

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

Southern University at Shreveport
Jesse Stone Lecture Hall
Shreveport, LA 71107
Friday, June 24, 2022
9:00 a.m.

ACADEMIC AFFAIRS COMMITTEE

Friday, June 24, 2022
Southern University at Shreveport
Jesse Stone Lecture Hall
Shreveport, LA 71107
9:00 AM

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Swearing-In of the New Student Board Member
4. Roll Call
5. Adoption of the Agenda
6. Public Comments
7. Action Item(s)
 - A. Request Approval to Establish the Insurance Law and Policy Institute at the Southern University Law Center (SULC)
Approval of this institute establishes a pipeline for creating academic and workforce opportunities with the La Department of Insurance.
 - B. Articulation Agreement between Washtenaw Community College (WCC) and Southern University at New Orleans in the following areas (SUNO)
 1. Biology
 2. Child Development and Family Studies
 3. HBCU Partnership
 4. Criminal Justice***Approval of this agreement solidifies a partnership between SUNO and Washtenaw Community College for the purpose of recruitment.***
 - C. Request Approval of Ratification of Favorable Tenure and Promotion Appeals (SUBR)
 1. Dr. Phillis Okwan – Tenure and Promotion
 2. Dr. Yassar Ismail – Tenure and Promotion
8. Other Business
9. Adjournment

MEMBERS

Mr. Sam Gilliam- Chairman, Dr. Leon Tarver–Vice-Chair,
Ms. Arlanda Williams, Mrs. Ann Smith, Mr. Myron Lawson, Mrs. Christy Reeves
Atty. Edwin Shorty - Ex Officio



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

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BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

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June 6, 2022

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

RE: Approval to establish the Insurance Law and Policy Institute at the Southern University Law Center

Dear Dr. Belton:

Insurance has enormous financial significance. In 2021, the industry underwrote more than \$2.7 trillion dollars in premiums and employed close to three million people. This number does not include the thousands of lawyers practicing insurance law in private law firms, insurance agencies, and other settings. The United States has the largest insurance market in the world. Louisiana ranks 25th in premium volume. Overall, insurance industry employment in the state is approximately 40,000, which again does not include lawyers not employed by an insurer or insurance related entity. While insurance law and regulation are still largely state law (outside of health insurance), the industry itself is national and increasingly international. The top ten property casualty insurers writing in Louisiana are all national insurers. This means that opportunities for lawyers practicing in this field are at the state, national, and international level.

In particular, some major/social problems insurers address include climate change, social governance, policing, and enhancing corporate diversity and inclusion. Insurance and broadly speaking, the insurance industry employs more attorneys than any other industry, particularly in property casualty where insurance funds much of our tort system and provides the structure for claim resolution prior to litigation. Liability insurers, typically select, manage, and pay insurance defense lawyers to defend their policyholders and insurers themselves are both defendants and plaintiffs in thousands of lawsuits each year. Insurers also hire lawyers for claim and underwriting positions outside of in-house law departments as "JD Preferred" candidates.

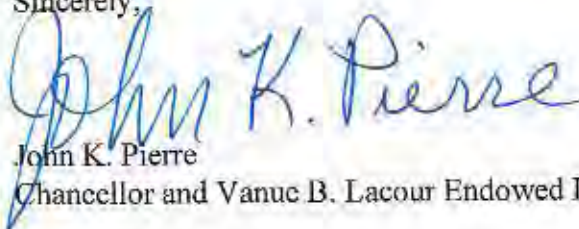
The institute would become a pipeline for creating opportunities for SULC students and even SUBR students to insurance-related jobs and careers through the development of (a) academic

offerings, (b) field placements, externships, experiential learning opportunities, and summer placements, and (c) non-degree certificate programs, conferences, continuing education events, scholarship opportunities through foundations, and the Louisiana Department of Insurance.

The institute would also seek to partner with the SUBR College of Business, the Nelson Mandela School of Government, SUNO School of Business and Public Administration, as well as the SUSLA Roy Griggs School of Business.

I respectfully request that the Southern University Board of Supervisor approve the creation pf the Insurance Law and Policy Institute at its June 24, 2022, board meeting. If you have any questions, please feel free to contact me.

Sincerely,



John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



Office of the Chancellor

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126
Phone: (504) 286-5311 Fax: (504) 286-5000
www.suno.edu

June 10, 2022

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

RE: Articulation Agreement between Washtenaw Community College (WCC) and Southern University at New Orleans (SUNO).

Dear Dr. Belton:

Southern University at New Orleans (SUNO) is seeking your support and approval from the Southern University and A&M College System Board of Supervisors to establish a Memorandum of Understanding (MOU) between Washtenaw Community College (WCC) and SUNO.

Washtenaw Community College, located in Ann Arbor, Michigan, is one of the nation's premier community colleges with an annual enrollment of more than 18,000 students. WCC strives to make a positive difference in people's lives through accessible and excellent educational programs and services.

Washtenaw Community College and Southern University at New Orleans agree that students, who choose to transfer from a community college to a four-year college to earn a baccalaureate degree, should be provided with a smooth curriculum transition that minimizes loss of credit and duplication of coursework. Therefore, WCC and SUNO agree to develop a curriculum articulation agreement for students who complete the WCC Associate of Arts Degree Programs and transfer to SUNO's Bachelor of Arts or Bachelor of Science Programs in Biology, Business Administration, Child Development and Criminal Justice. We plan to articulate additional programs in the future.

Thank you for your consideration of this request.

With kind regards,

James H. Ammons, Jr., Ph. D. Executive
Vice President-Chancellor Southern
University at New Orleans

APPROVED: _____

Dr. Ray L. Belton
President-Chancellor
Southern University and A&M College System

"An Equal Educational Opportunity Institution"

MEMORANDUM OF UNDERSTANDING

between the

Washtenaw Community College and Southern University at New Orleans

This agreement is effective as of June 24, 2022 between Southern University at New Orleans a public University, whose address is 6400 Press Drive, New Orleans, LA 70126, and Washtenaw Community College (WCC), whose address is 4800 East Huron River Drive, Ann Arbor, MI 48105.

The Southern University at New Orleans enters into this agreement with Washtenaw Community College. The purpose of this agreement is to ensure acceptance of prior coursework and to facilitate the transfer of Washtenaw Community College (WCC) students who have completed the following:

1. An Associate Degree Awarded by Washtenaw Community College (WCC) with a minimum cumulative grade point average (GPA) of 2.5 or higher, that meets any one of the following requirements:
 - a. The degrees are an Associate in Arts, Associate in Science Transfer Pathway. These degrees provide a clear pathway (See Program Articulation Agreements) of general education and transfer courses, and they represent strong preparation for upper division coursework in a range of majors.
 - b. The degree includes the completion and certification of General Education Curriculum as defined by WCC and the Michigan Transfer Agreement (MTA) and used by Michigan Community Colleges and 4-year institutions to prepare students to transfer to participating Michigan institutions.

In exchange for meeting the above conditions, WCC transfer students will be afforded the following opportunities:

I. Guaranteed Admission

Washtenaw Community College (WCC) transfer students awarded an Associate Degree as defined above will receive guaranteed admission to the University at junior standing. Students will be made aware that additional prerequisites and graduation requirements may be required by **Southern University at New Orleans** for certain majors. Only students who are in good standing at their last transfer institution will be considered.

II. Transferability of Credit

Southern University at New Orleans will accept a minimum of 60 semester credits for Washtenaw Community College (WCC) transfer students awarded an Associate Degree. Student must earn a grade of "C" (2.0 on a 4.0 scale) or higher in each course to qualify.

Southern University at New Orleans will accept WCC courses deemed transferable in the state of Michigan towards general education, major and/or elective credit. Southern University at New Orleans will work with WCC to identify the transferability of credits earned through CLEP, DANTES, IB,

AP, Credit by Exam, Prior Learning Credit and ACE. Southern University at New Orleans reserves the right to award credit for major preparation based on University policy.

III. General Education Requirements

Southern University at New Orleans agrees to accept the completion the Michigan Transfer Agreement in lieu of its own lower division general education requirements. For WCC transfer students awarded an Associate Degree, no more than nine additional credits will be required to fulfill University general education requirements.

IV. Catalog Rights

If Southern University at New Orleans modifies the degree requirements or prerequisites, the student will be accommodated based on the date they began their coursework at WCC with equivalent coursework and not penalized in total units required for their Bachelor's degree.

V. Student Advising & Support

Southern University at New Orleans will provide pre-transfer advising to Washtenaw Community College students through online, onsite, and/or telephone advising. The University's Office of the Registrar will maintain MOU agreements with Washtenaw Community College (WCC) on its web site and will interact with the Dean of Student Success, Access, Equity & Inclusion. In addition, faculty advising by discipline will be available to future transfer students prior to and once enrolled at the University. Informational materials for potential transfer students will be made available to WCC to facilitate the transfer process.

Southern University at New Orleans will seek to offer orientations to WCC prospective and transfer students to inform and connect them with student support services that promote degree completion (i.e. retention programs, tutoring, supplemental instruction, mentoring, student clubs, and more).

Southern University at New Orleans will participate in a minimum of one annual outreach activity to educate and inform WCC students and faculty about Southern University at New Orleans.

