

2018 JUL 31 PM 3: 36

obtain additional information concerning health and retirement benefits options by contacting Ethel Washington, Human Resources Manager, at (225)771-0037.

We all look forward to your joining us and helping us develop instructional and research programs in the Department of Science Mathematics Education. The SMED faculty and staff join me in welcoming you to the Department and look forward to working with you. We trust that it will be mutually rewarding.

We hope that the details of this offer are agreeable to you and I am looking forward to your acceptance. Please let me know as soon as possible and no later than May 30, 2018, if this offer is acceptable to you by signing the attached copy of this letter and mailing it back to me. If you have any questions concerning this offer, please call us at (225)771-5290. We believe that we have a great opportunity here for you, and we look forward to hearing from you.

A fully-signed copy of this letter will be provided to you upon the approval of the appointment.

Sincerely,



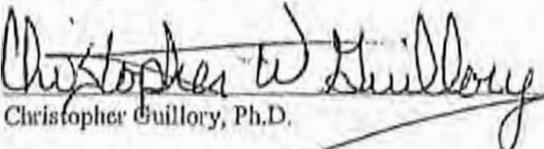
Patrick Carriere, Ph.D., P.E.
Professor and Dean

Approved:


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

5/31/18
Date

I have read and understand this letter and the policies referenced above. I agree to the terms and conditions of this appointment.


Christopher Guillory, Ph.D.

6/22/2018
Date

have over nine years of experience in teaching both undergraduate and graduate students. I am a dedicated, determined and professional individual with a strong background in teaching, statistical analysis, and very interested and qualified to fill the position of Associate Professor in Science and Mathematics Education.

Sincerely

Christopher W. Guillory, Ph.D.

SOUTHERN UNIVERSITY
HUMAN RESOURCES
2010 JUL 31 PM 3:37

2010 JUL 31 PM 2:09

Christopher Willie Guillory

cwgmth1975@gmail.com

Employment History

Director of Institutional Research and Assessment, 2016 – Present
Southern University and A&M College

Responsibilities: Duties include being responsible for collecting, managing, and analyzing large quantities of data to support decision making, to meet internal and external requests, and to meet regulatory, state, federal, and accreditation reporting, and public relations needs. This individual coordinates the collection, analysis, and interpretation of selected institutional data, and provides systems for the dissemination of information. This individual also coordinates the University's efforts to assess student learning outcomes, assist faculty and departments with assessment, reporting, and utilizing data on student learning within majors, programs, colleges, and administrative units. Other responsibilities include provide support for university and programs to continuously work in matter of compliance and accreditation activities.

Director of Institutional Research, 2012 to 2016
Baton Rouge Community College

Responsibilities: Duties include being responsible for collecting, managing, and analyzing large quantities of data to support decision making, to meet internal and external requests, and to meet regulatory, state, federal, and accreditation reporting, and public relations needs. This individual coordinates the collection, analysis, and interpretation of selected institutional data, and provides systems for the dissemination of information.

Director of Data Analysis, 2008 to 2012
East Baton Rouge Parish School System

Responsibilities: Duties included overseeing and coordinating data analysis and data mining activities, undertaking provision of quality, timely, and reliable data to the East Baton Rouge Parish School System for more informed decision-making. Ensured data integrity at all levels, including data for internal and external uses, and provided leadership in improving availability, access, and usage of student level data.

Assistant Professor, 2008

Baton Rouge Community College

Courses: Introduction to Statistics, College Algebra, and Trigonometry

Instructor, 2004 – 2008

Baton Rouge Community College

Courses: Introduction to Statistics, College Algebra, and Trigonometry

Graduate Assistant, 2000 – 2003

Louisiana State University

Courses: Statistical Inference I Lab, Statistical Techniques I Lab

Education

PhD, Educational Research, Louisiana State University, 2008

Concentration: Multilevel Models and Survival Analysis

Dissertation: A Multilevel Discrete-Time Hazard Model of Retention in Higher Education

MApStat, Applied Statistics, Louisiana State University, 2003

Concentration: Survival Analysis

M.S., Mathematics, Louisiana State University, 2000

Concentration: Financial Mathematics

B.S., Mathematics, University of Southwestern Louisiana, Lafayette, LA, 1997

Major: Mathematics, Minor: Sociology

Professional Qualifications

Experience with logistic regression, survival analysis, hierarchical linear modeling, and other statistical techniques

Taught courses in Statistics, College Algebra, Trigonometry, and Basic Algebra

Analyze large data sets to assist administrators and faculty members to interpret and understand analyze data results

Performed evaluations of several East Baton Rouge Parish School System programs to determine the programs' effect on participating students

Experience in using SAS, SPSS, SPLUS, SLIDA, ATLASi, and LATEX software

Committees

Chairman of Southern University and A&M College Accreditation Committee

Chairman of Southern University and A&M College Employee Evaluation Committee

Presentations:

Guillory, Christopher (2006). Math Anxiety or Homework, Paper presented at the Mid-South Educational Research Association Conference

Guillory, Christopher (2007), Multilevel Discrete-Time Hazard Model. Selected to present at the Mid-South Educational Research Association Conference

Guillory, Christopher (2008), Multilevel Discrete-Time Hazard Model. Paper presented at the Southwest Educational Research Association Conference.

Guillory, Christopher (2008), Multilevel Discrete-Time Hazard Model. Paper presented at the American Educational Research Association Conference.

Guillory, Christopher (2010), Development and Implementation of a Formative Assessment Program: Lessons and Results from the East Baton Rouge Parish School System. Paper presented at the Council of the Great City Schools Annual Conference.

Grants and Fellowships

National Data Institute Fellow
Huel D. Perkins Fellowship
IGERT Fellowship

Professional Memberships

Association for Institutional Research
American Statistical Association
Southern Association for Institutional Research
Louisiana Association for Institutional Research

References

Available on request



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

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

August 9, 2018

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

Re: Interim Appointment of Dean of the School of Nursing

Dear Dr. Belton:

The Office of the Executive Vice President/Executive Vice Chancellor recommends Dr. Jacqueline J. Hill as interim dean of the College of Nursing and Allied Health as a result of the resignation of Dr. Janet S. Rami. Dr. Rami submitted her letter of resignation effective August 6, 2018.

Dr. Hill has been with Southern University since 1993 when she was hired as an instructor. She was promoted to assistant professor in 1994 and received tenure in 2006. In 2017, she was appointed director of the College of Nursing and Allied Health. Prior to this appointment, she served as chair of the Undergraduate Nursing Program from 2008 to 2017. Dr. Hill earned her Ph.D. from Louisiana State University in Educational Leadership, Research and Counseling; and her master's and bachelor's degrees in nursing from Southern University.

I am recommending her appointment on an interim basis with a salary of \$125,000. I believe that she will serve the program well while we search for a permanent dean.

Sincerely,

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

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

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER: 21101-22402-61000 AUG 27 2018 9 1 2

CAMPUS: SUS _____ SUNR X SUIAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

Previous Employee Janet Rami Reason Left Resigned
 Date Left August 6, 2018 Salary Paid 132,080

Profile of Person Recommended

Length of Employment 08/07/2018 To 06/30/2019
 Effective Date 08/07/2018

Name Jaqueline Hill SSN [REDACTED] Sex Female Race* Black
 (Last 4 digits only)

Position Title: Merita Deans Department: College of Nursing and Allied Health

Check One X 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 position. Position must be advertised before processing PAF, if applicable.)

Years Experience 24.00 Southern University Experience 18.00
 Degree(s): Type/Discipline (BA-Education): PhD-Education Institution/Location (SU-Baton Rouge): Louisiana State University-Baton Rouge Year: 05/2004
MSN-Nursing Southern University-Baton Rouge 12/1993
BSN-Nursing Southern University-Baton Rouge 05/1988

Current Employer Southern University A&M College School of Nursing

Personnel Action

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

Recommended Salary 125,000 Salary Budgeted 125,000

Source of Funds General Funds

Identify Budget: 21101-22402-61000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 Position Associate Dean From Interim Dean To _____
 Status _____
 Salary Adjustment 115,000 Financial Aid signature (if applicable): _____

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

Source of Fund	Amount
<u>21101-22402-61000-24000</u>	<u>\$125,000</u>

Comments: (Use back of form)

*See Reverse Side Graduate School signature (if applicable):
 Supervisor James H. Ammons 8/10/18 Date
 Vice Chancellor James H. Ammons 8/10/18 Date
 Director/Personnel [Signature] 8/14/18 Date
 President [Signature] 8/14/18 Date
 Dean/Unit Head James H. Ammons 8/10/18 Date
 Chair [Signature] 8/14/18 Date
 Vice President/Finance [Signature] 8/14/18 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 America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Effective August 7, 2018, Dr. Jacqueline Hill, is transferring from the Associate Dean position to Interim Dean, College of Nursing and Allied Health. On an interim basis, she is replacing Dr. Janet Ruml, who resigned as Dean, per her letter dated August 6, 2018.

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8am-5 pm.
EMPLOYEE DIRECT SUPERVISOR: Dr. James H. Ambros, Jr.
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-4095
NUMBER OF EMPLOYEES SUPERVISED, (if any): Approx. 50

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (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, H-1-B and J-1 visas, passport, and E-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. F1 Student at S.U.)
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
CODE
US
RA
H1
J1
F1
FO
AUG 14 2018
Ypofms
FUNDS AVAILABLE

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fnc/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)

CURRICULUM VITAE

Jacqueline J. Hill, PhD, RN

(225) 681-1111 (ext. 1111)
jacqueline_hill@subr.edu or jackiejhill@cox.net

EDUCATION

PhD, Louisiana State University, Baton Rouge, LA, Educational Leadership, Research and Counseling, 2004

MSN, Southern University, Baton Rouge, LA, Family Health Nursing with focus in Education, 1993

BSN, Southern University, Baton Rouge, LA, 1988

PROFESSIONAL CERTIFICATION

Rehabilitation Nursing, 1991-2006

PROFESSIONAL EXPERIENCES

Southern University and A & M College, Baton Rouge, LA
Chair, Undergraduate Nursing Program, 2008-2017

Responsibilities:

- Planning and management of instructional activities
- Preparing and executing departmental budgets
- Ensure students receive guidance and counseling required
- Supervise administrative activities
- Promote an effective program of faculty and student recruitment
- Assume responsibility for improvement of instruction, for program development and for maintaining academic excellence in the department
- Seek the use of relevant outside resources for the support of the educational program
- Prepare the departmental schedule of course offerings with the assistance of members of the department
- Evaluate the effectiveness of members of the department
- Assure that classes are met by faculty members in accordance with the approved schedule
- Assist in job placements of graduates

Accomplishments:

- National Council Licensure Examination for Registered Nurses (NCLEX-RN) pass rate above national average 7 out of 9 years
- Assisted in undergraduate program achieving accreditation with the Commission on Collegiate Nursing Education (CCNE)
- Named Nursing School of the Year in 2010 and 2012 by Louisiana State Nurses Association Nursing Foundation
- Named best nursing program among Historically Black Colleges and Universities in 2015
- Job placements for graduates 6 months post-graduation 100%
- Named Nursing School Administrator of the Year by Louisiana State Nurses Association Nursing Foundation
- Secured over \$1.5 million in Title III funding for Simulation Lab
- Increased recruitment efforts across Louisiana and nationally
- Established partnership with University of Minnesota Nursing schools for students to participate in summer internships
- Supported faculty in earning doctorates resulting in 50% of faculty obtaining DNPs or PhDs
- Assisting in securing over \$600,000 in scholarships for students from disadvantaged backgrounds from Health Resources and Services Administration (HRSA)
- Facilitated mentoring program call Mentoring Assistance for Peers (MAP) to assist in retention of students
- Promoted educational resources for student utilization in preparing for comprehensive exam and NCLEX-RN
- Promoted faculty-led tutorials for students
- Encouraged active involvement of faculty and students in community activities
- Nominated faculty for awards and appointments to boards at local and state levels

Interim Chair, Undergraduate Nursing Program, 2006-2008

Responsibilities:

- Same as above

Accomplishments:

- National Licensure Examination for Registered Nurses pass rate above national average
- Voted unanimously by faculty to assume Chair's position
- Secured \$500,000 in Title III funds for Simulation Labs

Graduate Faculty I status, 2004
Tenured, 2006
Associate Professor, 2006
Graduate Faculty II status, 2015
Assistant Professor, 1994-2006
Instructor, 1993

Our Lady of the Lake Regional Medical Center
Consultant, 2005-2006

Responsibilities:

- Identify criteria necessary to assist Vice President of Nursing in achieving Magnet status
- Collect data to facilitate Magnet journey
- Educate nursing leadership about the purpose and requirements of reaching Magnet status

Accomplishments:

- Developed a plan for nurse leaders to follow in pursuing Magnet status
- Educated nurse leaders about the Magnet journey and what it entailed
- Set goals for reaching deadlines for submission of application
- Identified nursing theories (Jean Watson's Caring theory and Madeleine Leininger's Transcultural Nursing theory) that aligned with OLOL's mission and values and presented to nurse leaders using examples provided by patients who saw certain traits in individuals who cared for them
- Developed bylaws for various committees
- Developed survey for staff
- Mentored successor
- Hospital achieved Magnet status in 2010

Our Lady of the Lake School of Nursing, Baton Rouge, LA
Adjunct Professor, Summer 2006

Responsibilities:

- Provide instruction to students utilizing various teaching methodologies
- Meet class regularly
- Be available for conferences with students
- Maintain accurate records of all students enrolled in course
- Timely submission of grades at end of semester

Louisiana State University, Baton Rouge, LA
Lab Instructor, Spring and Summer, 2003

Responsibilities:

- Provided instruction and assistance to students enrolled in Statistics lab

CLINICAL PROFESSIONAL EXPERIENCES

- Tender Loving Care Home Health Agency, Baton Rouge, LA, Home health nurse, 1993 – 1997
- Rehabilitation Hospital of Baton Rouge, Baton Rouge, LA, Charge nurse, 1989 – 1993
- Renaissance Rehabilitation Hospital, Baton Rouge, LA, Charge nurse, 1988 – 1989
- Earl K. Long Hospital, Baton Rouge, LA, Staff nurse, 1988

PUBLICATIONS

Bator, S., **Hill, J.**, Hull, E., Taylor, C. & Spurlock, W. (2015). Incivility: The Antithesis of Caring. In J. Catalano (Ed.). *Nursing Now: Today's Issues, Tomorrow's Trends* (7th ed.). Philadelphia: FA Davis.

Abadie, M., Bator, S., Bienemy, C., Brown, D. Brown, S., Ellis, J., Fomby-White, B., Hansberry, A., **Hill, J.**, Hutchinson, S., Mills, K., Onu, A., Rami, J., & Singleton, E., Spurlock, W., Stewart, M., Taylor, C. & Villaneuva, J. (2015). Client education: A moral imperative. In J. Catalano (Ed.). *Nursing Now: Today's Issues, Tomorrow's Trends*. (7th ed.). Philadelphia: FA Davis.

Bator, S., **Hill, J.**, Hull, E., Taylor, C. & Spurlock, W. (2012). Incivility: The Antithesis of Caring. In J. Catalano (Ed.). *Nursing Now: Today's Issues, Tomorrow's Trends* (6th ed.). Philadelphia: FA Davis.

Abadie, M., Bator, S., Bienemy, C., Brown, D. Brown, S., Ellis, J., Fomby-White, B., Hansberry, A., **Hill, J.**, Hutchinson, S., Mills, K., Onu, A., Rami, J., & Singleton, E., Spurlock, W., Stewart, M., Taylor, C. & Villaneuva, J. (2012). Client education: A moral imperative. In J. Catalano (Ed.). *Nursing Now: Today's Issues, Tomorrow's Trends*. (6th ed.). Philadelphia: FA Davis.

Hill, J. J., Lavalais, T., Smart, A., & Venable, K. (2011). The Challenge of

Implementing the Omaha System in a Baccalaureate Nursing Program [Abstract].
The Omaha System International Conference.

Hill, J. J. (Summer 2010). Mentoring our young. *National Black Nurses Association.. News*, p.11.

Abadie, M., Bator, S., Bienemy, C., Brown, S., Ellis, J., Fomby-White, B., Hansberry, A., **Hill, J.**, Hutchinson, S., Onu, A., Rami, J., & Singleton, E. (2009). Client education: A moral imperative. In J. Catalono, *Nursing Now: Today's Issues, Tomorrow's Trends*. Philadelphia: FA Davis.

Livious, G., Greggs, L. & **Hill, J.** (2008). Mentor assistance program: A guide for success in peer mentoring. *Reaching Higher: Developing and Sustaining Human Potential through Mentoring and Coaching*. 21st Annual International Mentoring Association Conference.

Bator, S. Walker, S. & **Hill, J. J.** (2007). Getting your first job. In R. Jones (Ed.), *Nursing Leadership and Management: Theories, Processes and Practice*. Philadelphia: FA Davis

Spurlock, W.R. & **Hill, J.J.** (2006, September, October, November). The role of an academic nurse managed center in the provision and coordination of healthcare services to hurricane evacuees. *The Pelican News*, (62), 3 p. 9.

Hill, J.J. (2006, January, February; 2005, December). Mentoring: A solution to eating our young. *The Pelican News*, p. 14.

Hill, J.J., Del Favero, M. & Ropers-Huilman, R. (2005). The role of mentoring in developing African American nurse leaders. *Research and Theory for Nursing Practice. An International Journal*, (19)4, 341-356.

Hill, J. J. (2004). The role of mentoring in the development of African American nurse leaders. The role of mentoring in the development of African American nurse leaders (Abstract), Dr. Lucille Davis' Annual Research Symposium, Southern University.

Hill, J.J. (2004). The role of mentoring in the development of African American nurse leaders. *Dissertation Abstracts International*, (UMI No. 3136177)

Hill, J. J. (2002). An integrated curriculum between a graduate nursing program and a rehabilitation counseling program: A solution to today's shortage of minority advanced practice rehabilitation specialist (Abstract), Dr. Lucille Davis' Annual Research Symposium, Southern University.

Hill, J. J. (2000). An integrated curriculum between a graduate nursing program and a

rehabilitation counseling program: A solution to today's shortage of minority advanced practice rehabilitation specialist (Abstract), Connie Logan Research Day, Southern University.

Hill, J.J. & Brown, S.C. (2000). A solution to today's shortage of minority advanced practice rehabilitation nurse specialists. *Minority Nurse*, Fall 2000, 46-47.

Francabandera, F. (1997). Advocacy. In *Advanced practice in rehabilitation: A core curriculum*. Johnson, K. M. (Ed.). Glenview, IL: Association of Rehabilitation Nurses, 288-295 (contributing author)

Hill, J.J. (1993). Rehabilitation nursing within baccalaureate nursing programs. Association of Rehabilitation (Special Interest Newsletter).

PROFESSIONAL PRESENTATIONS

2015, Poster presenter abstract, American Association of Colleges of Nursing 2015 Faculty Development Conference. Nashville, TN. Topic: Mentoring: A Success Strategy for New Faculty.

2012, Speaker, Louisiana Association of Student Nurses. New Orleans, LA. Topic: The Relevance of Louisiana State Nurses Association.

2011, Co-presenter, The Omaha System International Conference. Minneapolis/St. Paul, MN. Topic: The Challenge of Implementing the Omaha System in a Baccalaureate Nursing Program

2009, Speaker, The Omaha System International Conference. Minneapolis/St. Paul, MN. Topic: Partnerships: Spanning the Continuum. A View from Southern University

2009, Poster presenter, Annual Research Symposium, Southern University School of Nursing. Topic: The Role of Mentoring in the Development of African American Nurse Leaders.

2008, Co- presenter, International Mentoring Association, Las Vegas, NV. Topic: Mentor Assistance Program: A Guide for Success in Peer Mentoring.

2008, Poster-presenter. Dr.Lucille Davis' Annual Research Symposium, Southern University School of Nursing. Topic: The Role of Mentoring in Developing Nurse Leaders.

2007, Speaker, South Central Region Wound Ostomy Continence Nursing Conference, Baton Rouge, LA. Topic: Mentoring: A Solution to Eating Our Young

2007, Poster presenter, Sigma Theta Tau International Honor Society of Nursing's 39th Biennial Convention. Topic: The Role of Mentoring in Developing Nurse Leaders.

