applied for retirement or received notice of termination prior to application. This exclusion shall not include those who are still working but are officially retired under the Deferred Retirement Option Plan (DROP).
4. The retirement incentive will be fifty percent (50%) of the SULC unclassified employee's annual base salary, for the fiscal year 2023-2024. The retirement incentive will be paid after separation from the Law Center, and upon **the employee/retiree providing a copy of their Retirement Pay Advice.**
5. The retirement incentive payment is subject to all applicable federal and state taxes and regulations.
6. The position vacated by the SULC unclassified employee, who resigns through participation in the retirement plan, will not be filled prior to July 1, 2025, unless said position is deemed critical to the effective and efficient operation of the unit. This provision will ensure costs savings through the 2024-2025 budget year.
7. In each department, for every three (3) unclassified employees eligible for retirement, one (1) qualified employee will be allowed to participate in the retirement incentive plan on a first come, first served basis. However, the Plan will be limited to Four (4) participants. If all applications are received at the same time, the lottery method will be employed.
8. An unclassified employee who wishes to participate in the plan must complete a Retirement Incentive Plan Application along with the regular retirement system documents, and submit them to the System Vice President of Human Resources (HR), and simultaneously, submit a copy

**SOUTHERN UNIVERSITY LAW CENTER  
UNCLASSIFIED EMPLOYEES  
RETIREMENT INCENTIVE PLAN**

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of the Retirement Incentive Plan Application and retirement system documents to the Chancellor of the Law Center, **no later than the close of business on June 3, 2024.**

9. Applications for the retirement plan herein described shall be submitted in writing to the System Vice President of Human Resources, and simultaneously, a copy of the application to the Chancellor of the Law Center, via electronic media or hand delivery. Applications submitted via U.S. Postal Service or an overnight delivery/mail service should be evidenced by a returned receipt signed by an employee in the HR Department, and will be considered received on the date they are received by the HR Department. All submissions made by electronic media must be followed by delivery of the original documents within 48 hours of the electronic submission. The employee must obtain proof of delivery signed by an employee in the HR Department.
10. Upon notification of approval, the SULC unclassified employee must submit a letter of resignation as required in the application. The SULC unclassified employee must also officially retire from the university. *The Plan is not applicable to resignations not accompanied by retirements.*
11. Upon notification of approval of acceptance to participate in the Plan, *the Unclassified Employee will have a Grace Period of seven (7) calendar days to revoke their election to participate in the Plan.* An Unclassified Employee's revocation of election to participate in the Plan must be in writing and must be received by the System Vice President of Human Resources before the expiration of the grace period. Simultaneously, a copy of the Unclassified Employee's revocation of election to participate in the Plan must be received by the Chancellor of the Law Center. An Unclassified Employee, who submits the required documents and has been approved to participate in the Plan and then revokes their election to participate in the Plan, may not again elect to participate.
12. Any unclassified employee who participates in this plan cannot be rehired by SULC for a period of two (2) years.



Office of the Chancellor

**SOUTHERN UNIVERSITY AT NEW ORLEANS**

6400 Press Drive  
New Orleans, LA 70126

Phone: (504) 286-5311 Fax: (504) 286-5000  
www.suno.edu

April 3, 2024

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

**Re: Recommendation for Summer Hours Pilot**

Dear President Shields:

This correspondence is to request your consideration and approval to pilot “summer hours” at Southern University at New Orleans (SUNO), beginning May 13, 2024 and ending August 2, 2024.

The decision to consider a more flexible arrangement during the summer months was a collaborative effort with input from SUNO’s key stakeholders. In considering this pilot request, an evaluation of the student profile data revealed 51% of our student base is non-traditional and would benefit from hours of operation that extend beyond 5pm. Additionally, data from our Employee Satisfaction Survey indicated that employees were in favor of flexible scheduling, resulting in improved morale; which strongly aligns to productivity. Finally, we will do a self-study on the reduction in utilities to determine if it will generate additional cost savings that will aid in helping our budget’s bottom line.

Included is a project plan for your review of the proposed pilot. Thank you in advance for your consideration and approval of this request.