Activities may include the following:

- Participation in WCC transfer conferences, transfer fairs, professional conferences and panels to educate administrators, counselors, faculty, staff, and students about University admissions requirements, costs, etc.
- Provision of onsite admissions to eligible WCC students at transfer events and webinars.

VI. Housing

Southern University at New Orleans will provide priority consideration for campus housing during the first year if the housing fees are paid by the housing application deadline.

VII. Tuition & Fees

Washtenaw Community College (WCC) transfer students awarded an Associate Degree as defined in this Agreement will receive an out-of-state waiver of tuition and fees throughout the duration of their continuous enrollment at Southern University at New Orleans for a period not to exceed three (3) years.

VIII. Scholarship Opportunities

Southern University at New Orleans will seek to develop transfer scholarships for incoming students who have a cumulative 3.2 or higher-grade point average and meet all other criteria of the University, based on available funding.

I. Data

Under this agreement, Southern University at New Orleans will conduct an analysis of the Washtenaw Community College (WCC) transfer students to determine their progress and success. The analysis should include descriptives that profile the population and process measures, such as course completion and term persistence, as well as course of study. The success of transfer students is measured by achieved outcomes and includes degrees conferred, time to completion, and continuation towards an advanced education. No later than 90 days after the conclusion of an academic year, Southern University at New Orleans shall provide WCC with a written summary of the results of the analysis.

II. Marketing & Communication

Washtenaw Community College (WCC) will work with Southern University at New Orleans to develop a public relations plan to communicate and publicize support of this agreement. Dissemination may include print media, news releases, email, webinars, and social media distribution channels. Upon execution of this agreement, Southern University at New Orleans agrees to provide WCC with a limited, non-exclusive license to use marks and/or logos solely for the limited purpose expressly identified under this Agreement.



III. Terms of Agreement & Severability

The term of this agreement shall be ongoing commencing on the date first set forth above, provided that either party may terminate this agreement upon written notice, with the termination effective at the start of the following academic year. If the agreement is terminated, all students identified on or before the date of termination will retain their transfer guarantee and all other terms stated in the agreement.

This agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended, unless in writing and signed by both parties.

Washtenaw Community College

Southern University at New Orleans

*Executive Vice President for Instruction
& Academic Affairs*

James H. Ammons

Executive Vice President-Chancellor

Date

June 10, 2022

Date



ARTICULATION AGREEMENT

between

Washtenaw Community College

Associates in Arts in (A.A.) Biology

and

Southern University at New Orleans

Bachelor of Science Biology

June 24, 2022 to July 30, 2025

ARTICULATION AGREEMENT

between

Washtenaw Community College

Associates in Arts in Biology

and

SUNO

Bachelor of Science in Biology

Article I

Agreement on Principle

Washtenaw Community College (WCC) and Southern University at New Orleans (SUNO) agree that students, who choose to transfer from a community college to a four-year college to earn a baccalaureate degree, should be provided with a smooth curriculum transition that minimizes loss of credit and duplication of coursework. Therefore, Washtenaw Community College and SUNO agree to develop a curriculum articulation agreement for students who complete the Associates in Arts in (A.A.) Biology and transfer to the Biology Program at SUNO. Both parties enter into this agreement as cooperating, equal partners who shall maintain the integrity of their separate programs.

Article II

Agreement on Program Specifics

Washtenaw Community College and SUNO agree that any student who has successfully completed the minimum requirements outlined on the attached articulation guide may transfer the course credits indicated toward a Biology Program. Students who follow this articulated program agreement must apply and be admitted to SUNO. WCC students will receive equal consideration with other students seeking admission and financial aid. The Biology Degree graduation requirements for students who follow this articulated program agreement are listed on (articulation guide attached).

Article III

Agreement on Communication

Washtenaw Community College and SUNO agree to cooperate in communicating with each other, and with their common and respective publics, concerning the established relationship between the two institutions. Communication may include the development of various kinds of publications to inform those who might benefit personally or professionally from the opportunities provided by this agreement. Faculty and staff at both institutions will share the information in this agreement with interested and qualified students, and both institutions will provide counseling and advising to students and prospective students.

Article IV
Maintenance and Review Procedures

At least one administrative or faculty member from each institution will be appointed to act as agents for the implementation of this agreement, to speak for the institutions and to communicate changes to respective faculty members, advisors, counselors, and others to whom the information is pertinent. Responsibility for oversight of this agreement rests with the Dean of the Associates in Arts in (AA) Biology at Washtenaw Community College and the Dean, College of Arts and Science and Humanities at SUNO. Both parties agree to annually communicate any changes in their respective programs that may affect this articulation agreement.

Effective dates: June 24, 2022, until July 31, 2025.

In 2023, this agreement will be reviewed and updated to be consistent with any curricular changes.

We, the representatives of Washtenaw Community College and SUNO, agree to the terms of this agreement, which will be for an initial period of three (3) years.

Signatures

Washtenaw Community College

SUNO

Rose B. Bellanca, Ed.D.
President

Date

Kimberly Hurns, D.M.
Executive Vice President for Instruction &
Academic Affairs

Date

Jimmie Baber, Ed.D., Dean
Advanced Technologies & Public Service
Careers

Date

gregory D. Ford
Gregory D Ford, Ph.D.
Vice-Chancellor Academic Affairs

06/10/2022

Date

James H. Ammons
Executive Vice President, and Chancellor
James H. Ammons, PhD

6/10/22

Date

Evelyn B. Harrell
Evelyn B Harrell, Ph.D., Dean
Arts and Sciences

6/10/22

Cc: Joy Garrett, Director of Curriculum & Assessment

ARTICULATION AGREEMENT
between
Washtenaw Community College
Associates in Arts in Biology
and
SUNO
B.S. Criminal Justice

Program Guide

Washtenaw Community College – <u>Associates in Arts in (A.A.) with Michigan Transfer Agreement (MTA) in Biology</u> Southern University at New Orleans – Bachelor of Science, Biology Catalog Year 2022-2023			
MTA Requirements	Credit Hours	Transfer to SUNO	Credit Hours
ENG 111 Composition I	4	ENGL 101 Composition I	3
ENG 226 Comp. II or COM 101 Fund. Of Speaking	3	ENGL 102 or COMM 201 Comp II Fund of Speech 3	3
MTH 125 or 160 or 176 (MTH 176 ONLY)	4	SMAT 131 (FINITE) or 130 (Elem. Statistics)	3
<u>Natural Science Elective</u>	3	Natural Science Elective	3
<u>Natural Science Lab Elective</u>	4	Natural Science Elective w/Lab (BIOL 202N, BIOL 202L Environmental Science Awareness	4
ECO 211 Principles of Economics I	3	ECON 222 Economic Principles I (MICRO)	3
<u>Social Science Elective (not Economics)</u>	3	PSYC 201 – General Psychology	3
<u>Fine Arts/Humanities Elective</u>	3	FIAR or MUSC	3
<u>Fine Arts/Humanities Elective</u>	3	Intro to Logic 212N	3
		JRDV 111 – College Survival Skills – credited	1
MTA General Education Total	30		30
<u>AA Biology Requirements</u>			
BIO 162: General Biology II Cells and Molecules	4	SBIO General Biology 103N/103LN (Lab)	4
BIO 161: General Biology I Ecology and Evolution	4	SBIO General Biology 104N/104LN (Lab)	4
BIO 227: Biology of Animals	4	SBIO Botany 231N/L.N. or Zoology 260N/L.N.	4
BIO 237: Microbiology	4	SBIO General Microbiology 212N/212L	4
BIO 208: Genetics	4	SBIO Genetics 352N/352LN	4

BIO 215: Cell and Molecular Biology	4	SBIO Cell Biology 414N/414LN	4
BIO 147: Hospital Microbiology	1	BIOL 220LN Pathogenic Microbiology and Immunology Laboratory	1
BIO 111: Anatomy and Physiology - Normal Structure and Function	5	SBIO 221N/1.1N. Human Anatomy & Physiology I/ Lab	4
Total Credits for Associate Degree	60	Total Transfer Credit	60

Bachelor of Science, Biology

Freshmen Year			
First Term	CH	Second Term	CH
SENL English 101N	3	SENL English 102N	3
SBIO General Biology 103N 103LN (Lab)	4	SBIO General Biology 104N 104LN (Lab)	4
SMAT Mathematics 121N	3	SMAT Mathematics 122N	3
SMAT Biology Seminar 100N	1	Computer Info 164N	3
JRDV College Survival Skills	1		
JRDV Freshman Assembly 111A	0		
Total Hours	12	Total Hours	13
Sophomore Year			
First Term	CH	Second Term	CH
SENL English 232N or equivalent	3	SHIS History 201N or 202N	3
SCHE Chemistry 132N/132LN	4	SCHE Chemistry 133N/133LN	4
SBIO Botany 231N/LN or Zoology 260N/LN	4	SBIO General Microbiology 212N/212L	4
SMAT Elem. Statistics (Math 130N)	3	Calculus I (Math 290N/LN)	4
FAIR Art 101N or Music 101N	3		
Total Hours	17	Total Hours	15
Junior Year			
First Term	CH	Second Term	CH
SBIO Genetics 352N/352LN	4	SCHE Chemistry 222N/222LN	4
SCHE Chemistry 221N/221LN	4	SPHY Physics 214N/214LN	4
SPHY Physics 213N/213LN equivalent	4	Intro to Logic 212N	3
SMAT Calculus II (Math 291N/LN)	4	SSOC Sociology 201N	3
		FIAR Foreign Language 101N*	3
Total Hours	16	Total Hours	17
Senior Year			
First Term		Second Term	
SBIO Cell Biology 414N/414LN	4	SBIO Biology Elective	4
SBIO Biology Elective	4	SBIO Biology Elective	4
SBIO Biology Elective	4	SPSY Psychology 201N	3
Senior Seminar 494N	1	Science Elective**	3
Senior Comprehensives 496N	1	Senior Seminar 495N	2
Total Hours	14	Total Hours	16
Total: 120 Credit Hours			