2007, Speaker, Connie Logan Research Day sponsored by Southeastern Louisiana University, Baton Rouge, LA. Topic: The Role of Mentoring in Developing Nurse Leaders

2006, Speaker, Baton Rouge District Nurses' Association, Baton Rouge, LA. Topic: The Role of Mentoring in Developing Nurse Leaders.

2006, Speaker, Sigma Theta Tau International Honor Society of Nursing's 17th International Nursing Research Congress, Montreal, Quebec, Canada. Topic: The Role of Mentoring in the Development of African American Nurse Leaders: A Descriptive Study

2005, Speaker, International Mentoring Association, Oakland, CA. Topic: The Role of Mentoring in the Development of African American Nurse Leaders: A Descriptive Study.

2004, Speaker, National Cancer Institute Conference, Baton Rouge, LA. Topic: Cancer Prevention and Early Detection: Institution for HBCU/MI Nurse Educators.

2004, Speaker, Dr. Lucille Davis' Annual Research Symposium, Southern University School of Nursing. Topic: The Role of Mentoring in the Development of African American Nurse Leaders.

2003, Co-presenter, American Educational Research Association Conference, Chicago, IL. Topic: Diversity in Mentoring "eRACEing" Boundaries.

2002, Poster presenter, Dr. Lucille Davis' Annual Research Symposium, Southern University School of Nursing. Topic: An Integrated Curriculum Between A Graduate Nursing Program and a Rehabilitation Counseling Program: A Solution to Today's Shortage of Minority Advanced Practice Rehabilitation Specialist.

2000, Poster presenter, Connie Logan Research Day, Southern University. Topic: An Integrated Curriculum Between A Graduate Nursing Program and a Rehabilitation Counseling Program: A Solution to Today's Shortage of Minority Advanced Practice Rehabilitation Specialist.

2000, Poster presenter, Association of Rehabilitation Nurses Conference, Reno, Nevada. Topic: An Integrated Curriculum Between A Graduate Nursing Program and a Rehabilitation Counseling Program: A Solution to Today's Shortage of Minority Advanced Practice Rehabilitation Specialist.

RESEARCH PROJECT/GRANTS

2015-17 Dissertation Chair

2011-15, Dissertation committee member

2008- 2010, Baton Rouge General Medical Center Nursing Research Committee Member

2004-2015, Theses & Research project chair and committee member

1997-2008, Theses committee member

1994, Served on the Research Agenda Task Force at the Association of Rehabilitation Nurses Convention

2016-17, Title III grant, School of Nursing Technology Enhancement –Academic Quality (\$266,785). Title III funding. Project Director

2015-16, Title III grant, School of Nursing Technology Enhancement- Academic Quality (\$234,993). Title III funding. Project Director

2014-15, Title III grant, School of Nursing Technology Enhancement- Academic Quality (\$232,677). Title III funding. Project Director

2012-2014, Title III grant, School of Nursing Technology Enhancement- Academic Quality (\$136,271). Title III funding. Project Director

2010-2012, Title III grant, School of Nursing Technology Enhancement –Academic Quality (\$104,108). Title III funding. Project Director

2007-2010, Title III grant, School of Nursing Technology Enhancement –Academic Quality (\$548,000). Title III funding. Project Director

1998, Funded grant (\$500,000) from the U.S. Department of Education of Special Education and Rehabilitative Services. “Long-Term Training Program in Family Health Nursing with Specialization in Rehabilitation Nursing” (Co-investigator)

PROFESSIONALLY RELATED SERVICE

2017-2020, Louisiana State Board of Nursing, Member

2015, American Nurses Association Editorial Advisory Board for The American Nurse (TAN), Member

2015, Louisiana Action Coalition Diversity Workshop

2015, Link to the Legislature/Nurse Day

2014, Link to the Legislature/Nurse Day

2013, Link to the Legislature/Nurse Day

2012, Commission on Collegiate Nursing Education (CCNE) Workshop on Writing Self-Studies, Washington, DC

2012, Summit of Nurse Educators, Nursing Employers and Nursing Regulators, Baton Rouge, LA

2012, Link to the Legislature/Nurse Day

Future of Nursing Campaign for Action, Louisiana Action Coalition Core Leadership Team (2011-14)

2011, Summit of Nurse Educators, Nursing Employers and Nursing Regulators, Baton Rouge, LA

2011, Link to the Legislature/Nurse Day

2011, American Association of Colleges of Nursing, Designing and Implementing a Doctorate of Nursing Practice Program: Practical Solutions to Practical Problems (Webinar)

2010, State of the Science Congress on Nursing Research, Washington, DC

2010, Summit of Nurse Educators, Nursing Employers and Nursing Regulators, Baton Rouge, LA

2010, Link to the Legislature/Nurse Day

2009, Summit of Nurse Educators, Nursing Employers and Nursing Regulators, Baton Rouge, LA.

2008, Link to the Legislature/Nurse Day

2008, National League for Nursing Accrediting Commission , Las Vegas, NV

2008, Southern Regional Education Board (SREB) Council on Collegiate Education in Nursing. Atlanta, GA

2008, Commission on Collegiate Nursing Education (CCNE), Boston, MA

2008, Leadership Institute I, Winston-Salem, NC

2008, Commission on Collegiate Nursing Education (CCNE) Baccalaureate Education Conference, San Antonio, TX

2007, Link to the Legislature/Nurse Day

2007, Southern Regional Education Board (SREB) Council on Collegiate Education in Nursing. Atlanta, GA

2007- Baton Rouge General Medical Center Research Committee

2007, Southern Regional Education Board (SREB) Council on Collegiate Education in Nursing. Atlanta, GA

2007, Department of the Army Nurse Educators Summit, Seattle, WA

2006, Southern Regional Education Board (SREB) Council on Collegiate Education in Nursing. Atlanta, GA

2005, 38th Biennial Convention, Sigma Theta Tau International Honor Society of Nursing. Indianapolis, ID.

2005, Mosby Faculty Development Conference. Las Vegas, NV.

2002 – 2008, Peer reviewer for Nursing Workforce Diversity Grant Program, Health Resources and Services Administration, U.S. Dept. of Health and Human Services.

2002, Item writer and reviewer for the certification examination for rehabilitation registered nurses.

2002, Association of Rehabilitation Nurses Conference, Kansas City, MO

2001-2002, Member of the Certified Rehabilitation Registered Nurses (CRRN) job analysis committee

2000, Educator in the 5th Army Medical Department Recruiting Detachment.

2000, Poster reviewer, Association for the Study of Higher Education (ASHE)

1999- 2001, Member of the Certified Rehabilitation Registered Nurses (CRRN) Examination Committee

1998, Item writer and reviewer for the certification examination for rehabilitation registered nurses.

1995-1996, Chair of the Educators' Special Interest Group, Association of Rehabilitation Nurses.

1994-1995, Co-chair of the Educators' Special Interest Group, Association of Rehabilitation Nurses.

SUMMARY OF TEACHING EXPERIENCE

My teaching experience spans over 20 years; most at the senior level in the undergraduate program. In the undergraduate program I've taught Health Deviations I, II and III, Nursing Research, Issues in Nursing, Leadership and Senior Seminar. In 2004 I acquired graduate level status and currently teach in both the undergraduate and graduate programs. Courses I've taught at the graduate level are Issues for Advanced Nursing and Research. As graduate faculty I've chaired and served on 12 theses committees, 34 research projects, and 5 dissertations, 2 of which I chaired. Additionally, I have been an adjunct professor at Our Lady of the Lake College, teaching the Administration course at the graduate level.

SERVICE TO THE UNIVERSITY

School of Nursing's Commission on Collegiate Nursing Education (CCNE) Committee
University Sabbatical Committee
Simulation Medical Training Education Council of Louisiana
Statewide Articulation and Transfer Council
University Academic Awards Committee
Academic Calendar Committee
Ombudsperson Search Committee
Student Affairs Committee
Curriculum Committee
Evaluation Committee
Southern Association of Colleges and Schools (SACS) Committee
Level Coordinator (Seniors)
Undergraduate Nursing Council
Graduate Nursing Council
Student Nurses Advisor
Assistant University Marshall
American Heart Coordinator for the School of Nursing (Nursing School raised \$6000 of the University's \$9000)

United Way Coordinator for the School of Nursing
Southern University Annual Radiothon Coordinator for the School of Nursing (raised
over \$1000)
Southern University School of Nursing Honor Society

COMMUNITY INVOLVEMENT

Volunteers in Public School, (2010)
Greater King David Health Care Ministry (2013-present)
American Diabetes Association, Volunteer (1995-present)
American Heart Association, Volunteer (1997-present)
United Way (1998-present)
Alzheimer's Association (2005-present)
YWCA Center for Family Empowerment Advisory Board, Member, (2010)
Omaha System Board of Directors, Member, (2009 – 2014)
Baton Rouge General Medical Center's Nurse Excellence Selection Committee Member
(2009)
Lane Memorial Regional Medical Center (Judge for poster presentations- 2008)
Greater Baton Rouge Pan-Hellenic Council, Inc. (Judge for the Polaris Award - 2006)
Baker Civic Center Red Cross Shelter (Katrina Evacuees), Volunteer (2005)
Louisiana Diabetes Initiative Council, Member (2004-2010)
New Heights Family Health Center Advisory Board, Member (2004-2006)
Baton Rouge Parent University, Member (2005-2006)
Networks of Louisiana, Treasurer (2005-2006)
East Baton Rouge Parish Chapter of Southern University Alumni, Member (2002-2003)
Arthritis Foundation, Volunteer (1997-1998)
March of Dimes, Volunteer (1996- 1999)

PROFESSIONAL ORGANIZATIONS

Louisiana State Nurses Association Louisiana Political Action Committee (Member,
2015-present)
Louisiana State Nurses Association (Director, Membership, Recruitment & Retention
(2015-19)
Louisiana State Nurses Association (Immediate Past President 2013-2015)
Louisiana State Nurses Association (President 2011-2013, first African American to
serve as president in the association's 108 year history)
Louisiana State Nurses Association (President-Elect 2009-2011)
Baton Rouge District Nurses Association (President 2007-2009, first African American
to serve as president)
American Nurses Association (over 20 years)
American Nurses Political Action Committee (2016-2017)
Sigma Theta Tau International Honor Society of Nursing (2007- present)
Baton Rouge Chapter of the Links Inc. (2011-present)

Downtown Toastmasters (2009-2010)
Louisiana Council of Administrators of Nursing Education (LACANE) (Vice-Chair, 2007-2010 and member 2007-present)
Louisiana Alliance of Nursing Organization (LANO) (2007-2010)
Sigma Theta Tau International Honor Society of Nursing (Tau Chapter- Vice-President 2005-2007)

HONORS

2015, Hall of Fame, Louisiana Nurses Foundation & Louisiana State Nurses Association (this prestigious award recognizes a Registered Nurse's lifelong commitment to the profession and its impact on the health and social history of the state of Louisiana and enduring achievement having value beyond the recipient's lifetime.)

2014, Honorary Board member, Louisiana Association of Student Nurses

2010, Nursing School Administrator of the Year, Louisiana Nurses Foundation & Louisiana State Nurses Association (this award recognizes a registered nurse who is responsible for the administration of a school of nursing or division within a school of nursing, and in the past year has demonstrated excellence in achievement in this role)

2010, Volunteer of the Year, Louisiana Nurses Foundation & Louisiana State Nurses Association

2009, District Officer of the Year, Louisiana Nurses Foundation & Louisiana State Nurses Association (As president increased membership 37%).

2009, Legacy in Caring Award, Association of Nurses Working For Our Patients (this award is given to nurses who demonstrate caring attributes befitting a nurse).

2006, Chapter Leader Academy Graduate, Sigma Theta Tau International Honor Society of Nursing (fosters leadership development)

2005, Fellow, American Association for the Colleges of Nursing's Leadership Program (a competitive process that assist aspiring deans in professional development activities, including assessment of their current leadership style and skills, mentoring opportunities with an experienced dean, and working to accomplish their identified goals).

2000, Celebrate Nursing Award, Baton Rouge District Nurses Association (recognize nurses who have made significant contributions to the profession)

2000, Scholarship Award, African Americans in Louisiana Higher Education (\$500 scholarship given through a competitive process to an African American pursuing a degree in higher education.

2000, Huel Perkins Diversity Fellowship, Louisiana State University (\$14,000/year fellowship given through a competitive process to historically under represented students pursuing doctorates)

1999, Newcomers Award (Funded) Southern University Grantsmanship Awards (award given to novice faculty who secured funding; the amount for funding was \$500,000)

1999, Silver Club Award, Southern University Grantsmanship Awards (award given to faculty who secured funding within a certain range)

1995, Faculty Award, Southern University School of Nursing (award given by students to faculty they found to be most instrumental in their success in nursing school)

8/17

POS CLASS				
KMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

POSITION NUMBER **REFUSED**

CAMPUS: SUS _____ SUBR X _____ SULAC _____ SUAREC _____

JUL 27 2018
 Check the Executive Vice President for Academic Affairs and Provost (Specify)

EMPLOYMENT CATEGORY: 9-MONTH _____ X 12-MONTH _____ OTHER _____

TYPE OF APPOINTMENT:

- | | | |
|--|---|------------------------|
| <input checked="" type="checkbox"/> Academic (Fac) | _____ Non-Academic (Uncl) | _____ Civil Service |
| _____ Temporary | _____ Part-time (_____ % of Full Time) | _____ Restricted |
| _____ Tenured | _____ (must be indicated if less than 100%) | _____ Detail / of mos |
| <input checked="" type="checkbox"/> Tenured Track | _____ Undergraduate Student | _____ Job Appointment |
| _____ Other (Specify) | _____ Graduate Assistant | _____ Probationary |
| | _____ Retires Return To Work | _____ Permanent Status |

Previous Employer Monstapha Diack Reason Left Offered new position
 Date Left 12/31/2017 Salary Paid _____

Profile of Person Recommended

Length of Employment 8/1/2018 To 5/31/2019 (and continuing thereafter)

Effective Date of Employment 8/13/2018

Name Nastasia N. Jones SSW xxx-xx-xxxx Sex F Race B
 (Last name only)

Position Title: Associate Professor Department: Doctoral Program in Science/Mathematics Education

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

New Position Visa Expiration Date: _____

(Position vacancy authorization form must be processed and approved in all existing and new positions. Position must be advertised before presenting PAT, if applicable.)

Years Experience 7 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): BS Biology Institution/Location (SU-Baton Rouge): Albany State University
MS Molecular Biology Southern Illinois University
Microbiology, Biochemistry
PhD Molecular Biology Louisiana State University- Baton Rouge
Microbiology, Biochemistry

SOUTHERN UNIVERSITY SYSTEM
 HUMAN RESOURCES
 2018 JUL 27 PM 2:03

Current Employer Kelly Educational Services

Personnel Action

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

Annual Salary 77,000.00 Salary Budgeted 77,000 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly _____ Monthly Faculty

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

Change of:

Position: Director From Associate Professor To _____

Status: _____

Salary Adjustment: _____

List total funds currently paid this employee by Southern University: 77,000

Source of Funds (Current)	Amount
211001-22488-61000	77,000

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

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

Supervisor Atkelle Lauer Date 7/27/18
 Vice Chancellor James H. Armes Date 8/7/18
 Director/Personnel _____ Date _____
 President _____ Date _____

Dean/Unit Head _____ Date 7/27/17
 Chancellor Shirley McComb Date 7/27/18
 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.

SOUTHERN UNIVERSITY
HUMAN RESOURCES

2018 JUL 31 PM 3:34

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
C'D UP BY HUMAN RESOURCES OFFICE
18 AUG 08 12:25

Dr. Albertine Lawson will have a full load with 9 hours of courses, Writing grants, research and advising students.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: M-F
 EMPLOYEE DIRECT SUPERVISOR: Dr. Albertine Lawson
 SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-5453
 NUMBER OF EMPLOYEES SUPERVISED, (if any): 0

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1B and J-1 visas, passport, and F-1/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	BUDGET	PRICE
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")	FU		

SOUTHERN UNIVERSITY SYSTEM

AUG 08 2018

FINANCIAL SERVICES AVAILABLE

Do Not Write Below This Area - For Human Resource Use Only

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form-Admin/Prof/Uncl Positions (Civil Service Application for classified employees)
- Reference Check Form (reference check performed by hiring supervisor)
- Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
- Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment Form (completed by hiring supervisor)
- Proposed Employee Clearance Form (completed by hiring supervisor)
- Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable

SOUTHERN UNIVERSITY
HUMAN RESOURCES
2018 JUL 31 PM 3:34



SOUTHERN
UNIVERSITY
AND AGRICULTURAL & MECHANICAL COLLEGE

College of Sciences and Engineering
Office of the Dean
Suite 217, P.B.S. Pinchback Engineering Building
P.O. Box 9969, Baton Rouge, Louisiana 70813-0400
Office: (225) 771-4316 Fax: (225) 771-5721
patrick_carriere@subr.edu

June 15, 2018

Dr. Nastassia Jones
575 Greenvalley Drive
Winder, Georgia 30680

Dear Dr. Nastassia Jones:

It is our pleasure to offer you, subject to the official approval of the Southern University Board of Supervisors, a tenure-track appointment as an Associate Professor of Science and Mathematics Education in the Department of Science and Mathematics Education (SMED) at Southern University and A & M College (SUBR). The initial appointment, if accepted, officially begins on Monday, August 13, 2018.

The following are the conditions of this appointment.

Your initial academic salary will be \$77,000 for nine months. The University will require proof of U.S. citizenship or the appropriate visa status for permanent employment. A candidate for tenure must complete a probationary period. Because your initial appointment as a tenure-track Associate Professor will be on a probationary basis, we are recommending that you be eligible to apply for tenure in three years. However, this probationary period shall not exceed a period of seven years. The general provisions of your employment will be governed by the policies outlined in the *Southern University – Baton Rouge Faculty Handbook*.

The duties of the position require you to teach graduate courses, assume student advising responsibilities, supervise graduate students, direct dissertation research and develop and sustain an independent, extramurally sponsored research program. The teaching load will be two graduate courses per semester. You are expected to participate in the SMED Ph.D. program, therefore, you must apply during your first week of employment to the Graduate School at SUBR for Graduate Faculty Status and be officially approved. All faculty members are encouraged to obtain research funds from external agencies for their summer support, which is paid at your academic year monthly rate.

The payroll system at Southern University pays the 9-month academic year salaries from August through May. You will receive 1/10th of your academic year salary on the last working day of each month beginning in August and continuing through May of the following year. Should you receive external funding, additional summer support funds are paid based on your monthly academic year rate (1/9th of your academic year salary). The summer payments are paid on the last working day of the requested summer month (June, July, and August).

Southern University has an attractive benefits program and an excellent environment for professional growth and development. Benefits at SUBR include both life and health insurance, and a retirement plan. You may

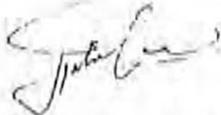
obtain additional information concerning health and retirement benefits options by contacting Ethel Washington, Human Resources Manager, at (225)771-0037.

We all look forward to your joining us and helping us develop instructional and research programs in the Department of Science Mathematics Education. The SMED faculty and staff join me in welcoming you to the Department and look forward to working with you. We trust that it will be mutually rewarding.

We hope that the details of this offer are agreeable to you and I am looking forward to your acceptance. Please let me know as soon as possible and no later than June 30, 2018, if this offer is acceptable to you by signing the attached copy of this letter and mailing it back to me. If you have any questions concerning this offer, please call us at (225)771-5290. We believe that we have a great opportunity here for you, and we look forward to hearing from you.

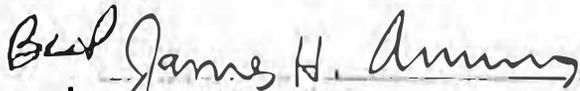
A fully-signed copy of this letter will be provided to you upon the approval of the appointment.