With kind regards,

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

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

APPROVAL: \_\_\_\_\_  
President Dennis J. Shields  
Southern University and A&M College System

**Southern University at New Orleans  
Flexible Fridays  
Summer Hours Work Plan Pilot**

**Benefits of Flexible Scheduling**

- **Customer Service Delivery** – In offering a shorter workday on Friday, core office hours will extend to 6pm, which allow time for working adults to engage with the various student services. By tailoring our business to the needs of our clientele, we position ourselves to address enrollment and student success matters at times that are more conducive to the population we serve.
- **Reduction in Expenses** – Closing the campus earlier will allow us to shut off the cooling system, which will help reduce expenses along with reducing the strain placed on the system.
- **Increased Productivity** – With improved employee morale, there is a strong correlation to workplace productivity. According to the Harvard Business Review (2015), “disengaged workers had 37% higher absenteeism, 49% more accidents, and 60% more errors and defects. In organizations with low employee engagement scores, they experienced 18% lower productivity, 16% lower profitability, 37% lower job growth, and 65% lower share price over time.”<sup>1</sup>
- **Employee Morale** – Implementing a flexible schedule this summer will demonstrate to our employees that we are listening. With last year’s Employee Satisfaction Survey, we yielded a 40.8% participation rate. Some of the feedback that we received related to the low participation was that the administration was not listening or acting on their concerns. The implementation of such a program will demonstrate not only that we are listening, but that we care.
- **Mental Health** – Recently, organizations have become more aware of the impacts of mental health on their employees and workplace productivity. Post-pandemic, more employees are looking to their employers to put programs in place that provide for increased work-life balance.
- **Recruitment and Retention** – Flexible scheduling during the summer months provides us with an opportunity to boast an added benefit when scouting for prospective employees. Moreover, it will place SUNO in line with some of the competition (i.e., Delgado Community College, etc.).

**Proposed Work Schedule**

- **8:00am-6:00pm-Monday-Thursday**
- **8:00am-12:00pm-Friday**

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<sup>1</sup> Seppala, E., & Cameron, K. (2015, December 1). *Proof that positive work cultures are more productive*. Retrieved from Harvard Business Review: <https://hbr.org/2015/12/proof-that-positive-work-cultures-are-more-productive>

## **Mission Statement**

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

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

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Resolutions
6. Action Item(s) <sup>1</sup>
  - A. Approval of Minutes of the March 15, 2024, SUS Board of Supervisors Meeting (SUS)
  - B. Request Approval of Committee Reports and Recommendations (SUS)
  - C. Request Approval to Rename and Restructure the Office of Equity and Inclusion and Title IX (SULC)
  - D. Request Approval to Proceed with Litigation to Recover for Fire/Water Damage at Shreve Library (SULC)
  - E. Request Approval of Second Amendment to Service Agreement with Advanced Biomedics, LLC and to Authorize the President with Chairman Approval to Send any Notices Deemed Necessary and Appropriate. (SUAREC)
  - F. Request Approval to Extend the Contract of DeCuir, Clark & Adams, LLP for Professional Legal Services (SUS)
  - G. Request Approval of Chancellor Orlando McMeans' Contract (SUAREC)

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<sup>1</sup> Pursuant to Louisiana Revised Statute 42:17, executive session may be required

7. Other Business

8. Adjournment

## **SU LABORATORY SCHOOL COMMITTEE**

**March 22, 2024**

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

### **MINUTES**

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

Board Chair Myron Lawson announced the convening of the SU Laboratory School Committee. Chair Dr. Rani Whitfield called the committee meeting to order.

The invocation was given by Dr. Mary Whitley Moss. The Pledge of Allegiance was led by Brian Hilton an exceptional student at Southern University Laboratory School.

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

##### **A. Above and Beyond Award**

Ms. Tashieka Davis introduced Ms. Oretha Lee; Financial Aid - Southern University Baton Rouge (SUBR)  
Ms. Lee thanked everyone for the award.

##### **B. Esports Trade Association Presentation**

Presentation done via zoom – Christopher Turner

Recognition of Special Guests (Chairman Lawson)

#### **AGENDA ITEM 4: ROLL CALL by President Dennis Shields**

Present: Dr. Rani Whitfield - Chairman, Mrs. Ann Smith –Vice-Chair, Mrs. Christy Reeves, Rev. Dr. Samuel Tolbert and Mry Jyron Young and Mr. Myron K. Lawson - Ex Officio

Absent: Mr. Paul Matthews

#### **AGENDA ITEM 5: ADOPTION OF THE AGENDA**

There was a motion by Ms. Christy Reeves and second by Rev. Dr. Samuel Tolbert; the agenda was recommended for adoption.

Motion Approved.

#### **AGENDA ITEM 6: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 7: INFORMATIONAL ITEM(s)**

##### **A. Update on SULLS Academic Performance**

Mr. Brister gave an update on Southern University Laboratory School's Performance.

SULS Concert Choir was in attendance and provided a song selection.

There were comments and accolades given by several board members.