Credits at SUNO:	60
Transfer Credits:	60
Total Credits for Baccalaureate Degree	120



Washtenaw
Community College

ARTICULATION AGREEMENT

between

Washtenaw Community College

Associate in Applied Science in Child Development
and

Southern University at New Orleans

Bachelor of Arts Child Development and Family
Studies

June 24, 2022 to July 30, 2025

ARTICULATION AGREEMENT

between

Washtenaw Community College

Associate in Applied Science in Child Development

SUNO

Bachelor of Arts Child Development and Family Studies

Article I

Agreement on Principle

Washtenaw Community College (WCC) and Southern University at New Orleans (SUNO) agree that students, who choose to transfer from a community college to a four-year college to earn a baccalaureate degree, should be provided with a smooth curriculum transition that minimizes loss of credit and duplication of coursework. Therefore, Washtenaw Community College and SUNO agree to develop a curriculum articulation agreement for students who complete the WCC Associate in Applied Science (APCD) and transfer to the Child Development and Family Studies Program at SUNO. Both parties enter into this agreement as cooperating, equal partners, who shall maintain the integrity of their separate programs.

Article II

Agreement on Program Specifics

Washtenaw Community College and SUNO agree that any student who has successfully completed the minimum requirements outlined on the attached articulation guide may transfer the course credits indicated toward a Childhood Development and Family Studies Program. Students who follow this articulated program agreement must apply and be admitted to SUNO. WCC students will receive equal consideration with other students seeking admission and financial aid. The Child Development and Family Studies Degree graduation requirements for students who follow this articulated program agreement are listed on the (articulation guide attached).

Article III

Agreement on Communication

Washtenaw Community College and SUNO agree to cooperate in communicating with each other, and with their common and respective publics, concerning the established relationship between the two institutions. Communication may include the development of various kinds of publications to inform those who might benefit personally or professionally from the opportunities provided by this agreement. Faculty and staff at both institutions will share the information in this agreement with interested and qualified students, and both institutions will provide counseling and advising to students and prospective students.

Article IV
Maintenance and Review Procedures

At least one administrative or faculty member from each institution will be appointed to act as agents for the implementation of this agreement, to speak for the institutions and to communicate changes to respective faculty members, advisors, counselors, and others to whom the information is pertinent. Responsibility for oversight of this agreement rests with the Dean, Associate in Applied Science (APCD) at Washtenaw Community College and the Dean, Department of Education at SUNO. Both parties agree to annually communicate any changes in their respective programs that may affect this articulation agreement.

Effective dates: June 24, 2022 until July 31, 2025.

In 2023, this agreement will be reviewed and updated to be consistent with any curricular changes.

We, the representatives of Washtenaw Community College and SUNO, agree to the terms of this agreement, which will be for an initial period of three (3) years.

Signatures

Washtenaw Community College

SUNO

Rose B. Bellanca, Ed.D.
President

Date

Kimberly Hurns, D.M.
Executive Vice President for Instruction &
Academic Affairs

Date

Jimmie Baber, Ed.D., Dean
Advanced Technologies & Public Service Careers

Date

Gregory D Ford, PhD
Vice Chancellor Academic Affairs

Date

James H. Ammons
Executive Vice President and Chancellor
James H. Ammons, PhD

6/10/22
Date

Willie Jones, Ed.D.
Willie Jones, Ed.D., Dean
Department of Education

6-10-22
Date

Cc: Joy Garrett, Director of Curriculum & Assessment

ARTICULATION AGREEMENT
 between
Washtenaw Community College
 Associate in Applied Science in Child Development
 and
SUNO
 Bachelor of Arts Childhood Development and Family Studies
Program Guide

Washtenaw Community College – <u>for Associate in Applied Science (APCD) with Michigan Transfer Agreement (MTA) in Child Development and Family Studies</u> Southern University at New Orleans – Bachelor of Arts, Child Development and Family Studies Catalog Year 2022-2023			
MTA Requirements	Credit Hours	Transfer to SUNO	Credit Hours
ENG 111 Composition I	4	ENGL 111 English Composition I	3
ECD 101 Child Development	3	EDUC 230 Child Psychology	3
ECD 122 Essentials of Early Care and Education - I	4	HLTH 325 Nutrition and Wellness During the Life Cycle	3
ECD 123 Essentials of Early Care and Education - II	4	Free Elective: HLTH 425 Foundations of Nutrition and Wellness Education	3
<u>Natural Science Elective</u>	3	PHYS 101 Physical Science I	3
ENG 242 Diverse Children's Literature	3	ENGL 203 Introduction to Literature	3
Social Science Elective	3	PSYC 201 – General Psychology	3
COM 101 Fundamentals of Speaking	3	COMM 210 Fundamentals of Public Speaking	3
			3
ECD 218 Working with Families in a Diverse Society	3	ECED 357 School and Family	3
ECD 200 Child Guidance and Classroom Management	3	Free Elective: ELED 440 Classroom Organization and Management in ELED)	3
ECD 220 Development and Care of Infants and Toddlers	3	ECED 211 Intro to Early Childhood Education	3
ECD 230 Child Observation and Assessment	3	Free Elective: ECED 311 Language Development	3
MTH 148 Functional Math for Elementary Teachers I	4	Free Elective: ECED 316 Current Issues in Early Childhood Math	3
ECD 240 Education of the Young Child with Exceptionalities	3	EDUC 315 Diverse Learner	3
ECD 240 Children's Literature	3	Free Elective: EDUC 311 Children's Literature & Media	3
Elective	3	CDI/S 445 Administration of Programs for Children	3
Elective	3	CDFS 470 Special Topics in CDPS Professional	

ECD 132 Child Development Practicum I+	1	CDI'S 499 Practicum	6
ECD 133 Child Development Practicum II	1		
+	1		
ECD 281 Practicum for the Developing ECE Professional I	2		
ECD 280 The Developing Professional in Early Childhood Education			
Total Credits for Associate in Applied Science	60	Total Transfer Credits	60

Bachelors of Science, Child Development and Family Studies

Freshmen Year			
First Term	CH	Second Term	CH
SBIO 101 (Intro. to Biology)	3	SBIO 102 (Intro. To Biology II)	3
SBIO 101L (Intro. To Biology Lab.)	1	SBIO 102 Lab	1
CIS 164 (Intro. To Information Processing)	3	CDFS 201 (First Aid and Safety)	2
SENL 101 (English Composition I)	3	SENL 102 (English Composition II)	3
SMAT 151 (College Algebra)	3	SMAT 250 (Elem. Statistics)	3
SPOL 110 (American Government)	3	MUSC 101 or FIAR 101	3
JRDV 111 (College Survival Skills)	1	JRDV 111A (Freshman Assembly)	0
		SHIS 201N OR 220N (U.S. History)	3
Total Hours	17	Total Hours	18
Sophomore Year			
First Term	CH	Second Term	CH
SPHY 101 (Physical Science)	3	CDFS 301 (Children Under Stress)	3
SPHY 101L (Physical Science Lab)	1	EDUC 315 (Diverse Learner)	3
SOCL 210 (Introduction to Sociology)	3	CDFS 322 (Abuse in the Family)	3
SCOM 201 (Fundamentals of Public Speaking)	3	ECED 357 (School and Family)	3
ENGL 203 (Introduction to Literature)	3	CDFS 302 (Current Issues in CDFS)	3
ECED 211 (Intro to Early Childhood Ed.)	3		
Total Hours	16	Total Hours	15
Junior Year			
First Term	CH	Second Term	CH
CDFS 303 (Lifespan Dev. In Family Context)	3	CDFS 312 (Values/Ethics in CDFS Prof)	3
CDFS 319 (Family Health and Nutrition)	3	CDFS 470 (Special Topics in CDFS Prof)	3
EDCU 230 (Child Psychology)	3	CDFS 325 (Family Theory)	3
EDSN 320 (Adolescent Psychology)	3	CDFS 341 (Family Resource Management)	3
HLTH 325 (Nutr. & Well. During Life Cycle)	3	HLTH 400 (Comm. Nutrition & Wellness)	3
Total Hours	15	Total Hours	15
Senior Year			
First Term		Second Term	
CDFS 395 (Child, Family & Public Policy)	3	CDFS 445 (Adm. Of Programs for Children)	3
CDFS 453 (Research Methods in CDFS)	3	CDFS 499 (Practicum)*	3
HLTH 435 (Gerontology in Nutrition)	3	Free Elective (See Advisor)*	3
Free Elective (See Advisor)*	3		3
Free Elective (See Advisor)*	3		
Total Hours	15	Total Hours	12
Total: 123 Credit Hours			

Credits at SUNO:	60
Transfer Credits:	60
Total Credits for Baccalaureate Degree	123



Washtenaw
Community College

ARTICULATION AGREEMENT

between

Washtenaw Community College

Associate of Arts in Business Administration and
Management

and

Southern University at New Orleans

Bachelor of Science in Business Administration

June 24, 2022 to July 30, 2025

ARTICULATION AGREEMENT
between
Washtenaw Community College
Associate of Arts in Business Administration and Management
SUNO
Bachelor of Science in Business Administration

Article I
Agreement on Principle

Washtenaw Community College (WCC) and Southern University at New Orleans (SUNO) agree that students, who choose to transfer from a community college to a four-year college to earn a baccalaureate degree, should be provided with a smooth curriculum transition that minimizes loss of credit and duplication of coursework. Therefore, Washtenaw Community College and SUNO agree to develop a curriculum articulation agreement for students who complete the WCC Business Administration and Management Program and transfer to the Business Administration Program at SUNO. Both parties enter into this agreement as cooperating, equal partners, who shall maintain the integrity of their separate programs.