Sincerely,



Patrick Carriere, Ph.D., P.E.
Professor and Dean

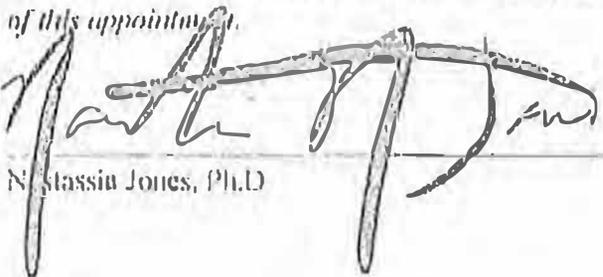
Approved:


7/13/18 Bud James H. Ammons, Ph.D.
Vice-President / Executive Vice Chancellor

7/13/18
Date

SOUTHERN UNIVERSITY
HUMAN RESOURCES
2018 JUL 31 PM 3:34

I have read and understand this letter and the policies referenced above. I agree to the terms and conditions of this appointment.


N. Stassia Jones, Ph.D.

7/18/18
Date

2018 JUL 31 PM 2:04

NASTASSIA N. JONES

CURRICULUM VITAE

nastassia.jonesphd@gmail.com

EDUCATION

- 2011 Ph.D. Molecular Biology, Microbiology, and Biochemistry, Southern Illinois University
2007 M.S. Molecular Biology, Microbiology, and Biochemistry, Southern Illinois University
2005 B.S. Biology, Albany State University

ACADEMIC POSITIONS AND HONORS

University of Georgia- Athens, School of Social Work

Visiting Scholar, Center for Social Justice, Human and Civil Rights, October 2017- Present. In this position, I collaborate with Dr. Llewellyn Cornelius, School of Social Work, on the following course: SOWK 7353: Examining the impact of neocolonialism in the Caribbean. As well as working towards building a feeder program from UVI into the UGA graduate school and building collaborative research projects with the Graduate School.

University of the Virgin Islands- St. Thomas, College of Science and Mathematics

Managing Director, Virgin Islands Institute for STEM Education Research and Practice, NSF OIA's Virgin Islands Established Program to Stimulate Competitive Research, August 2015-January 2018. In this position, I manage an in-service secondary STEM teacher professional development program and subsequent research projects as well as supervise a postdoctoral research associate and undergraduate student researchers.

Assistant Professor of Science Education, August 2015-January 2018

Courses Taught:

SCI 100L The Natural World: Caribbean Lab
SCI 100 The Natural World: The Caribbean
MMAT 550 Action Research for Secondary Teachers

Philander Smith College, Department of Biology

Assistant Professor of Biology, August 2011 – May 2015

Courses Taught:

BIO 114 Biology for Majors I
BIO 204 Genetics
BIO 304 Cell Biology
BIO 324 Microbiology
BIO 334 Animal Parasitology
BIO 384 Environmental Science
BIO 400 Undergraduate Research

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Southern Illinois University- Carbondale

STEM teacher professional development specialist and Co-Instructor, Department of Curriculum and Instruction, College of Education, Summers 2010-2012

Instructor, Department of Zoology College of Science, January – May 2011

Courses Taught:

CI 428-3 Science Methods and Curriculum Development for K-8

SCI 503A Science for Elementary School Teachers

ZOOL 115 General Biology

EXPERIENCE IN OTHER THAN HIGHER EDUCATION

Kelly Educational Services, Gainesville GA office, Barrow County Schools Substitute Teacher, March 2018 – Present

Southern Illinois University, College of Science NSF HEART GK-12 Resident Scientist, Carbondale Community High School and Carterville High School, June 2007- May 2009

Curriculum Development:

Introduction to Biology

Environmental Science

Carbondale Community School district, Substitute Teacher, CCHS, June 2009

Courses Taught:

Introduction to Biology

Human Anatomy and Physiology

RESEARCH SUPPORT

Awarded

Senior Personnel, NSF PIRE: Linking the chemical and biological diversity of epiphytic dinoflagellates in tropical oceans: Advancing global understanding on the origin of ciguatera, NSF Award# 1743802 - \$981,074 (09/01/17 – 08/31/22)

Principle Investigator, USVI NASA EPSCoR Research Initiation Award: Exploring Augmented Reality Infrastructure for Undergraduate STEM Education, \$8,200 (08/17-07/18)

Senior Personnel, HBCU-UP Targeted Infusion Project: From the Sea to the Stars: Educational Advancement at UVI via Observations and Astronomy Research Experience, NSF Award# - \$300,000 (06/01/17 – 05/31/19)

Co-Principle Investigator, Collaborative Research: NSF INCLUDES - Changing the Face of STEM in the U.S. Virgin Islands through Targeted Interventions to Expand Opportunities and Broaden Participation, NSF Award# 1649300 - \$ 249,078 (12/01/16 – 11/30/18)

L. Cummings, **Jones, N. N.**, and S. Abdallah. *The Impact of Campus Wide Experiences: Freshman Students' School Connectedness and 21st Century Skill Development*. 2018 American Educational Research Association Annual Meeting, New York City, NY April 2018

Jones, N. N., L. Cummings, S. Abdallah, and M. Guannel. *Reforming general science education for a place-based focus: Cultural congruence and 21st Century Skill development*. 7th Annual – 2018 Arts, Humanities, Social Science & Education Conference, Honolulu, HI January 2018

Jones, N.N., M. Guannel, L. Cummings, and S. Abdallah. *Exploring the Impact of Extracurricular Experiences in General Science Courses*. Poster session presented at the Network of STEM Education Centers 2017 National Conference, Hotel Monteleone, New Orleans, LA 23 June 2017

Guannel, M. and **N. Jones**. *Re-engaging Teachers in their Craft through Action Research*. Roundtable session presented at the Network of STEM Education Centers 2017 National Conference, Hotel Monteleone, New Orleans, LA 23-24 June 2017 Roundtable Discussion

Jones, N.N. *Making STEM Count in the Virgin Islands: Increasing Economic Competitiveness Through STEM Education Research and Training*. VI-EPSCoR 2017 Annual Conference, St. Thomas, VI April 2017

Matthew, S. (K12 Teacher), M. Guannel, and **N.N. Jones** (Faculty Research Advisor). *Integrating STEM with the Arts to Motivate Middle School Students*. Poster session presented at the 6th Annual University of the Virgin Islands Research Day, St. Thomas, VI, April 2017

Jones, N.N. *Exploring the Impact of Campus Wide Experiences on SCI 100 students*. Poster session presented at the 6th Annual University of the Virgin Islands Research Day, St. Thomas, VI, April 2017

Jones, N.N. and J. Armstrong. *Microbially Delicious: Using Food Fermentation Experiments to Build Workforce Readiness and 21st Century Skills*. 2014 ASMCUE Microbrew presentation, Danvers, MA, May 2014

Kahill, K., B. Shipp, J. Bradley, and **N.N. Jones** (Faculty Research Advisor). *Iyanla Fix My Garden*. HBCU-UP II Academic Year Research Program Symposium, May 2014

Fisher, A., B. Hamilton, J. Dumas, and **N.N. Jones** (Faculty Research Advisor). *Progressing Towards a Functional Greenhouse: An Interdisciplinary Modeling Experience*. HBCU-UP II Academic Year Research Program Symposium, May 2014

Kahill, K., L. Warner, and **N.N. Jones** (Faculty Research Advisor). *Composting Bioinformatics: A More Sustainable PSC*. HBCU-UP II Summer Science and Technology Enrichment Program Symposium, July 2013

Fisher, A., J. Dumas, and **N.N. Jones** (Faculty Research Advisor). Progressing Towards a Functional Greenhouse: An Interdisciplinary Modeling Experience. HBCU-UP II Summer Science and Technology Enrichment Program Symposium, July 2013

Graham, V., K. Kahill, L. Warner, B. Poole, and **N.N. Jones** (Faculty Research Advisor). Evaluating Compost Piles Using Soil Bacteria Community Analysis. Poster session presented at the Emerging Researchers National Conference in STEM, Washington, DC, March 2013

Kahill, K., V. Graham, L. Warner, B. Poole, and **N.N. Jones** (Faculty Research Advisor). Soil Microbial Community Analysis with an Emphasis in Site Assessment. Poster session presented at the Emerging Researchers National Conference in STEM, Washington, DC, March 2013

Jones, N.N., C. Burroughs, F. Hahn, and S. Davis. Computational Thinking in STEM. An HBCU Undergraduate Research Forum: PSC Cyberinfrastructure Day, April 2013

Jones, N.N. and C. Burroughs. *CI for Biology Undergraduate Education*. PSC Cyberinfrastructure (CI) Day, March 2012

Jones, N.N. and F. Mumba. *Science Teachers' Perceived and Actual Knowledge about Basic Microbiology Concepts*. Poster session presented at the American Association for the Advancement of Science Annual Meeting, Washington, DC, February 2011

Jones, N.N. and S. Sellers. *Microbes without Microscopes: using everyday materials to teach microbiology*. 15th Annual Regional Conference on Science Education, Illinois Science Teachers Association Science in the South Conference, SIUC, January 2011

Jones, N.N. *The importance of secondary science teacher content knowledge to the overall microbial literacy of today's youth*. The Welcome Table: A Colloquium on Africana Research, SIUC, October 2010

Jones, N.N. and L.A. Achenbach. *Evaluation of Microbial Community Dynamics in Nitrate-Dependent Humic Substances Oxidation*. Poster session presented at the American Society for Microbiology 110th General Meeting, San Diego, California, May 2010

HONORS AND AWARDS

Biology Scholars Program Research Residency and Travel Grant, 2014-2015

Faculty Enhancement Travel award sponsored by American Society for Microbiology, 2014

Philander Smith College, Student Government Association's Faculty Appreciation Award, 2014

Philander Smith College, The Office of the Social Justice Initiative's Service Learning Professor of the Year, 2013-2014

Philander Smith College All-Star Team, 2011-2012

PROFESSIONAL ACTIVITIES

Professional Associations

- Association for Teacher Educators, 2017 - Present
- National Association for Research in Science Teaching, 2011 - Present
- National Association of Biology Teachers, 2011
- National Science Teachers Association, 2009 - Present
- American Association for the Advancement of Science, 2006 - 2017
- American Society for Microbiology, 2006 - 2015

Reviewer

- Journal Article Reviewer, *The Journal of Microbiology & Biology Education*, 2017 - Present
- Grant Panel Reviewer, National Science Foundation, 2014
- Journal Article Reviewer, *The American Biology Teacher*, 2012 - 2015

Professional Development

National Science Teachers Association, 2017. Discover the NGSS Train-the-Trainer workshop

Quality Education for Minorities (QEM) Network, 2015. NSF HBCU-UP Broadening Participation Research strand proposal development workshop

Society of Research Administrators International, 2014. Overview of Research Management Training workshop

National Computational Sciences Institute, 2012. Computational Biology for Biology Educators

SERVICE

University of the Virgin Islands

- Graduate Council committee, 2016-2017
- UVI Internal Review Board, **Vice Chair** 2015-Present
- UVI STEM Education Minor committee, 2015-2016
- UVI/Virgin Islands Department of Education/viNext Generation Network STEAM initiative team, 2015-2016
- UVI representative on Virgin Islands Department of Education committees:
 - USVI Teachers Pipeline Task Force as part of the USVI-P16 Collaborative committee, 2016-2017
 - K-12 Science textbook adoption committee, 2016

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- o Next Generation Science Standards rollout committee, 2016

Philander Smith College (2012 – 2015)

- Historically Black Colleges and Universities – Undergraduate Program (HBCU-UP) Award #625410 - \$2.59 Million (2006-2013), PSC Internal Advisory Committee 2011-2013
- Arkansas Minority Cyberinfrastructure Training Education Consortium Project, 2011-2012
- North Central Association Accreditation Subcommittee, Criterion Two: Integrity: Ethical and Responsible Conduct
- Faculty Handbook Committee
- Library Committee
- Academic Deficiency Committee
- Carnegie Community Engagement Elective Classification Initiative Committee
- Clinton Foundation's Central Arkansas Blueprint for Action, Clinton Health Matters Initiative, Healthy Eating and Food Quality liaison

Community Service

STEM Community Outreach (2009 – Present)

- *STEM Fair Judge*, Ivanna Eudora Keen High School, St. Thomas, USVI (2017)
- *Judge*, VI Department of Education and the Rotary Club of St. Thomas II 2015-2016 MATHCOUNTS! Competition, St. Thomas, USVI (2016)
- *Science Fair Judge*, West Central Regional Science Fair and Junior Academy, AR School for Mathematics, Sciences and the Arts (ASMSA), Hot Springs, AR
- *Science Judge*, UALR Student Research and Creative Works Expo, UALR, Little Rock, AR
- Science Mentor, Gibbs International Magnet Elementary School, Little Rock, AR
- *Bioremediation Tour*, Department of Microbiology, SIUC, Carbondale, IL
- *Sciopalooza*, Department of Microbiology, SIUC, Carbondale, IL
- *Science Fair Judge*, Illinois Junior Academy of Science Region 8 Science Fair, SIUC, Carbondale, IL

Youth Community Outreach (2006 – Present)

- *Little Towne* ministry volunteer, Bethlehem Church, Winder, GA (2018 – present)
- *Hadassah Girls Ministry* leader, Living Hope Cathedral, St. Thomas, VI (2015-2017)
- Big Brothers Big Sisters Mentor, Little Rock, AR (2013-2015)
- *NO LIMIT Middle School Ministry* volunteer, St. Mark Baptist Church, Little Rock, AR (2012-2014)
- 7-9 and 10-12 year olds girls Little League softball coach, St. Mark Baptist Church, Little Rock, AR (2012-2014)
- *GODIVAS Teen Girls Ministry Co-Leader*, Hopewell Missionary Baptist Church, Carbondale, IL (2008-2010)
- *HIPHOP Teen Ministry Co-Leader*, Hopewell Missionary Baptist Church, Carbondale, IL (2006-2010)

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	1	4	3
-----------------	---	---	---	---	---	---

CAMPUS: SUS _____ SUBR _____ SULAC _____ SUALGC X SUNO _____

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

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

Previous Employee Devaiah M. Kambiranda Reason Left Continuation
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2018 To June 30, 2019
 Effective Date August 1, 2018

Name Devaiah M. Kambiranda SS# _____ Sex M Race* Asian

Position Title: Research Associate Professor Department: Research

Check One X 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 12 years Southern University Experience 1 year

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS-Microbiology</u>	<u>Bangalore University, Karnataka, India</u>	<u>1999</u>
	<u>MS-Biotechnology</u>	<u>Bangalore University, Karnataka, India</u>	<u>2001</u>
	<u>PhD-Biotechnology</u>	<u>Bangalore University, Karnataka, India</u>	<u>2006</u>

Current Employer Southern University Agricultural Land-Grant Campus

Personnel Action

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

Recommended Salary \$86,667 Salary Budgeted _____

Source of Funds State & Federal

Identify Budget: 611001-65060-62000 (50%) Location _____

Form Code: 621640-65200-62000 Page _____ Item # _____

Change of: _____

Position	<u>Research Associate Professor</u>	From	<u>Research Associate Professor</u>	To
Status	<u>9 months</u>		<u>12 months</u>	
Salary Adjustment	<u>\$65,000</u>		<u>\$86,667</u>	

Financial Aid signature (if, applicable): _____

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>611001-65060-62000</u>	<u>\$32,500</u>
<u>621603-65060-62000</u>	<u>\$32,500</u>

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

*See Reverse Side Graduate School signature (if, applicable): [Signature] 6-5-18

Supervisor <u>[Signature]</u> Date <u>6/5/18</u>	Dean/Unit Head <u>Bobby L. Pless</u> Date <u>6/5/18</u>
Vice Chancellor <u>[Signature]</u> Date <u>6/5/18</u>	Chancellor <u>[Signature]</u> Date <u>6/5/18</u>
Director/Deputy <u>[Signature]</u> Date <u>6/5/18</u>	Vice President/Finance <u>[Signature]</u> Date <u>6/5/18</u>
President <u>[Signature]</u> Date <u>6/5/18</u>	Business Affairs/Comptroller _____ Date _____
	Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Effective, May 15, 2017, Dr. Kambiranda was hired as a nine (9) month Research Associate Professor at a salary of \$65,000 (\$7,222/month). This PAF reflects a status change as a 12-month Research Associate Professor at a salary of \$86,667 (\$7,222/month). Please note that Dr. Kambiranda is a joint appointed employee and effective Fall, 2018, an ePAF will be completed to reflect a 50/50 labor distribution split between the SUBR/SUALGC campuses.

EMPLOYEE REGULAR WORK SCHEDULE: Monday-Friday; 8:00am-5:00pm
EMPLOYEE DIRECT SUPERVISOR: Andra Johnson, PhD
SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-2143
NUMBER OF EMPLOYEES SUPERVISED, (if any) N/A

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

FUNDS AVAILABLE
OFFICE OF THE AGRICULTURAL
RESEARCH AND EXTENSION
SOUTHERN UNIVERSITY SYSTEM
FINANCE & ADMINISTRATION 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 employee/ verified and signed by supervisor)
 - _____ Exemptions Survey Form (signed by employee and budget head)
 - _____ Proposed Employee Appointment
 - _____ Proposed Employee Clearance
 - _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

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

August 15, 2018

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

Re: Accreditation Salary Adjustment

Dear Dr. Belton:

Since July 1, 2017, The Council for Accreditation of Counseling and Related Educational Programs (CACREP) mandates that the Chair/CACREP liaison be a 12-month employee. Dr. Madan M. Kundu, who is currently under a nine-month contract, serves as chair and professor of the Department of Rehabilitation and Disability Studies in the College of Nursing and Allied Health, with a salary of \$75,277. He has served the university for 34 years as an educator, researcher, grant writer and rehabilitation leader at the national and international levels. To meet the CACREP requirement, I am recommending that Dr. Kundu receives a 12-month contract and his salary be adjusted to \$110,404. This adjustment does not include a salary increase, but only provides compensation to Dr. Kundu for the additional months required by CACREP.

Sincerely,

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

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

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	F	9	8	7	6
-----------------	---	---	---	---	---	---

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

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

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

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

2018 AUG 15 PM 3:18
 HUMAN RESOURCES

Profile of Person Recommended

Length of Employment 8/1/2018 To 6/30/2019 & Continuing
Effective Date 8/1/2018

Name Manad M. Kundu SS# [REDACTED] Sex M Race* Asian
(Last 4 digits only)

Position Title: Chair and Professor Department: Rehabilitation & Disability Studies

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

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

Years Experience 54 Southern University Experience 35

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D. -Rehabilitation</u>	<u>Michigan State Univ-East Lansing, MI</u>	<u>1983</u>
	<u>MA-Rehab Counseling</u>	<u>Michigan State Univ-East Lansing, MI</u>	<u>1976</u>
	<u>BS-Rehabilitation</u>	<u>University of Calcutta-Calcutta, India</u>	<u>1963</u>

Current Employer SUSA

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) From 9mo-12mo chair

Recommended Salary 110,404 Salary Budgeted 110,404

Source of Funds _____

Identify Budget: 211001-22484-61007-21000 Location _____
Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position _____

Status 9 mo 12 mo

Salary Adjustment 75,277 110,404

Financial Aid signature (if applicable):

1. List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if applicable):

Supervisor [Signature] Date 8/15/2018
James H. Ammons
Chancellor [Signature] Date 8/15/18
Director/Personnel [Signature] Date 8/15/18
President [Signature] Date 8/15/18

Dean/Unit Head [Signature] Date 8/15/2018
Chancellor [Signature] Date 8/15/18
Vice President/Finance [Signature] Date _____
Business Affairs/Comptroller _____
Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Effective Fall 2018, Dr. Kandu, previously a 9-month faculty, will become a 12-month faculty serving as Chair in the Department of Rehabilitation and Disability Studies, College of Nursing and Allied Health.

