

**PERSONNEL AFFAIRS COMMITTEE**  
**(Following the Finance and Audit Committee)**  
**Friday, September 10, 2010**  
**Board of Supervisors' Meeting Room**  
**2<sup>nd</sup> Floor, J.S. Clark Administration Building**  
**Southern University and A & M College**  
**Baton Rouge, LA**

**AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
  - A. Request to waive search and appoint Chief Budget Officer, SUBR
  - B. Appointments
    - 1.) Adjunct Assistant Professor of Management, SUBR
    - 2.) Assistant Professor of Graduate Nursing, SUBR
    - 3.) Assistant Professor of Nursing, SUBR
    - 4.) Associate Executive Director, Trio Outreach Adult Services, SUSLA
  - C. Reorganization of TRIO/Community Outreach Programs, SUSLA
    - 1.) Assistant Executive Director for TRIO Upward Bound Programs
    - 2.) Associate Executive Director for Upward Bound Cohort Tracking
    - 3.) Associate Executive Director for Middle Schools/Director of Talent Search
  - D. Leaves of Absence
    - 1.) Interim Director, Internal Audit, SUBR
    - 2.) Middle School Math/Science Teacher, SU LAB
  - E. Revised Personnel Actions Policy, SU Systemwide
6. Other Business
7. Adjournment


Mr. Richard J. Caiton, Jr. – Chair; Mr. Darren G. Mire, Vice Chair; Mr. Myron K. Lawson;  
Atty. Patrick D. Magee; Mr. Randale Scott; Atty. Tony M. Clayton - Ex Officio



VICE CHANCELLOR FOR FINANCE  
AND ADMINISTRATION  
P. O. BOX 9212  
PHONE (225) 771-5021  
FAX (225) 771-2018

## MEMORANDUM

**TO:** Dr. Kofi Lomotey  
Chancellor

**FROM:** Flandus McClinton, Jr.   
Vice Chancellor for Finance and Administration

**DATE:** August 27, 2010

**RE:** Chief Budget Officer

Authorization was provided at the July 23, 2010 meeting of the Southern University Board of Supervisors to consolidate the Budget Management Office with the University Budget Office. Authorization was also given to establish a new position entitled Chief Budget Officer at a salary of \$70,000. This consolidation will result in a net savings of approximately \$50,000.

The current Budget Management Supervisor in the Comptroller's Office worked very closely with the previous Budget Officer. She is very knowledgeable of the duties and responsibilities of that office and has approximately 11 years of experience in the budget development and management areas. Since the responsibilities of the Chief Budget Officer encompass the duties and responsibilities of the previous Budget Director and the current Budget Management Supervisor, we are requesting permission to fill this position without a search and, as previously stated, with a \$50,000 net savings.

/kkw

Approved:



Kofi Lomotey, Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	219764
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CAMPUS: SUS \_\_\_\_\_ SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

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

Previous Employee James L. Cannon Reason Left Retired  
 Date Left March 31, 2010 Salary Paid \$63,093.00

**Profile of Person Recommended**

Length of Employment September 1, 2010 To June 30, 2011  
 Effective Date September 1, 2010

Name Pamela D. Jones SS# xxx-xx-0047 Sex F Race\* B  
(Last 4 digits only)

Position Title: Chief Budget Officer Department: Budget Office

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

U	S	
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 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 Southern University Experience 20

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

Current Employer Southern University at Baton Rouge

**Personnel Action**

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

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

Source of Funds State

Identify Budget: 2-10730 Location Budget Office  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of:  
 Position Budget Management Supervisor From Chief Budget Officer To  
 Status \_\_\_\_\_  
 Salary Adjustment \$49,441.00 \$70,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
State	\$70,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

Florian McClint 8/27/10 Supervisor Date  
Florian McClint 8/27/10 Vice Chancellor Date  
[Signature] 8/27/10 Director/Personnel Date  
[Signature] 8.30.10 President Date

Florian McClint 8/27/10 Dean/Unit Head Date  
[Signature] 8/27/10 Chancellor Date  
 Vice President/Finance \_\_\_\_\_ Date  
 Business Affairs/Comptroller \_\_\_\_\_ Date  
 Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

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

**COMMENTS:** Authorization was provided at the July 23, 2010 Board Meeting for Southern University Baton Administration to consolidate its existing Budget Management Office with the University Budget Office to create a new position entitled Chief Budget Officer. The responsibilities of Ms. Pamela Jones has been consolidated with the responsibilities of the Budget Director. The net savings to the University is approximately \$50,000.00.

**EMPLOYEE REGULAR WORK SCHEDULE:** 8:00 AM to 5:00 PM Monday -Friday  
**EMPLOYEE DIRECT SUPERVISOR:** Flandus McClinton, Jr.  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** (225) 771-5021  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 3

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

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

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

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

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

**FUNDS AVAILABLE**  
OFFICE OF THE COMPTROLLER  
SOUTHERN UNIVERSITY SYSTEM

111000-6451-61002  
P. Jones 8.27.10



Office of Academic Affairs & Student Affairs  
P.O. Box 9820  
Baton Rouge, Louisiana 70813

Voice: (225) 771-2360  
FAX: (225) 771-2018

## MEMORANDUM

Date: August 25, 2010  
To: Ronald Mason, Jr., President SUS  
From: Mwalimu J. Shujaa, Executive Vice Chancellor & Provost  
Re: PAF for Gregory Spann

A handwritten signature in black ink, appearing to read 'Mwalimu J. Shujaa', is written over the 'From' line of the memorandum.

Dean Donald Andrews, of the SUBR College of Business, is requesting that Mr. Gregory Spann be appointed as adjunct assistant professor in the Department of Management & Marketing. Mr. Spann was previously employed as Director of the SUBR Small Business Development Center.

This is a non-tenure track, year-to-year appointment. Dean Andrews has provided the attached justification for the salary recommended.

MJS:gbr

cc: Kofi Lomotey  
Donald Andrews  
Flandus McClinton

Attachment

JOB CLASS	B 0 0 0
JOB CODE	F
CAL ID	D

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER  
**2F9856**

CAMPUS: SUS 2010 AUG 20 3:40 PM 3-10 SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: ACADEMIC & BUSINESS AFFAIRS & COMPTROLLER 8-MONTH  12-MONTH \_\_\_\_\_ OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

*(Handwritten initials)*

Academic \_\_\_\_\_ Non-Academic \_\_\_\_\_ Civil Service  
 Temporary \_\_\_\_\_ Part-time ( \_\_\_\_\_ % of Full Time) 2010 \_\_\_\_\_ Restricted  
 \_\_\_\_\_ Tenured \_\_\_\_\_ Undergraduate Student \_\_\_\_\_ Job Appointment  
 \_\_\_\_\_ Tenured Track \_\_\_\_\_ Graduate Assistant \_\_\_\_\_ Probationary  
 \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Retiree Return To Work \_\_\_\_\_ Permanent Status

Previous Employee KATRECE ALBERT Reason Left RETIRED  
 Date Left MAY 14, 2010 Salary Paid \$64,379.00

**Profile of Person Recommended**

Length of Employment AUGUST 1, 2010 To MAY 13, 2011  
 Effective Date AUGUST 9, 2010

Name GREGORY SPANN SS# xxx-xx-4758 Sex M Race\* B

Position Title: Assistant Professor in Mgmt Department: DEPT OF MGMT & MKTG

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

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

Years Experience 26 Southern University Experience 25  
 Degree(s): Type/Discipline (BA-Education): MBA Institution/Location (SU-Baton Rouge): HOWARD UNIVERSITY Year: 1984  
BS SUBR 1982

Current Employer SUBR

**Personnel Action**

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

Recommended Salary \$55,000.00 Salary Budgeted \$64,379.00

Source of Funds STATE

Identify Budget: 10842 Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
02-5-27321	\$27,807.16
02-636154	\$54,925.34

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

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] 7/14/10 Date  
 Vice Chancellor [Signature] 8/2/10 Date  
 Director/Personnel [Signature] 8/11/10 Date  
 President [Signature] 8.23.10 Date

Dean/Unit Head [Signature] 7/2/10 Date  
 Chancellor [Signature] 8/14/10 Date  
 Vice President/Finance \_\_\_\_\_ Date  
 Business Affairs/Comptroller \_\_\_\_\_ Date  
 Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date

RECEIVED

OFFICE OF THE CHANCELLOR

RECEIVED

JUL 22 2010

ACADEMIC AFFAIRS

8/24-10

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:** Mr. Spann is transferring from the Capital Small Business Development Center to the College of Business's Department of Management and Marketing effective Fall 2010.

**EMPLOYEE REGULAR WORK SCHEDULE:** MONDAY - FRIDAY  
**EMPLOYEE DIRECT SUPERVISOR:** DONALD ANDREWS/GEORGE NEELY  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 771-5640  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 0

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

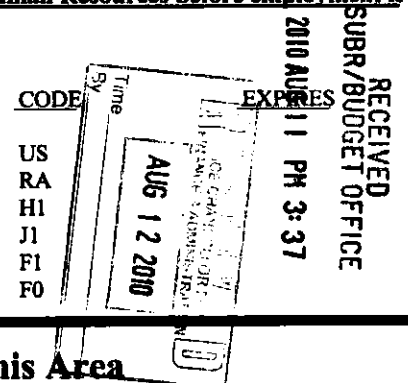
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Documentation must be provided for review and approval by Human Resources before employment is offered.

**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")



**Do Not Write Below This Area**  
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- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

**FUNDS AVAILABLE**  
OFFICE OF THE COMPTROLLER  
SOUTHERN UNIVERSITY SYSTEM  
111000-2209-61003-1000

*Upd Jones* 8-20-10  
GRANTS • CONTRACTS SECTION



Office of the Dean  
College of Business  
P. O. Box 9723  
Baton Rouge, Louisiana 70813

Voice: (225) 771-5640  
FAX: (225) 771-5262

August 23, 2010

Dr. Mwalimu Shujaa, Provost  
Southern University  
Baton Rouge, Louisiana 70813

Dear Provost Shujaa:

Below is the letter I sent you on August 15, 2010 requesting a meeting to outline the transition of the Small Business Development Center. I would appreciate a meeting to better understand your views on this program. This transition plan was developed based on the approval of the appointment of Mr. Spann as an instructor in the College of Business. Mr. Spann is a professionally qualified faculty with years of experience as the director of the Southern University Small Business Development Center. I have attached Mr. Spann's bio for your review.