Article II
Agreement on Program Specifics

Washtenaw Community College and SUNO agree that any student who has successfully completed the minimum requirements outlined on the attached articulation guide may transfer the course credits indicated toward a Business Administration Program. Students who follow this articulated program agreement must apply and be admitted to SUNO. WCC students will receive equal consideration with other students seeking admission and financial aid. The Business Administration Degree graduation requirements for students who follow this articulated program agreement are listed on the articulation guide (attached).

Article III
Agreement on Communication

Washtenaw Community College and SUNO agree to cooperate in communicating with each other, and with their common and respective publics, concerning the established relationship between the two institutions. Communication may include the development of various kinds of publications to inform those who might benefit personally or professionally from the opportunities provided by this agreement. Faculty and staff at both institutions will share the information in this agreement with interested and qualified students, and both institutions will provide counseling and advising to students and prospective students.

Article IV
Maintenance and Review Procedures

At least one administrative or faculty member from each institution will be appointed to act as agents for the implementation of this agreement, to speak for the institutions and to communicate changes to respective faculty members, advisors, counselors, and others to whom the information is pertinent. Responsibility for oversight of this agreement rests with the Dean of the Advanced Technologies & Public Service Careers at Washtenaw Community College and the Position of Dean for the College of Business Administration at SUNO. Both parties agree to annually communicate any changes in their respective programs that may affect this articulation agreement.

Effective dates: June 24, 2022 until July 31, 2025.

In 2023, this agreement will be reviewed and updated to be consistent with any curricular changes.

We, the representatives of Washtenaw Community College and SUNO, agree to the terms of this agreement, which will be for an initial period of three (3) years.

Signatures

Washtenaw Community College

SUNO

Rose B. Bellanca, Ed.D.
President

Date

gregory D. ford
Gregory D Ford, Ph.D.
Vice Chancellor Academic Affairs

06/10/2022
Date

Kimberly Hurns, D.M.
Executive Vice President for Instruction &
Academic Affairs

Date

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

6/10/2022
Date

Jimmie Baber, Ed.D., Dean
Advanced Technologies & Public Service Careers

Date

Ige E. Udeh
Ige E. Udeh, Ph.D., Dean
Business Administration

6/10/2022
Date

Cc: Joy Garrett, Director of Curriculum & Assessment

ARTICULATION AGREEMENT
 between
Washtenaw Community College
 WCC Program Name
 and
SUNO
 B.S. Business Administration

Program Guide

Washtenaw Community College – Associate in Arts (AA) with Michigan Transfer Agreement (MTA) in Business Administration			
Southern University at New Orleans – Bachelor of Science, Business Administration			
Catalog Year 2022-2023			
MTA Requirements	Credit Hours	Transfer to SUNO	Credit Hours
ENG 111 Composition I	4	ENGL 101 Composition I	3
ENG 226 Comp. II or COM 101 Fund. Of Speaking	3	ENGL 102 or COMM 201 Comp II Fund of Speech 3	3
MTH 125 or 160 or 176 (MTH 176 ONLY)	4	MATH 151 – College Algebra	3
Natural Science Elective	3	Natural Science Elective w/Lab	4
Natural Science Lab Elective	4	Natural Science Elective w/Lab	4
ECO 211 Principles of Economics I	3	ECON 222 Economic Principles I (MICRO)	3
Social Science Elective (not Economics)	3	PSYC 201 – General Psychology	3
Fine Arts/Humanities Elective	3	FIAR or MUSC	3
Fine Arts/Humanities Elective	3	HIST 201 or 202 – U. S. History	3
		JRDV 111 – College Survival Skills – credited	1
MTA General Education Total	30		30
<u>AA Business Administration Requirements</u>			
ACC 111 Principles of Accounting I	3	ACCT 201 Intro to Financial Accounting	3
ACC 122 Principles of Accounting II	3	ACCT 221 Intro to Managerial Accounting	3
BMG 111 Business Law I	3	BADM 240 Legal Environment of Business	3
BMG 140 Introduction to Business	3	BADM 101 Intro to Business	3
BMG 207 Business Communication	3	BADM 250 Business Communications	3
BMG 265 Business Statistics	3	ECON 295 Econ/Business Statistics	3
CIS 110 Introduction to Computer Info Systems	3	CISP 164 Computer Productivity I	3
ECO 222 Principles of Economics II	3	ECON 221 Economic Principles II (MACRO)	3
Electives (BMG 250 suggested)	3	*Free Electives (BMG 250 -Marketing)	3
Electives (BMG 181 or 230 suggested)	3	*Non-Business Electives (BMG 181 or 230 MGMT)	3
Total Credits for Associate Degree	60	Total Transfer Credit	30

Bachelor of Science, Business Administration

Freshmen Year			
First Term	CH	Second Term	CH
JRDV 111N – College Survival Skills	1	SENL 102N English Composition II	3
JRDV 111AN – Freshman Assembly	0	SMAT 131N – Finite Math (formerly MATH 232)	3
SENL 101N English Composition I	3	CISP 164N - Computer Prod. Appl. I	3
SBIO 101N/101L - General Biology I Lec. & Lab.	4	SBIOL 102N - General Biology II Lec.	3
SMAT 151N - College Algebra	3	SBIO 102LN - General Biology II Lab	3
BADM 125N – Personal Finance	3	BADM 101N – Intro to Business	3
Total Hours	14	Total Hours	15
Sophomore Year			
First Term	CH	Second Term	CH
ACCT 201N – Intro to Financial Acct	3	SACC 221N- Intro to Managerial Acct	3
BADM 205N - Business Communication	3	SCOM 201N - Fund of Public Speaking	3
SECO 222N - Economic Principles I (Micro)	3	SECO 211N Economic Principles I (Macro)	3
SECO 295N -Economic & Business Statistics	3	SENL 203N – Introduction to Literature	3
SCHE OR SPHY 101	3	FIAR Fine Arts Elective (FIAR OR MUSC 101N)	3
SCHE OR SPHY 101LN	1		
Total Hours	16	Total Hours	15
Junior Year			
First Term	CH	Second Term	CH
BADM 240N – Legal Environment of Business	3	CISP 250N – Fund of Info Systems	3
MGMT 362N – Principles of Management	3	BADM 301N – Principles of Finance	3
MKTG 370N – Principles of Marketing	3	MGMT 366N – Production Management	3
SHIS 201N OR 220N U.S. History	3	Concentration Core (contact advisor)	3
SPSY 210N – General Psychology	3	Concentration Core (contact advisor)	3
Total Hours	15	Total Hours	15
Senior Year			
First Term		Second Term	
Concentration Core (contact advisor)	3	BADM 490N – Business Policy	3
Concentration Core (contact advisor)	3	Business Elective (contact advisor)	3
Concentration Core (contact advisor)	3	Business Elective (contact advisor)	3
Concentration Core (contact advisor)	3	Concentration Core (contact advisor)	3
Concentration Core (contact advisor)	3	Free Elective (contact advisor)	3
Total Hours	15	Total Hours	15
Total: 120 Credit Hours			

Credits at SUNO:	60
Transfer Credits:	60
Total Credits for Baccalaureate Degree	120



ARTICULATION AGREEMENT

between

Washtenaw Community College

Associate in Arts in Criminal Justice

And

Southern University at New Orleans

Bachelor of Science in Criminal Justice

June 24, 2022 to July 31, 2025

ARTICULATION AGREEMENT
between
Washtenaw Community College
Associate of Arts in Criminal Justice
SUNO
Bachelor of Science in Criminal Justice

Article I
Agreement on Principle

Washtenaw Community College (WCC) and Southern University at New Orleans (SUNO) agree that students, who choose to transfer from a community college to a four-year college to earn a baccalaureate degree, should be provided with a smooth curriculum transition that minimizes loss of credit and duplication of coursework. Therefore, Washtenaw Community College and SUNO agree to develop a curriculum articulation agreement for students who complete the Criminal Justice and transfer to the Criminal Justice Program at SUNO. Both parties enter into this agreement as cooperating, equal partners, who shall maintain the integrity of their separate programs.

Article II
Agreement on Program Specifics

Washtenaw Community College and SUNO agree that any student who has successfully completed the minimum requirements outlined on the attached articulation guide may transfer the course credits indicated toward a Criminal Justice Program. Students who follow this articulated program agreement must apply and be admitted to SUNO. WCC students will receive equal consideration with other students seeking admission and financial aid. The Criminal Justice Degree graduation requirements for students who follow this articulated program agreement are listed on the (articulation guide attached).