EMPLOYEE REGULAR WORK SCHEDULE: 8-5; M-F
EMPLOYEE DIRECT SUPERVISOR: Dr. Jacqueline Hill
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-2149
NUMBER OF EMPLOYEES SUPERVISED, (if any): Approx. 20

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 picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE
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. I/T Student at S.U.)	F1
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	FO

NORTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
AUG 15 2018
[Signature]
FUNDS AVAILABLE

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Inv/Use II 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)



Madan M. Kundu, Ph.D., FNRCA, CRC, NCC, LRC

Education: Ph.D. Michigan State University, East Lansing, MI
M.S. Michigan State University, East Lansing, MI
B.S. University of Calcutta, Calcutta, India

Certification/Licensure:
Certified Rehabilitation Counselor (CRC)
National Certified Counselor (NCC)
Licensed Rehabilitation Counselor (LRC)

Employment: 35 years, SUBR, Department of Rehabilitation and Disability Studies
2003 - Chair and Professor
1993-2003 Coordinator and Professor
1988-1993 Coordinator and Associate Professor
1984-1988 Coordinator and Assistant Professor

Grants: \$34 million: training, research, and service grants in collaboration with the faculty

Sources: Rehabilitation Services Administration (RSA), U.S. Department of Education
National Institute on Disability and Independent Living Rehabilitation Research
National Science Foundation

Contribution to SUBR: \$250,000 - \$300,000 in In-direct and Release Time per year

Awards: 49 Academic, Research, Service Awards and Honors including the following:
- Fulbright Scholarship
- Council of International Programs for Youth Leaders and Social Worker
- British Council Visitorship, London, UK
- Rehabilitation Educator of the Year, NCRE, 2001
- Research Award, National Rehabilitation Association, 2012 and 2006
- Distinguished Career in Rehabilitation Education, NCRE, 2017

Publications: 42 refereed journals, 6 book chapters, and 1 monograph

Presentations: 150 National, Regional, and State Conferences & 57 International Conferences

Travel: 39 Countries

Professional Leadership:

President, Louisiana Rehabilitation Association
President, Louisiana Rehabilitation Counseling Association
President, South-West Region, National Rehabilitation Association
President, National Rehabilitation Counseling Association
President, Vocational Evaluation and Work Adjustment Association
Executive Board Member, Rehabilitation International (consulting agency to the U.N.)
Board Member, United States International Council on Disability (USICD)



SOUTHERN UNIVERSITY
LAW CENTER
LOUISIANA

2018 JUL 23 PM 10 20

JOHN K. PIERRE
CHANCELLOR

July 13, 2018

VIA HAND DELIVERY

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

Re: Position Vacancy Announcement Waiver Request

Dear Dr. Belton:

The Law Center is mandated by its accrediting agencies, the American Bar Association (ABA), the American Association of Law Schools (AALS), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), to provide adequate academic support to students within its program of legal education. The Law Center's Office of Academic Support provides various forms of academic assistance and counseling to students as they pursue their degree.

The Law Center previously sought and obtained Board approval for the appointment of an Academic Counselors in the Office of Academic Support. We are now seeking to have the title of Instructor added to that position. By so doing, we can ensure that the staff person will have student interaction to remediate identified academic deficiencies. The position will not have promotion potential into a tenure track position. The staff person will also work with our Supplemental Bar Review program.

We are seeking an increase of salary, in the amount of \$10,000.00, to cover the additional duties. This will bring the occupant of the position, Kimberly LaMotte, to a salary of \$77,600.00. The effective date of the aforementioned appointment would be August 1, 2018. The Board approved this change for our other Counselors at the April board meeting; however, Ms. LaMotte was not hired until the April meeting so we are requesting her adjustment at this time. We request your approval of our request to waive the announcement of this position vacancy. I would appreciate if you would place this item on the Board of Supervisors' agenda for consideration.

Sincerely,

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

APPROVED: _____

Dr. Ray L. Belton, President/Chancellor

"Producing Lawyer-Leaders Around the Globe"

RECEIVED
OFFICE OF
SOUTHERN UNIVERSITY
2018 JUL 24 PM 3:40



JOB CLASS 3	2	5	0	0
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M			
-----------------	---	---	--	--	--

CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO 4:19 SUSLA _____

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

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

Previous Employee N/A Reason Left N/A
 Date Left N/A Salary Paid N/A

Profile of Person Recommended

Length of Employment 08/01/2018 To 02/29/2018
 Effective Date 08/01/2018

Name Kimbarly LaMotte XXX-XX-XXXX Sex F Race* B
 (Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center - Academic Support

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

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

Years Experience 27 Southern University Experience 2

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J.D.</u>	<u>Southern University Law Center</u>	<u>2012</u>
	<u>Doctorate of Pharmacy</u>	<u>Xavier University of Louisiana, New Orleans</u>	<u>1994</u>
	<u>B.S. in Pharmacy</u>	<u>Xavier University of Louisiana, New Orleans</u>	<u>1991</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$77,600.00 Salary Budgeted \$77,600.00

Source of Funds Title III (320141-32030-61002-34100) \$67,600.00 and Student Success (392007-32020-61002-31000) \$10,000

Identify Budget: Grant & Student Success Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position From Academic Support Counselor To Academic Support Counselor and Instructor
 Status \$67,600.00 \$77,600.00
 Salary Adjustment _____

Financial Aid signature (if applicable):

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

Source of Funds	Amount
<u>320141-32030-61002-34100</u>	<u>\$67,600.00</u>

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Supervisor <u>[Signature]</u> Date <u>7/16/18</u>	Dean/Unit Head <u>[Signature]</u> Date <u>7/16/18</u>
Vice Chancellor <u>[Signature]</u> Date <u>7/18/18</u>	V.C. for Fin. Bus. Affairs <u>[Signature]</u> Date _____
Director/Personnel <u>[Signature]</u> Date <u>7/18/18</u>	Chairman <u>[Signature]</u> Date _____
President _____ Date _____	Vice President/Finance <u>[Signature]</u> Date _____
	Business Affairs/Comptroller _____ Date _____
	Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Continuation of employment with added title; (Academic Counselor and Instructor), funded under the Title III and Student Success, effective date, August 01, 2018.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

Shawn Vance

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/A-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)
- I-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp. FT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER
 CODE
 ENCUMBERED / FUNDS AVAILABLE
 DOC US \$ _____
 DATE RA 7/16/18
 BY JJ [Signature]
 FI
 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)
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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)

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Academic Support Counselor and Instructor AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
 (Department or Unit)

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

RECEIVED
 OFFICE OF THE PRESIDENT
 2018 JUL 24 PM 3:41

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Academic Support Coordinator and Instructor is a full-time, 12-month, non-faculty position. The position holder will report directly to the SULC Associate Vice Chancellor of Academic Support, Academic Counseling, and Bar Preparation. The position holder will collect and process data regarding academic assistance and bar preparation services for assessment, accreditation, and other academic purposes. The Academic Support Coordinator and Instructor will also work with students to enhance analytical, exam writing, and other academic skills. The position holder will work in the Supplemental Bar Review program and also teach Lawyering Process I and II as an Instructor without promotion potential.

Salary/Range: \$75,000.00 - \$95,000.00 Previous Incumbent (if replacement): n/a

Approved Disapproved


 Department Head

7/13/18
 Date

Approved Disapproved

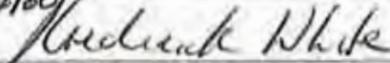

 Dean/Director/Supervisor of Budget Unit

7/16/18
 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<u>7/16/18</u>
Signature	Date
Budget Number <u>392007-32020-61002-31000</u> <u>320141-32030-61002-34100</u>	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes			<input type="checkbox"/> No
Employee Class:	<u>MU</u>	Job Class:	<u>32.500</u>
Verified By: <u>Mikhale Williams</u>		<u>7/24/18</u>	
		Date:	

Approved Disapproved


 Vice Chancellor

7/16/18
 Date

Approved Disapproved


 Chancellor/Vice President

7/13/18
 Date

Approved Disapproved


 President

Date

An Equal Opportunity Employer



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Vice President, Strategic Planning, Policy and Institutional Effectiveness

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

August 2, 2018

Ray L. Belton, Ph.D.
President – Chancellor
Southern University and A&M College System
Baton Rouge, Louisiana 70813

Re: Position Vacancy Authorization and Announcement Waiver Request

Dear Dr. Belton:

I respectfully submit this letter to request authorization to waive the search for the position of data systems senior analyst for the Southern University Baton Rouge (SUBR) campus. The data systems senior analyst will be responsible for working with complex datasets and databases to perform data extraction, data compilation and storage, data analytics, and data reporting (data displays via dashboards). These functions will support executive decision-making pertaining to policy development; academic and administrative planning; implementation; assessment; and compliance. The data systems senior analyst responds to data requests in a timely and accurate manner; ensures consistency, reliability, validity, and integrity of data used for internal decision-making and in support of external reporting compliance; ensures that timely and accurate campus data is made available in proper formats for programmatic accreditation and academic program reviews, etc.

This is an existing position which has been enhanced and where the duties have been expanded to support both campus and system data needs and requirements. The previous incumbent in the position, Mr. Ciavini is being recommended for the director's position, allowing this position to be offered to Mr. Jason Ordogne, who currently serves as banner student analyst on the SUBR campus. Mr. Ordogne brings over 15 years of experience as an application programmer/analyst capable of designing, coding, testing, and supporting a Unix and IBM Mainframe operating environment and next generation database solutions. Mr. Ordogne has developed and implemented application reports that were instrumental to the success of high-priority institutional projects (Board of Regents' SSPS, Space Utilization, Student Credit Hour, Completers, IPEDS, FADS, TOPS, National Student Clearinghouse and College Board Annual Survey reports). Mr. Ordogne is proficient in several applications that include Oracle and Unix, BDMS, Qless (JagQ), NextGen Forms, Data Security, SQL, PL/SQL, Oracle Forms and Reports Development, WorkFlow, ARGOS, DegreeWorks, AUTOMIC (UCA), HOBSONS, etc. Finally, Mr. Ordogne has a proven record of accomplishment and success. Given the critical nature of this position in support of SACS accreditation requirements, I respectfully request authorization to waive the search for this position and appoint Mr. Jason Ordogne as the data systems senior analyst. Mr. Ordogne's resume is enclosed for you review and consideration.

Thank you for your favorable consideration of this request.

Respectfully submitted,

Vladimir Alexander Appening, Ph.D.
Vice President for Strategic Planning, Policy and Institutional Effectiveness

Approved:

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

Enclosed: Resume

Data Systems Senior Analyst

The Data Systems Senior Analyst will be responsible for working with complex datasets and databases to perform data extraction, data compilation and storage, data analytics, and data reporting (data displays via dashboards) in support of executive decision-making pertaining to policy development; academic and administrative planning; implementation; assessment; and compliance. Responds to data requests in a timely and accurate manner.

Duties:

- Performs a variety of specialized technical activities involved in data extraction, collection, storage, documentation, analysis, and reporting related to institutional effectiveness, planning, implementation, assessment, accreditation and compliance.
- Ensures consistency, reliability, validity, and integrity of data used for internal decision-making and in support of external reporting compliance.
- Ensures that timely and accurate campus data is made available in proper formats to academic units for programmatic accreditation, academic program reviews, academic planning and assessment efforts.
- Collects, analyzes, interprets and reports institutional data to a variety of internal constituencies in support of a variety of campus initiatives.
- Creates, extracts and correlates data from multiple databases and Enterprise Data System (Banner).
- Ensures compliance with the institution's data governance policy.
- Maintains a data library, data glossary, and Fact Book.
- Leads a collaborative effort with Information Technology (IT), Student Enrollment Management, Student Success, Finance and Business, and Human Resources to design and build institution-level dashboards that clearly display metrics for campus leadership.
- Facilitates the creation of scorecards, dashboards and reports for college stakeholders.
- Supports continuous improvement efforts revolving around the mission through data collection, storage, and retrieval systems that lead to institutional effectiveness.
- Ensures compliance with the unit's Title III objectives and activities.
- Reports directly to the SUS/SUBR Executive Director for Strategic Planning, Policy, and Institutional Effectiveness.
- Performs other related duties as assigned for the Southern University Baton Rouge Campus and the Southern University System.

Qualifications:

- Bachelor's degree required.
- Minimum of 15 years of experience as an application programmer/analyst capable of designing, coding, testing, and supporting a Unix and IBM Mainframe operating environment and next generation database solutions.
- Technical skilled in Oracle and Unix, SQL, Oracle Forms and Report Development, NextGen Forms, Workflow, ARGOS, Degree-Works, Banner Modules, Data Security, etc.
- Proficiency in creating, extracting and correlating data from multiple databases and the Enterprise Data System (Banner).
- Extensive skills at data extraction and manipulation.
- Experience in creating technical reports.
- Experience in business data analytics and processes.
- Excellent communication skills with internal and external constituents.

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

2M 8947

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

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

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

Civil Service
 Restricted
 Job Appointment
 Probationary
 Permanent Status

Previous Employee _____ Reason Left _____
 Date Left _____ Salary Paid \$57,200

CONTROLLERS OFFICE
 2018 AUG 14 AM 9:41
 RECEIVED
 DEVELOPMENT AND
 SERVICE OPERATIONS

Profile of Person Recommended

Length of Employment July 1, 2018 To June 30, 2019
 Effective Date 08/24/2018

Name Jason Ordogne SSN _____ Sex M Race AA

Position Title: Data Systems Senior Analyst Department: Institutional Research and Assessment

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

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

Years Experience 18 Southern University Experience 11
 Degree(s): Type/Discipline (BA-Education): Institution/Location Year:
 BA Accounting Dillard University 1996

Current Employer Southern University and A&M College

Personnel Action

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

Recommended Salary \$80,000 Salary Budgeted \$57,200

Source of Funds Title III and SGF

Identify Budget: _____
 Form Code: _____

Change of: _____

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
220352-2111-61002-24100	\$57,200
211001-21101-61002-26000	22,800

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

Supervisor: *David Mangano* 8/7/18
 Vice Chancellor: *David Mangano* 08/07/2018
 Director/Personnel: *Raymond Della* 8/15/18
 President: *Raymond Della* _____
 Unit Head: *David Mangano* 08/10/2018
 Vice President/Finance: *Raymond Della* 8/15/18
 Business Affairs/Comptroller: *Raymond Della* 8/13/18

Chair S.U. Board of Supervisors: _____ Date _____
 220352-2111-61002-24100-457,200

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 origin, regardless of race.

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM - 5:00 PM
EMPLOYEE DIRECT SUPERVISOR: Dr. Toni Mangin
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225.771.5764
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 (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, H-1B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	REMARKS
United States Citizen/Certificate of Naturalization	US	SOUTHERN UNIVERSITY SYSTEM BUDGET OFFICE 211001-2081-2600 AUG 14 2018 Ypd Jones \$22,800 FUNDS AVAILABLE
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp, I/T 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/Inet 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)

Vacancy Announcement System (VAS) Position Vacancy Announcement Request

Date: 08/02/2018 Department: Office of Institutional Research and Assessment

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: 08/12/2018 Date position to be filled: 08/24/2018

Position Title: Data Systems Senior Analyst Civil Service Pay Level: _____

Salary (annual): _____ or Salary Range: 75,000 to 80,000

Please check all categories that apply to this position:

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

Contact Person: Dr. Toni Manogin Telephone No. 225-771-5764

Contact Email Address: toni_manogin@sus.edu

Contact e-mail address is for:

Human Resources utilization only posting to VAS website

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

The Data Systems Senior Analyst will be responsible for working with complex datasets and databases to perform data extraction, data compilation and storage, data analytics, and data reporting (data displays via dashboards) in support of executive decision-making pertaining to policy development, academic and administrative planning, implementation, assessment, and compliance. Responds to data requests in a timely and accurate manner.

Unites:

- Performs a variety of specialized technical activities involved in data extraction, collection, storage, documentation, analysis, and reporting related to institutional effectiveness, planning, budgeting, management, accreditation and compliance.
- Ensures consistency, reliability, validity, and integrity of data used for internal decision-making and in support of external reporting compliance.
- Ensures that timely and accurate campus data is made available in proper formats to academic units for programmatic evaluation, academic program reviews, academic planning and cooperative efforts.
- Collects, analyzes, interprets and reports institutional data to a variety of internal committees to support a variety of campus initiatives.
- Creates, extracts and correlates data from multiple databases and Enterprise Data System (Banner).
- Ensures compliance with the institution's data governance policy.
- Maintains a data library, data glossary, and fact book.
- Leads a collaborative effort with Information Technology (IT), Student Institution Management, Student Success, Finance and Operations, and Human Resources to design and build institutional-level dashboards that clearly display metrics for campus leadership.
- Facilitates the creation of accurate, dashboards and reports for college stakeholders.
- Supports continuous improvement efforts involving around the institution through data collection, storage and retrieval systems that lead to institutional effectiveness.
- Ensures compliance with the unit's Title III objectives and activities.
- Reports directly to the SUI/SUIR Executive Director for Strategic Planning, Policy, and Institutional Effectiveness.
- Performs other related duties as assigned for the Southern University Baton Rouge Campus and the Southern University System.

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

Qualifications:

- Bachelor's degree required.
- Minimum of 15 years of experience as an application programmer/analyst capable of designing, coding, testing, and supporting a Unix and IBM Mainframe operating environment and/or generation database solutions.
- Technical skilled in Oracle and Unix, SQL, Oracle Forms and Report Development, NextGen Forms, WorkFlow, AICC/OS, Course-Works, Banner Modules, Data Security, etc.
- Proficiency in creating, extracting and correlating data from multiple databases and the Enterprise Data System (Banner).
- Operative skills in data extraction and manipulation.
- Experience in creating web-based reports.
- Experience in business data analysis and processes.
- Excellent communication skills with internal and external constituents.

Remarks/How to Apply (letter of application, curriculum vita, resume, references, etc)/Mailing Address

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

A Letter of Application, Resume, List of (3) Professional References, Completion of SUBR Application Form

Email Completed Application Package to:

Attention:
Dr. Toni Manogin Toni_Manogin@sus.edu
Office of the Vice President for Strategic Planning, Policy and Institutional Effectiveness
Southern University A & M College System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

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

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Data Systems Senior Analyst AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of Institutional Research and Assessment
 (Department or Unit)

Replacement New Position Unclassified State
 Civil Service Temporary Faculty Grant-in-Aid
 Tenured Probationary (For Faculty this is same as tenure track) System Revenue
 Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Data Systems Senior Analyst will be responsible for working with complex datasets and databases to perform data extraction, data compilation and storage, data analytics, and data reporting (data displays via dashboards) in support of executive decision-making pertaining to policy development; academic and administrative planning, implementation, assessment, and compliance. Responds to data requests in a timely and accurate manner.

Duties:

- Performs a variety of specialized technical activities involved in data extraction, collection, storage, documentation, analysis, and reporting related to institutional effectiveness, planning, implementation, assessment, accreditation and compliance
- Ensures consistency, reliability, validity, and integrity of data used for internal decision-making and in support of external reporting compliance.
- Ensures that timely and accurate campus data is made available in proper formats to academic units for programmatic reevaluation, academic program reviews, academic planning and assessment efforts.
- Collects, analyzes, interprets and reports institutional data to a variety of internal constituencies in support of a variety of campus initiatives.
- Creates, extracts and correlates data from multiple databases and Enterprise Data System (Banner).
- Ensures compliance with the institution's data governance policy.
- Maintains a data library, data glossary, and Pilot Book.
- Leads a collaborative effort with Information Technology (IT), Student Enrollment Management, Student Success, Finance and Business, and Human Resources to design and build institution-level dashboards that clearly display metrics for campus leadership.
- Facilitates the creation of scorecards, dashboards and reports for college stakeholders.
- Supports continuous improvement efforts revolving around the mission through data collection, storage, and retrieval systems that lead to institutional effectiveness.
- Ensures compliance with the unit's Title III objectives and activities.
- Reports directly to the SUSA/SUBR Executive Director for Strategic Planning, Policy, and Institutional Effectiveness.
- Performs other related duties as assigned for the Southern University Baton Rouge Campus and the Southern University System.