**AGENDA ITEM 8: OTHER BUSINESS**

None

**AGENDA ITEM 9: ADJUORNMENT**

A motion was made by Mrs. Christy Reeves to adjourn the meeting.

## ACADEMIC AFFAIRS COMMITTEE

(Following SU Laboratory School Committee)

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

### AGENDA

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

#### Roll Call by President Dennis Shields

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

**Absent:** NONE

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

There was a motion by Mr. Sam Gilliam and second by Mrs. Ann Smith to adopt the agenda.

Motion passed.

#### AGENDA ITEM 4: PUBLIC COMMENTS

None

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

There was a motion by Atty Tony Clayton and second by Ms Maple Gaines to approve Action Items 5 A & B in Global.

Motion passed.

- A. Request Approval to Award Dr. Demetria McJulien-Lassiter as Chair Emeritus of the Department of Social Work. (SUBR)
- B. Request Approval to Restore Endowed Professorships in the College of Business for the 2024-2026 Period

ENDOWED PROFESSORSHIP	RECOMMENDED INDIVIDUAL
Tolor E. White Professorship	Dr. Sasib Ahmed
SU Business & Industry Cluster Professorship	Dr. Latfu Sagbansua
Lincoln J. Harrison/ Coca-Cola Professorship	Dr. Tesfalidet Tukue
Leon Netterville/Kellogg Professorship	Dr. Donald R. Andrews

and Appoint the Following Four Professors who were Selected by the Committee Based on Performance (SUBR.

- C. Request Approval to Host Separate Commencement Ceremonies for Undergraduate and Graduate Students. (SUBR)

Chancellor Pierre gave a summary of Item 5C. There was lengthy discussion among the board members who were concerned about the research and logic behind the request. Chancellor Pierre explained to the board members. Atty Clayton made a motion to defer this request for at least 30 in order to get the student input whether it be through a survey or necessary tool, but the students' input is important. The board member agreed.

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 9: ADJOURNMENT**

A motion was made by Mrs. Ann Smith to adjourn the meeting.

## **FACILITIES AND PROPERTY COMMITTEE**

(Following Academic Affairs Committee)

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

### **MINUTES**

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

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

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

**Absent:** NONE

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

Upon the motion by Dr. Rani Whitfield and second by Dr. Leon Tarver, II the agenda was recommended for adoption with amendment – Informational Item 5A was moved to SULS Committee.

Motion passed.

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

None

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

- A. Update from Public Services Commissioner, Mr. Davante Lewis
- B. Global Gateway Village Southern University Development Concept (SUS)
- C. Facilities Update (SUS)

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

None

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

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

**FINANCE COMMITTEE**  
**(Following Facilities and Property Committee)**  
Southern University System Board Room  
J. S. Clark Administration Building 2<sup>nd</sup> Floor  
Baton Rouge, LA 70813

**MINUTES**

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

**Roll Call by President Shields**

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

**Absent:** NONE

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

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

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

Whitley Parker – Student Bar Association – Agenda 5B

Increasing the non-resident fee will greatly impact the students: more debt – the ability to remain at the law center and the ability to afford law school.

Angela Kilgore – SULC – Agenda 5B

Due to continuing inflation & such, there are financial restraints causing a burden upon students.

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

Chancellor Pierre gave a summary of Action Items A & B. There were comments from board members.

The motion was made and approved.

A. Request Approval to Establish an Academic Cloud-Based Systems Fee (SULC)

B. Request Approval to Increase Non-Resident Fees for the 2024-2025 Academic Year (SULC)

**AGENDA ITEM 6: OTHER BUSINESS:**

None

**AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Atty Domoine Rutledge to adjourn the meeting.

## **GOVERNANCE COMMITTEE**

**(Following Finance Committee)**

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

### **MINUTES**

Board Chair Myron Lawson announced the convening of the Governance Committee. Chairman Rev Dr. Samuel Tolbert called the committee meeting to order.

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

**Present:** Rev. Dr. Samuel Tolbert - Chairman, Dr. Rani Whitfield – Vice-Chair, Dr. Leon Tarver, Ms. Christy Reeves, Mr. Jyron Young, Atty. Edwin Shorty and Mr. Myron K. Lawson - Ex Officio

**Absent:** None

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

Upon the motion by Dr. Rani Whitfield and seconded by Mr. Jyron Young the agenda was recommended for adoption.

Motion passed.

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

NONE

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

A. Request Approval of the Updated Naming Policy (SUS)

Atty Corinne Blache gave a summary. Chairman Lawson moved for further discussion.