Mr. Spann has volunteered to return to the College of Business at a salary of \$55,000 from a salary of \$82,000 as the Director of the Small Business Development Center. Mr. Spann has received special training in small business and entrepreneurship training that provides him with unique talents in providing instruction to our students in the area of entrepreneurship and small business development. Spann has major experience in international small business development and has been a major asset to our international business grant projects.

We have Mr. Spann teaching 15 hours which is a greater than normal teaching load for our program. This level of compensation for this level of instructor is at a bargain price to the College and University. Any review of this level of compensation based on national and regional standards will show that this salary level is several standard deviations below the mean.

Sincerely,

A handwritten signature in black ink, appearing to read 'Donald R. Andrews', is written over a white background.

Donald R. Andrews, Dean

# Biographical Profile

## Gregory A. Spann

Director and Adjunct Professor

Louisiana Small Business Development Center - Southern University Baton Rouge (LSBDC-SUBR)

4826 Jamestown Avenue, Suite 1

Baton Rouge, LA 70808-3224

Phone: (225) 922-0998

E-Mail: [grspa@yahoo.com](mailto:grspa@yahoo.com)

### SUMMARY OF EXPERIENCE

Mr. Spann has combined over 24 years of knowledge and experience in providing management and technical assistance to small businesses and in preparing college students for successful careers in business.

For the past 17½ years, Mr. Spann has directed the Southern University-sponsored small business development center. He is responsible for managing the Center's operation of providing individual consulting services, educational seminars/workshops, and resource information to start-up and existing business owners in a seven-parish area. In addition to his duties with the Center, Mr. Spann served as an adjunct professor, teaching management and marketing courses, including "Entrepreneurship" in the College of Business at Southern University for 15 of those years.

Prior to his present experience, he served as a small business development advisor for the Louisiana Department of Economic Development, helping existing and potential minority and women business owners with informational assistance and procurement opportunities in the public and private sector.

### SUMMARY OF OVERSEAS EXPERIENCE

Mr. Spann has participated in various international academic and small business grant projects at Southern University. He has designed and facilitated workshops/seminars on entrepreneurship, business planning, and financial management, and has conducted one-on-one consulting sessions and on-site visits for local small business owners in conjunction with Makerere University Business School in Kampala, Uganda, 2009, 2008, 2007, and 2005; and the State Engineering University of Armenia in Yerevan, 2000.

Mr. Spann also participated in Rotary International - Group Study Exchange Program to India, 1993.

### WORK EXPERIENCE

Aside from conducting numerous one-on-one consultation sessions with small business clients, he has developed and instructed a myriad of educational training programs for entrepreneurs and economic development professionals to enhance their entrepreneurial and managerial skills, including:

- Designed, coordinated, and facilitated in-depth entrepreneurship training (totaling 18½ hours) for young men and women from various regions of Uganda in conjunction with Business, Leadership and Entrepreneurial Skills Development (BLES D) Training Program between Southern University College of Business, Baton Rouge, Louisiana and Makerere University Business School, Kampala, Uganda, a grant project funded by U. S. Department of State, 2009.

- Submitted presentation on “How Businesses are Financed in the United States” at 5<sup>th</sup> Annual Entrepreneurship Conference jointly organized by Makerere University Business School, Kampala, Uganda, and Southern University College of Business, Baton Rouge, Louisiana, 2008.
- Designed and facilitated "Developing a Business Plan and Sources of Financing for Your Small Business" (including market research industry data) workshops for the entrepreneurship faculty at Makerere University Business School in Kampala, Uganda, 2008, 2007, and 2005.
- Developed and facilitated "Business Planning" and "Preparing Financial Statements" workshop and conducted individual consultation and on-site visits for local small business owners in Kampala, Uganda, 2008, 2007, and 2005.
- Designed, coordinated, and facilitated comprehensive Small Business Entrepreneurial Training Program for both start-up and existing businesses for the Southern University Incubator Program, 2001-Present.
- Designed a comprehensive 12-month series of educational training programs entitled, "Entrepreneurial Small Business Management Series" for the small business community and patrons of the Ascension Parish Library, 1996-Present.
- Developed and conducted “How to Start Your Own Small Business” workshops for pre-release prison inmates at Dixon Correctional Institute (DCI), 2001-Present.
- Designed and facilitated comprehensive Small Business Entrepreneurial Training Program for low-to-moderate income persons for UREC’s Micro Enterprise Development Initiative, 2002.
- Designed and facilitated a specialized comprehensive Small Business Entrepreneurial Training Program for certified small businesses of the Louisiana Department of Economic Development - Small and Emerging Business Development Program, 2003.
- Developed and conducted workshops on “Starting and Financing a Small Business in the United States” for students at the State Engineering University of Armenia in Yerevan, 2000.

## PROFESSIONAL HISTORY

1991-Present Director and Adjunct Professor, Southern University and A & M College  
1990-1991 Small Business Development Advisor, Louisiana Department of Economic Development  
1984-90 Assistant Professor, Southern University and A & M College

## EDUCATION

M.B.A. Labor-Management Relations, Howard University, Washington, D.C., 1984  
B.S. Marketing, Southern University, Baton Rouge, LA, 1982

## **PROFESSIONAL CERTIFICATIONS**

Housing Development Finance, National Development Council (NDC), 2001  
Economic Development Finance, National Development Council (NDC), 1999

## **OTHER PROFESSIONAL DEVELOPMENT**

- Completed "SBDC High Performance Leadership System Training" course, Chuck Mitchell, 2007
- Participated in "Engaging Africa in the 21st Century" Seminar, The University of Memphis, 2005
- Completed The Risk Management Association's (RMA's) Lending Academy, 2004
- Completed "Six Sigma Leadership Training" Program, 3M Company, St. Paul, MN, 2003
- Participated in Globalization Seminars on "Introduction to International Business" by Center for International Business Education and Research (CIBER), The University of Memphis, 2003
- Participated in Price Babson's Symposium for Entrepreneurship Educators (SEE) – 19, Babson College, 2003
- Completed Certified Instructor Training, FastTrac Entrepreneurial Training Program, Ewing Kauffman Foundation, 2001

JOB CLASS					<b>SOUTHERN UNIVERSITY SYSTEM</b>						
JOB CODE					<b>RECEIVED Personnel Action Form</b>						
CAL ID					POSITION NUMBER	2	F	9	5	2	8

2010 AUG 26 AM 10:50 *NEW A*

CAMPUS: SUS VAPIRAN & BUSINESS AFFAIRS & COMPTROLLER SUAREC SUNO SUSLA SUNO

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

X Academic Non-Academic **RECEIVED** Civil Service  
Temporary Part-time ( of Full Time) Restricted  
Tenured Undergraduate Student AUG 19 2010 Job Appointment  
X Tenured Track Graduate Assistant Probationary  
Other (Specify) Retiree Return To Work Permanent Status

Previous Employee Cynthia Bienemy Reason Left Professional Growth  
Date Left 10/2009 Salary Paid \$74,970

**Profile of Person Recommended**

Length of Employment August 16, 2009 2010 5.0 To May 14, 2011  
Effective Date August 16, 2009 2010 5.0

Name Scharmaine Lawson-Baker SS# xxx-xx-2647 Sex female Race black  
(Last 4 digits only)

Position Title: Assistant Professor Department: Graduate Nursing

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 19yrs Southern University Experience 0  
Degree(s): Type/Discipline (MSN-Nursing): Institution/Location (SU-Baton Rouge): Year:  
DNP Chatham University 2008  
MSN-FNP Tennessee State University 2001  
BSN Dillard University 1989

Current Employer \_\_\_\_\_

**Personnel Action**

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

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

Source of Funds Nursing Doctoral Program

Identify Budget: 14005 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

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

[Signature] 7/27/10 Date  
Supervisor  
[Signature] 7/30/10 Date  
Vice Chancellor  
[Signature] 8/16/10 Date  
Director/Personnel  
[Signature] 8/26/10 Date  
President

[Signature] 7/23/10 Date  
Dean/Unit Head  
[Signature] 8/17/10 Date  
Chancellor  
[Signature] 8/26/10 Date  
Vice President/Finance  
Business Affairs/Comptroller  
Chairman/S.U. Board of Supervisors

ACADEMIC AFFAIRS

RECEIVED

JUL 26 2010

OFFICE OF THE CHANCELLOR

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:** Dr. Lawson-Baker will work 2 1/2 days per week. Job Responsibilities: N653 NP Practicum 1, supervision and evaluation of NP students in direct clinical supervision, site visits for indirect clinical supervision, use of Blackboard on-line classroom management system, use of LiveText University Supported on-line assessment system, grading practicum portfolios, and related practicum assignments, submission of grades and attendance, SUSON Faculty and Graduate Council Committee Member, Office hours - 4 per week, and must engage in collaborative practice as Nurse Practitioner.