Salary/Range: 75,000 - 80,000 Previous Incumbent (if replacement): Reddy Gavini

Approved Disapproved Jay Manogus 8/7/18
 Department Head
 Approved Disapproved Vladimir A. Torres 08/07/2018
 Dean/Director/Supervisor of Budget Unit
 2M8947 25K 08/09/18

FINANCE/BUDGET OFFICE ONLY
 Funds Available
 Yes No
Jm 8/14/18
 Signature Date
 Budget Number 220353-21111-24100
21100 200-26000-2200

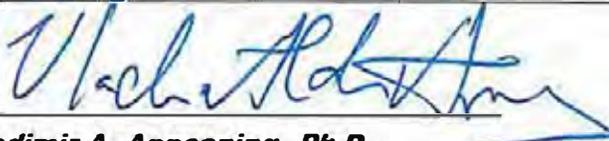
HUMAN RESOURCES OFFICE ONLY
 Existing/Approved Position
 Yes No
 Employee Class: _____ Job Class: _____
 Verified By: _____ Date: _____

Approved Disapproved Vladimir A. Torres 08/07/2018
 Vice-Chancellor
 Approved Disapproved Roy L. Belton 8/8/18
 Chancellor/Vice President
 Approved Disapproved Roy L. Belton 8/8/18
 President
8/13/18 An Equal Opportunity Employer

OFFICE OF INSTITUTIONAL RESEARCH AND ASSESSMENT
proposed re-design to leverage efficiencies, ensure compliance, and increase productivity

Current Status				Proposed Option			
Existing Positions	Title III	SGF	Title III + SGF	Proposed Positions	Title III	SGF	Title III + SGF
Director, Institutional Research & Assessment (IRA) SUBR ONLY	\$52,416 (59%)	\$35,984 (41%)	\$88,400 (100%)	Director - IRA SUS/SUBR	\$52,416 (80%)	\$13,084 (20%)	\$65,500 (100%)
Assistant Director, Assessment SUBR ONLY	\$61,880 (100%)	\$0	\$61,880 (100%)	Assistant Director - Assessment SUS/SUBR	\$61,880 (88%)	\$8,120 (12%)	\$70,000 (100%)
Senior Data Analyst SUBR ONLY	\$57,200 (100%)	\$0	\$57,200 (100%)	Data Systems Senior Analyst SUS/SUBR	\$57,200 (71%)	\$22,800 (29%)	\$80,000 (100%)
Data Analyst SUBR ONLY	\$50,960 (100%)	\$0	\$50,960 (100%)	Research & Data Analyst SUS/SUBR	\$50,960 (97%)	\$1,540 (3%)	\$52,500 (100%)
Testing Coordinator SUBR ONLY	\$49,920 (100%)	\$0	\$49,920 (100%)	Assessment Analyst SUS/SUBR	\$49,920 (95%)	\$2,580 (5%)	\$52,500 (100%)
TOTAL	\$272,376	\$35,984	\$308,360		\$272,376	\$48,124	\$320,500
ASK						\$12,140	

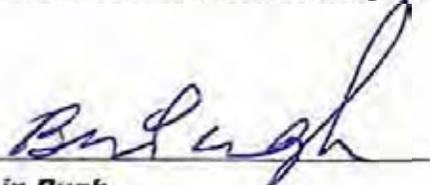
Requested by:


Vladimir A. Appeaning, Ph.D.

System Vice President for Strategic Planning, Policy & Institutional Effectiveness

↳ Plus fringe benefits (USA)
 8/13/2018
 Date

Approved by:


Benjamin Pugh
SUBR Vice Chancellor for Finance and Administration

2018 AUG 14 AM 9:41
 CONTROLLERS OFFICE

8/13/18
 Date

SYSTEMS ANALYST FOR BANNER STUDENT & FINANCIAL AID

Systems Analyst for Banner Student and Financial Aid with extensive experience designing, coding, testing and supporting a Unix and IBM Mainframe operating environment and next-generation database solutions.

Proficient in an assortment of technologies, including applications in SQL, PL/SQL, ODS, COBOL, FOCUS, EXEC, and VM.

Technical skills include:

- Oracle and Unix
- BDMS
- Qless(JagQ)
- NextGen Forms
- Data Security
- SQL, PL/SQL
- Oracle Forms and Reports Development
- WorkFlow
- ARGOS
- DegreeWorks
- AUTOMIC(UC4)
- HOBSONS

EXPERIENCE

4/2011 - Present

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

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

Key projects:

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

Southern University at New Orleans,
Interim Programming Manager/Project Leader

8/2007 - 4/2011

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

Key projects:

- Served as IT project lead in the Banner Students Financial and Account Receivables data migration.
- Served as the IT project lead in the automation of the Lenel/Pharos Badge ID card program implementation, this is the payment tool use to manage, deposit financial aid refunds and technology services for students.

- Developed, coordinated and tested a Web-enabling tuition payment system via SIS/PLUS for the university, allowing students to view and make tuition payments using their financial aid award.
- Coordinated and implemented the E-print reporting application system, this allowed all functional users to retrieve all reports from a secure centralized repository.

Southern University at New Orleans,
Application Analyst/Project Leader

1/2001 - 7/2007

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

Key projects:

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

Collegis-Tulane University, New Orleans, LA
Application Analyst

3/2000 - 10/2000

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

Key projects:

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

Southern University at New Orleans, LA
Application Programmer

1/1998 - 1/2000

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

Key projects:

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

EDUCATION & TRAINING

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

Pending -

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

12/1996

Workshops: BDMS, UC4, Qless, Next Gen Forms, Project Management, PHP, Intro to Oracle, Oracle Database 10g Administration, Advanced Oracle DBA, Banner Security, Oracle Forms, Oracle SQL, Oracle PL/SQL, ARGOS

JOB CLASS				
JOB ODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

2 F 9 9 7 3

2018 AUG 14 AM 11:07

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment: 08/07/2018 To 06/30/2019
Effective Date: 08/07/18

Name: Janet Rami SS#: [REDACTED] Sex: F Race*: B

Position Title: Tenured Professor (Full Time Faculty) Department: College of Nursing and Allied Health

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 PAT, if applicable.)

Years Experience	<u>47</u>	Southern University Experience	<u>34</u>
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BSN Nursing</u>	<u>Dillard University, New Orleans, LA</u>	<u>1970</u>
	<u>MS Nursing</u>	<u>University of Southern Mississippi</u>	<u>1979</u>
	<u>PhD Nursing</u>	<u>LSU - Baton Rouge, LA</u>	<u>1992</u>

Current Employer: SUBR

Personnel Action

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

Recommended Salary: 105,664 Salary Budgeted: 105,664

Source of Funds: State

Identify Budget: 224335 22403 61002 23000 Location _____
Form Code: _____ Page _____ Item # _____

Change of: _____
Position: Dean From _____ To Tenured Professor (Full Time Faculty)
Status: 12 months _____
Salary Adjustment: 132,080 _____

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
<u>21001-22403-61002-23000</u>	<u>105,664</u>

*See Reverse Side

Graduate School signature (if applicable):

Jackie Hill 8/10/18 Supervisor Date
James H. Ammons 8/14/18 Vice Chancellor Date
[Signature] 9/14/18 Director/Personnel Date
[Signature] President Date

Jackie Hill 8/10/18 Dean/Unit Head Date
[Signature] 8/14/18 Director Date
[Signature] Vice President/Finance Date
[Signature] Business Affairs/Comptroller Date
[Signature] Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Effective August 6, 2018, Dr. Janet Rumi resigned as Dean of College of Nursing and Allied Health. She will remain as tenured professor(full time faculty) in that college (School of Nursing).

EMPLOYEE REGULAR WORK SCHEDULE: M-F; 8-5

EMPLOYEE DIRECT SUPERVISOR: Dr. Jacqueline Hill

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-2109

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, H-1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	FUNCTION	EXPIRES
United States Citizen/Certificate of Naturalization	US		
Resident Alien	RA		
H-1 Visa (Distinguished Merit & Ability)	H1		AUG 14 2018
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")	OPT		

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE

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/Prof/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 Rules/Conditions of Employment (if applicable)

BUDGET OFFICE

AUG 14 2018

Y. Hill
FUNDS AVAILABLE



Department of Athletics
Southern University and A&M College
P.O. Box 9942, Baton Rouge, LA 70813

(225) 771-5609 Voice
(225) 771-4890 Fax
<http://www.gojagsports.com>

August 14, 2018

Dr. Belton,

I would like to recommend a salary adjustment for Mr. Trayvean Scott.

Mr. Scott serves as the top person in my athletic administration and he is personally responsible for Academic and Compliance oversight.

Trayvean has played a vital role in bringing this athletic department through tough times. He has been instrumental spearheading the most frequent \$900,000 grant awarded to the department by the NCAA. Scott has guided his area with meeting the requirements of having all athletic teams being eligible for post season play. He has been approached with an offer to serve as the Director of Athletics at Kentucky State University as well as most recent, University of Arkansas Pine Bluff. Which is a grand opportunity for him.

With given approval, I would like to counter offer Mr. Scott to continue to work at Southern University. Continuity is extremely important as we are still under three more years of probation with the NCAA. I believe that his role is very important to the success of not just athletics but to the University. I would like to increase his salary from \$85,000 to \$115,000.

I think it is vital to the success of Southern University to keep Trayvean Scott here, to ensure Southern University Athletics future success.

Sincerely,

A handwritten signature in black ink that reads "Roman Banks".

Roman Banks -- Director of Athletics
Southern University -- Baton Rouge
An NCAA Division I Member of the Southwestern Athletic Conference

#StandUnited
<http://www.gojagsports.com>

POS CLASS				
EMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

2m9088

CAMPUS: SUS _____ SUBR X SU1AC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

- | | | |
|-----------------------|--|------------------------|
| _____ Academic (Finc) | <u>X</u> Non-Academic (Incl) | _____ Civil Service |
| _____ Temporary | Part-time (_____ % of Full Time)
(must be indicated if less than 100%) | _____ Restricted |
| _____ Tenured | Undergraduate Student | _____ Detail /not max |
| _____ Tenured Track | Graduate Assistant | _____ Job Appointment |
| _____ Other (Specify) | Retiree Return To Work | _____ Probationary |
| | | _____ Permanent Status |

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

Profile of Person Recommended

Length of Employment September 1, 2018 To June 30, 2019
Effective Date of Employment September 1, 2018

Name Trayveon D. Scott SS# _____ Sex Male Race* Blk

Position Title: Executive Associate Athletics Director Department: Athletics

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

Years Experience 2 years Southern University Experience 6 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.S.</u>	<u>Southern University</u>	
	<u>M.S.</u>	<u>Southern University</u>	
	<u>PhD.</u>	<u>Northcentral Univ., Ill.</u>	<u>2018</u>

Current Employer Southern University

Personnel Action

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

Annual Salary 115,000.00 Salary Budgeted 115,000.00 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty _____

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

Change of: _____ From _____ To _____

Position: _____
Status: _____
Salary Adjustment: 85,000.00 115,000.00

List total funds currently paid this employee by Southern University:

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

Financial Aid signature (if applicable):

Source of Funds (Current)	Amount
211001-21816-61002-26000	59,000.00
293184-21801-61002-25000	26,000.00
218900-21801-61002-29000	30,000.00

*See Reverse Side

Graduate School signature (if applicable):

Supervisor: Roman P. Scott 8/10/2018 Date
Vice Chancellor: _____ Date
Director/Personnel: _____ Date
President: _____ Date
Dean/Unit Head: _____ Date
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 origin, 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:

FONDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

AUG 15 2018

AUG 15 2018

[Signature]

[Signature]

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 am - 5:00 pm Monday - Friday

EMPLOYEE DIRECT SUPERVISOR:

Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER

225-771-2435

NUMBER OF EMPLOYEES SUPERVISED, (if any)

6

HR USE ONLY:

STATUS (check one):

EXEMPT

NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, I-1-B and J-1 visa, passport, and E-1/I-94/I-20. The latter seven (?) 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)
- L-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp, FT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE

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

AUG 15 2018

[Signature]
FONDS AVAILABLE

Do Not Write Below This Area - For Human Resource Use Only

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAP, if applicable)
- Application for Employment Form-Admin/Fac/Incl Positions (Civil Service Application for classified employees)
- Reference Check Form (reference check performed by hiring supervisor)
- Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
- Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment Form (completed by hiring supervisor)
- Proposed Employee Clearance Form (completed by hiring supervisor)
- Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable



Vice Chancellor for Finance and Administration

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

RECEIVED
OFFICE
2018 JUL 12 PM 3:06
SOUTHERN UNIVERSITY SYSTEM

July 12, 2018

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

Dear Dr. Belton:

The purpose of this correspondence is to request your approval to appoint Mrs. Hannah Webb as the Assistant Comptroller for Student Operations/Bursar for the Southern University- Baton Rouge campus, effective September 1, 2018, at an annual salary of \$60,000.00.

This position was advertised and six applicants were interviewed for the position. Mrs. Webb was chosen as the successful candidate due to her prior experience. Mrs. Webb served as the Interim Assistant Comptroller for Student Operations/Bursar for five (5) months, and as the Assistant to the Bursar for two (2) years. She works diligently to complete various tasks that go along with the day-to-day operations of the Bursar's Office.

I feel appointing Mrs. Hannah Webb as the Assistant Comptroller for Student Operations/Bursar will be a great asset to my office and the University. There is no change of pay for this position.

Your favorable consideration of this request is appreciated.

Sincerely,

Benjamin Pugh
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

APPROVED: _____

Dr. Ray L. Belton, President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

2m9801

CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SONO _____ SUSLA _____

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

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

Previous Employee Bonjour Stava Reason Left Resigned
 Date Left March 9, 2018 Salary Paid \$60,000

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date September 1, 2018 July 01, 2018 To June 30, 2019

Name Hannah K. Webb-Lee SS# [REDACTED] Sex Female Race* Black
(Last 4 digits only)

Position Title: Associate Comptroller for Student Operations /Bursar Department: Comptroller's Office

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

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

Years Experience 15 Southern University Experience 2 1/2 years

Degree(s): Bachelor of Science - Finance Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: 2015

Current Employer Southern University - Baton Rouge

Personnel Action

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

Recommended Salary \$60,000 Salary Budgeted \$60,000

Source of Funds 211001-26102-61002-26000

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

Change of: From To
 Position Associate Bursar Associate Comptroller for Student Operations /Bursar

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
211001-26102-61002-26000	\$60,000

Graduate School signature (if applicable): _____

Monica Mealy 7/12/18
 Supervisor Date
Buttugh 7/13/18
 Vice Chancellor Date
[Signature] 7/17/18
 Director/Personnel Date

 President Date

Buttugh 7/13/18
 Dean/Unit Head Date
[Signature] 7/17/18
 Chancellor Date
[Signature]
 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 Philippines 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:

Employment may require occasional travel within the Southern University System campuses

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 am - 5:00 pm (Monday - Friday)
EMPLOYEE DIRECT SUPERVISOR: Monica Meade
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-3282
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 Plunkett Akl office, Statement of Account (for 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, H-1B 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. JF Student at S.U.)
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

CODE (IF ANY) AND EXPIRES
SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
US
RA 211001-26103-26000
HI JUL 20 2018
J1
F1 *Ydimes*
FO FUNDS AVAILABLE

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

RECEIVED
OFFICE OF THE
TREASURER

SUBR SULAC SUAREC SUNO SUSEA

2018 MAR 22 PM 2:11

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Bursar AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR Comptroller's Office
(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Bursar assumes the day-to-day operational responsibilities for all cash collections in the Student Information System (SIS) and the Financial Records System (FRS) and for the student billing and receivable, and collections and receivables operations for SUBR. The Bursar is responsible for the direct supervision of billing and receivable and collections and receivables operations. This senior management team member reports directly to the Associate Vice Chancellor for Financial Operations and Comptroller.

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

Approved Disapproved Monica Meale 3/15/18
Department Head Date

Approved Disapproved Buttugh 3/15/18
Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes <u>Am 9801</u>	<input type="checkbox"/> No
<u>Yadimus 3-21-18</u>	
Signature	Date
Budget Number <u>21001-26002-20000</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>22150</u>
<u>Michelle Williams</u>	<u>3/15/18</u>
Verified By:	Date:

Approved Disapproved Buttugh 3/21/18
Vice Chancellor Date

Approved Disapproved _____ Date
Chancellor/Vice President

Approved Disapproved _____ Date
President

An Equal Opportunity Employer

2018/3/22

Hannah K Webb

Experience

March 2016-Current

Southern University A&M College

Baton Rouge, La

Associate Bursar

- Oversee overall operations of student financial services
- Manage cashiering functions
- Reconcile monthly reporting

- Analyze student account information/data
- Provide leadership and direct support to staff and students

- Ensure high quality customer service
- Manage daily operations (billing, collections, and refunds)

February 2013- May 2016

Fairfield Inn & Suites

Baton Rouge, La

Night Auditor/Front Desk Attendant

- Provide a pleasant experience for arriving guest
- Maintain hotel property during shift
- Assist guest with tourist information/recommendations

- Process daily transaction
- Ensure guests are comfortable
- Deliver service that will make the guest want to return

- Communicate with various departments
- Engage professionally with traveling guest
- Problem Solve various unexpected issues
- Assist with travel itineraries

Summer 2012-2016

Living Faith Christian Center
Summer Camp

Baton Rouge, La

Assistant Director

- Maintain financial records
- Mediator for staff communications.
- Collect payments for campers weekly
- Arrange field trips weekly
- Provide staff with resources necessary to be productive in their class rooms
- Host agenda based interactive staff meeting every two weeks.

- Prepare bank deposits
- Organize schedules and activities for employee, campers, and guest
- Assure all records were updated daily
- Communicate pertinent information to parents
- Create activities for various subjects
- Coordinate end of camp program

2004-2011

Capital One Bank
(Staring Lane)

Baton Rouge, LA

Relationship Banker (Branch Designee)

- Manage branch budget.
- Organizing and conducting various branch audits including teller audits.
- Devise and implement innovative ideas to cross-sell banking services and products.
- Participate in community events to position the bank as a leader within all surrounding areas.
- Solicit business accounts and develop strong relationship with business management.
- Built strong relationships with co-workers, customers and their employees.
- Analyzing needs and making recommendations based on each individual relationship built.
- Daily operations meetings, morning huddles for retail bank associates, including branch sales, business development, customer service, and product updates.
- Process teller transaction using GAIN module.
- Refer potential opportunities to various sectors of our financial institution.

- Accurately processed customer deposit account transactions.
- Referred customers to bankers to service account needs.
- Balanced cash drawer consistently.
- Provided a comfortable atmosphere by greeting and being vigilant for safety precautions.

Education

Southern University Laboratory School

- **General Studies** **Baton Rouge, LA** **High School Diploma**

Baton Rouge Community College

- **Social Sciences** **Baton Rouge, LA** **Associate of Arts**

Southern University A& M College

- **Finance & Concentration in Economics** **Baton Rouge, LA** **Bachelor's Degree**

Awards/Accomplishments

- **Internship (Senator Sharon Weston-Broome)** **2015**
- **Gala on the Bluff Scholarship Recipient** **2014**

Activities/Community Involvement

Treasurer, Innovative Learning Institute

- **Virtual Learning Institute** **2016**

Together Baton Rouge

- **Delegate** **2015**
On Behalf of Living Faith Christian Center

Southern University College of Business

- **Economics and Finance Club** **2013-2015**

Junior Achievement

- **Finance Park**
- **Help instruct middle school student on how to budget using real life scenarios.** **2005 - 2010**

Step Out Program

- **Presented bi-weekly tutorials on Banking 101, Financial Stability, Financial Organization, and Know Your Credit** **2008-2010**
- **Class ages 18 & up.**

Skills

Personal

Delegator, Trainer, Presenter, Multi-tasker, Organizer, High Performer, Motivator, Researcher, Planner

Technological

Microsoft Office (Word, Excel, Publisher, PowerPoint) Excel, Banner, DocView, Imagesoft, Acquire, Touchpoint, PC Teller, Fosse, Procurement

References

~References are available upon request.



"Linking Citizens of Louisiana with Opportunities for Success"

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

**Southern University Agricultural Land-Grant Campus
Office of the Chancellor-Dean
www.suagcenter.com**

August 8, 2018

VIA HAND DELIVERY

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

RE: Salary Increase

Dear Dr. Belton:

This correspondence serves to request your approval to move forward with a 4% pay adjustment for all full-time, unclassified employees within the Southern University Agricultural Land-Grant Campus.

The increase was originally requested for June 1, 2018, however, we chose to delay a cost of living increase until after the start of FY 2018/19 because of the need to maintain sufficient reserve funds for all unclassified personnel System – Wide. We are now requesting an effective date of September 1, 2018, and are proposing that employees receive a 2% increase on September 1, 2018, and another 2% increase on January 1, 2019.