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

None

#### **AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Chairman Myron K. Lawson to adjourn the meeting.

## LEGAL AFFAIRS COMMITTEE

(Following Governance Committee)

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

### AGENDA

Board Chair Myron Lawson announced the convening of the Legal Affairs Committee. Vice Chair Atty Domoine Rutledge called the committee meeting to order.

#### Roll Call by President Shields

**Present:** Atty. Domoine Rutledge – Vice Chair, Mrs. Maple Gaines, Mrs. Christy Reeves, Atty Edwin Shorty, Mr. Jyron Young, and Atty. Mr. Myron K. Lawson - Ex Officio

**Absent:** Atty Tony Clayton - Chairman

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

Upon the motion by Mrs. Christy Reeves and seconded by Atty Edwin Shorty the agenda was recommended for adoption.

Motion passed.

#### AGENDA ITEM 4: PUBLIC COMMENTS

NONE

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

There was a motion by Atty Edwin Shorty and seconded by Ms. Christy Reeves to approve action item 5A.

Motion approved.

##### 1. Action Item(s)

##### A. Request Approval of Agreements Equal to or Greater than \$300,000.00.

Title	Description	Amount	Campus
1. LAMAR Company Contract (LDH Essence/COVID-19 Campaign)	<b>This campaign serves as a crucial component of the Ag Center’s initiative to enhance public health through increased awareness of COVID-19 vaccinations and immunizations. LAMAR is tasked with outdoor advertising to include digital advertising featuring images, photographs, graphics, text, data, or other such media.</b>	<b>\$398,814.00</b>	<b>SUAREC</b>

**AGENDA ITEM 6: OTHER BUSINESS:**

None

**AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Ms. Maple Gaines to adjourn the meeting.

## **STUDENT AFFAIRS COMMITTEE**

**(Following Legal Affairs Committee)**

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

### **AGENDA**

Board Chair Myron Lawson announced the convening of the Student Affairs Committee. Chair Dr. Rani Whitfield called the committee meeting to order.

Roll Call by President Shields

**Present:** Dr. Rani Whitfield – Chair, Mr. Raymond Fondel – Vice Chair, Mrs. Ann Smith, Mr. Jyron Young, and Ms. Maple Gaines, and Mr. Myron K. Lawson - Ex Officio

**Absent:** Ms. Zazell Dudley,

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

Upon the motion by Chairman Myron K. Lawson and seconded by Mr. Raymond Fondel the agenda was recommended for adoption.

Motion passed.

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

None

#### **AGENDA ITEM 5: INFORMATIONAL ITEM(S)**

##### A. Enrollment Updates

There will be a deeper dive in Enrollment at the Board Retreat.

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

None

#### **AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Mr. Myron K. Lawson to adjourn the meeting.

**PERSONNEL AFFAIRS COMMITTEE**

(Following Student Affairs Committee)

Southern University System Board Room  
 J. S. Clark Administration Building 2<sup>nd</sup> Floor  
 Baton Rouge, LA 70813

**MINUTES**

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Roll Call by President Shields

**Present:** Mr. Sam Gilliam – Chairman, Mrs. Christy Reeves–Vice-Chair, Atty Tony Clayton, Dr. Leon Tarver, II, Dr. Arlanda Williams and Mr. Myron Lawson - Ex Officio

**Absent:** Ms. Zazell Dudley

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

Mr. Sam Gilliam mentioned the amendment to the agenda for Action Item 5D (5) and 5E (1) Upon the motion by Dr. Arlanda Williams and seconded by Dr. Leon Tarver II the agenda was recommended for adoption with amendment.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

None

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

Motion was made by Dr. Leon Tarver, II and second by Dr. Arlanda Williams that Action Item 5(A-G) be approved in global.

Motion Approved

- A. A. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUNO)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Janel Green	<b>Comptroller</b> <i>Office of the Comptroller</i>	New Appointment Existing Position	<i>Search</i>	\$100,000.00	\$ 105,000.00	State

- D. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUBR)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Latrinka Cook	<b>Asst to the Associate Dean/MBA Director</b> <i>Malveaux Master of Business Admin</i>	New Appointment Existing Position	<i>Search</i>	N/A	\$60,000.00	State