**EMPLOYEE REGULAR WORK SCHEDULE:** Weekdays 8:00am. - 5:00pm.

**EMPLOYEE DIRECT SUPERVISOR:** Dr. Sharon Hutchinson

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 0

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

**TYPE**

- 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")

**CODE**

- US
- RA
- H1
- J1
- F1
- F0

By	Time
	AUG 17 2010
VICE CHANCELLOR FOR FINANCE & ADMINISTRATION	

RECEIVED  
SBR/BUDGET OFFICE  
EXPIRES  
AUG 17 AM 8:26

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ ~~or~~ 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)

FINANCE AVAILABLE  
OFFICE OF THE COMPTROLLER  
SOUTHERN UNIVERSITY SYSTEM  
111000-2400-61003

*Signature*  
GRANTS • CONTRACTS SECTION Rcv. 7/7/2010

JOB CLASS	B	0	0	0
JOB CODE	F			
CAL ID	D			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

RECEIVED

POSITION NUMBER

2F9964

Retaining A

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH VPA/FINAL 12-MONTH BUSINESS AFFAIRS & COMPTROLLER OTHER (Specify)

RECEIVED

X Academic Non-Academic  
 X Temporary AUG 13 2010 Part-time ( % of Full Time)  
 Tenured Undergraduate Student  
 Tenured Track Graduate Assistant  
 Other (Specify) Retiree Return To Work

JUL 24 2010

ACADEMIC AFFAIRS

SCH. OF NURSING JUN 10 2010

RECEIVED SOUTHERN UNIVERSITY

Previous Employee Robert Buckley Reason Left Retired Date Left 05/14/10 Salary Paid 54,000.00

Profile of Person Recommended

Length of Employment 08/09/10 To 05/10/11 Effective Date 08/09/10

Name Malinda Carmouche SS# xxx-xx-4994 Sex F Race\* Black

Position Title: Assistant Professor Department: Nursing

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

New Position Expiration Date: 2010 AUG -5 PM 5:37

(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 20.00 Southern University Experience Degree(s): Type/Discipline (BA-Education): MSN-Nursing Institution/Location (SU-Baton Rouge): Northwestern State University-Natchitoches BSN-Nursing Southern University-Baton Rouge Year: 05/1997 04/1989

Current Employer Southern University and A&M College-School of Nursing

Personnel Action

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

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

Source of Funds General funds 2-10878

Identify Budget: 2-10878 Form Code: Page Location 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
General funds	\$60,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor 6/10/10 Date

Vice Chancellor 7/30/10 Date

Director/Personnel 8/11/10 Date

President 8.10.10 Date

Dean/Unit Head 7/21/10 Date

Chancellor 8/11/10 Date

Vice President/Finance 8/30/10 Date

Business Affairs/Comptroller

Chairman/S.U. Board of Supervisors Date

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

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

**COMMENTS: N 310 Lecture (Course coordinator) ; Tuesday clinical and Wednesday clinical**

**EMPLOYEE REGULAR WORK SCHEDULE:** Monday – Friday 8am-5pm  
**EMPLOYEE DIRECT SUPERVISOR:** Jacqueline J. Hill  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER:** 771-2653  
**NUMBER OF EMPLOYEES SUPERVISED, (if any):** 0

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

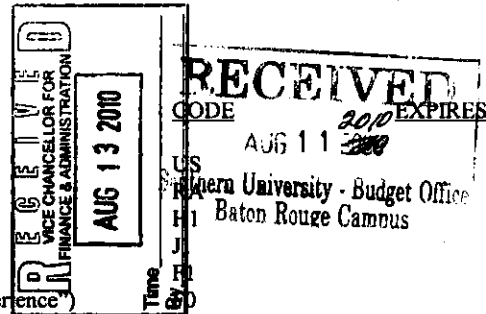
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Documentation must be provided for review and approval by Human Resources before employment is offered.

**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”)



**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)

**FUNDS AVAILABLE**  
OFFICE OF THE COMPTROLLER  
SOUTHERN UNIVERSITY SYSTEM

11000-2403-6003  
*[Signature]*  
8-27-10



*Excellence • Integrity • Accountability • Service*

*Office of the Chancellor*

August 30, 2010

Dr. Ronald Mason, Jr., President  
Southern University System  
4<sup>th</sup> Floor, J. S. Clark Administration Building  
Baton Rouge, La 70813

**RE: Appointment Associate Executive Director for Trio Outreach Adult Services**

Dear Dr. Mason:

This correspondence comes seeking your endorsement of Mrs. Reta Stewart, who after a comprehensive search process, has been recommended to serve in the role of Associate Executive Director for TRIO Outreach Adult Services, effective September 1, 2010.

In keeping with it's due diligence, Southern University at Shreveport (SUSLA) sought and has received approval relative to this appointment from the Administrator of the Federal TRIO Program, therein, permitting us to advance this recommendation at this time.

Attached, please find a personnel action for that allows you to react to this action. Further, if approved, it would also be my request that this matter be forward to the Southern University Board of Supervisors (SUBOS) for review at their next scheduled meeting.

Respectfully Submitted,

Ray L. Belton, Ph.D.  
Chancellor

Attachments

3050 MARTIN LUTHER KING, JR. DRIVE - SHREVEPORT, LOUISIANA 71107  
PHONE: (318) 670-6312 FAX (318) 670-6374  
TOLL FREE: 1-800-458-1472, #6312  
WWW.SUSLA.EDU

"AN EQUAL OPPORTUNITY EMPLOYER BY CHOICE. REGARDLESS OF RACE, CREED, SEX, DISABILITY OR VETERAN STATUS"

JOB CLASS	53570
JOB CODE	54
CAL ID	

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	5M9807
-----------------	--------

CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA **X**

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

_____ Academic	<b>X</b> 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 Major Brock Reason Left Promotion  
 Date Left January 13, 2010 Salary Paid \$50,000.00

**Profile of Person Recommended**

Length of Employment September 1, 2010 To August 31, 2011  
 Effective Date September 1, 2010

Name Reta T. Stewart SS# xxx-xx-8580 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Associate Executive Director for TRIO Adult Services (EOC Director) Department: Educational Opportunity Centers

Check One **X** Existing Position \*Visa Type (See Reverse Side): **U S A**  
 \_\_\_\_\_ New Position Expiration Date: \_\_\_\_\_

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

Years Experience 32 Southern University Experience 8

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
M.S.	<u>Guidance and Counseling</u>	<u>Louisiana Tech University Ruston, LA</u>	<u>2003</u>
B.A.	<u>Organizational Management</u>	<u>Wiley College Marshall, TX</u>	<u>2001</u>

Current Employer Southern University at Shreveport

**Personnel Action**

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

Recommended Salary \$50,000.00 Salary Budgeted \$50,000.00

Source of Funds Federal Grant OFFICE OF FISCAL AFFAIRS (SOUTHERN UNIVERSITY SUPPORT)

Identify Budget: Educational Opportunity Centers Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_  
 Position Upward Bound DeSoto Director From BUDGETARY CONTROL To Associate Executive Director for TRIO Adult Services (EOC Director)

Status \_\_\_\_\_  
 Salary Adjustment \$40,000.00 \_\_\_\_\_ \$50,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
EOC	\$50,000.00
212606-8320-5000	

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

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

<u>James W. Robinson</u> 8-23-10	Date	<u>James W. Robinson</u> 8-23-10	Date
Supervisor	8-27-10	Dean/Unit Head	8/30/10
Vice Chancellor	8/31/10	Chancellor	
Director/Personnel	8.30.10	Vice President/Finance	
President		Business Affairs/Comptroller	
		Chairman/S.U. Board of Supervisors	

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.

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

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

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

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

**COMMENTS:**

The Director will be responsible for the coordination of Adult Services with other TRIO Programs administered by the host institution, so that parents (adults) whose children are participants in these programs will have the benefit of an organized TRIO Adult Services Component.

**EMPLOYEE REGULAR WORK SCHEDULE:** 8:00 A.M. - 5:00 P.M., Monday - Friday  
**EMPLOYEE DIRECT SUPERVISOR:** Carrie W. Robinson  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 318-670-6663

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** \_\_\_\_\_

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

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

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- \_\_\_\_\_ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
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- \_\_\_\_\_ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- \_\_\_\_\_ Exemptions Survey Form (signed by employee and budget head)
- \_\_\_\_\_ Proposed Employee Appointment
- \_\_\_\_\_ Proposed Employee Clearance
- \_\_\_\_\_ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

August 27, 2010

Dr. Ray L. Belton Chancellor  
Southern University at Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, LA 71107

Dear Dr. Belton:

Pursuant to your request and as result of the realities of this challenging time, I have engaged in realigning and restructuring TRIO Community Outreach Programs to respond to budget cuts and meet the needs of our students while preserving our core functions. Please know that this plan aligns mission-related priorities with available resources, rethinks organizational design in light of institutional expectations, responsibilities and commitments and establishes budget priorities. More specifically, this plan offers a coordinated process that ensures student and institutional success by enhancing the present infrastructure in TRIO Community Outreach Programs by consolidating and reorganizing job functions while maximizing the potential of current Trio Community Outreach Programs, thereby, eliminating the need to bring on additional staff to perform critical functions of the Department.

Please allow the realigning and restructuring of Trio Community Outreach Programs by approving the following title changes and recommendations for the following staff members:

Mrs. Betty Fagbeyiro presently serves as Associate Executive Director of TRIO Upward Bound Programs/ Director of Upward Bound South. The request is that Mrs. Fagbeyiro's title will be upgraded to Assistant Director of TRIO Upward Bound Programs/ Director of Upward Bound South along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Responsible for travel to two rural Upward Bound Program sites in an effort to provide immediate administrative assistance and programmatic guidance related to delivery of services.
- Provide training for new staff members at those sites
- Assist the directors in those programs with developing community and family involvement, which will strengthen successes necessary for program positive outcomes.
- Will continue to support and assist the Executive Director with day-to-day operation, research and proposal development/writing to enhance the delivery of program services.

Mrs. Casey presently serves as Director of Educational Talent Search. The request is that Mrs. Casey's title will be upgraded to Associate Executive Director for Middle School Activities/Director for Educational Talent Search along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Assume the leadership role for administering an additional grant for Middle School Students under the auspices of the Board of Regents. Upon successful implementation of the present

3050 Martin Luther King Drive – Shreveport, LA 71107  
Phone 318-670-6000 OR 1-800-458-1472 (318) 670-6337 Fax 318-670- 6301  
[www.susla.edu](http://www.susla.edu)

"An Equal Opportunity Employer By Choice, Regardless of Race, Color, Creed, Sex, Disability Or Veteran Status"

- grant, Associate Executive Director will be responsible for the request for continuation of funding during the next grant writing competition.
- Continue all responsibilities for the administration of the Educational Talent Search Program in compliance with EDGAR and University Guidelines.