Article III
Agreement on Communication

Washtenaw Community College and SUNO agree to cooperate in communicating with each other, and with their common and respective publics, concerning the established relationship between the two institutions. Communication may include the development of various kinds of publications to inform those who might benefit personally or professionally from the opportunities provided by this agreement. Faculty and staff at both institutions will share the information in this agreement with interested and qualified students, and both institutions will provide counseling and advising to students and prospective students.

Article IV Maintenance and Review Procedures

At least one administrative or faculty member from each institution will be appointed to act as agents for the implementation of this agreement, to speak for the institutions and to communicate changes to respective faculty members, advisors, counselors, and others to whom the information is pertinent. Responsibility for oversight of this agreement rests with the Dean, Arts and Advanced Technologies & Public Services Career at Washtenaw Community College and the Dean, Arts and Sciences and Humanities at SUNO. Both parties agree to annually communicate any changes in their respective programs that may affect this articulation agreement.

Effective dates: June 24, 2022 until July 30, 2025.

In 2023, this agreement will be reviewed and updated to be consistent with any curricular changes.

We, the representatives of Washtenaw Community College and SUNO, agree to the terms of this agreement, which will be for an initial period of three (3) years.

Signatures

Washtenaw Community College

Rose B. Bellanca, Ed.D.
President

Date

Kimberly Hurns, D.M.
Executive Vice President for Instruction &
Academic Affairs

Date

Jimmie Baber, Ed.D., Dean
Advanced Technologies & Public Service Careers

Date

SUNO

gregory D. ford
Gregory D Ford, PhD
Vice Chancellor Academic Affairs

06/10/2022

Date

James H. Ammons
Executive Vice President and Chancellor
James H. Ammons, PhD

6/10/2022

Date

Evelyn B. Harrell
Evelyn B Harrell, PhD, Dean
Arts and Sciences

6/10/22

Date

Cc: Joy Garrett, Director of Curriculum & Assessment

ARTICULATION AGREEMENT
between
Washtenaw Community College
Associate of Arts in Criminal Justice
and
SUNO
Bachelor of Science in Criminal Justice

Program Guide

Washtenaw Community College – <u>Associate in Arts (AA) with Michigan Transfer Agreement (MTA) in Criminal Justice</u>			
Southern University at New Orleans – Bachelor of Science, Criminal Justice			
Catalog Year 2022-2023			
Washtenaw Community College Requirements	Credit Hours	Transfer to SUNO	Credit Hours
ENG 111 Composition I	4	ENGL 101 Composition I	3
ENG 226 Comp. II or COM 101 Fund. Of Speaking	3	ENGL 102 or COMM 201 Comp II Fund of Speech 3	3
MTH 125 or 160 or 176 (MTH 176 ONLY)	4	SMAT 131 (FINITE) or 130 (Elem. Statistics)	3
<u>Natural Science Elective</u>	3	Natural Science Elective	4
<u>Natural Science Lab Elective</u>	4	Natural Science Elective w/Lab	4
ECO 211 Principles of Economics I	3	ECON 222 Economic Principles I (MICRO)	3
<u>Social Science Elective (not Economics)</u>	3	PSYC 201 – General Psychology	3
<u>Fine Arts/Humanities Elective</u>	3	FIAR or MUSC	3
<u>Fine Arts/Humanities Elective</u>	3	HIST 201 or 202 – U. S. History	3
		JRDV 111 – College Survival Skills – credited	1
MTA General Education Total	30		30
AA Criminal Justice Requirements			
CJT Introduction to Criminal Justice	3	SCJU 101 Introduction to Criminal Justice	3
CJT 111 or CJT 156	3	CRMJ 320 Police Process (CJT 111)	3
CJT 120 Criminal Justice Ethics	3	CRMJ Elective	3
CJT 160 Criminal Justice Constitutional Law	3	CRMJ Elective	3
CJT 209 Criminal Law	3	CRMJ 410 Criminal Law and Procedure	3
CJT 208 Criminal Evidence and Procedure	3	CRMJ 200 Evidence	3
CJT 223 Juvenile Justice	3	CRMJ 330 Juvenile Justice and Delinquency	3
CJT 144 or CJT 170	3	SCJU 201 Corrections Process (CJT 144)	3
CJT 224 Criminal Investigation	3	CRMJ 350 Criminal Investigation	3
SOC 100 Principles of Sociology	3	SSOC 201 Intro to Sociology	3
Total Credits for Associate Degree	60	Total Transfer Credit	30

Bachelor of Science, Criminal Justice

Freshmen Year			
First Term	CH	Second Term	CH
SBIO 101 Intro. to Biology	3	SBIO 102 (Intro. To Biology)	3
SBIO 101L (Intro. To Biology Lab.)	1	SBIO 102 Lab	1
CIS 164 (Intro. To Information Processing)	3	CRMJ 110 (Criminal Justice System)	3
SENL 101 (English Composition I)	3	SENL 102 (English Composition II)	3
SMAT 151 College Algebra)	3	SMAT 232 (FINITE) or 250 (Elem. Statistics)	3
MUSC 101 or FIAR 101	3	SPOL 110 (American Government)	3
JRDV 111 (College Survival Skills)	1		
JRDV 111A (Freshman Assembly)	0		
Total Hours	17	Total Hours	16
Sophomore Year			
First Term	CH	Second Term	CH
Foreign Language 101	3	Foreign Language 102 or CIS 166 or 250	3
CRMJ 200 (Evidence)	3	CRMJ 210 (Adjudication Function)	3
ABCP 215 (Intro. To Alcohol & Drug Abuse)	3	SENL 260 (Prof. and Technical Writing)	3
SCHE or SPHY 101	3	SPSY 210 (General Psychology)	3
SHIS 210 or 220	3	CRMJ 220 (Corrections Process)	3
Total Hours	15	Total Hours	15
Junior Year			
First Term	CH	Second Term	CH
SCOM 201 Fundamentals of Public Speaking	3	CRMJ 320 (Police Process)	3
Philosophy Elective	3	CRMJ 330 (Juvenile Justice)	3
Literature/Humanities	3	Course in Minor Area	3
CRMJ 310 (Meth. Of Crim. Justice Research)	3	Course in Minor Area	3
CRMJ 350 (Criminal Investigation)	3	Course in Minor	3
Total Hours	15	Total Hours	15
Senior Year			
First Term		Second Term	
CRMJ 410 (Criminal Law/Procedure)	3	Criminal Justice Elective	3
CRMJ 415 (Crime and Social Causation)	3	CRMJ 430 (Criminal Justice Practicum)	3
Criminal Justice Elective	3	Course in Minor Area	3
Course in Minor Area	3	CRMJ 492 (Senior Seminar Criminal Justice)	3
Course in Minor Area	3		
Total Hours	15	Total Hours	12
Total: 120 Credit Hours			

Credits at SUNO:	60
Transfer Credits:	60
Total Credits for Baccalaureate Degree	120

ATHLETICS COMMITTEE
Friday, June 24, 2022
(Following the Academic Affairs Committee)
Southern University at Shreveport
Jesse Stone Lecture Hall
Shreveport, LA 71107
9:00 AM

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request Approval of Contract Extension for Head Baseball Coach Chris Crenshaw
Approval of this item extends the term by two-years to the existing contract.
All other terms of the original contract remain the same.
6. Other Business
7. Adjournment

MEMBERS

Atty. Domoine Rutledge- Chairman, Dr. Rani Whitfield – Vice-Chairman,
Mr. Myron Lawson, M. Richard Hillard. Raymond Fondel Atty. Jody Amedee, III
Atty. Edwin Shorty – Ex Officio



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | [F /SOUTHERNUJAGUARS](#) | [T @SOUTHERNUSPORTS](#)

To: Dr. Ray L. Belton
President - Chancellor

From: Roman Banks Director of Athletics

RE: Head Baseball Coach Contract Extension

Date: June 1, 2022

2022 JUN -8 P 3:53

Dr. Belton,

Please find this recommendation letter for extending Head Baseball Coach Chris Crenshaw contract an additional two years due to the recent success of the baseball program and stability. His team claimed the 2022 SWAC Western Division Championship and led an incredible run through the SWAC Tournament and making the SWAC Tournament Championship game.

Term

Adding an additional two years to his contract.

Salary

Increase of Head Baseball Coach salary of \$10,000

\$10,000 increase for assistant coaches, which can be divided up amongst them.

Incentives Stay the Same

***All Other Terms of the Original Contract Remain the Same**

Thanks,

Roman P. Banks
Director of Athletics

Dr. Ray L. Belton
President-Chancellor

Bus
6/6/22

**FIRST AMENDMENT TO THE
EMPLOYMENT CONTRACT OF BASEBALL'S HEAD COACH
CHRISTOPHER G. CRENSHAW**

This amendment is made and entered into on the 24th day of June 2022 between the Board of Supervisors of Southern University and A&M College ("Board") and Christopher G. Crenshaw ("Baseball's Head Coach") (collectively referred herein as "Parties"). This Amendment, and the original employment contract constitute the Employment Contract of the Baseball Head Coach at Southern University in Baton Rouge, Louisiana ("University"). This First Amendment shall be effective as of the date referenced above through the end of the contract term. The Parties wish to amend their agreement in the following respects. All other provisions not specifically addressed herein remain in effect.