The Southern University Agricultural Land-Grant Campus has completed its review of finances for the 2018-2019 fiscal year beginning September 1, 2018. We have determined that at this time, all unclassified employees who have been employed for at least one year and have not been promoted between September 1, 2017 and August 31, 2018, are eligible for the increase. The approximate cost to SUALGC will be \$125,592.33. The funds will come from General Funds and the Extension and Research Budgets.

If you may have any questions, please feel free to call me.

Sincerely,

Bobby R. Phills, Ph.D.
Chancellor-Dean

Approved: _____

cc: Ms. Lynda Batiste, Director of Finance
Dr. Andra Johnson, Vice Chancellor for Research & Technology Development
Dr. Dawn Patin, Vice Chancellor for Extension and Outreach
Ms. Aymbriana Campbell, Executive Assistant to the Chancellor-Dean



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

July 13, 2018

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

Re: Request for an unpaid two year leave of absence/sabbatical for Professor Michelle Ghetti

Dear Dr. Belton:

I have been informed by the Louisiana Department of Justice and Louisiana's Attorney General, Jeff Landry, and his Solicitor General, Elizabeth Murrill, that they would like to have Professor Michelle Ghetti serve as the Deputy Solicitor General in the newly created Federalism Division of the Department of Justice. Professor Ghetti was consulted for the Solicitor General, in an advisory capacity, on a number of cases in the last year and a half and she reached out to Professor Ghetti to serve as Deputy Solicitor General.

Professor Ghetti has requested an unpaid two year leave of absence in order to take this position. Given that it is an unclassified position and that General Landry is up for re-election in 2019/2020, I am recommending approval of Professor Ghetti's request.

As described in Act No. 4332, which renewed the Department of Justice and amended R.S. 36:701(D)(1) and 704, the newly created federalism division of the Department of Justice "shall be responsible for the appellate work of the state relating to federal litigation, multistate actions, amicus briefs, and other complex litigation as determined by the attorney general. Professor Ghetti will be serving directly under Liz Murrill, Solicitor General and director of that division. She would be working, predominantly on the criminal cases which have raised federal constitutional issues – some of which are pending before the U.S. Fifth Circuit Court of Appeal, as well as the abortion cases pending before federal district courts, and on religious liberty issues, among other things. Professor Ghetti would be involved in the coordination of the training of the state police on domestic violence.

As you may know, there is precedent for a law professor to take a leave of absence and work in a political division of the state. Perhaps the best known example is Professor Cheney Joseph at LSU. After beginning his career at LSU in 1972, he served as the U.S. Attorney for the Middle District of Louisiana from 1976 to 1977, First Assistant District Attorney and then District Attorney of East Baton Rouge Parish from 1989 to 1990, Judge Pro Tempore for the 16th JDC in 1992, and Judge Pro Tempore for the 40th JDC in 1993. Most analogous to this opportunity, he served as Executive Counsel of Governor Murphy J. "Mike" Foster, Jr. for four years, from 1996 to 2000. Professor Ray Lamonica is another example. While on leave from the LSU Law Center, he served as a District Judge for the 29th JDC in 1980. He also served as Executive Counsel to Governor Dave Treen of Louisiana from 1983 to 1984, and as U.S. Attorney for the Middle District of Louisiana from 1986 to 1994.

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OFFICE OF THE
PRESIDENT
2018 JUL 18 PM 4:16
SOUTHERN UNIVERSITY SYSTEM

Dr. R. Belton
July 16, 2018
Page 2

In terms of precedent at SULC, Professor Oko was on an extended multiple year leave of absence to work with the Nigerian government and numerous professors have taken leaves of absence to teach at other law schools. Professor Ghetti was previously granted a yearlong unpaid leave from 2012 to 2013 to serve as a Fellow to the United States Supreme Court.

Professor Ghetti, a tenured full professor of law, has also recently been asked to work with state judges by the Louisiana District Judge's Association and the Judicial College to update and revise the Capital Crimes Bench Book that she helped write in 2006. Judge Brady O'Callaghan on the 1st JDC in Shreveport and Professor Bill Corbett at LSU has requested that she work with them on that project. Additionally, Judge Marilyn Castle of the 15th JDC in Lafayette has asked her to work with her on the Criminal Law Best Practices Bench Book on which she worked with her in 2012.

Professor Ghetti is also the Louisiana Outside Counsel on Health and Ethics Endowed Professor. She will continue to conduct research, write and speak during this time of leave. In fact Professor Ghetti has an article on the mental health of lawyers that will be published in the September issue of the Baton Rouge Bar Association Bar Journal.

I respectfully ask that you place this request on the August 2018 agenda for the Southern University Board of Supervisors.

Dr. Belton, if you have any other questions about this leave request, please contact me. I look forward to hearing from you regarding my recommendation for approval.

Sincerely,



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

JC CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

RECEIVED Personnel Action Form

POSITION NUMBER	2	F	9	6	8	8
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OFFICE OF THE PRESIDENT

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

2018 MAY 25 PM 4:07

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

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

Previous Employee N/A Reason Left N/A
 Date Left N/A Salary Paid N/A

Profile of Person Recommended

Length of Employment FMLA Leave w/pay and benefits To July 31, 2018
 Effective Date May 1, 2018

Name Dr. Allison Anadi S# ██████████ Sex M Race Blk

Position Title: Professor and Chairman Department: Criminal Justice

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

Years Experience 20 years Southern University Experience 10 years

Degree(s):

<u>BA- Criminal Justice</u>	<u>Eastern Michigan University</u>	<u>1984</u>
<u>MA-Criminal Justice</u>	<u>Eastern Michigan University</u>	<u>1987</u>
<u>PhD-Criminal Justice</u>	<u>Michigan State University</u>	<u>1994</u>

Current Employer Southern University and A&M College, Baton Rouge

Personnel Action

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

Recommended Salary \$19,018.50 Salary Budgeted \$19,018.50

Source of Funds 211001-21000-22456-61000

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

Change of:
 Position Full-Time Faculty From Full-Time Faculty To _____
 Status Active Leave w/pay and benefits _____
 Salary Adjustment _____

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
<u>211001-22456-61003-21000</u>	<u>76,074</u>

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

<u>[Signature]</u> Supervisor Date <u>5/21/18</u>	<u>[Signature]</u> Dean/Unit Head Date <u>5/21/18</u>
<u>[Signature]</u> Vice Chancellor Date <u>5/23/18</u>	<u>[Signature]</u> Chancellor Date <u>5/24/18</u>
<u>[Signature]</u> Director/Personnel Date <u>5/23/18</u>	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller Date _____
<u>[Signature]</u> President Date _____	<u>[Signature]</u> Chairman/S.U. Board of Supervisors Date _____

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

RECEIVED
OFFICE OF PERSONNEL ACTION FORM
PRESIDENT

POSITION NUMBER 2M9364

2018 JUN 11 PM 3:31

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

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

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

Previous Employee _____ Reason Left _____
 Date Left _____ Salary Paid 41,600

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date of Employment _____

Name Avis O'Bryant- Chaney SS# 1599 Sex F Race* B
 (Last 4 digits only)

Position Title: Academic Advisor Department: I-STAR-LC

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

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

Years Experience _____ Southern University Experience 1
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BA Sum ter, SC 2003
M.Ed. Augusta, Ga 2006

Current Employer SUBR

Personnel Action

Check One _____ New Appointment _____ Continuation _____ Sabbatical X Leave of Absence
 _____ Transfer _____ Replacement _____ Other (Specify) FMLA w/o pay and w/o benefit

Annual Salary 41,600 Salary Budgeted 41,600 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty

Source of Funds: 220303 Identify Budget: 21111 Location: Title III

Change of:

From _____ To _____
 Position: _____
 Status: _____
 Salary Adjustment: _____

Financial Aid signature (if, applicable): _____

List total funds currently paid this employee by Source of Funds (Current) Amount

Southern University:

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Veronica R. Buchanan 06/01/18
 Supervisor Date
James H. Ammons 6/11/18
 Vice Chancellor Date
~~Director/Proprietor~~ 6/19/18
 Date
 President _____ Date

[Signature] 06/01/18
 Dean/Unit Head Date
 _____ Date
 Chancellor Date
 _____ Date
 Vice President/Finance
 Business Affairs/Comptroller Date
 _____ Date
 Chairman/S.U. Board of Supervisors Date

SOUTHERN UNIVERSITY
 HUMAN RESOURCES
 2010 JUN 13 AM 8:45

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:

DATE: JUN 13 AM 8:45
HUMAN RES

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8 am – 5 pm
EMPLOYEE DIRECT SUPERVISOR: Veronica G. Richardson
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-6270
NUMBER OF EMPLOYEES SUPERVISED, (if any) 6

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area - For Human Resource Use Only

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Application for Employment Form-Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- _____ Reference Check Form (reference check performed by hiring supervisor)
- _____ Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
- _____ Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
- _____ Exemptions Survey Form (signed by employee and budget head)
- _____ Proposed Employee Appointment Form (completed by hiring supervisor)
- _____ Proposed Employee Clearance Form (completed by hiring supervisor)
- _____ Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- _____ Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable

STATE OF NEW YORK
HUMAN RESOURCE SYSTEM
2010 JUN 13 AM 8:45

REQUEST FOR LEAVE OF ABSENCE FORM
OFFICE OF THE PRESIDENT
SOUTHERN UNIVERSITY SYSTEM

CAMPUS: SUN SUHR 3:35 SULA SUAREC: SENO SLSLA
Name of Employee: AVIS G. Bryant-Chaney SSN: 51
Address: 214 Las Vegas, NV 89101 Phone: 702
Title: Academic Advisor Highest Degree: Masters

Birth Date: 1/19

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 1 yr.

EFFECTIVE DATE OF LEAVE: May 31, 2018 ANTICIPATED RETURN DATE: July 16, 2018

Purpose of leave Requested (click one):

- a. Professional or Cultural Improvement (Must have prior approval from Chancellor)
- b. Rest and Recuperaion (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)

SOUTHERN UNIVERSITY SYSTEM
HUMAN RESOURCES
2018 JUN 13 AM 9:45

*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) 6 weeks

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

Recuperation from Surgery

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

SOUTHERN UNIVERSITY SYSTEM
HUMAN RESOURCES
2018 MAY 30 PM 2:13

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

DATE May 14, 2018

SIGNATURE OF APPLICANT Avis G. Bryant-Chaney

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 of College Dean: _____
Signature of Chief Academic Officer: James H. Ammer
Signature of Interim Chancellor: _____
Signature of System President: _____

DATE _____ DATE 4/15/18

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

Date



Dr. Rodney A. Ellis
Chancellor



August 3, 2018

Ray L. Belton, Ph.D., President/Chancellor
Southern University System Office
4th Floor, J. S. Clark Administration Building
Baton Rouge, LA. 70813

RE: Request for Sabbatical Leave-Dr. Joseph Orban

Dear Dr. Belton:

This correspondence is submitted seeking your endorsement and that of the Southern University Board of Supervisors in support of a request for sabbatical leave as advanced by Dr. Joseph Orban, Distinguished Professor in the Division of Business Science Technology Engineering and Mathematics (BSTEM) at Southern University at Shreveport. The sabbatical request will be from September 1, 2018 to August 31, 2019. Per the SUSLA Faculty Handbook guidelines, I am requesting that Dr. Orban be paid **75% of his base salary (\$55,918.50)**, while he is meeting the terms of his Fulbright Award.

SUSLA recognizes that Professor Orban is duly eligible and commands the support of Dr. Barry Hester, Division Chair for BSTEM. I also concur and support the granting of sabbatical leave for such a deserving individual.

Thank you in advance for your kind consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rodney A. Ellis".

Rodney A. Ellis, Ed.D.
Chancellor

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107

PHONE: (318) 670-9312 * FAX (318) 670-6374

TOLL FREE: 1-800-458-1472, EXT 6312

www.susla.edu

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Office of Academic Affairs

August 1, 2018

Dr. Rodney Ellis
Chancellor
Southern University at Shreveport
3050 Martin Luther King Jr. Drive
Shreveport, LA 71107

Dear Dr. Ellis:

The purpose of this communications is to provide support for the Sabbatical Leave request of Dr. Joseph Orban. Dr. Orban is a long-time faculty member, former dean, and former Director of Research and Sponsored Programs. He has received a prestigious award, The Fulbright Faculty Scholar Award for 2018-2019. He is scheduled to depart for a year abroad in Nigeria on August 30, 2018. The research that he is conducting will add new knowledge to the field in which he is an expert. It is because of these things, I request that you also support his Sabbatical Leave request.

All documentation pertaining to Dr. Orban's award is attached to this letter. There is also a detailed budget summary showing that he will receive a small stipend during his time abroad. It is requested that with the combination of the small stipend and the salary difference, that we keep his salary at 100%, while he is meeting the terms of his award.

Thank you for your consideration of Dr. Orban's request along with my support and for supporting the activities of Southern University at Shreveport's first Fulbright Scholar.

Sincerely,

Dr. Sharron Herron-Williams

Dr. Sharron Herron-Williams
Vice Chancellor for Academic Affairs

3050 MARTIN LUTHER KING, JR. DR. SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9466 FAX: (318) 670-6453 TOLL FREE: 1-800-458-1472
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THE J. WILLIAM FULBRIGHT FOREIGN SCHOLARSHIP BOARD

Office of the Chair



March 28, 2018

Dr. Joseph Orban
9465 Garfield Drive
Shreveport, Louisiana 71118-3908
United States

Dear Dr. Orban,

On behalf of the J. William Fulbright Foreign Scholarship Board, I am pleased to congratulate you on your selection for a Fulbright award to Nigeria. Our presidentially appointed 12-member Board is responsible for supervising the Fulbright Program worldwide and approving the selection of all Fulbright recipients. Your grant is made possible through funds appropriated annually by the U.S. Congress and, in many cases, by contributions from partner countries and the private sector.

Your selection for a Fulbright award is an achievement for which you can be justly proud. However, your award is contingent upon the completion of several more steps before you become a Fulbright grantee. These include, but are not limited to the following:

- Obtaining official research clearance from the host country (where applicable)
- Obtaining satisfactory medical clearance
- Obtaining required visas

The terms and conditions of your award and other pertinent information will be sent to you by the Fulbright Commission or the Council for International Exchange of Scholars (CIES) following completion of all required paperwork. After receiving your grant documents, you must sign and return them as instructed. If you have any questions, please contact your program representative at CIES.

The Fulbright Program, which aims to increase mutual understanding between the people of the United States and the people of other countries, is the flagship international educational exchange program sponsored by the U.S. government. As a grantee, you will join the ranks of distinguished participants in the Program. Fulbright alumni have become heads of state, judges, ambassadors, cabinet ministers, CEOs, and university presidents, as well as leading journalists, artists, scientists, and teachers. They include 59 Nobel Laureates, 82 Pulitzer Prize winners, 71 MacArthur Fellows, 16 Presidential Medal of Freedom recipients, and thousands of leaders across the private, public and non-profit sectors. Since its inception in 1946, more than 380,000 "Fulbrighters" have participated in the Program.

Senator Fulbright's goal of developing international understanding depends on a commitment from Fulbright grantees to establish open communication and long-term cooperative relationships. As a Fulbright recipient and a representative of the United States, you will have the opportunity to work collaboratively with international partners in educational, political, cultural, economic, and scientific fields. We hope you will engage also in your local community while on your Fulbright exchange. In so doing, you will exemplify the qualities of service, leadership, and excellence that have been hallmarks of this Program for 70 years.

The United States Department of State's Bureau of Educational and Cultural Affairs, which oversees Fulbright Program operations throughout the world, joins the Board in congratulating you. We hope that your Fulbright experience will be deeply rewarding professionally and personally, and that you will share the knowledge you gain with many others throughout your life.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Bleich".

Jeffrey L. Bleich
Chair



received
6/14/18/CO/AA

Office of Biomedical Research Development

June 7, 2018

To:

Dr. John Alak, Department Head, Biology
Dr. Barry Hester, Dean, BSTEM
Dr. Sharron Herron-Williams, VC Academic Affairs
Dr. Rodney Eills, SUSLA Chancellor

**Application for Leave of Absence (Sabbatical) to conduct
Fulbright Scholar Program in Nigeria**

I have been selected for the 2018-2019 Fulbright Scholar Award (See Attachment) and I am, therefore, writing to apply for Leave of Absence (Sabbatical) to conduct the Fulbright Scholar Program in Nigeria. I am honored for this opportunity to represent SUSLA and the Southern University System for this service that will enhance Southern University's contribution to global community development.

The timeline for the Fulbright Scholar Program is September 1, 2018 to July 1, 2019. However, I am requesting the Leave of Absence for the period of September 1, 2018 to August 31, 2019. This will allow me enough time to complete the project and write the final report on the project. The leave time will be used to conduct the Fulbright Scholar program. Activities will include providing lectures and research training to students and professional development training to faculty at Benue State University, Nigeria (See attached project activities and timeline). I do appreciate your time and consideration of this application.

Sincerely,

Joseph Orban
Distinguished Professor and Director
Biomedical Research Development

3050 MARTIN LUTHER KING, JR. DRIVE • SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-6360 • FAX: (318) 670-6452
TOLL FREE: 1-800-458-1472, EXT. 6360
www.susla.edu

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Fulbright Scholar Program 2018-2019 Nigeria – Dr. Joseph Orban

Project: Enhancement of Health Sciences Instruction and Research at Benue State University, Nigeria

Benue State of Nigeria with a population of over 4.5 million people has only one state university, Benue State University (BSU) with a medical school. The medical school at the university has struggled over the years to graduate students on time due to insufficient infrastructure in terms of facilities and qualified faculty. The following project is being proposed to enhance health sciences instruction and research activities at BSU in Nigeria. The proposed project will provide the following services to the university:

1. Provide Instructional Health Science Lectures to BSU Students. The expected outcome of this activity is that students will experience American style of instruction from an outside professor with lectures presented in a format easy to understand thus enhancing student learning outcomes. Lectures will be presented using Power-point and other audiovisuals in the following subject areas:

Human Anatomy and Physiology

- **Human Anatomy and Physiology I** - The body as a whole; microscopic anatomy; integumentary system; skeletal system; muscular system; nervous system and sensory system.
- **Human Anatomy and Physiology II** - Cardiovascular system; lymphatic/immune system; urinary system; respiratory system; digestive system; endocrine system and reproductive system.

Nutrition in Health and Disease

- **Nutrition in Health** - Essential nutrients; minerals and vitamins; nutritional and dietary assessment in infants, children and adults; nutrition in health of populations; dietary intake, goals and guidelines; vegetarian diets; social and cultural influence on food consumption and nutritional status; food supply, adequacy and safety
- **Nutrition in Disease** - Deficiency of essential nutrients; deficiency of Minerals and vitamins; nutrition and skeletal disorders; nutrition in systemic disorders; nutrition and behavioral disorders; pediatric and adolescent nutritional disorders; digestive tract and cardiovascular nutritional disorders; systemic nutritional disorders; food Additives, contaminants and natural toxins.

Pharmacology

- Drug regulation, safety and classification; sources and effects of drugs; pharmacokinetics and pharmacodynamics; medication preparation; drug calculation and administration; vitamins, minerals, herbs and skin medications; gastrointestinal drugs and analgesics, medications, drug abuse and endocrine

drugs; anti-infective and musculoskeletal drugs; cardiovascular and respiratory drugs.

2. Provide Training in Research Procedures and Ethics to Faculty and Students at BSU. Students or faculty that have little or no experience in research will be trained in research procedures and ethics. The expected outcome of this activity is that at the end of the training, students or faculty will be able to develop and conduct a research project. This activity is important for development of both undergraduate and graduate research. The training will be conducted to cover the following areas:

- Development of hypothesis
- Literature search
- Development of experimental procedures (Materials and Methods)
- Conducting experiment to test hypothesis
- Observation and data recording
- Results interpretation and Conclusion
- Preparation of results for presentation and publication
- Research Ethics – Honesty and objectivity, research integrity, confidentiality and responsibility, intellectual property, data handling, authorship and publication, conflict of interest, animal care and human subject protection.