Mr. Brown presently serves as Director of Upward Bound North. The request is that Mr. Brown's title will be upgraded to Associate Executive Director for Upward Bound Cohort Tracking/Director of Upward Bound North along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Responsible for providing assistance to each of the four (4) Upward Bound Programs with the enrollment, follow-up, postsecondary tracking and documentation for all Upward Bound participants who graduate or were scheduled to graduate in their respective cohort years.
- Responsible for providing assistance to each of the four (4) Upward Bound Programs with the enrollment, follow-up, postsecondary tracking and documentation for all Upward Bound participants who enrolled immediately after graduation to persist for the second fall following high school graduation.

Ms. Henderson presently serves as Educational Advocate of Upward Bound North. The request is that Ms. Henderson's title will be upgraded to Associate Director/Advocate of Upward Bound North along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Assist the Director with the administration of the Upward Bound North program budget in compliance with EDGAR and University Guidelines.
- Upon approval of the Reorganizational Restructuring relative to the current Upward Bound North program, it is necessary that the Associate Director will assume the day-to-day operation of the program in the absence of the Director.

In addition to the above realigning and restructuring requests, it is my recommendation that 100% of the Executive Director's salary be absorbed from the TRIO Community Outreach Programs budgets. This will provide a savings to the University of \$14,332.50 and the administrative cost will increase by \$4,040.00 providing a total savings of \$18,372.00.

Upon your approval, these recommendations will become effective September 1, 2010.

Sincerely,



Dr. Sharon F. Green, Vice Chancellor  
Student Affairs



EXCELLENCE · INTEGRITY · ACCOUNTABILITY · SERVICE

OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

August 24, 2010

Dr. Ray L. Belton, Chancellor  
Southern University at Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, LA 71107

Dear Dr. Belton:

A search committee chaired by Mrs. Rhalanda Jackson met on Friday, July 9, 2010. The committee was sanctioned to interview candidates for the position of Associate Executive Director for TRIO Outreach Audit Services and in doing so make a recommendation to fill the position .

The committee made the following recommendation of Mrs. Reta Stewart for the position. I concur with the committee's selection and believe that Mrs. Stewart will greatly fit in and enhance the area where she seeks to work.

With your approval, it is my hope to have the new employee on board for September 1, 2010. Also with your approval, the employee's starting salary will be in the amount of \$50,000.00.

Attached please find a PAF and data from the search committee used to choose this new employees.

Please contact me if more information is needed.

Sincerely,


Dr. Sharon F. Green  
Vice Chancellor for Student Affairs



*Excellence · Integrity · Accountability · Service*

*Division of Student Affairs  
TRiO Community Outreach Programs*

**To:** Dr. Sharon Green, Vice Chancellor of student Affairs

**From:** Mrs. Carrie Robinson, Executive Director 

**Date:** July 14, 2010

**Re:** Recommendation for the Associate Executive Director for TRiO Outreach Adult Services  
(BOC Director)

The committee for the Educational Opportunity Centers Director chaired by Mrs. Rhalanda Jackson met on Friday, July 9, 2010 and interviewed seven (7) candidates.

The committee unanimously recommended Mrs. Reta Stewart for the position. As Executive Director for TRiO Community Outreach Programs, and upon approval from the Department of Education, I concur and recommend the same.

Please find the following copies attached:

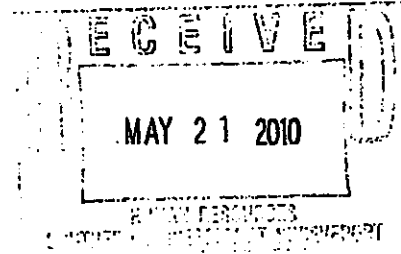
- Resume (7)
- Schedule for Interviews
- Interview Rating Sheet
- Committee members profile
- Employment Package
- Tabulation sheet/Recommendation
- Job Announcement

# Reta T. Stewart

8308 S. Satinwood Drive Greenwood, LA 71033  
318-938-9482-Home [rthomasstewart@att.net](mailto:rthomasstewart@att.net) 318-564-6381-Cell

May 17, 2010

Dianne Neal, Director  
Human Resource Department  
Southern University at Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, LA 71107



Dear Mrs. Neal:

As a highly qualified professional with a strong passion to help others, I am applying for the position of Associate Executive Director of TRiO Community Outreach Programs Adult Services and Director of Educational Opportunity Centers (EOC) as currently advertised on the SUSLA website. Given my related experience and excellent capabilities I would appreciate your consideration for this job opening. My qualifications are an ideal match for the requirements of this position.

#### Your Requirements:

- a. Master's degree in Guidance and Counseling or related field from an accredited institution,
- b. A minimum of three (3) years of administrative or supervisory experience in social services, counseling, federal program administration or related field, and
- c. Work in TRiO programs preferred.

#### My Qualifications:

- a. Master's degree in Guidance and Counseling from Louisiana Tech University, 2003
- b. Director of Upward Bound DeSoto since 2007 and Lead Inspector at Engineered Products for several years, supervising six (6) inspectors on various work shifts, and
- c. Worked in Trio Upward Bound North as an Educational Advocate; TRiO Educational Talent Search as an Educational Advisor; and, TRiO Upward Bound DeSoto as the Director.

Thank you for reviewing my credentials and work experience. Of Course, feel free to call me at (318-938-9482), (318-564-6381) or e-mail me at ([rthomasstewart@att.net](mailto:rthomasstewart@att.net)) to schedule an interview.

Sincerely,

*Reta T. Stewart*

**Reta T. Stewart**  
**8308 S. Satinwood Drive Greenwood, Louisiana 71033**  
**(318) 938-9482 Home (318) 564-6381 Cell (318) 938-7282 Fax**  
**rthomasstewart@att.net**

**OBJECTIVE**

To secure a position utilizing my educational and counseling skills with a commitment to help young people and adults reach their potential while contributing to the benefit of my employer.

**EDUCATION**

Bachelor of Science, Organizational Management, Wiley College, Marshall, Texas,  
*Magna Cum Laude* May 2001  
Master of Art, Counseling & Guidance, Louisiana Tech University, Ruston, Louisiana,  
March 2003

**WORK EXPERIENCES**

<b>Director</b>	9/2007 - Present
Upward Bound DeSoto	High School Participants
Southern University at Shreveport	Shreveport, Louisiana

Serve as immediate supervisor of the Upward Bound DeSoto project; Responsible for the development and implementation of all project activities, including initiation of all budget transactions, scheduling and assignment of staff duties, developing policies and procedures for Upward Bound DeSoto information and assistance activities; prepare all Upward Bound DeSoto reports; provides training and staff development; and reports directly to the Executive Director.

<b>Educational Advisor</b>	Middle and High School Participants
TRiO Talent Search	3/2004 – 9/2007
Southern University at Shreveport	Shreveport, Louisiana

Collected pertinent information on each participant such as test scores and report cards; kept accurate documentation of participant eligibility and the delivery of program services in each participant's file; traveled weekly to designated high/middle schools; provided specialized personal, career, and academic counseling; conducted informational workshops on study skills, test-taking and other academic areas; generated weekly, monthly and quarterly reports; traveled to state, regional, and national meetings and training conferences; supplied information and assistance to inspire the participant's to pursue postsecondary education; provided supervision and monitoring for three hundred fifty (350) participant files during the academic year, fifty (50) during the summer tutorial program and assisted the Director with administrative responsibilities as necessary. Assisted with the research and the writing of the TRiO Talent Search funded Proposal for 2007-2011.

**Reta T. Stewart**  
**8308 S. Satinwood Drive Greenwood, Louisiana 71033**  
**(318) 938-9482 Phone (318) 564-6381 Cell (318) 938-7282 Fax**  
**rthomasstewart@att.net**

**Substitute Teacher** 10/2003 – 3/2004  
Caddo Parish School Board Shreveport, Louisiana  
Taught students at various schools in the absence of teachers as needed.

**Educational Advocate** High School Participants  
TRiO Upward Bound North 9/2003 – 3/2004  
Southern University at Shreveport Shreveport, Louisiana  
Assessed participant's potential for postsecondary educational training, tutorial needs and career needs; conducted personal, academic, and financial aid counseling sessions; maintained participant's files; assisted participant's in class scheduling, exploring career fields, setting career goals, and selecting college majors.

**RELATED WORK SITES**

Rusheon Middle School, Bossier City Oak Park Elementary School, Shreveport  
Caddo Juvenile Detention Center Adult Homeless Shelter, Minden

**SKILLS**

Working knowledge of Blumen Software, Internet, Microsoft Office.

**COMMUNITY SERVICE ACTIVITIES**

Paint Your Heart Out ,  
Sickle Cell Drive  
Delta Sigma Theta Fan Drive  
Providence House  
Shriners Children Hospital  
LSUHSC Children's Floor  
Scholarship Drives (Hardship Scholarship, Minister's Luncheon, Blues Revue Scholarship)  
Homeless Shelter  
Acteens, Galilee Baptist Church  
Scholarship Committee, Chairman, Galilee Baptist Church

**PROFESSIONAL AFFILIATIONS**

Member, American Counseling Association  
Member, National Association of University Women  
Member, Delta Sigma Theta Sorority  
Beta Sigma Delta Honor Society

**Carrie W. Robinson**

---

**From:** Witthoefft, Ben [Ben.Witthoefft@ed.gov]  
**Sent:** Tuesday, July 13, 2010 2:14 PM  
**To:** Carrie W. Robinson  
**Subject:** FW: Southern University at Shreveport - EOC Director's Position Vacancy

From what date will these personnel changes become effective?  
And is my assumption correct that Ms. Stewart will be leaving the UB DeSoto project and you will be looking for another new director?

-----Original Message-----

**From:** Witthoefft, Ben  
**Sent:** Tuesday, July 13, 2010 3:10 PM  
**To:** 'Carrie W. Robinson'  
**Subject:** RE: Southern University at Shreveport - EOC Director's Position Vacancy

I approve the hiring of Reta Stewart as director of EOC project P066A060096.