II. Term

- a. The agreement shall extend the term of the Baseball's Head Coach contract for two (2) years. The amendment extends the agreement through June 30, 2026. The Board has the option of extending this agreement for one (1) additional year.

III. Compensation and Employee Benefits

- a. Baseball's Head Coach shall receive the following compensation for services and satisfactory performance of all terms of this agreement. University shall pay Baseball's Head Coach a base annual salary, of one-hundred and ten thousand dollars (\$110,000.00). The salary shall be paid in equal amounts monthly or such other regular pay periods used for administrative employees. The salary shall be effective commencing July 1, 2022 through the term of the contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement, or caused this agreement to be executed on the date shown below.

Christopher G. Crenshaw Date
Baseball Head Coach

Dr. Ray L. Belton Date
President-Chancellor

Edwin M. Shorty, Jr. Date
Chairman, Board of Supervisors

FACILITIES AND PROPERTY COMMITTEE

(Following the Athletics Committee)

Friday, June 24, 2022

Southern University at Shreveport

Jesse Stone Lecture Hall

Shreveport, LA 71107

AGENDA

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

Request to Submit Act 959 Projects for Approval

Act 959 of 2003 permits higher education institutions to initiate certain capital projects not exceeding \$5M that are funded with self-generated revenues, auxiliary income, grants, donations, local, or federal funds.

In accordance with the provisions of Act 959, the Office of Facilities Planning (on behalf of Southern University and A&M College in Baton Rouge) requests approval from the Facilities Committee of the Southern University System Board of Supervisors and the entire Board to submit the following projects to the Louisiana Board of Regents, the Division of Administration, and the Joint Legislative Committee on the Budget for final approval:

- (1) Global Innovation and Welcome Center – This project involves the construction of a 12,000sf building to house the Office of Sponsored Research and the Office for International Students while also serving as a Welcome Center for campus visitors. The building will have a large auditorium that can also be used as a social distancing compliant classroom as well as meeting/lecture rooms and conference rooms. The estimated project cost is \$5M which will be funded through a combination of HEERF funds and operating budget appropriations.*
- (2) T.H. Harris Learning Lobby – This project involves enclosing the walkways and a portion of the courtyard adjacent to T.H. Harris Hall and conditioning this enclosed space to provide an area for individual and collaborative student activities. The estimate for this project is \$1.5M which will be funded with Title III grant funds and HEERF funds.*
- (3) Outdoor Classroom/Amphitheatre – This project involves the construction of a 1500 seat outdoor classroom and lecture space. The estimated project cost is \$2M which will be funded with HEERF funds.*
- (4) New Public Safety Building – This project involves the construction of a new campus police station to relocate campus police operations in preparation for the construction of the new*

School of Business and Professional Accountancy building. The estimated project cost is \$1,500,000 which will be funded with HEERF funds.

6. Informational Item(s)

Southern University Agricultural and Research Extension Center

- *A.O. Williams Hall Renovations – (\$5,600,400) –East wing under construction. Estimated construction completion Spring 2023*
- *Mega Disaster Relief Shelter (\$23,375,000) – Design continues. Estimated construction completion TBD*

Southern University – Baton Rouge Campus

- *School of Business/Professional Accountancy (\$45,500,000) – Programming meetings being held with designer and the University*
- *New STEM Complex Building (\$68,500,000) – Design continues. Programming meetings being held with designer and the University*
- *Stewart Hall Wall Mounted HVAC Units 1st, 2nd and 3rd Floors (\$1,800,000) – Design phase continues*
- *Honors Dormitory Project (\$36,000,000) - Preliminary Programming Underway. Anticipated designer selection in August 2022.*
- *New Student Life Center/Union (\$45,000,000) - Preliminary Programming Underway. Anticipated designer selection in August 2022.*
- *DOTD Ravine Erosion Control & Road Improvements (TBD) – Additional \$35M from USDA committed for project*
- *J.W. Fisher Renovations Phase 1 Classroom & Labs, Mechanical, Electrical, Window Systems, Interior Finishes Upgrades (\$8,500,000) - Currently in Progress*
- *Demolition of Jesse Owens Hall, Dairy Barn (\$388,202) – Demolition in progress*
- *Global Innovation Center (\$5,000,000) – Preliminary programming in progress. Will proceed as a self-funded Act 959 project. Anticipated Joint Legislative Committee on the Budget approval of Act 959 project in August 2022. Anticipated designer selection in September 2022.*
- *Administration Building Waterproofing (\$635,000) – Design phase continues*
- *Southern University Museum of Art/National Historic District Building (\$5,625,876) - Construction in Progress*
- *Modify or Replace Lift Station #2 (\$1,398,962) – Ready to bid*
- *J.K. Haynes Hall School of Nursing Renovation and Addition (\$38,500,000) – \$10M in Priority 5 General Obligation bond funding added to Capital Outlay bill by Senate floor amendment. Project is underfunded with no cash and cannot proceed in FY23.*

Southern University Law Center

- *Renovations and Addition to Existing Law Library (\$11,400,000) – Fusion Architects, APC + Williams & Williams Architecture, LLC - A Joint Venture Partnership selected as designer. Pre-design conference pending.*

Southern University – New Orleans Campus

- *ADA Compliant Restroom and Public Accommodations. (\$1,650,000) –In design phase. FY23 progress will depend on lines of credit granted for the project.*
- *Campus Exterior Lighting Upgrades (\$1,000,000) – New Project – preliminary programming needed. Designer selection cannot proceed until Priority 2 cash line of credit is granted (most likely October 2022 or later).*
- *University Cafeteria (\$7,000,000) – 2022 Capital Outlay Act appropriates \$1.5M less than requested. Preliminary programming needed. Will possibly need to scale down the project to proceed with design in FY23.*

Southern University – Shreveport Campus

- *Louis Collier Hall Science Building Renovation (\$4,200,000) – Phase 1 of project is proceed with existing funding. Additional funding will be sought to complete additional phases required for the major renovation project desired.*
- *Health & Physical Education Building Demolition (\$510,000) – Designer direct appointed Newman Marchive Inc. Scheduling Pre-Design Conference. Expected completion*
- *New Workforce Training and Technology Center (\$19,200,000) – SUSL has received \$675,000 that will be used for design of the Center. The Preliminary programming required is underway. Anticipated designer selection in September 2022.*
- *Restoration of Atrium Glass Dome and Associated Roof Repairs and Waterproofing, Metro Building (\$635,000) – Design phase continues.*
- *Gym Complex (\$9,000,000) – SUSL has received \$750,000 that will be used for design of the Gym Complex. The Preliminary programming required is underway. Anticipated designer selection in September 2022.*

7. Other Business

8. Adjournment

MEMBERS

Mr. Sam Gilliam- Chairman, Dr. Rani Whitfield–Vice-Chair,
Mr. Richard Hilliard, Mr. John Barthelemy, Dr. Leon Tarver, Mr. Myron Lawson
Atty. Edwin Shorty - Ex Officio

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Office of Facilities Planning Update
June 2022

Southern University Agricultural and Research Extension Center

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Office of Facilities Planning Update

June 2022

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FINANCE COMMITTEE
(Following Facilities and Property Committee)
Friday, June 24, 2022
Southern University at Shreveport
Jesse Stone Lecture Hall
Shreveport, LA 71107

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request Approval of Ratification of Fiscal Year 2021-2022 Budget Adjustment (BA-7) for the Southern University System:
 1. Southern University Board of Supervisors
 2. Southern University Baton Rouge (SUBR)
 3. Southern University Law Center (SULC)
 4. Southern University New Orleans (SUNO)
 5. Southern University Shreveport (SUSLA)
 6. Southern University Agricultural Extension and Research Center (SUAREC)
 - B. Request Approval of Academic Program Fee Adjustments (SUSLA)
Approval of this item will allow for a fee increase for various academic programs in the area of Allied Health and Nursing programs.
6. Informational Item
 - A. Interim Financial Reports
7. Other Business
8. Adjournment

MEMBERS

Ms. Arlanda Williams- Chairman, Mr. Myron Lawson–Vice-Chair,
Dr. Leon Tarver, Mrs. Christy Reeves, Atty. Domoine Rutledge, Mr. Sam Gilliam
Atty. Edwin Shorty - Ex Officio