Board of Supervisors Meeting Minutes March 22, 2024

2. Kamilla Fair	<b>Assistant Registrar</b> <i>Academic Affairs</i>	New Appointment Existing Position	<i>Search</i>	\$69,628.00	\$68,000.00	State
3. Opeyemi P. Ojauni	<b>Post-Doctoral Research Manager</b> <i>Graduate School</i>	New Appointment New Position	<i>Search</i>	N/A	\$75,000.00	State/Federal
4. Sherman Pittman	<b>Program Director</b> <i>Dept of Accounting, Finance &amp; Econ</i>	New Appointment Temp Position	<i>N/A</i>	N/A	\$72,929.00	Grant
5. Ashley Sensley	<b>Director of Development</b> <i>College of Humanities &amp; Interdisciplinary Studies</i>	New Appointment New Position	<i>Search</i>	N/A	<del>\$85,000.00</del> <del>\$90,000.00</del>	State
6. Barbara Woods	<b>SU Online Technology Director</b> <i>Academic Affairs</i>	New Appointment New Position	<i>Search</i>	N/A	\$85,000.00	State

E. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUAREC)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Marlin Ford	<b>Asst Research Professor/ Urban Ag Specialist/Farm Superintendent</b> <i>Research Extension</i>	Salary Adjustment	<i>N/A</i>	\$ 93,600.00	\$ 105,000.00	Federal
2. Tamika Porter	<b>Comptroller</b> <i>Finance</i>	New Appointment Existing Position	<i>Waived</i>	\$100,628.00	\$91,00.00	State

F. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUSLA)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Kenneth Lee	<b>Chief of Police</b> <i>University Police</i>	New Appointment Existing Position	<i>Search</i>	\$66,040.00	\$85,000.00	State

G. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SULC)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Angela Gaines	<b>Facilities Director/ ADA Coordinator</b> <i>Institutional Support</i>	Rehire Additional Duties Existing Position	<i>N/A</i>	\$113,400.00	\$113,400.00	State

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

A. Update on employee Evaluations from each Campus (SUS)

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Chairman Myron Lawson to adjourn the meeting.

## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

**(Following Personnel Committee)**

Southern University System Board Room  
J. S. Clark Administration Building 2<sup>nd</sup> Floor  
Baton Rouge, LA 70813

### **MINUTES**

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

#### **PRESENT**

Atty Tony Clayton, Ms. Zazell Dudley, Mr. Raymond Fondel, Jr., Ms. Maple Gaines, Mr. Sam Gilliam, Mr. Myron Lawson, Ms. Christy Reeves, Mr. Paul Matthews, Mrs. Christy Reeves, Atty Domoine Rutledge, Atty Edwin Shorty, Mrs. Ann Smith, Dr. Leon Tarver, II, Dr. Samuel Tolbert, Rev. Dr. Rani Whitfield, Dr. Arlanda Williams and Mr. Jyron Young

#### **ABSENT**

Atty Tony Clayton,

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

Upon the motion by Ms. Christy Reeves, and second by Ms. Ann Smith, the agenda was recommended for adoption.

Motion passed.

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

Comments provided by the following individuals in support of Action Item 6J

- **Thomas Miller – SUBR Faculty Senate**
- **Albert Samuels - SUBR**
- **Anthony Igiede – SUBR Faculty Senate**
- **Oswald D’Auvergne – SUBR Faculty Senate**
- **Jaclyn Hotard – Parish President – St. John Parish**

#### **AGENDA ITEM 5: RESOLUTIONS**

Dr. Allen Vital read resolutions for the following:

Resolutions

- Gladys Washington Cunningham
- Sally Mae Young Jackson
- Gwendolyn Fae Perkins
- Robert Russelles Perry, Jr.
- Troy O’Brien Green Sr.
- James Jessie Monroe
- Oscar Lavonia Williams, Jr.
- George Rogers Jr.

There was a motion by Dr. Rani Whitfield to approve the read resolutions and Mr. Raymond Fondel second the motion.

Motion approved.

**AGENDA ITEM 6: ACTION ITEM(s):**

There was a motion by Atty Tony Clayton and Second by Atty Domoine Rutledge to approve action item 6(A – I) in global.

Motion passed.

- A. Approval of Minutes of the February 16, 2024, SUS Board of Supervisors Meeting (SUS)
- B. Approval of Committee Reports and Recommendations (SUS)
- C. Request Approval to Grant an Honorary Degree to Arlana Miller at the May 2024 Commencement Ceremony (SUBR)
- D. Request Approval to Grant an Honorary Doctorate of Humane Letters in Social Sciences at the May 2024 Commencement Ceremony (SUNO)
- E. Request Approval to Rename the SUMA Cultural and Heritage Center the Dr. Leon R. Tarver, II Cultural and Heritage Center.
- F. Request Approval of the National Council for State Authorization Reciprocity Agreement Application (SUBR)
- G. Request Approval to Modify the Organizational Structure of the Southern University at New Orleans (SUNO)
- H. Request Approval for the Lease Agreement for SUSLA Aerospace Technology Center (SUSLA)
- I. Request Approval to Rename and Restructure the Office of Equity and Inclusion and Title IX (SULC)
- J. Request Approval for the Recommendation of Chancellor (SUBR)  
There was a motion by Atty Tony Clayton and Second by Ms. Ann Smith to approve action item 6J.