Ben Witthoefft  
Grants Management Specialist  
Federal TRIO Programs  
U.S. Department of Education  
1990 K Street NW, 7th floor  
Washington, DC 20006-8510  
(202) 219-7043  
(202) 502-7857 FAX

-----Original Message-----

**From:** Carrie W. Robinson [mailto:cwrobinson@susla.edu]  
**Sent:** Tuesday, July 13, 2010 2:58 PM  
**To:** Witthoefft, Ben  
**Subject:** RE: Southern University at Shreveport - EOC Director's Position Vacancy

Upon your approval of the attached resume of Reta Stewart, she will take the position of EOC Director effective September 1, 2010 Carrie W. Robinson, Executive Director TRIO Community Outreach Programs Southern University at Shreveport  
601 Texas Street, Suite 104  
Shreveport, Louisiana 71101  
Phone 318-670-6663  
Fax 318-670-6608

---

**From:** Witthoefft, Ben [Ben.Witthoefft@ed.gov]  
**Sent:** Friday, June 04, 2010 2:14 PM  
**To:** Carrie W. Robinson  
**Subject:** RE: Southern University at Shreveport - EOC Director's Position Vacancy

Ms. Robinson,

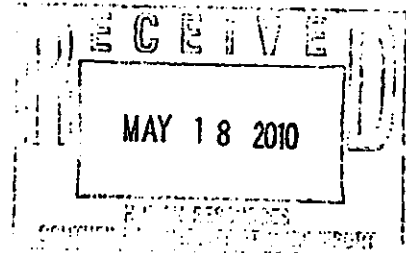
I wanted to get back in touch with you regarding the vacancy in the position of EOC project director at Southern-Shreveport. What is the status of your search, and when do you expect to



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OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

May 18, 2010



Mrs. Diane N. Neal  
Director of Human Resources  
Southern University at Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, LA 71107

Dear Mrs. Neal:

This letter of recommendation is on behalf of Reta T. Stewart. Mrs. Stewart is applying for the position of Associate Executive Director of TRIO Community Outreach Programs Adult Services and Director of Educational Opportunity Center (EOC).

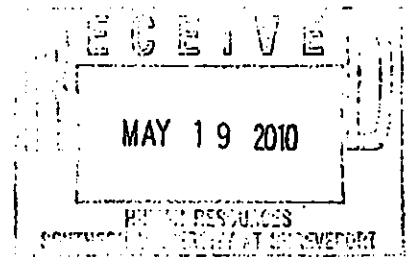
I have known Mrs. Stewart for many years and I am aware of her qualifications for these positions. She has served several years as a counselor; she has TRIO experience; and she has served in a supervisory position.

Mrs. Stewart is qualified for the aforementioned positions and would be an asset to the TRIO and EOC positions. If you need additional information, please feel free to contact me.

Sincerely,

Orella R. Brazile, Ph.D.  
Vice Chancellor for Academic Affairs

ORB/bb



May 19, 2010

Ms. Diane N. Neal,  
Director of Human Resources  
Southern University of Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, LA 71107

Dear Ms. Neal,

It is my pleasure to recommend Mrs. Reta T. Stewart for the position:

*Associate Executive Director of TRiO  
Community Outreach Programs Adult Services and  
Director of Educational Opportunity Centers (EOC)  
TRiO Community Outreach Programs*

I have been acquainted with Mrs. Stewart on a professional level during the past five years. During the course of this time, she has impressed me as one who is committed to excellence coupled with hard work. She has a wide range of coordinating, training and supervisory experiences in the directorship arena. She has served in both management and supervisory roles during her past position as an Educational Advisor. Her various tasks included personal and academic counseling, conducting workshops, budgeting, and assisting with administrative responsibilities. Her writing and organizational skills are evidenced as a result of her preparation of reports, proposal writing, and gathering statistical data in connection with her general responsibilities. Her human relations skills are impeccable. She has the unique ability to set goals and achieve these goals as a leader, but accomplished through team work. These skills in concert with her pleasant personality and ability to get along with others will enhance her ability to be effective as an Associate Executive Director.

The vast amount of time invested during the development and implementation of project activities for her current position as Director of Upward Bound, does not limit Mrs. Stewart's involvement in community events. She spends many hours as a volunteer for Sickle Cell Drives, Providence House, Homeless Shelters and Delta Sigma Theta Pan Drives. She is an active member of the Galilee Baptist Church where she chairs the Scholarship Committee, Acteens, and is an active Sunday School member. She supports children through Shriners Children's Hospital, and senior citizens through National Association of University Women. Additionally, Mrs. Stewart models loyalty and commitment to Southern University at Shreveport as she partners with feeder schools to actively recruit for the university.

A review of her past and present experiences demonstrates perfect alignment with the job expectations for this position. During the years in which I have known her as a colleague, she has continued to display leadership competence, high energy, creativity, and resourcefulness, while maintaining a professional prospective and commitment to the school and community. I recommend her highly.

With warm regards,

A handwritten signature in cursive script, appearing to read "Barbara Hamilton Hollis".

*Barbara Hamilton Hollis, Ph.D.*

Department of Biology  
Southern University at Shreveport  
3050 Martin Luther King Jr. Drive  
Shreveport, Louisiana 71107  
(318) 670-6251  
[bhollis@susja.edu](mailto:bhollis@susja.edu)

PRESTON D. WILSON  
311 Hartman Street  
Brookhaven, MS 39601  
(601) 833-2873

September 28, 2007

Ms. Diane Neal  
Director of Human Resources  
Southern University at Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, Louisiana 71107

Dear Ms. Neal:

I am pleased to write this letter of recommendation for Reta Stewart for the position of Associate Executive Director of Trio Community Outreach Programs Adult Services and Director of Educational Opportunity Centers. I have known Mrs. Stewart for seven years and witnessed her work at Woodlawn High School via the Southern University Talent Search Program. She served the Woodlawn students with great capacity and enthusiasm. Having worked in the education realm for seventeen years, I can attest Mrs. Stewart retains the necessary written and verbal communication skills to be an excellent director.

I admire her for her many valuable personal qualities and regard her with evermore respect. She exhibits punctuality, she is well organized, goal oriented, and is very much a people person. She is always willing to offer her assistance and has an excellent rapport with individuals and groups of all ages.

It is without hesitation that I strongly recommend Reta Stewart as Associate Executive Director of Trio Community Outreach Programs Adult Services and Director of Educational Opportunity Centers. Please feel free to contact me at (601) 835-3960 for additional information.

Sincerely,

/s/ Preston D. Wilson  
Preston D. Wilson

RECEIVED

MAY 21 2010



*Excellence \* Integrity \* Accountability \* Service*

August 27, 2010

## *Office of the Chancellor*

Dr. Ronald Mason, Jr., President  
Southern University System  
P. O. Box 10878  
Baton Rouge, LA 70813

### **RE: REORGANIZATION OF SUSLA TRIO COMMUNITY OUTREACH PROGRAMS**

- ↓ PAF – Assistant Executive Director TRIO Upward Bound Programs
- ↓ PAF – Associate Executive Director for Upward Bound Cohort Tracking
- ↓ PAF – Associate Executive Director for Middle Schools

Dear Dr. Mason:

Because of the realities of this challenging time, I have engaged in realigning and restructuring TRIO Community Outreach Programs, a department in the Division of Student Affairs, to respond to budget cuts and meet the needs of its students while preserving our core functions. Please know that this plan aligns mission-related priorities with available resources, rethinks organizational design in light of institutional expectations, responsibilities and commitments and establishes budget priorities. More specifically, this plan offers a coordinated process that ensures student and institutional success by enhancing the present infrastructure in TRIO Community Outreach Programs by consolidating and reorganizing job functions while maximizing the potential of current TRIO Community Outreach Programs, thereby, eliminating the need to bring on additional staff to perform critical functions of the Department.

Please allow the realigning and restructuring of Trio Community Outreach Programs by approving the following title changes and recommendations for the following staff members:

Mrs. Betty Fagbeyiro presently serves as Associate Executive Director of TRIO Upward Bound Programs/ Director of Upward Bound South. The request is that Mrs. Fagbeyiro's title will be upgraded to Assistant Director of TRIO Upward Bound Programs/ Director of Upward Bound South along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Responsible for travel to two rural Upward Bound Program sites in an effort to provide immediate administrative assistance and programmatic guidance related to delivery of services.
- Provide training for new staff members at those sites
- Assist the directors in those programs with developing community and family involvement, which will strengthen successes necessary for program positive outcomes.
- Will continue to support and assist the Executive Director with day-to-day operation, research and proposal development/writing to enhance the delivery of program services.

Mrs. Casey presently serves as Director of Educational Talent Search. The request is that Mrs. Casey's title will be upgraded to Associate Executive Director for Middle School Activities/Director for

3050 MARTIN LUTHER KING, JR. DRIVE SHREVEPORT, LOUISIANA 71107  
PHONE: (318) 670-6312 - FAX (318) 670-6374  
TOLL FREE: 1-800-458-1472, #6312  
WWW.SUSLA.EDU

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Educational Talent Search along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Assume the leadership role for administering an additional grant for Middle School Students under the auspices of the Board of Regents. Upon successful implementation of the present grant, Associate Executive Director will be responsible for the request for continuation of funding during the next grant writing competition.
- Continue all responsibilities for the administration of the Educational Talent Search Program in compliance with EDGAR and University Guidelines.

Mr. Brown presently serves as Director of Upward Bound North. The request is that Mr. Brown's title will be upgraded to Associate Executive Director for Upward Bound Cohort Tracking/Director of Upward Bound North along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Responsible for providing assistance to each of the four (4) Upward Bound Programs with the enrollment, follow-up, postsecondary tracking and documentation for all Upward Bound participants who graduate or were scheduled to graduate in their respective cohort years.
- Responsible for providing assistance to each of the four (4) Upward Bound Programs with the enrollment, follow-up, postsecondary tracking and documentation for all Upward Bound participants who enrolled immediately after graduation to persist for the second fall following high school graduation.