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

DEPARTMENT: Higher Education			FOR OPB USE ONLY			
AGENCY: Southern University Board of Supervisor			OPB LOG NUMBER		AGENDA NUMBER	
SCHEDULE NUMBER: 19-615			Approval and Authority:			
SUBMISSION DATE: 06/08/22						
AGENCY BA-7 NUMBER: 3						
HEAD OF BUDGET UNIT: Dr. Ray Belton						
TITLE: System President-Chancellor						
SIGNATURE <i>(Certifies that the information provided is correct and true to the best of your knowledge):</i> 						
MEANS OF FINANCING	CURRENT FY 2021-2022	ADJUSTMENT (+) or (-)	REVISED FY 2021-2022			
GENERAL FUND BY:						
DIRECT	\$51,673,797	\$2,500,000	\$54,173,797			
INTERAGENCY TRANSFERS	\$3,869,822	\$45,893	\$3,915,715			
FEES & SELF-GENERATED	\$104,962,570	\$13,025,036	\$117,987,606			
STATUTORY DEDICATIONS	\$4,250,997	\$0	\$4,250,997			
Support Education in Louisiana First Fund (G10)	\$2,439,028	\$0	\$2,439,028			
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0	\$1,000,000			
Subtotal of Dedications from Page 2	\$811,969	\$0	\$811,969			
FEDERAL	\$6,154,209	\$0	\$6,154,209			
TOTAL	\$170,911,395	\$15,570,929	\$186,482,324			
AUTHORIZED POSITIONS	0	0	0			
AUTHORIZED OTHER CHARGES	0	0	0			
NON-TO FTE POSITIONS	0	0	0			
TOTAL POSITIONS	0	0	0			
PROGRAM EXPENDITURES						
PROGRAM NAME:	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
Southern University - Board of Supervisors	\$3,348,376	0	\$0	0	\$3,348,376	0
Southern University - Baton Rouge Campus	\$89,363,763	0	\$9,230,893	0	\$98,594,656	0
Southern University - Law Center	\$22,926,424	0	\$6,240,036	0	\$29,166,460	0
Southern University - New Orleans Campus	\$22,305,554	0	\$100,000	0	\$22,405,554	0
Southern University - Shreveport Campus	\$16,609,653	0	\$0	0	\$16,609,653	0
Southern University - Agricultural, Research & Extension Center	\$16,357,625	0	\$0	0	\$16,357,625	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
Subtotal of programs from Page 2:	\$0	0	\$0	0	\$0	0
TOTAL	\$170,911,395	0	\$15,570,929	0	\$186,482,324	0

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

DEPARTMENT: Higher Education	FOR OPB USE ONLY	
AGENCY: Southern University Board of Supervisor	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 19-615		
SUBMISSION DATE: 06/08/22	ADDENDUM TO PAGE 1	
AGENCY BA-7 NUMBER: 3		

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

MEANS OF FINANCING	CURRENT FY 2021-2022	ADJUSTMENT (+) or (-)	REVISED FY 2021-2022
GENERAL FUND BY:			
STATUTORY DEDICATIONS			
Parl-mutuel Live Racing Facility Gaming Control Fund (G09)	\$50,000	\$0	\$50,000
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000
Education Excellence Fund (Z18)	\$11,969	\$0	\$11,969
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$811,969	\$0	\$811,969

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

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

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

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

1. What is the source of funding (if other than General Fund (Direct))? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the funds?
 The source of funding is supplemental appropriations for direct, interagency transfer, and fees & self-generated funds for fiscal year 2021-2022. The direct funds will support operating services, infrastructure upgrades, equipment, implementation of SUBR Nursing Building and support for SUNO new Nursing program. The Laboratory School had an interagency transfer adjustment from Minimum Foundation Program due to increase enrollment. The Baton Rouge Campus had a revenue increase for fees and self-generated revenue from indirect cost and other self-generated revenue earned from HEERF funding. The Law Center had an increase in self-generated funds as a result of increased enrollment and increased indirect cost revenue earned from HEERF funding.

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

MEANS OF FINANCING OR EXPENDITURE	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:					
DIRECT	\$2,500,000	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$45,893	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$13,025,036	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$0	\$0	\$0	\$0	\$0
FEDERAL	\$0	\$0	\$0	\$0	\$0
TOTAL	\$15,570,929	\$0	\$0	\$0	\$0

3. If this action requires additional personnel, provide a detailed explanation below:

The Law Center had to hire additional faculty and adjunct professors because of the increase in enrollment and the need for smaller class sizes due to COVID 19.

4. Explain why this request can't be postponed for consideration in the agency's budget request for next fiscal year.

The funds are generated in this fiscal year and will be spent in this fiscal year.

5. Is this an after the fact BA-7, e.g., have expenditures been made toward the program this BA-7 is for? If yes, explain per PPM No.52.

This is not an after the fact BA-7.

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

PERFORMANCE IMPACT OF MID-YEAR BUDGET ADJUSTMENT

1. Identify and explain the programmatic impacts (positive or negative) that will result from the approval of this BA-7.
 The funds will be used to support current activities and essential operations required at Southern University campuses. The Southern University System is committed to providing a high-quality education to a diverse group of students from underrepresented racial, ethnic and socio-economic backgrounds.

2. Complete the following information for each objective and related performance indicators that will be affected by this request. *(Note: Requested adjustments may involve revisions to existing objectives and performance indicators or creation of new objectives and performance indicators. Repeat this portion of the request form as often as necessary.)*

OBJECTIVE:

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE STANDARD		
		CURRENT FY 2021-2022	ADJUSTMENT (+) OR (-)	REVISED FY 2021-2022

JUSTIFICATION FOR ADJUSTMENT(S): Explain the necessity of the adjustment(s).

3. Briefly explain any performance impacts other than or in addition to effects on objectives and performance indicators. *(For example: Are there any anticipated direct or indirect effects on program management or service recipients? Will this BA-7 have a positive or negative impact on some other program or agency?)*

The BA-7 will not impact any other program or agency.

4. If there are no performance impacts associated with this BA-7 request, then fully explain this lack of performance impact.

The BA-7 will not have any performance impact.

5. Describe the performance impacts of failure to approve this BA-7. *(Be specific. Relate performance impacts to objectives and performance indicators.)*

The BA-7 will not have any performance impact.

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT							
PROGRAM 1 NAME: <u>Southern University - Board of Supervisors</u>							
MEANS OF FINANCING:	CURRENT FY 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:							
Direct	\$3,348,376	\$0	\$3,348,376	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$3,348,376	\$0	\$3,348,376	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$1,846,338	\$0	\$1,846,338	\$0	\$0	\$0	\$0
Other Compensation	\$64,500	\$0	\$64,500	\$0	\$0	\$0	\$0
Related Benefits	\$733,663	\$0	\$733,663	\$0	\$0	\$0	\$0
Travel	\$176,000	\$0	\$176,000	\$0	\$0	\$0	\$0
Operating Services	\$171,100	\$0	\$171,100	\$0	\$0	\$0	\$0
Supplies	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0
Professional Services	\$63,000	\$0	\$63,000	\$0	\$0	\$0	\$0
Other Charges	\$148,775	\$0	\$148,775	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$65,000	\$0	\$65,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$3,348,376	\$0	\$3,348,376	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	12	0	12	0	0	0	0
TOTAL T.O. POSITIONS	12	0	12	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	12	0	12	0	0	0	0
* Statutory Dedications:							
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Southern University - Board of Supervisors

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

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

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

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Southern University - Baton Rouge Campus

MEANS OF FINANCING:	CURRENT	REQUESTED	REVISED	ADJUSTMENT OUTYEAR PROJECTIONS			
	FY 2021-2022	ADJUSTMENT	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:							
Direct	\$21,703,631	\$2,385,000	\$24,088,631	\$0	\$0	\$0	\$0
Interagency Transfers	\$3,869,822	\$45,893	\$3,915,715	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$62,181,366	\$6,800,000	\$68,981,366	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,608,944	\$0	\$1,608,944	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$89,363,763	\$9,230,893	\$98,594,656	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$42,454,989	\$297,918	\$42,752,907	\$0	\$0	\$0	\$0
Other Compensation	\$201,377	\$0	\$201,377	\$0	\$0	\$0	\$0
Related Benefits	\$18,796,928	\$908,710	\$19,705,638	\$0	\$0	\$0	\$0
Travel	\$325,870	\$0	\$325,870	\$0	\$0	\$0	\$0
Operating Services	\$8,080,389	\$518,141	\$8,598,530	\$0	\$0	\$0	\$0
Supplies	\$937,411	\$0	\$937,411	\$0	\$0	\$0	\$0
Professional Services	\$1,101,480	\$27,585	\$1,129,065	\$0	\$0	\$0	\$0
Other Charges	\$12,384,404	\$7,188,256	\$19,572,660	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$4,881,234	\$0	\$4,881,234	\$0	\$0	\$0	\$0
Acquisitions	\$199,681	\$290,283	\$489,964	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$89,363,763	\$9,230,893	\$98,594,656	\$0	\$0	\$0	\$0
POSITIONS							
Classified	236	0	236	0	0	0	0
Unclassified	667	0	667	0	0	0	0
TOTAL T.O. POSITIONS	903	0	903	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	903	0	903	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$1,596,975	\$0	\$1,596,975	\$0	\$0	\$0	\$0
Education Excellence Fund (G19)	\$11,969	\$0	\$11,969	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Southern University - Baton Rouge Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$2,385,000	\$45,893	\$6,800,000	\$0	\$0	\$9,230,893

EXPENDITURES:						
Salaries	\$0	\$0	\$297,918	\$0	\$0	\$297,918
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$908,710	\$0	\$0	\$908,710
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$518,141	\$0	\$0	\$518,141
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$27,585	\$0	\$0	\$27,585
Other Charges	\$2,385,000	\$45,893	\$4,757,363	\$0	\$0	\$7,188,256
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$290,283	\$0	\$0	\$290,283
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$2,385,000	\$45,893	\$6,800,000	\$0	\$0	\$9,230,893