Motion passed.

**AGENDA ITEM 7: INFORMATIONAL ITEM(s):**

- A. Legislative Update - See written Update that was provided.
- B. President's Report

C. Chancellor's Reports – See written updates that was provided in packet.

**AGENDA ITEM 8: OTHER BUSINESS**

None

**AGENDA ITEM 9: ADJOURNMENT**

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



# SOUTHERN UNIVERSITY LAW CENTER

2 ROOSEVELT STEPTOE DRIVE  
POST OFFICE BOX 9294  
BATON ROUGE, LOUISIANA 70813

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

April 5, 2024

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

RE: Request to rename and restructure the Office of Equity, Inclusion, & Title IX Office

Dear President Shields:

To have the Southern University Law Center (SULC) "right size" its operations and develop a structure that is consistent with the May 2023 Board of Supervisors vote to rename the Southern University System Office of Equity, Inclusion, and Title IX to the Southern University System Office of Compliance, I am submitting the attached recommendation and request made by Kerii Landry-Thomas, Associate Vice-Chancellor (AVC) for Equity, Inclusion, & Title IX at SULC. The request and recommendation are to rename the SULC Office of Equity, Inclusion, and Title IX to the SULC Office for Compliance.

In addition, she is requesting a restructuring of the office to reduce the staff. She has indicated that SULC has a smaller number of Title IX cases than the SUBR campus and needs to be more efficient and effective. Her recommendation is to combine the position of Associate Vice-Chancellor for Compliance and Title IX Coordinator, AVC Thomas has conducted research and found examples of this type of structure.

AVC Thomas respectfully requests that her recommendation for the office name change, and title change be presented to the Board of Supervisors for consideration, and approval at the April 2024, Board of Supervisors meeting.

I am requesting that this recommendation be placed on the April 2024, Board of Supervisors agenda. If the request is approved, the changes will become effective June 1, 2024.

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

Sincerely,

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



# SOUTHERN UNIVERSITY LAW CENTER

POST OFFICE Box 9294  
BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF EQUITY,

INCLUSION & TITLE IX (225) 771-5818

To: Chancellor John K. Pierre

From: Kerii Landry-Thomas  
Associate Vice Chancellor  
Office of Equity, Inclusion & Title IX

Date: February 27, 2024

RE: Request to rename the Office of Equity, Inclusion & Title IX and to restructure Title IX Office

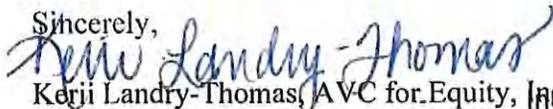
Dear Chancellor Pierre:

This correspondence comes to request approval to rename the Office of Equity, Inclusion, and Title IX to the Office for Compliance. At the May 2023 Board of Supervisors meeting, the System Office of Equity, Inclusion, and Title IX was renamed the System Office for Compliance. Therefore, I am requesting this change at Southern University Law Center to achieve uniformity with the System. With this change, my title will change to the Associate Vice Chancellor for Compliance.

In addition, I am requesting a restructuring of the office and to reduce staff. The law center has a smaller number of cases than SUBR campus and needs a more efficient and effective office. There have been several cases that have had to be outsourced because of the multi-layers of the office. This time, I would recommend combining my position and setting me as The Associate Vice Chancellor for Compliance & Title IX Coordinator. I have researched and found numerous examples of this type of structure and can provide those examples at your request.

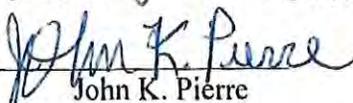
I recommend that Ahvery Thomas remain as the Deputy Title IX Coordinator and all appeals should be handled by the System Director for Compliance as needed. This will ensure an effective and efficient office. Therefore, I respectfully request that my recommendation for this office name change and my title change be presented to the Board of Supervisors for consideration and approval at the March 2024 Board of Supervisors meeting. If you have any questions, please contact me.