3 Conduct a Demonstrational Hands-on-Research Project using Students at BSU.

Following training in research procedures, a demonstrative hands-on-research project will be conducted using volunteer students at BSU. The project will be conducted to determine healthy body weights for students at BSU. Body weights and heights of both male and female volunteer students (100-200) will be measured to determine body mass index (BMI). The BMI will be used to assess whether the students have healthy body weights, or they are overweight or obese. Ideal body weights in relation to height will be determined and students that are overweight or obese will be advised as to how much weight they need to lose to maintain a healthy body weight. This activity is important as it will provide practical experience for the students as well provide health awareness as body weight is associated with several health issues including cardiovascular diseases and diabetes.

4. Provide Grant Writing Training to BSU Faculty to Enhance their Grant Writing Skills. The expected outcome of the training is that faculty will have skills to write grant proposals. This is important as faculty will be able to write competitive grants not only in Nigeria but also compete internationally for research funding. The grant writing training will be conducted in a workshop-style such that at the end of the training, each participant will have written a complete proposal ready for marketing. The workshop will cover the following topics:

- General tips on Grant Writing
- Government Grants
- Foundation Grants

- Contracts and Corporate Agreements
- Developing Research Grant Proposals

This project will be beneficial to the following entities:

Host Institution, Benue State University (BSU): Since the project is sponsored by Fulbright, the host institution, BSU will receive free services in lecturing and training of its students and faculty which will provide savings to the university assuming the services were provided at consultant or contract cost.

Health Sciences Department at BSU: The department will benefit from lectures delivered from the department to students as instructional materials used will be donated to the department. Faculty from the department will obtain skills to write grants and seek external funding to enhance programs in the department.

Applicant: The applicant will benefit by having a chance to teach in a Nigerian University, interact with and also learn from Nigerian students and faculty and share such experience with American students upon return to the United States.

Home Institution, Southern University at Shreveport (SUSLA): SUSLA will benefit from the project as meeting part of the university's commitment and contribution to community development, in this case, the global community.

Project Timeline

Date	Activities	Site
September 1 to December 31, 2018	<ul style="list-style-type: none"> • Anatomy and Physiology I Lectures • Grant Writing Training • Research Procedures and Ethics Training 	Benue State University Nigeria
January 1 to March 31, 2019	<ul style="list-style-type: none"> • Anatomy and Physiology II Lectures • Nutrition in Health and Disease Lectures • Research project 	Benue State University Nigeria
April 1 to June 30, 2019	<ul style="list-style-type: none"> • Pharmacology Lectures • Project Wrap-up • Project Report 	Benue State University Nigeria

**Enhancement of Health Sciences Instruction and Research
at Benue State University, Nigeria**

Course Outlines

Human Anatomy and Physiology I

- The body as a whole
- Microscopic anatomy
- Integumentary system
- Skeletal system
- Muscular system
- Nervous system and
- Sensory system.

Human Anatomy and Physiology II

- Cardiovascular system
- Lymphatic/immune system
- Urinary system
- Respiratory system
- Digestive system
- Endocrine system and
- Reproductive system

Nutrition in Health and Disease

- Essential nutrients
- Minerals and vitamins
- Nutritional and dietary assessment in infants, children and adults;
- Nutrition in health of populations
- Dietary intake, goals and guidelines
- Vegetarian diets
- Social and cultural influence on food consumption and nutritional status
- Food supply, adequacy and safety
- Deficiency of essential nutrients, minerals and vitamins
- Nutrition and skeletal disorders
- Nutrition in systemic and behavioral disorders
- Pediatric and adolescent nutritional disorders
- Digestive tract and cardiovascular nutritional disorders
- Food Additives, contaminants and natural toxins

Pharmacology

- Drug regulation, safety and classification
- Sources and effects of drugs
- Pharmacokinetics and pharmacodynamics
- Medication preparation

- Drug calculation and administration
- Vitamins, minerals, herbs and skin medications
- Gastrointestinal drugs and analgesics
- Medications, drug abuse and endocrine drugs
- Anti-infective and musculoskeletal drugs
- Cardiovascular and respiratory drugs.

Research Procedures and Ethics

- Development of hypothesis
- Literature search
- Development of experimental procedures (Materials and Methods)
- Conducting experiment to test hypothesis
- Observation and data recording
- Results interpretation and Conclusion
- Preparation of results for presentation and publication
- Research Ethics – Honesty and objectivity, research integrity, confidentiality and responsibility, intellectual property, data handling, authorship and publication, conflict of interest, animal care and human subject protection.

Grant Writing Training

- General tips on Grant Writing
- Government Grants
- Foundation Grants
- Contracts and Corporate Agreements
- Developing Research Grant Proposals

Dr. Joseph Orban
9465 Garfield Drive
Shreveport, LA 71118-3908

Dr. Joseph Orban has been selected by the J. William Fulbright Foreign Scholarship Board for a FULBRIGHT GRANT under the provisions of the Mutual Educational and Cultural Exchange Act of 1961 (as amended), the FULBRIGHT PROGRAM. This grant is administered by the Bureau of Educational and Cultural Affairs, United States Department of State with the cooperation of the Institute of International Education.

FULBRIGHT GRANT
TERMS AND CONDITIONS OF AWARD

Country: Nigeria
Host: Institute of International Education

Issue Date: May 25, 2018
Initial Fiscal Year: 2018
Duration: 10.00 months
Starting Date: September 2018
Accompanying Dependents: 1

Participant ID Assigned: PS00269224
Discipline: Pharmacology
Position/Title: Professor
Category: Lecturing/Research

Stipend:	\$ 3,360.00 /month for a period not exceeding 10.00 month(s)
Housing:	\$ 2,200.00 /month for a period not exceeding 10.00 month(s)
Subsistence:	\$ 2,200.00 /month for a period not exceeding 10.00 month(s)
Subtotal:	\$ 77,600.00
Plus:	\$ 2,050.00 Relocation/Excess Baggage Allowance included in first payment
Plus:	\$ 1,000.00 Book Allowance included in first payment
Grant Total:	\$ 80,650.00

Quarterly Payment Schedule (excluding reimbursable benefits):

	\$ 26,330.00 prior to the starting date of the grant
	\$ 23,280.00
	\$ 23,280.00
	\$ 7,760.00
Payment Total:	\$ 80,650.00

Your Fulbright Award is contingent upon medical clearance. Some expenses may be paid by IIE directly to vendors or other third parties.

Grant Confirmed by:



Date: May 25, 2018

Feven Bizuneh, Advisor, Fulbright U.S. Scholar Program
Institute of International Education

To be completed by grantee and uploaded to the Grantee Portal, within 21 days.

By my signature, I accept the terms and conditions appearing on Pages 1-7.

Arbom
Grantee Signature

5/31/18
Date

I decline the grant and am returning all documents

Initial

Date

TERMS AND CONDITIONS OF FULBRIGHT AWARD

All references to the Council for International Exchange of Scholars (hereinafter CIES) in these Terms and Conditions of Award include the Institute of International Education, Inc. (hereinafter IIE), a New York not-for-profit corporation of which CIES is a division. These terms and conditions are subject to change based on the Policies of the J. William Fulbright Foreign Scholarship Board (hereinafter the Board), which will always supersede these terms and conditions.

In accepting the terms of this grant as described on pages one to seven, the grantee agrees to the provisions and instruction of the Mutual Educational Exchange (Fulbright) grant and agrees to the following specific terms and conditions:

1. The grantee must be available to accept a grant and is solely responsible for obtaining any necessary leave of absence and making other required arrangements. The award of a grant does not constitute endorsement by the Board, the United States Department of State (hereinafter the Department), CIES, IIE, the Fulbright Commission or Foundation (hereinafter Commission) of the Public Affairs Section of the U.S. Embassy (hereinafter Post) of a leave of absence for the grantee.
2. The grant may not be postponed to a subsequent academic year. Candidates who are unable to begin their program during the period for which the grant was awarded may resubmit their applications for the following year's competition.
3. Full-time performance of professional duties is required; for extended recess or vacation periods in the host country, the grantee will be expected to perform other professional duties as agreed upon by the Fulbright Commission or Foundation (hereinafter Commission) or the Department's Public Affairs Section, U.S. Embassy abroad (hereinafter Post), the host institution and the grantee. Acceptance of remunerative employment abroad, unless approved in writing by the Commission or Post, violates the conditions of the grant.
4. Grantees must report to CIES all scholarships, fellowships, grants, and salaries from other sources, in dollars or in foreign currency, received by the grantee during or with respect to the period covered by this grant under the Fulbright Program. Deductions from the grant amount will be made for duplicating benefits received from sources other than the host government, which may provide additional benefits if the grant is jointly funded. Funds provided by any other sources will be deducted, if in foreign currency, at the estimated exchange rate at the time the grant is issued. Non-monetary benefits (such as housing) will be translated into dollar values by the Department at the time the grant is awarded, and these amounts will be deducted. Sabbatical or other salary continuation income shall be exempted from such deduction. A grantee on leave without pay from U.S. Government employment may receive all benefits normally provided to grantees. For grantees who are U.S. Government employees and who continue to receive compensation from the employer agency, compensation and benefits under the Fulbright grant may be adjusted accordingly.
5. With approval of the Commission or Post in the country of assignment, a grantee may accept invitations for short program visits to other countries provided such visits do not adversely affect the grantee's program. Funding for any such visit, if from a U.S. Government source, cannot exceed the cost of travel and per-diem for the visit. The duration and number of such visits should be limited and may not interfere with the purpose for which the grant was awarded.
6. Grantees are required to attend any U.S. pre-departure orientation program, to the extent that such orientation is offered for a particular world region. Grantees will receive an orientation allowance apart from their grant. Grantees are also required to attend any orientation conducted for them in the host country or region. Expenses related to such attendance in the host country or region are not compensated for in addition to other grant benefits.
7. Benefits under this grant are limited to those described in the grant document of these Terms and Conditions of Award plus minimal accident and sickness coverage for the grantee only. No additional funds will be provided for the purchase and shipment of teaching, research or study materials which a grantee may wish to have to carry out the purposes of this award. The payment indicated will not be changed after the beginning date of the grant unless, with the approval of the Department: (1) the length of the grant is altered, (2) the schedule of benefits for all similar grants is increased, or (3) the number of accompanying dependents changes.
8. The initial payment under the grant will include an amount for travel and relocation, a stipend, and maintenance allowances. This payment will be made prior to the beginning date of the grant or as soon thereafter as possible. Any remaining installments will be paid on a quarterly basis during the month preceding the period for which the payment is being made.
9. Department-authorized adjustments in payments will be added to, or subtracted from, the next payment. If the final regular payment has been made, a separate payment will be made for any funds owed to the grantee. If adjustment following the issuance of the last payment results in the grantee owing repayment, or reimbursement due to early departure, resignation or termination, the grantee is required to make such repayment or reimbursement to CIES within 30 days of receiving notification of the amount due.

TERMS AND CONDITIONS OF AWARD (cont.)

10. For the purpose of determining the amount of the grant the following three classes of dependents are considered, zero dependent, one dependent, and two or more dependents. Determination of the applicable dependent group is made at the time of the grant is awarded but may be revised at any time before the expiration of the grant. A dependent is either (1) a spouse or (2) a relative (child, grandchild, parent or sibling) who is financially dependent on the grantee. Dependent(s) must accompany the grantee for at least 80% of the grant period abroad.
11. Grantee duration is determined on the basis of time spent in the country of the assignment. Monthly stipend and maintenance allowances are payable on the basis of half-month intervals. Fifteen days or less is considered one-half month. Sixteen to thirty-one days is considered a full month. The half-month rule does not apply to allowances such as relocation and dependent tuition, if applicable, which are paid on the basis of a grantee spending a full academic semester in the country of assignment. Duration is the time spent in the country of assignment (or region if regional program) on the authorized program.
12. As part of the Fulbright award, the Department provides accident and sickness coverage. This coverage is not all-purpose health coverage. It is subject to specific limitations and grantees are covered only while in the country or countries for which the award is given, and during direct travel time to and from the host country at the beginning and end of the grant period. This coverage is not intended to replace any insurance a participant may already have, instead its intent is to supplement existing coverage and to ensure that a participant's basic health is protected in a foreign country. Grantees are strongly urged to continue private health insurance and/or obtain additional insurance to cover pre-existing conditions, medical costs that exceed the Department's \$100,000 coverage, or to cover conditions specifically excluded from coverage. Grantees who drop their medical coverage may find it difficult to re-enroll after they return to the United States. In the case of a medical emergency, grantees may request special emergency assistance from the Department for medical treatment not covered by the accident and sickness policy. It is also recommended that grantees obtain adequate insurance for personal property. The Department does not provide any medical insurance for any accompanying dependents; grantees must provide adequate insurance for accompanying dependents at their own expense.
13. During recesses or normal vacation periods, the grantee may leave the host country for a period of approximately two weeks without deduction in grant benefits if such absence is approved by the appropriate officer of the Commission or Post and by the host institution. Grantees are not covered by the Department's accident and sickness policy during these periods.
14. Except as indicated in Sections 6 and 17 (f) of these terms and conditions, grant benefits cannot be paid for any period for which the grantee is in the United States.
15. The grantee is responsible for making all travel arrangements in conjunction with the grant. All air travel and all air shipments paid for with United States Government funds must conform to the Fly America Act, which requires that all such travel and shipment be on American Flag Carriers where such service is available.

The grantee is responsible for obtaining a United States passport and any visas that may be required by the countries in which the project will be undertaken or through which the grantee will pass en route to the final destination. The grant does not provide for expenses related to any passport or visa fees. Such expenses must be borne by the grantee without recourse to claim for reimbursement.

Grantees will be responsible for determining their individual United States income tax liability resulting from their grant. The extent of liability is set forth in the Internal Revenue Code of 1954, as amended.

16. The grantee is required to submit an interim report (for grants of six months or more) and a final report to CIES. The reports will be made available to the Department and the appropriate Commission or Post.
17. Contingencies
 - a. Grantees are issued medical clearance for program activities in a particular country or countries based on the information provided to CIES by their personal physician. The grantee acknowledges that he/she has, in consultation with his/her personal physician, made an independent judgment of the advisability of travel to and residence in the country or countries listed in the grant document for himself/herself and for any accompanying family members.
 - b. The grantee hereby agrees to hold harmless anyone or more of the Board, the Department, CIES, IIE, the Commission or Post from any responsibility for injury, accident, illness, loss of personal property or other contingencies which may befall the grantee or his or her dependents during or in connection with the grantee's stay abroad under this grant.
 - c. No one or more of the Board, the Department, CIES, IIE, the Commission or Post will be liable for any claim or claims resulting from a grantee's failure to enter upon or to complete the program outlined in the grant, even though

TERMS AND CONDITIONS OF AWARD (cont.)

the failure is beyond the grantee's control, including without limitation any failure resulting from a revocation, termination, or suspension.

- d. The grantee is expected to satisfy all legitimate debts incurred in the host country.
 - e. The effectuation of a grant is contingent upon availability of transportation, stable conditions in the host country, and the grantee's ability to obtain a U.S. passport and the necessary visas.
 - f. Reassignment provisions: It is understood and agreed that, if conditions beyond the control of the Department prevent or unduly hamper the timely and adequate implementation of the grant, the grantee may be reassigned to another country agreed to by the grantee, CIES, the Commission or Post. Financial terms may be adjusted in accordance with the schedule in the country to which the grantee is reassigned. In the event such a reassignment is not satisfactorily arranged, the grantee, if abroad, will be provided with an amount not to exceed the equivalent of one month's grant benefits beyond the date of departure from the host country. If the grantee has not departed from the United States, and if no mutually acceptable assignment can be arranged, all rights and obligations shall cease.
18. A grant may be revoked, terminated, or suspended. The Board and the Department may revoke, terminate, or suspend a grant and withhold remaining allowances for the reasons stated in sections 20 and 22. With the approval of the Commission or Post, a grantee is permitted to resign from a grant if serious and compelling reasons, such as personal illness, death of an immediate member of the family, or other personal situations, make it impossible for a grantee to complete the grant period. The Board recommends that a flexible policy on return travel benefits be followed so that grantees will not be penalized for circumstances beyond their control. For resignation from grant due to early completion of project, Commissions may act at their discretion on requests by grantees for early departure from the host country upon satisfactory completion of their project or assignment. In non-Commission countries, early return travel must be approved by the Department if resignation from the grant is due to early completion of project. Resignation requests for causes other than those identified above are to be reported by Commissions or Posts to the Department for referral to the Board, which will decide on eligibility for return travel.
19. The following persons are ineligible for Fulbright grants:
- a. Employees of the Department, for a period ending one year following the termination of such employment. This provision does not include part-time or temporary U.S. employees, U.S. consultants, or U.S. contract employees of the Department; unless such persons perform services related to the Department's exchange programs.
 - b. Employees of private and public agencies (excluding educational institutions) under contract to the Department to perform administrative or screening services on behalf of the Department exchange programs, for a period ending one year following the termination of their services with such agency, provided such employees have been directly engaged in performing services related to the exchange programs.
 - c. Officers of an organization, in the U.S. or abroad, including members of boards of trustees or similar governing bodies, or individuals otherwise associated with the organization, wherein the organization and the individuals are responsible for nominating or selecting individuals for participation in the Department's exchange programs, for a period ending one year following the termination of their association with such organization.
 - d. Members and staffs of the Commissions, for a period ending one year following the termination of their services with the Commissions.
 - e. Members of the Fulbright Scholarship Board, for a period ending one year following the expiration of their service on the Board.
 - f. Immediate families (i.e., spouses and dependent children) of individuals described in items a-e, for a period ending one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents.
20. Persons Arrested for, Indicted for, Charged with, or Convicted of a Felony or a Misdemeanor

A candidate who, at the time of application, or at any subsequent time prior to becoming a grantee as defined in Section 22, has been convicted of commission of a felony or a misdemeanor (excluding minor traffic violations), must inform CIES, the Department, or the Board in writing of such fact. Similarly, a candidate who at the time of application, or at any subsequent time prior to becoming a grantee as defined in Section 22, has been arrested for, indicted for, or charged with a felony or a misdemeanor (excluding minor traffic violations), and the criminal matter has not been resolved, must inform CIES, the Department, or the Board in writing of such fact.

TERMS AND CONDITIONS OF AWARD (cont.)

If the candidate has been convicted of a felony, the Board will not select such a candidate for a grant (or, if the candidate has already been selected, the Board will annul the selection) unless the Board is satisfied that the conviction does not represent an absence of the requisite moral and social attitude desired of grantees. Such a determination will be based upon the nature of the crime, the time and place of conviction, and the subsequent conduct of the candidate. A candidate who has been convicted of a misdemeanor shall be eligible for selection unless the Board finds that the conviction represents an absence of the requisite moral and social attitude desired of grantees. Similarly, a selected candidate who has been convicted of a misdemeanor shall have his or her selection annulled only if the Board finds that the conviction represents an absence of the requisite moral and social attitude desired of grantees. Such a determination will be based upon the nature of the crime, the time and place of conviction, and the subsequent conduct of the candidate.

If the candidate is arrested for, indicted for, or charged with a felony or a misdemeanor, the application (and, if already made, the selection) may be suspended by the Board until the criminal matter is resolved, or until such time that the Board is satisfied that the arrest or the charges do not represent an absence of the requisite moral and social attitude desired of grantees.

Similarly, a candidate who, at any time after becoming a grantee as defined in Section 23, is arrested for, indicted for, or charged with, a felony or a misdemeanor, must inform CIES, the Department, or the Board in writing of such fact. The grant may be suspended by the Board until the criminal matter is resolved, or until such time that the Board is satisfied that the arrest or the charges do not represent an absence of the requisite moral and social attitude desired of grantees. If a grantee is convicted, the Board may revoke the grant.

If an application, selection, or a grant is suspended on the basis of the criteria stated above, and the matter causing the suspension has not been resolved prior to the date set for the commencement of the grant activities, the Board may reject the application, rescind the selection, or revoke the grant, as applicable. Any funds disbursed to the grantee must be immediately returned to the source.

After a revocation, the grantee is considered as not having received the grant and will not be an alumnus or alumna of the Fulbright Program.

Grants are also subject to revocation, termination and suspension as provided in Section 23.