Ms. Henderson presently serves as Educational Advocate of Upward Bound North. The request is that Ms. Henderson's title will be upgraded to Associate Director/Advocate of Upward Bound North along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Assist the Director with the administration of the Upward Bound North program budget in compliance with EDGAR and University Guidelines.
- Upon approval of the Reorganizational Restructuring relative to the current Upward Bound North program, it is necessary that the Associate Director will assume the day-to-day operation of the program in the absence of the Director.

In addition to the above realigning and restructuring requests, it is my recommendation that 100% of the Executive Director's salary be absorbed from the TRIO Community Outreach Programs budgets. This will provide a savings to the University of \$14,332.50 and the administrative cost will increase by \$4,040.00 providing a total savings of \$18,372.00.

Upon your approval, these recommendations will become effective September 1, 2010.

With warm regards,

  
Ray L. Belton, Ph.D.  
Chancellor

RLB/cw

JOB CLASS	53	570
JOB CODE	54	
CAL ID		

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	5	M	9	8	3	0
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CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA X

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

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

Previous Employee Betty C. Fagbeyiro Reason Left Continuation  
 Date Left August 31, 2010 Salary Paid \$50,500.00

**Profile of Person Recommended**

Length of Employment September 1, 2010 To August 31, 2011  
 Effective Date September 1, 2010

Name Betty C. Fagbeyiro SS# xxx-xx-9806 Sex F Race\* Blk.  
 (Last 4 digits only)

Position Title: Assistant Executive Director TRIO Upward Bound Programs/Director Upward Bound South Department: Upward Bound South

Check One  Existing Position \*Visa Type (See Reverse Side): U S A  
 New Position Expiration Date: \_\_\_\_\_

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

Years Experience	<u>32</u>	Southern University Experience	<u>12</u>
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
A. S.	<u>Mental Health/Retardation</u>	<u>Southern University at Shreveport</u>	<u>1993</u>
B. S.	<u>Organizational Management</u>	<u>Wiley College</u>	<u>1993</u>
M. S. W.	<u>Social Work</u>	<u>Grambling State University</u>	<u>1998</u>

Current Employer Southern University at Shreveport

**Personnel Action**

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

Recommended Salary \$53,500 Salary Budgeted \$53,500

Source of Funds Federal Grant

Identify Budget: Upward Bound South, North, Desoto and Sabine Location \_\_\_\_\_

Form Code: BUDGETARY CONTROL Item # \_\_\_\_\_

Change of:  
 Position From Associate Executive Director TRIO Upward Bound Programs/Director Upward Bound South To Assistant Executive Director TRIO Upward Bound Programs/Director Upward Bound South  
 Status \_\_\_\_\_  
 Salary Adjustment \$50,500.00 \$53,500.00

Financial Aid signature (if applicable):

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

Source of Funds	Amount
UB North 6% 212601-8350-5000	\$ 3,030.00
UB South 72% 212602-8340-5000	\$38,350.00
UB Desoto 11% 212663-8350-5000	\$ 6,060.00
UB Sabine 11% 212664-8340-5000	\$ 6,060.00

Comments: (Use back of form)

\*See Reverse Side Graduate School signature (if applicable):  
 Supervisor [Signature] Date 8-27-10  
 Dean/Unit Head [Signature] Date 8-27-10  
 Vice Chancellor [Signature] Date 8/30/10  
 Director/Personnel [Signature] Date 8/30/10  
 President [Signature] Date 8-30-10  
 Vice President/Finance Business Affairs/Comptroller \_\_\_\_\_ Date \_\_\_\_\_  
 Chairman/S.U. Board Supervisors \_\_\_\_\_ Date of \_\_\_\_\_

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:** Mrs. Betty C. Fagbeyiro will work Tuesday – Friday from 8:00 am – 5:00 pm and on Saturdays from 7:00 am – 4:00 pm from September – May. June – August she will work Monday – Friday 8:00 am – 5:00 pm. Employee will assist the Executive Director with the overall management of four Upward Bound Programs. Employee will travel to DeSoto and Sabine.

**EMPLOYEE REGULAR WORK SCHEDULE:** \_\_\_\_\_ See Comments Section  
**EMPLOYEE DIRECT SUPERVISOR:** \_\_\_\_\_ Carrie W. Robinson  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** \_\_\_\_\_ 318-670-6663  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** \_\_\_\_\_  
**HR USE ONLY: STATUS (circle one):** EXEMPT NON-EXEMPT

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

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

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

- PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**
- \_\_\_\_\_ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
  - \_\_\_\_\_ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
  - \_\_\_\_\_ Application for Employment Form Adnin/Fac/Uncd 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)

JOB CLASS	5	3	5	2	0
JOB CODE	5	4			
CAL ID					

**SOUTHERN UNIVERSITY SYSTEM**

Personnel Action Form

POSITION NUMBER	5	M	9	8	6	2
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CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC \_\_\_ SUAREC \_\_\_ SUNO \_\_\_ SUSLA X

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

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

Previous Employee Thydcornphia Ray Brown Reason Left Continuation  
 Date Left August 31, 2010 Salary Paid \$40,000.00

**Profile of Person Recommended**

Length of Employment September 1, 2010 To August 31, 2011

Effective Date September 1, 2010

Name Thydcornphia Ray Brown SS# xxx-xx-4901 Sex Male Race\* Black  
 (Last 4 digits only)

Position Title: Associate Executive Director for Upward Bound Cohort Tracking/ Director of Upward Bound North Department: Upward Bound North

Check One  Existing Position \*Visa Type (See Reverse Side): U S A  
 New Position Expiration Date: \_\_\_

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

Years Experience 7 Years Southern University Experience 6 Years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>A.A. Mental Health/Mental Retardation</u>	<u>Southern University at Shreveport, Louisiana</u>	<u>1996</u>
	<u>B.S. Organizational Management</u>	<u>Wiley</u>	<u>2001</u>
	<u>M.S. Organizational Management</u>	<u>Central Michigan University</u>	<u>2004</u>

Current Employer Southern University at Shreveport Louisiana

**Personnel Action**

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

Recommended Salary \$43,000.00 Salary Budgeted \$43,000.00

Source of Funds Federal Grant OFFICE OF FISCAL AFFAIRS

Identify Budget: Upward Bound North Location \_\_\_  
 Form Code: \_\_\_ Page \_\_\_ Item # \_\_\_

Change of: From Director for Upward Bound North To Associate Executive Director for Upward Bound Cohort Tracking/ Director of Upward Bound North

Status \_\_\_  
 Salary Adjustment \$40,000.00 \$43,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>Upward Bound North 100%</u>	<u>\$43,000.00</u>
<u>012601-8330-500</u>	

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

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

<u>Supervisor</u> <u>8-27-10</u> Date	<u>Dean/Unit Head</u> <u>8-27-10</u> Date
<u>Vice Chancellor</u> <u>8-27-10</u> Date	<u>Chancellor</u> <u>8/27/10</u> Date
<u>Director/Personnel</u> <u>8/30/10</u> Date	<u>Vice President/Finance</u> <u>8/30/10</u> Date
<u>President</u> <u>8/30/10</u> Date	<u>Business Affairs/Comptroller</u> <u>8/30/10</u> Date
	<u>Chairman/S.U. Board of Supervisors</u> <u>8/30/10</u> 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:** Mr. Thydcomphia R. Brown will work Tuesday – Friday from 8:00 A.M. – 5:00 P.M. and on Saturdays from 7:00 A.M. – 4:00 P.M. September – May. June – August, work hours will be Mouday – Friday 8:00 A.M. – 5:00 P.M.

**EMPLOYEE REGULAR WORK SCHEDULE:**

See Comment Section

**EMPLOYEE DIRECT SUPERVISOR:**

Carrie W. Robiusion, Executive Director

**SUPERVISOR/DEPARTMENT CONTACT NUMBER**

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**

**HR USE ONLY: STATUS (circle one):**

EXEMPT

NON-EXEMPT

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	HI	
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)

JOB CLASS	53570
JOB CODE	54
CAL ID	

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	5119880
-----------------	---------

CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA **X**

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 Elaine S. Casey Reason Left End of contract  
 Date Left August 31, 2010 Salary Paid \$50,906.00

**Profile of Person Recommended**

Length of Employment September 1, 2010 To August 31, 2011  
 Effective Date September 1, 2010

Name Elaine S. Casey SS# xxx-xx-1144 Sex F Race\* Blk

Position Title: Associate Executive Director for Middle Schools/ Director for Educational Talent Search Department: TRIO Talent Search

Check One  Existing Position \*Visa Type (See Reverse Side): **U S A**  
 New Position Expiration Date: \_\_\_\_\_

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

Years Experience 26 Southern University Experience 16 yrs

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
M.S.W.	Mental Health	Grambling State University	1991
B.S.	Social Work	Grambling State University	1983

Current Employer Southern University at Shreveport

**Personnel Action**

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

Recommended Salary \$53,906.00 FUND# Salary Budgeted \$53,906.00

Source of Funds Grant OFFICE OF FISCAL AFFAIRS: SO:TRIO TALENT SEARCH SUPPORT

Identify Budget: Federal AUG 0 U 2010 Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: From BUDGETARY CONTROL To  
 Position Director for Educational Talent Search Associate Executive Director for Middle Schools/Director for Educational Talent Search

Status \_\_\_\_\_  
 Salary Adjustment \$50,906.00 \$53,906.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
TRIO Talent Search 100%	\$53,906.00
212605-8370-5000	

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

(See Reverse Side) Graduate School signature (if applicable):  
 Supervisor [Signature] 8-27-10 Date  
 Dean/Unit Head [Signature] 8-27-10 Date  
 Vice Chancellor [Signature] 8/27/10 Date  
 Director/Personnel [Signature] 8/27/10 Date  
 President [Signature] 8/27/10 Date  
 Chancellor [Signature] 8/30/10 Date  
 Vice President/Finance Business Affairs/Comptroller \_\_\_\_\_ Date  
 Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

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

**COMMENTS:** Mrs. Elaine S. Casey will continue as Director of Talent Search.

**EMPLOYEE REGULAR WORK SCHEDULE:**

Monday-Friday, 8:00 a.m.-5:00p.m.