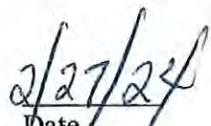
Sincerely,



Kerii Landry-Thomas, AVC for Equity, Inclusion & Title IX

Approval:

  
John K. Pierre

Approval:   
Date

**Southern University Law Center  
Office of Compliance & Title IX**

---

## **Associate Vice Chancellor for Compliance & Title IX Coordinator**

### **Description**

#### Summary Of Position

Associate Vice Chancellor for Compliance & Title IX Coordinator is responsible for ensuring that the law center is in consistent compliance with all local, state, and federal laws, rules, regulations, policies, and procedures. Specifically, the AVC for Compliance provides strategic guidance, advice, and subject-matter expertise to senior administrators and campus constituencies as it relates to Title IX, VAWA, Clery and State Power-Based Violence. The AVC for Compliance/Title IX Coordinator oversees and coordinates investigations, responses, and resolutions to reports of power-based violence and works with internal and external investigators to address reports and complaints. The AVC/Title IX Coordinator is responsible for overseeing resolution of complaints of discrimination and harassment under Title IX and State Power-Based Violence.

Essential Functions (Duties and Responsibilities): To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Oversee, coordinate, and ensure investigations of reports and complaints of power-based violence are adequate, reliable, timely, confidential, and impartial.
- Train deputy Title IX coordinators, investigators, confidential advisors, decision makers, and other appropriate personnel so they are adequately trained in compliance with Title IX and Power-Based Violence guidance.
- Supervise and manage the Office for Compliance staff.
- Expert knowledge of the complexities of sexual harassment, including sexual violence, in the postsecondary setting.
- Expert knowledge of best practices and methodologies for conducting investigations, including interviewing, gathering and analyzing evidence, and writing investigation reports; demonstrated advanced expertise managing subordinate staff who conduct investigations, as well as effectively managing external investigators.
- Expert knowledge of federal and state laws and regulations, case law, and guidance related to discrimination and harassment in the educational and employment setting,

including Title VI, Title VII , Title IX, VAWA , FEHA , ADA /Rehabilitation Act, ADEA and Age Discrimination Act.

- Demonstrated skill, sensitivity and experience interacting with students, faculty, staff and other constituents who are diverse in characteristics such as age, education level, race, gender identity and expression, ability, and socioeconomic backgrounds in a culturally competent and supportive manner.
- Demonstrated understanding of the relevance of trauma in the context of sexual violence.
- Demonstrated understating of the responsibility to maintain sensitive information in accordance with FERPA , HIPAA / FMLA .
- Advanced written and oral communication skills; builds rapport in an open, friendly, and accepting way; listens attentively.
- Ability to objectively evaluate evidence and seek resolution to disputed issues and topics, applying legal and policy standards as informed by relevant case law, regulatory guidance, and SULC values.
- Excellent judgment and ability to work well as part of a team, including collaboration with diverse university units and others.

Knowledge, Skills, and Abilities:

- Ability to use internet software, spreadsheet software, and word processing software.
- Demonstrated sensitivity to individuals with diverse special needs.
- Ability to communicate effectively both orally and in written form.
- Demonstrated effective recordkeeping skills.
- Demonstrated effective organizational skills.
- Ability to establish and maintain positive relationships with a diverse student and faculty population.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of students, faculty, staff, outside groups, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Operate in a highly confidential manner.
- The employee is regularly required to sit and talk or hear.
- The employee must occasionally lift and/or move up to 10 pounds.

Minimum Qualifications:

Master's degree or above is required. Juris Doctorate or other terminal degree preferred. Minimum of five years of experience in higher education. Knowledge of the American with Disabilities Act of 1990, its Amending Act of 2008, and Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, and the Louisiana Campus Accountability and Safety Act.

## SECOND AMENDMENT TO SERVICES AGREEMENT

This Second Amendment to Services Agreement (this "Amendment") is entered into effective as of the 25<sup>th</sup> day of March, 2024, by and between Southern University and Agricultural & Mechanical College System ("Southern University") on behalf of the Southern University Agricultural Research and Extension Center ("AgCenter") and Advanced Biomedics, LLC, a Louisiana limited liability company ("Supplier").

WHEREAS, Southern University and Supplier are parties to that certain Services Agreement dated May 25, 2018 (as amended by the Amendments to Services Agreement dated November 12, 2018, the "Services Agreement"); and

WHEREAS, Southern University and Supplier desire to amend the Services Agreement to extend the initial term of the Services Agreement on the terms and conditions set forth herein in order to discuss additional contract terms.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. Definitions. Capitalized terms used and not defined in this Amendment have the respective meanings assigned to them in the Services Agreement

2. Amendment to Term. The first sentence of Section 5.1 of the Services Agreement is hereby deleted and replaced with the following:

"The initial term of this Agreement begins on the Effective Date and ends on August 1, 2024."

3. Limited Effect. Except as specifically set forth in this Amendment, the terms and conditions of the Services Agreement remain unaltered and in full force and effect.