21. Rights and responsibilities: Grants under the Mutual Educational and Cultural Exchange Act of 1961, as amended (The Fulbright Program) involve certain obligations and responsibilities on the part of each grantee. The text of the policy of the Board is attached as Section 22.

22. RIGHTS AND RESPONSIBILITIES OF GRANTEES

As provided in U.S. law, all recipients of Fulbright academic exchange grants will have full academic and artistic freedom, including freedom to write, publish, and create, and no grant made by the Board may be revoked or diminished on account of the political views expressed by the recipient or on account of any scholarly or artistic activity that would be subject to the protections of academic and artistic freedom normally observed in universities in the United States. It is the policy of the Board to ensure that the academic and artistic freedoms of all persons receiving grants are protected.

Grantees are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity that is in keeping with the spirit and intent of the Fulbright Program and that will contribute positively to the promotion of mutual understanding between the peoples of the United States and those of other countries. Grant recipients are expected to obey the laws of the United States and of the host country.

A person accepting a grant is not by virtue thereof an official or employee of the Department or other agency of the Government of the United States of America, or of an agency of the government of the home or host country.

Web-Based Media: Grantees who share their Fulbright experiences publicly via web-based media are responsible to acknowledge that theirs is not an official Department of State website or blog, and that the views and information

TERMS AND CONDITIONS OF AWARD (cont.)

presented are their own and do not represent the Fulbright Program, CIES or the U.S. Department of State. Any grantee who posts inappropriate or offensive material on the Internet in relation to the Fulbright Program, CIES or the U.S. Department of State may be subject to revocation or termination of their grant (see section 23).

23. REVOCATION, TERMINATION AND SUSPENSION OF GRANTS

Definitions

- a. For the purpose of this Section, a "grantee" is defined as a selected candidate who has signed the grant document (including all terms and conditions thereof) without qualification and has returned a signed copy of same to CIES.

A candidate who has been selected, but who has not so signed and returned the grant document, is defined as a "selected candidate".

In the event a selected candidate fails to sign and return a copy of the grant document within a reasonable time after it is received by the selected candidate, the selection may be withdrawn by the Board or CIES by notice of a withdrawal delivered to the selected candidate.

- b. A grant may be revoked, terminated, or suspended. After a revocation, the grantee is considered as not having received the grant and will not be an alumnus or alumna of the Fulbright Program; after a termination, unless otherwise stated, the grant will be considered to have ended when the Board announces its decision to terminate; and after a suspension, the grant will be considered inoperative until a decision is made to reinstate, revoke or terminate the grant.

Authority to Recommend Revocation or Termination

- a. A Commission or Post, as applicable, has authority to recommend that the Board revoke or terminate the grant held by a grantee who has departed the United States for the host country.
- b. CIES has authority to recommend that the Board revoke or terminate a grant to a grantee who has not yet departed the United States for the host country.

Grounds for Revocation or Termination

In addition to the grounds specified in Section 20, grounds for revocation or termination include, but are not limited to: (1) violation of any law of the United States or the host country; (2) any act likely to give offense to the United States or host country because it is contrary to the spirit of mutual understanding; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in a grant application form or grant document; (8) conduct which may have the effect of bringing the Department or the Fulbright Program into disrepute; (9) violation of the Policies of the J. William Fulbright Foreign Scholarship Board.

In addition, the Board may terminate a grant, unless prohibited by law, if (1) the grantee has exhausted all benefits of accident and sickness coverage provided by the Department in connection with the grant and continued medical treatment would lead to the grantee's becoming a public charge, or (2) the grantee requires such protracted medical treatment that successful completion of the grant is jeopardized. The procedure for any such termination shall be the same as that provided for the termination of grants generally, except that the recommendation for such termination, supported by the corresponding factual information, shall be made by the Department (not a host institution, Commission, Post, or CIES). In the event any such grounds occur during the period of a grant, it is the Board's policy that such grant should not be renewed or extended.

Procedure for Revocation or Termination

The procedure for revoking or terminating a grant is:

1. The Commission, Post, or CIES consults initially with the Department and the Staff Director of the J. William Fulbright Foreign Scholarship Board;

TERMS AND CONDITIONS OF AWARD (cont.)

2. The Commission, Post, or CIES prepares a Statement of Fact and Recommendations for Specific Action by the Board and forwards them to the Staff Director;
3. The Staff Director provides a copy of these documents to the grantee and obtains proof of delivery;
4. The grantee sends a written reply to the Staff Director within two weeks of receipt of the documents. The Board may grant additional time for the reply if circumstances warrant. The Staff Director will inform the Board if the grantee does not reply within the specified time;
5. The Staff Director provides a copy of all documents to the Commission, Post, or CIES for review and to the Department for review, evaluation, and recommendation;
6. Following receipt of the Department's evaluation and recommended action, the Staff Director provides a copy of all relevant documents to the Board.

The Board will inform the grantee, the Commission or Post, CIES, and the Department, expeditiously and in writing, of the Board's decision and reasons therefore.

Financial Issues Related to Revocation, Termination and Suspension

Unless otherwise specified by the Board, when a grant is suspended, revoked or terminated, disbursement of any allowances and benefits will cease, except for return travel, and medical benefits that may be authorized under the Department's accident and sickness program for exchanges; the grantee will also be required to immediately repay any advances in allowances or benefits disbursed for use in the period of time after the suspension, revocation or termination. Unless otherwise authorized by the Board, Department, Commission or Post, no further claim for disbursements of allowances or benefits will be honored. This provision shall not apply to grants which are suspended because conditions in the host country require the departure of grantees for reasons of personal safety; in such instances, Section 17f applies.

The Department, the Commission or Post will inform the grantee whose grant has been suspended, terminated or revoked of the impact of the Board's decision on past and future allowances and benefits; the Department, the Commission or Post will take the necessary measures to implement the Board's decision, and to collect any advances in allowances and benefits that must be repaid.

Suspension

- a. The Board, at the recommendation of a Commission or Post may suspend a grant pending the procedure for revocation or termination of the grant, or if the grantee is arrested for, indicted for, charged with, or convicted of commission of a crime, either before or after the grantee's departure from the United States, in accordance with Section 20 above.
- b. The Commission or Post may suspend a grant:
 1. If the grantee ceases to carry out the project during the grant period;
 2. If the grantee leaves the host country for more than two weeks without the prior authorization of the Commission or Post;
 3. If conditions in the host country require the departure of grantees for reasons of personal safety (see Section 17f).
- c. A grant may also be suspended if the grantee requests suspension of the grant for personal reasons and the Commission, Post or CIES concur.

Persons Arrested for, Indicted for, Charged with, or Convicted of a Felony or a Misdemeanor

The provisions of this section are in addition to the provisions of Section 20 regarding the suspension, termination, or revocation of grants to persons arrested for, indicted for, charged with, or convicted of a felony or a misdemeanor.

April 2009

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

Name of Employee: Dr. Joseph Orban SSN: _____

Address: _____ Phone: _____

Title: Distinguished Professor – Biomedical Sciences Highest Degree: Ph.D.

Birth Date: July 24, 1953

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 17.5

EFFECTIVE DATE OF LEAVE: 09/01/2018 ANTICIPATED RETURN DATE: 09/01/2019

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) 48 weeks

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

Leave will be spent to conduct Fulbright Scholar Program in Nigeria – Provide lectures and research training to students and professional development training to faculty at Benue State University, Nigeria.

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

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

June 7, 2018

DATE

Orban

SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: 10/01/2017 to 12/31/2017
 Purpose of Last Leave: Sick Leave – Back surgery but worked from home and taught online classes

TYPE OF LAST LEAVE:

With pay Amount: \$6,879.77
 Without Pay _____
 Length of last leave: 12wks

Signature of Chairperson: [Signature] Signature of College Dean: [Signature] Signature of Chief Academic Officer: [Signature]

Signature of Campus Chancellor: [Signature]

Signature of System President: _____

DATE: 8/9/18

DATE: _____

Signature of Appropriate Committee Chairperson: _____

Signature of Chairman of the Board: _____

Date: _____

Date: _____

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITIO N NUMBER							
---------------------	--	--	--	--	--	--	--

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

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

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Academic | <input type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (___ % 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 _____ Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment September 1, 2018 To August 30, 2019
Effective Date September 1, 2018

Name Joseph Orban SS# xxx-xx-2096 Sex M Race* M
(Last 4 digits only)

Position Title: Professor of Biology Department: Human Resources

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

--	--	--

 New Position Expiration Date: _____

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

Years Experience 31 Southern University Experience 16

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Ph.D. - Nutritional Sciences	Auburn University	1992
	M.S. - Poultry Sciences	Auburn University	1989
	M.S. - Pharmacology	Tuskegee University	1984
	B.S. - Animal Sciences	Tuskegee University	1982

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$55,918.50 Salary Budgeted \$55,918.50

Source of Funds General Appropriations

Identify Budget: State Location 511001 52540 61003 51000
Form Code: _____ Page _____ Item # _____

Change of: _____
From _____ To _____
Position _____
Status _____
Salary Adjustment \$74,558.00 \$55,918.50

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
511001 52540 61003 51000	\$55,918.50

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

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor Date <u>8/9/18</u>	<u>[Signature]</u> Dean/Unit Head Date <u>8/9/18</u>
<u>[Signature]</u> Vice Chancellor Date <u>8/9/2018</u>	<u>[Signature]</u> Chancellor Date <u>8/9/18</u>
<u>[Signature]</u> Director/Personnel Date _____	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller Date _____
<u>[Signature]</u> President Date _____	<u>[Signature]</u> Chairman/S.U. Board of Supervisors Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Dr. Orban is going on Sabbatical Leave while he meets the terms of his Fulbright Scholar Award in Nigeria.

EMPLOYEE REGULAR WORK SCHEDULE: Monday-Friday 8a-6p
EMPLOYEE DIRECT SUPERVISOR: Dr. Barry Hester
SUPERVISOR/DEPARTMENT CONTACT NUMBER 318-670-9407
NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>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)

Board of Supervisors

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following the Personnel Affairs Committee)

Friday, August 24, 2018

Southern University Board of Supervisors' Meeting

Jesse N. Stone Lecture Hall

3050 Martin Luther King Jr. Drive

Shreveport, LA

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentation and Recognition
 - A. Above and Beyond Award
 - B. Recognition of Newly Elected National President SU Alumni Federation
6. Informational Items
 - A. Emergency Preparedness Update
 - B. SACSCOC Update Section 4: Governing Board
 - C. System President's Report
 - D. Campus Reports
7. Action Items
 - A. Request Approval of Memorandum of Understanding Between the SU Agricultural Land Grant Campus and the LA Department of Environmental Quality (SUAREC)
 - B. Request Approval of Memorandum of Understanding Between the Southern University Law Center (SULC) and the Southern University Land Grant Campus relative to solving environmental issues (SULC and SUAREC)
 - C. Request Approval of SULC Cooperative Endeavor Agreements with the EBR Redevelopment Authority and Memorandum of Understanding with the Louisiana Department of Environmental Quality
 - D. Request Approval of Cooperative Endeavor Agreement Between City of Baker, LA and SU Land Grant Campus Baton Rouge
 - E. Request Approval of Campus Mission Statements
 1. SUBR
 2. SULC
 3. SUAREC
 4. SUNO
 5. SUSLA
 - F. Approval of Minutes of July 5, 2018, Special Meeting of the SU Board of Supervisors
 - G. Approval of Committee Reports and Recommendations
 - H. Resolutions
 - I. Termination Appeal of Nathan Haymer (*Executive Session may be required*)
8. Other Business
9. Adjournment

"Linking Citizens of Louisiana with Opportunities for Success"

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



Southern University Agricultural Land-Grant Campus
Office of the Chancellor-Dean
www.suagcenter.com

August 6, 2018

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

RE: Memorandum of Understanding between the Southern University Agricultural Land-Grant Campus and the Louisiana Department of Environmental Quality

Dear Dr. Belton:

The SU Land-Grant Campus has been approached by the Louisiana Department of Environmental Quality (LDEQ), the environmental protection agency for the State of Louisiana to establish SUALGC as a testing facility for air, soil, and water. They have also proposed a partnership for a student internship program. We believe that our partnership with LDEQ is one that could be beneficial to SUALGC, enabling us to enhance our academic and professional training in the agricultural, natural resources and related sciences.

I respectfully request that this endeavor is placed on the August 2018 Board agenda for review and approval. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Bobby R. Phillips'.

Bobby R. Phillips, Ph.D.
Chancellor-Dean

**Memorandum of Understanding
between
Southern University Agricultural Land-Grant Campus and
Louisiana Department of Environmental Quality**

This is a Memorandum of Understanding ("MOU") between the Southern University Agricultural Land-Grant Campus ("Land-Grant Campus") and the Louisiana Department of Environmental Quality ("LDEQ") to establish a partnership whereby the Land-Grant Campus shall be contracted by LDEQ as an air, water, and soil testing facility. This partnership will also establish a "Student Internship Program" for Land-Grant Campus students to gain critical training and skills necessary for entry into environmental protection jobs with LDEQ and partner agencies within the state of Louisiana.

1. Background

In the late 1970's, under President Jimmy Carter, the Environmental Protection Agency (the "federal EPA") began focusing closer attention to industrial waste and hazardous materials disposal from chemical and petroleum industrial activities. The United States Congress subsequently passed the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Since then, greater focus has been placed on all industrial waste disposal to include non-hazardous materials as well as toxic waste from utilities and federal government-owned sites that affect the supply of clean water in the United States.

The federal EPA, as well as the Louisiana Department of Environmental Quality (LDEQ), have undertaken more aggressive enforcement actions related to environmental. Without efforts by LDEQ, air, soil, and water quality in Louisiana would decline in a manner that would detrimentally affect public health.

2. Southern University Land-Grant Campus

The Southern University Agricultural Land-Grant Campus comprises the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences. The Land-Grant Campus embraces a mission of teaching, research, and public service and offers multi-disciplinary academic and professional training programs in collaboration with research scientists and state, federal and private entities across all industries. The Land-Grant Campus also provides resources and services to farmers and other Louisiana residents regarding plant, animal, and human health.

Through the College of Agricultural, Family and Consumer Sciences, the Land-Grant Campus provides academic instruction in plant and soil science, animal science and urban forestry. It also serves as a training ground for students to advance into professional careers in plant and environmental sciences and others natural resource related fields. Under Land-Grant Campus direction and in collaboration with LDEQ, the Student Internship Program will train environmental scientists and provide with students practical experiential learning opportunities that will aid in the development of competencies related to air, soil, and water testing and environmental compliance regulation and enforcement.

3. LDEQ Mission and Vision

LDEQ's mission is to provide service to the people of Louisiana through comprehensive environmental protection in order to promote and protect health, safety and welfare while considering sound policies regarding employment and economic development. LDEQ's vision is to be a respected steward of State's environment.

4. LDEQ Deliverables

- a. Certify air and water testing laboratories at the Southern University Agricultural Land-Grant Campus.
- b. Provide practical student internship opportunities for plant and soil science, and related majors, with LDEQ divisions that engage in environmental testing, compliance, and regulatory activity.

- c. Collaborate with Land-Grant Campus research scientists and faculty to enhance the proficiency of students in the plant, soil, and related sciences curriculum through practical training experience.
- f. Contract with Land-Grant Campus laboratory to conduct soil, water, and air analysis throughout the state of Louisiana.
- g. Provide employment opportunities for qualified students trained through the Southern University Air, Soil, and Water laboratories as well as other disciplinary areas for which they may qualify.

5. Land-Grant Campus Deliverables

- a. Train students to conduct air, water, and soil analysis for work with various agencies, to include LDEQ.
- b. Serve as a State certified air, water, and soil testing laboratory for LDEQ and other state and private industries.
- c. Provide experts to conduct analysis and development of protocols for specialized analysis.
- d. Identify and encourage eligible students in plant and soil sciences and other related majors to participate in LDEQ internships.
- e. Identify and select research scientists and faculty who will collaborate with LDEQ to facilitate internships.
- f. Update or modify the College of Agricultural, Family and Consumer Sciences curriculum, as needed, to ensure students qualify for LDEQ internship opportunities.

6. Best Efforts

The Land-Grant Campus and LDEQ hereby agree to use their best efforts to ensure the success of this Memorandum of Understanding. The MOU will become final once it is approved by the Southern University System Board of Supervisors, and executed by authorized representatives of the Land-Grant Campus and LDEQ. The terms will be effective for 5 years with the option to renew for additional years once a final agreement is reached and the Southern University Board of Supervisors has approved any renewals negotiated by representatives of the Land-Grant Campus and LDEQ. Future renewals of this MOU negotiated by the Land-Grant Campus and LDEQ must also be approved by the Southern University Board of Supervisors.

Signed this the _____ day of _____, 2018 by Dr. Bobby R. Phills, Chancellor-Dean of the Southern University Agricultural Land-Grant Campus and Dr. Chuck Carr Brown, Secretary of Louisiana Department of Environmental Quality.

Dr. Bobby R. Phills, Chancellor-Dean
SU Agricultural Land-Grant Campus

Dr. Chuck Carr Brown, Secretary
LA Department of Environmental Quality



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

June 29, 2018

Dr. Ray L. Belton, System President and Chancellor
Southern University and A&M College System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

RE: Memorandum of Understanding between the Southern University
Law Center (SULC) and the Southern University Land Grant (Land
Grant Campus)

Dear Dr. Belton:

SULC and the Land Grant Campus have been discussing collaboration opportunities between the two entities related to solving environmental issues. I believe that a collaboration between the SULC and the Land Grant Campus would be beneficial to both institutions.

After reviewing this opportunity, I have determined that this MOU could be beneficial to SULC students and to SULC from an institutional perspective. A MOU agreement has been drafted that I believe is worthy to be presented to the Southern University System Board of Supervisors for the Board to review and hopefully approve. I therefore respectfully request that this MOU be placed on the July 2018 board agenda for review and approval. If you have any questions, please feel free to contact me.

Yours sincerely,

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

**Memorandum of Understanding
Between
The Southern University Law Center
And The Southern University Land Grant Campus**

This is a Memorandum of Understanding ("MOU") between the Southern University Law Center (SULC) and Southern University Land Grant Campus.

1. Background

In the late 1970's under President Jimmy Carter, the Environmental Protection Agency (the "federal EPA") began focusing closer attention to industrial waste and hazardous materials disposal from chemical and petroleum industrial activities. The United States Congress subsequently passed the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) commonly known as "Superfund". Since then, greater focus has been placed on all industrial waste disposal to include non-hazardous materials as well as toxic waste from utilities and federal government-owned sites that affect the supply of clean water in the United States.

The federal EPA as well as state departments of environmental quality have also undertaken more aggressive enforcement actions on cleanup for sites that do not belong to the Superfund but nonetheless constitute a public health risk. Along with this increased focus has come increased litigation that has in many cases, delayed cleanup procedures as court cases slog through the judicial system. As well, delays in cleanup procedures are also a result of cost, lack of technological means whether actual or perceived and disputes over ownership. The aforementioned issues related to litigation, delays in cleanup procedures, as well as the lack of technological means contribute to a decline in the supply of clean water throughout the United States.

2. Southern University Land Grant Campus

The Southern University Land Grant Campus is a constituent institution of the Southern University System. The Land Grant Campus consists of the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences. The Land Grant Campus embraces a mission of teaching research and public service.

3. Southern University Law Center

The Southern University Law Center is also a constituent institution of the Southern University System. The Law Center embraces education, research and community service through its Law Clinics. Since its inception, the Southern University Law Center has had a reputation for balancing high standards with access and opportunity. The quest for academic excellence is shaped by a desire to educate lawyers who foster a commitment to important ideals of social justice and public service. SULC offers a unique opportunity for a student to receive a rigorous legal education in the context of a respectful, caring, and committed community of faculty and staff.

4. The Land Grant Campus and The Law Center have mutual interests to collaborate on helping solve environmental issues that plague the state of Louisiana and other states and regions throughout the United States and countries internationally. The two entities therefore wish to create collaborations which optimize expertise each institution has to solve air, soil and water environmental issues that affect air, soil and water quality.

5. Deliverables.

The collaboration will consist of the following components:

- a. Collaborative research related to testing air, water and soil quality