**EMPLOYEE DIRECT SUPERVISOR:**

Carrie W. Robinson

**SUPERVISOR/DEPARTMENT CONTACT NUMBER**

4

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**

**HR USE ONLY: STATUS (circle one):**

EXEMPT

NON-EXEMPT

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

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

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

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

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

JOB CLASS	
JOB CODE	
CAL ID	

### SOUTHERN UNIVERSITY SYSTEM

### Personnel Action Form

POSITION NUMBER	2M9728
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THIS PAF SUPERCEDES PREVIOUS PAF

CAMPUS: SUS 2010 AUG 26 AM 10:20 SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT TYPE: VP/FINANCE & BUSINESS AFFAIRS/COMPTROLLER 12-MONTH X OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time ( )	<input type="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 Mark Trepagnier Reason for Leave \_\_\_\_\_ New Position \_\_\_\_\_  
 Date Left 11/1/09 Salary Paid \$71,540

### Profile of Person Recommended

Length of Employment 7/01/10 To 6/30/10  
 Effective Date 3/01/10

Name Linda Carr SS# xxx-xx-0540 Sex F Race\* Black  
 (Last 4 digits only)

Position Title: Interim Internal Auditor Director Department: Internal Auditor

Check One  Existing Position  New Position \*Visa Type (See Reverse Side): U S  
 Expiration Date: \_\_\_\_\_

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

Years Experience 17 Southern University Experience 17  
 Degree(s):  
 Type/Discipline (BA-Education): B.S. - Accounting Institution/Location (SU-Baton Rouge): Southern University Year: 1994  
MPA - Accounting Southern University 1996

Current Employer Southern University

### Personnel Action

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

Recommended Salary \$60,940.00 Salary Budgeted \$60,940.00

Source of Funds State

Identify Budget: 10112 Location Internal Audit  
 Form Code: \_\_\_\_\_ Page 1 Item # \_\_\_\_\_

Change of:  
 Position Staff Auditor From Interim Internal Auditor Director To  
 Status \_\_\_\_\_  
 Salary Adjustment \$58,000.00 \$60,940.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
State 10112	\$60,940.00

Comments: (Use back of form)

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

<u>[Signature]</u> Supervisor _____ Date _____	<u>[Signature]</u> Dean/Unit Head _____ Date _____
<u>[Signature]</u> Vice Chancellor _____ Date <u>8/24/10</u>	<u>[Signature]</u> Chancellor _____ Date <u>8/26/10</u>
<u>[Signature]</u> Director/Personnel _____ Date <u>8.27.10</u>	<u>[Signature]</u> Vice President/Finance _____ Date _____
<u>[Signature]</u> President _____ Date _____	<u>[Signature]</u> Business Affairs/Comptroller _____ Date _____
	<u>[Signature]</u> Chairman/S.U. Board of Supervisors _____ Date _____

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

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

**COMMENTS:**

Previous PAF had wrong base salary.

**EMPLOYEE REGULAR WORK SCHEDULE:** 8:00 a.m. - 5:00 p.m. Daily  
**EMPLOYEE DIRECT SUPERVISOR:** Chancellor  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER**  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 1

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

**GUIDELINES:** All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/1-94. 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
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

RECEIVED  
SUB/BUDGET OFFICE  
AUG 25 AM 9:20  
EXPIRES  
AUG 25 2010  
VICE CHANCELLOR FOR  
FINANCE & ADMINISTRATION

**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)

FUNDS AVAILABLE  
OFFICE OF THE COMPTROLLER  
SOUTHERN UNIVERSITY SYSTEM  
11000-1052-61002-6000  
8-25-10  
GRANTS & CONTRACTS SECTION

JOB CLASS			
JOB CODE			
CAL ID			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	M	9	7	2	8
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CAMPUS: SUS 2010 AUG 26 AM 10:20 SUBR  SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT **VP/FINANCE & BUSINESS AFFAIRS/COMPTROLLER** 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

**RECEIVED**

AUG 25 2010

OFFICE OF THE CHANCELLOR

Previous Employee Mark Trepagnier Reason Left \_\_\_\_\_ New Position \_\_\_\_\_  
 Date Left 11/1/09 Salary Paid \$71,540

**Profile of Person Recommended**

Length of Employment 7/22/10 To 9/20/10  
 Effective Date 7/22/10

Name Linda Carr SS# xxx-xx-0540 Sex F Race\* Black  
 (Last 4 digits only)

Position Title: Interim Internal Auditor Director Department: Internal Auditor

Check One  Existing Position \*Visa Type (See Reverse Side):  U  S   
 New Position Expiration Date: \_\_\_\_\_

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

Years Experience 17 Southern University Experience 17

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.S. - Accounting</u>	<u>Southern University</u>	<u>1994</u>
	<u>MPA - Accounting</u>	<u>Southern University</u>	<u>1996</u>

Current Employer Southern University

**Personnel Action**

Check One  New Appointment \_\_\_\_\_ Continuation \_\_\_\_\_ Sabbatical \_\_\_\_\_ Leave of Absence \_\_\_\_\_  
 Transfer  Replacement  Other (Specify) Sick Leave

Recommended Salary \$69,940.00 Salary Budgeted \$60,940.00

Source of Funds State

Identify Budget: 10112 Location Internal Audit  
 Form Code: \_\_\_\_\_ Page 1 Item # \_\_\_\_\_

Change of: From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
State 10112	\$60,940

\*See Reverse Side

Graduate School signature (if, applicable):

[Signature] Supervisor Date \_\_\_\_\_  
[Signature] Vice Chancellor Date 8/24/10  
[Signature] Director/Personnel Date 8.27.10  
[Signature] President Date \_\_\_\_\_

[Signature] Dean/Unit Head Date \_\_\_\_\_  
[Signature] Chancellor Date 8/26/10  
[Signature] Vice President/Finance Date \_\_\_\_\_  
[Signature] Business Affairs/Comptroller Date \_\_\_\_\_  
 \_\_\_\_\_ Chairman/S.U. Board of Supervisors Date \_\_\_\_\_

**REQUEST FOR LEAVE OF ABSENCE FORM  
SOUTHERN UNIVERSITY SYSTEM**

CAMPUS: SUS \_\_\_ SUBR  SULAC \_\_\_ SUAREC \_\_\_ SUNO \_\_\_ SUSLA \_\_\_

Name of Employee: Linda Grayson-Carr SSN: XXX-XX-0540

Address: 4136 Roseland Drive, Port Allen LA 70767 Phone: 379-8575

Title: Interim Director of Internal Audit Highest Degree:  Graduate

Birth Date: Oct. 28, 1970

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 17

EFFECTIVE DATE OF LEAVE: 7/22/2010 ANTICIPATED RETURN DATE: 9/20/2010

Purpose of leave Requested (click one):

- a. Professional or Cultural Improvement (Must have prior approval from Chancellor)
- b. Rest and Recuperation (Statement from two (2) physicians\* must be attached)
- c. Independent Study or Research Statement
- d. Military
- e. Maternity (Statement from one (1) physician\* must be attached)

\*must be attending physician

TYPE OF LEAVE REQUESTED (check one):

- a. with pay
- b. without pay

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 8 weeks

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:

\*\*\*\*\*  
DO YOU WISH TO RETAIN FRINGE BENEFITS? (if yes, total contribution of premium must be paid to Human Resources/Comptroller's Office in Advance)

Teacher Retirement	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
State Retirement	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Group Insurance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Elected Supplemental Benefits	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

AUG 23 11:11:14

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

8/9/2010  
DATE

Linda D Carr  
SIGNATURE OF APPLICANT

\*\*\*\*\*  
PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: \_\_\_\_\_  
Purpose of Last Leave: \_\_\_\_\_

TYPE OF LAST LEAVE:

With pay \_\_\_\_\_ Amount: \_\_\_\_\_  
Without Pay \_\_\_\_\_  
Length of last leave: \_\_\_\_\_

Signature of Chairperson

[Signature]

Signature of Campus Chancellor

8.20.10

DATE

Signature of College Dean

\_\_\_\_\_

Signature of Chief Academic Officer

\_\_\_\_\_

Signature of System President

\_\_\_\_\_

DATE

Signature of Appropriate Committee Chairperson

\_\_\_\_\_ Date

Signature of Chairman of the Board

\_\_\_\_\_ Date

CLASS	
JOB CODE	
CAL ID	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2F9564
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RECEIVED

CAMPUS: SUS 2010 SEP -7 PM 1:59 SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT APPROX: VP/FINANCE & BUSINESS AFFAIRS COMPTROLLER X 12-MONTH \_\_\_\_\_ OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

X Academic \_\_\_\_\_ Non-Academic \_\_\_\_\_ Civil Service \_\_\_\_\_  
 \_\_\_\_\_ Temporary \_\_\_\_\_ Part-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

OFFICE OF THE CHANCELLOR

Profile of Person Recommended

Length of Employment September 22, 2010 To November 5, 2010  
 Effective Date September 22, 2010

Name Kenetra Curry SS# xxx-xx-6960 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Middle School Math/Science Teacher Department: Southern University Laboratory School

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 04 Southern University Experience 02

Degree(s): Type/Discipline (BA-Education): BS-Mathematics Institution/Location (SU-Baton Rouge): Southern University Year: 2005

Current Employer \_\_\_\_\_

Personnel Action

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

Recommended Salary \$41,536.00 Salary Budgeted \$41,536.00

Source of Funds General Fund

Identify Budget: 02-10849 Location The Laboratory School  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
General Fund	\$41,536.00

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

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

Jessie M. Williams 8/18/2010  
 Supervisor Date  
Muel J. ... 8/25/10  
 Vice Chancellor Date  
Jusba Whigfi 8/31/10  
 Director/Personnel Date  
Small ... 9.8.10  
 President Date

Dr. ... 8/23/10  
 Dean/Unit Head Date  
... 9/2/10  
 Chancellor Date  
Charles White 9/8/10  
 Vice President/Finance Date  
 Business Affairs/Comptroller  
 Chairman/S.U. Board of Supervisors Date

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

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

**COMMENTS:**

Kenetra Curry is requesting six-weeks of maternity leave beginning Wednesday, September 22, 2010 and ending Friday, November 5, 2010. She'll resume her teaching position on Monday, November 8, 2010.