4. Counterparts. This Amendment may be executed in counterparts, each of which is deemed an original, but all of which constitute one and the same agreement.

*[Signature page follows]*

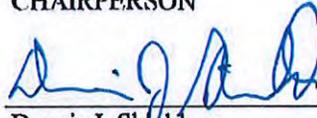
IN WITNESS WHEREOF, the parties have executed this Amendment to be effective as of the day and year first above written.

WITNESSES:

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

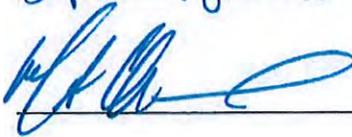
BOARD OF SUPERVISORS OF SOUTHERN  
UNIVERSITY AND AGRICULTURAL AND  
MECHANICAL COLLEGE

By: \_\_\_\_\_  
Myron K. Lawson  
CHAIRPERSON

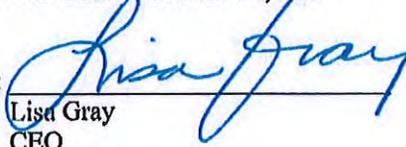


\_\_\_\_\_  
Dennis J. Shields  
PRESIDENT

WITNESSES:

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

ADVANCED BIOMEDICS, LLC

By:   
\_\_\_\_\_  
Lisa Gray  
CEO

By: \_\_\_\_\_  
Torsten Geers

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

**STATE OF LOUISIANA**

**EXTENSION TO CONTRACT FOR PROFESSIONAL LEGAL SERVICES**

**BE IT KNOWN THAT** this agreement is entered into by and between **BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE**, (hereinafter sometimes referred to as “Board”) and **DECUIR, CLARK AND ADAMS, L.L.P.** (hereinafter sometimes referred to as “Counsel”), collectively herein referred to as “Parties”.

1.

The Parties entered into a contract for professional services (“Contract”) in April 2021 with an effective period of July 1, 2021 and ending on June 30, 2023.

2.

Contract provided for two (2) one-year extensions.

3.

The Parties wish to extend Contract through June 30, 2025.

4.

All other provisions under the Contract remain the same.

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

---

Myron K. Lawson, Chairman  
Southern University and A&M College  
System Board of Supervisors

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

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Brandon J. DeCuir, Partner  
DeCuir, Clark & Adams, LLP

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

**SECOND AMENDMENT TO THE EMPLOYMENT CONTRACT OF  
CHANCELLOR OF SOUTHERN UNIVERSITY AGRICULTURAL,  
RESEARCH AND EXTENSION CENTER AND DEAN OF THE  
COLLEGE OF AGRICULTURE AT SOUTHERN UNIVERSITY  
AND A&M COLLEGE  
ORLANDO F. McMEANS**

This amendment is made and entered into on the 19th day of April 2024 between the Board of Supervisors of Southern University and A&M College (“Board”) and Dr. Orlando F. McMeans (“Chancellor”). This Amendment, along with the previous amendment and the original employment contract constitutes the Employment Contract of the Chancellor of Southern University Agricultural, Research and Extension Center and Dean of the College of Agriculture at Southern University and A&M College in Baton Rouge, Louisiana (“University”) (collectively referred herein as “Parties”). This Second Amendment shall be effective as of December 1, 2023, through the end of the contract term. The Parties wish to amend their agreement in the following respects. All other provisions not specifically addressed herein remain in effect.

**I. TERM OF EMPLOYMENT**

- a. This Amendment shall extend the term of the contract through December 31, 2029.

**III. COMPENSATION**

- a. The Chancellor shall be paid an annual base salary of three hundred thirty-seven thousand (\$337,000.00) effective December 1, 2023, through the term of the contract.
- b. Subject to satisfactory annual evaluations and available resources, the Chancellor shall receive a minimum annual increase of 4%. At the discretion of the President and Board of Supervisors, the adjustment can be greater than 4%.

THE PARTIES hereto, acknowledging that this Agreement is subject to approval of the Board of Supervisors, have executed this Agreement on the day, month and year first above written.

CHANCELLOR, SOUTHERN  
UNIVERSITY AGRICULTURAL  
RESEARCH AND EXTENSION CENTER

---

Orlando F. McMeans, Ph.D.

PRESIDENT, SOUTHERN UNIVERSITY  
AND A&M COLLEGE SYSTEM

---

Dennis J. Shields

CHAIRMAN, BOARD OF  
SUPERVISORS OF SOUTHERN  
UNIVERSITY AND AGRICULTURAL  
AND MECHANICAL COLLEGE

---

Myron K. Lawson