**EMPLOYEE REGULAR WORK SCHEDULE:** 7:30 a.m. – 3:30 p.m.  
**EMPLOYEE DIRECT SUPERVISOR:** Mrs. Josie M. Williams  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER:** 225-771-3490  
**NUMBER OF EMPLOYEES SUPERVISED, (if any):** -0-

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

**TYPE**

- 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")

RECEIVED  
SUBR/BUDGET OFFICE  
AUG 32 AM 11:40

OFFICE OF THE COMPTROLLER  
SOUTHERN UNIVERSITY SYSTEM

11000-2281-0105

GRANTS • CONTRACTS SECTION

**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 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)

11000-2281-0105  
Y. Williams 9/2/10  
GRANTS • CONTRACTS SECTION

**REQUEST FOR LEAVE OF ABSENCE FORM  
SOUTHERN UNIVERSITY SYSTEM**

CAMPUS: SUS      SUBR X SULAC      SUAREC      SUNO      SUSLA     

Name of Employee: Kenetra Curry SSN: -6960

Address: 2043 Secracedar Drive, Baton Rouge, Louisiana 70816 Phone: 225-201-2028

Title: High School Math/Science Highest Degree: BS

Birth Date: 12/24/1983

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 1.5

EFFECTIVE DATE OF LEAVE: 09/22/2010 ANTICIPATED RETURN DATE: 11/08/2010

Purpose of leave Requested (click one):

- a. Professional or Cultural Improvement (Must have prior approval from Chancellor)
- b. Rest and Recuperation (Statement from two (2) physicians\* must be attached)
- c. Independent Study or Research Statement
- d. Military
- e. Maternity (Statement from one (1) physician\* must be attached) X

\*must be attending physician

TYPE OF LEAVE REQUESTED (check one):

- a. with pay X
- b. without pay

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 06

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:

\*\*\*\*\*  
DO YOU WISH TO RETAIN FRINGE BENEFITS? (if yes, total contribution of premium must be paid to Human Resources/Comptroller's Office in Advance)

Teacher Retirement	Yes	<u>X</u>	No	<u>    </u>
State Retirement	Yes	<u>X</u>	No	<u>    </u>
Group Insurance	Yes	<u>X</u>	No	<u>    </u>
Elected Supplemental Benefits	Yes	<u>X</u>	No	<u>    </u>

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

08/18/2010

DATE

SIGNATURE OF APPLICANT

\*\*\*\*\*  
PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: N/A

Purpose of Last Leave: N/A

TYPE OF LAST LEAVE:

With pay      Amount:     

Without Pay     

Length of last leave:     

\*\*\*\*\*  

<u>[Signature]</u> Signature of Chairperson	<u>[Signature]</u> Signature of College Dean	<u>[Signature]</u> Signature of Chief Academic Officer
<u>[Signature]</u> Signature of Campus Chancellor	<u>[Signature]</u> Signature of System President	

DATE


9.8.10  
DATE

\*\*\*\*\*  
Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

Date

<p><b>Name of Policy:</b> Delegation of Authority to Execute Personnel Actions</p> <p><b>Policy Number:</b></p> <p><b>Issuing Authority:</b> SUS Board of Supervisors</p> <p><b>Initial Effective Date:</b> November 28, 2008</p> <p><b>Revision Date:</b> August, 2010</p>	 <p><b>SOUTHERN UNIVERSITY SYSTEM POLICIES AND PROCEDURES</b></p>
<p><input type="checkbox"/> New Policy Proposal</p> <p><input checked="" type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor revision to existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

**I. Policy Statement**

The Southern University System (hereinafter referred to as the “SUS”) has formulated the following policy to provide operational guidelines for the appropriate delegation of authority to approve various personnel actions by its Board of Supervisors, System President and campus Chancellors.

**II. Purpose**

The purpose of this policy is to create uniform personnel procedures for the SUS, hereinafter referred to as the “Uniform Personnel Policy” and to delineate the specific and express delegations of authority by the Board to the System President and Chancellors to execute certain types of personnel actions.

This delegation of authority may be amended or revoked at any time.

**III. History**

Prior action by the Board addressing personnel actions can be found at: Southern University System—Policies and Procedures Manual (Synopses) August, 1992 Sections 1.00.43; 1.00.43a; 1.00.44; 1.00.45; 2.00.03; Southern University System—Board of Supervisors Bylaws and Regulations Manual (Last modified: 11/27/07) *Proposed Policy for Submission of Personnel Action Forms*; and Southern University System—Board of Supervisors’ Official Minutes dated November 28, 2008, at p.7.

#### **IV. Uniform Personnel Policy of the SUS Board of Supervisors.**

Except as otherwise provided in the bylaws, and notwithstanding any other provisions of the regulations, all personnel actions shall be made in accordance with the following provisions:

##### **A. Personnel Actions Requiring Board Approval**

The following personnel actions shall require approval by the SUS Board of Supervisors:

1. Any action which would result in an employee earning total annual compensation in the amount of One Hundred Thousand Dollars (\$100,000) or more, from all sources, both public and authorized private.
2. Appointment of and compensation for the President, System Vice Presidents, all chancellors or equivalents, and all positions of dean or equivalent and above, including amendments to or extensions of appointment agreements and increases or decreases in compensation.
3. Educational leave and sabbatical leave in excess of three (3) months during any twelve (12) month period.
4. Termination of tenured faculty.
5. Head coach and athletic director contracts and amendments, thereto, provided that the President shall have the authority to approve any non-substantial amendments.
6. Leave without pay for one (1) year or more or special leave with any pay or benefits for thirty (30) days or more within any twelve (12) month period.
7. Retrospective compensation of any type, which will be authorized only (i) in exceptional circumstances (when justified by the campus or institution in writing or as incidental to an approved general pay plan) or (ii) when, due to excusable neglect, the effective date of the proposed appointment, pay increase, or other personnel action is no more than sixty (60) days prior to the Board meeting or thirty (30)

days prior to the previous Board meeting, when more than one (1) month has elapsed since such previous Board meeting.

8. Termination of the President, all chancellors or equivalents, and all positions of dean or equivalent or above, unless otherwise provided in the appointment documents.
9. Either appointment or making any change in status which would result in an employee gaining indeterminate tenure or “rolling tenure” (i.e. rolling term).
10. Appointment to any designated chair or professorship.
11. Conferring emeritus status on any person with less than ten (10) years of service to the university or with titles other than professor.
12. Awarding any honorary degree.
13. Paying any salary supplement to an SUS employee from Board-authorized affiliated foundation funds.

**B. Personnel Actions Requiring Presidential Approval**

The following personnel actions shall require approval by the President, which authority may not be further delegated.

1. Any action which would result in an employee earning a total annual compensation from Fifty Thousand Dollars (\$50,000) to One Hundred Thousand Dollars (\$100,000) from all sources, both public and authorized private.
2. Pay raise of any type in excess of 15% in any one (1) year to any faculty or unclassified personnel.
3. The creation of any new position at the level of Vice President, Chancellor or equivalent and all positions of dean or equivalent, including directors and chairs earning \$50,000 to \$100,000.

4. Filling any faculty position made vacant because of lay-off or furlough pursuant to a Board-approved plan addressing institutional change or exigency.
5. Any action which would allow for a delay in review for tenure beyond the period of time established by SUS policy or in the employee's appointment letter.
6. Conferring emeritus titles not required to be approved by the Board.
7. Re-appointment of any person who is to receive during employment with the SUS any retirement benefits from any Louisiana public employee retirement system or plan.
8. Converting a filled classified position to an unclassified position, approval of which will only be granted if justified by the following factors:
  - (i) The employee must have a baccalaureate degree or sufficient professional experience to substitute for the degree, and
  - (ii) The duties of the unclassified position must require advanced learning acquired by a prolonged course of specialized, intellectual training.
9. General pay plans, including across-the-board pay raises which are granted to all or substantially all of the employees of a campus or institution.
10. Any other personnel action which the President determines should be reviewed at the System level. Such determinations may be made individually or be established for the System as a whole, for individual campuses or institutions, or for classes of employees either across the System or at specific campuses or institutions.

**C. Personnel Actions Requiring Chancellor Approval**

The following personnel actions shall require approval by the Chancellors:

1. Any action which would result in an employee earning total annual compensation up to, but not more than, Fifty Thousand Dollars (\$50,000) from all sources, both public and authorized private.
2. Reassignments or promotions for individuals whose salary adjustments does not exceed 10% of their current salary.
3. Title changes.
4. Hiring of adjunct faculty.
5. Employment status changes from a nine (9) month to a twelve (12) month or twelve (12) month to a nine (9) month position.
6. Replacement of vacant positions as long as the salary offered to the prospective employee is within 10% of the approved budgeted salary.

**D. Personnel Actions which may be delegated by the President**

Authority to take all other personnel actions is hereby delegated by the Board to the President, who may further delegate such authority, as he/she deems to be in the best interests of the SUS, provided such actions are taken in accordance with the requirements for form and reporting set forth in Sections E and F of this policy.

**E. Form of Letters of Appointment and Similar Agreements**

All letters of appointment, contracts of employment, or other written employment agreements between the SUS and any of its employees containing any special provisions not provided for in written general policy, shall either (i) use only the language prescribed for such agreements by the President in a standardized template or form (which is encouraged); or (ii) be approved as to form and legal sufficiency by the General Counsel prior to being signed.

**F. Reporting**

All personnel actions shall be reported to the President and the Board in a format prescribed by the President after consultation with the Board.

**G. Miscellaneous**

1. For purposes of this policy “compensation” includes all income covered on any check issued (or electronic transmittal) by the SUS for any compensation purposes as well as all income from other sources, including affiliated foundations, paid as compensation for work done on behalf of the SUS or pursuant to an employment agreement with the SUS. The term does not include royalty, licensing, or other payments made pursuant to the SUS’s intellectual property policies.
  
2. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees, or other persons.