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

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT							
PROGRAM 3 NAME: <u>Southern University - Law Center</u>							
MEANS OF FINANCING:	CURRENT FY 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:							
Direct	\$4,927,259	\$15,000	\$4,942,259	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$17,824,821	\$6,225,036	\$24,049,857	\$0	\$0	\$0	\$0
Statutory Dedications *	\$174,344	\$0	\$174,344	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$22,926,424	\$6,240,036	\$29,166,460	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$11,971,841	\$800,000	\$12,771,841	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$4,410,565	\$304,000	\$4,714,565	\$0	\$0	\$0	\$0
Travel	\$515,000	\$0	\$515,000	\$0	\$0	\$0	\$0
Operating Services	\$2,038,567	\$736,036	\$2,774,603	\$0	\$0	\$0	\$0
Supplies	\$325,000	\$50,000	\$375,000	\$0	\$0	\$0	\$0
Professional Services	\$1,570,590	\$750,000	\$2,320,590	\$0	\$0	\$0	\$0
Other Charges	\$1,550,820		\$1,550,820	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$194,041	\$0	\$194,041	\$0	\$0	\$0	\$0
Acquisitions	\$350,000	\$3,100,000	\$3,450,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$500,000	\$500,000	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$22,926,424	\$6,240,036	\$29,166,460	\$0	\$0	\$0	\$0
POSITIONS							
Classified	11	0	11	0	0	0	0
Unclassified	106	46	152	0	0	0	0
TOTAL T.O. POSITIONS	117	46	163	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	117	46	163	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$174,344	\$0	\$174,344	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 3 NAME: Southern University - Law Center

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$15,000	\$0	\$6,225,036	\$0	\$0	\$6,240,036

EXPENDITURES:						
Salaries	\$0	\$0	\$800,000	\$0	\$0	\$800,000
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$304,000	\$0	\$0	\$304,000
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$15,000	\$0	\$721,036	\$0	\$0	\$736,036
Supplies	\$0	\$0	\$50,000	\$0	\$0	\$50,000
Professional Services	\$0	\$0	\$750,000	\$0	\$0	\$750,000
Other Charges	\$0	\$0		\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$3,100,000	\$0	\$0	\$3,100,000
Major Repairs	\$0	\$0	\$500,000	\$0	\$0	\$500,000
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$15,000	\$0	\$6,225,036	\$0	\$0	\$6,240,036

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

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 4 NAME: Southern University - New Orleans Campus

MEANS OF FINANCING:	CURRENT	REQUESTED	REVISED	ADJUSTMENT OUTYEAR PROJECTIONS			
	FY 2021-2022	ADJUSTMENT	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:							
Direct	\$6,851,532	\$100,000	\$6,951,532	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$14,947,545	\$0	\$14,947,545	\$0	\$0	\$0	\$0
Statutory Dedications *	\$506,477	\$0	\$506,477	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$22,306,554	\$100,000	\$22,406,554	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$10,354,998	\$0	\$10,354,998	\$0	\$0	\$0	\$0
Other Compensation	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0
Related Benefits	\$4,649,692	\$0	\$4,649,692	\$0	\$0	\$0	\$0
Travel	\$21,000	\$0	\$21,000	\$0	\$0	\$0	\$0
Operating Services	\$1,922,500	\$0	\$1,922,500	\$0	\$0	\$0	\$0
Supplies	\$180,500	\$0	\$180,500	\$0	\$0	\$0	\$0
Professional Services	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$0
Other Charges	\$3,822,723	\$100,000	\$3,922,723	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$1,101,141	\$0	\$1,101,141	\$0	\$0	\$0	\$0
Acquisitions	\$175,000	\$0	\$175,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$22,306,554	\$100,000	\$22,406,554	\$0	\$0	\$0	\$0
POSITIONS							
Classified	48	0	48	0	0	0	0
Unclassified	136	0	136	0	0	0	0
TOTAL T.O. POSITIONS	184	0	184	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	184	0	184	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$456,477	\$0	\$456,477	\$0	\$0	\$0	\$0
Parimutuel Live Racing Facility Gaming Control Fund (G09)	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 4 NAME: Southern University - New Orleans Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$100,000	\$0	\$0	\$0	\$0	\$100,000
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$100,000	\$0	\$0	\$0	\$0	\$100,000
OVER / (UNDER)						
	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	38	0	0	0	38
Unclassified	0	116	0	0	0	116
TOTAL T.O. POSITIONS	0	154	0	0	0	154
OTHER CHARGES POSITION:	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	154	0	0	0	154

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT							
PROGRAM 5 NAME: <u>Southern University - Shreveport Campus</u>							
MEANS OF FINANCING:	CURRENT FY 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:							
Direct	\$6,437,438	\$0	\$6,437,438	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$10,008,838	\$0	\$10,008,838	\$0	\$0	\$0	\$0
Statutory Dedications *	\$163,377	\$0	\$163,377	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$16,609,653	\$0	\$16,609,653	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$7,755,534	\$0	\$7,755,534	\$0	\$0	\$0	\$0
Other Compensation	\$0		\$0	\$0	\$0	\$0	\$0
Related Benefits	\$3,712,410	\$0	\$3,712,410	\$0	\$0	\$0	\$0
Travel	\$35,300	\$0	\$35,300	\$0	\$0	\$0	\$0
Operating Services	\$2,627,955	\$0	\$2,627,955	\$0	\$0	\$0	\$0
Supplies	\$153,200	\$0	\$153,200	\$0	\$0	\$0	\$0
Professional Services	\$221,557	\$0	\$221,557	\$0	\$0	\$0	\$0
Other Charges	\$755,074	\$0	\$755,074	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$748,623	\$0	\$748,623	\$0	\$0	\$0	\$0
Acquisitions	\$300,000	\$0	\$300,000	\$0	\$0	\$0	\$0
Major Repairs	\$300,000	\$0	\$300,000	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$16,609,653	\$0	\$16,609,653	\$0	\$0	\$0	\$0
POSITIONS							
Classified	49	0	49	0	0	0	0
Unclassified	143	0	143	0	0	0	0
TOTAL T.O. POSITIONS	192	0	192	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	192	0	192	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (350)	\$163,377	\$0	\$163,377	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Shreveport Campus

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

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

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

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 6 NAME: Southern University - Agricultural Research and Extension Center

MEANS OF FINANCING:	CURRENT	REQUESTED	REVISED	ADJUSTMENT OUTYEAR PROJECTIONS				
	FY 2021-2022	ADJUSTMENT	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	
GENERAL FUND BY:								
Direct	\$8,405,561	\$0	\$8,405,561	\$0	\$0	\$0	\$0	
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Statutory Dedications *	\$1,797,855	\$0	\$1,797,855	\$0	\$0	\$0	\$0	
FEDERAL FUNDS	\$6,154,209	\$0	\$6,154,209	\$0	\$0	\$0	\$0	
TOTAL MOF	\$16,357,625	\$0	\$16,357,625	\$0	\$0	\$0	\$0	
EXPENDITURES:								
Salaries	\$5,200,822	\$0	\$5,200,822	\$0	\$0	\$0	\$0	
Other Compensation	\$85,000	\$0	\$85,000	\$0	\$0	\$0	\$0	
Related Benefits	\$2,997,586	\$0	\$2,997,886	\$0	\$0	\$0	\$0	
Travel	\$95,000	\$0	\$95,000	\$0	\$0	\$0	\$0	
Operating Services	\$470,558	\$0	\$470,558	\$0	\$0	\$0	\$0	
Supplies	\$245,177	\$0	\$245,177	\$0	\$0	\$0	\$0	
Professional Services	\$35,000	\$0	\$35,000	\$0	\$0	\$0	\$0	
Other Charges	\$2,428,357	\$0	\$2,428,357	\$0	\$0	\$0	\$0	
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Acquisitions	\$998,331	\$0	\$998,331	\$0	\$0	\$0	\$0	
Major Repairs	\$3,801,794	\$0	\$3,801,794	\$0	\$0	\$0	\$0	
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES	\$16,357,625	\$0	\$16,357,625	\$0	\$0	\$0	\$0	
POSITIONS								
Classified	23	0	23	0	0	0	0	
Unclassified	90	0	90	0	0	0	0	
TOTAL T.O. POSITIONS	113	0	113	0	0	0	0	
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0	
NON-TO FTE POSITIONS	0	0	0	0	0	0	0	
TOTAL POSITIONS	113	0	113	0	0	0	0	
* Statutory Dedications:								
Support Education in Louisiana First Fund (G10)	\$47,855	\$0	\$47,855	\$0	\$0	\$0	\$0	
Tobacco Tax / Health Care Fund (E32)	\$1,000,000	\$0	\$1,000,000	\$0	\$0	\$0	\$0	
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000	\$0	\$0	\$0	\$0	
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 6 NAME: Southern University - Agricultural Research and Extension Center

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



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



June 6, 2022

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

Dear Dr. Belton:

As per the attached request letters from Dr. Barry Hester, Interim Vice Chancellor of Academic Affairs and Workforce Development and Professor JoAnn Brown, Dean of Allied Health & Nursing, as well as the program directors of Allied Health & Nursing, and Business Studies, I submit to you for your support, review and approval of proposed academic fee adjustments.

An extensive due diligence process was adopted that included multiple meetings with program directors to review and discuss the requests, justifications for the requests, and comparisons to peer institutions to mitigate any potential negative impact to the programs. Most of the Allied Health and Nursing programs implemented program fees in Fall 2017 with no adjustments requested since that time.

A master spreadsheet of the proposed fee adjustments along with the request letters from the academic program directors are attached for your review and consideration.

Respectfully submitted,

Vladimir A. Appeaning, Ph.D.
Interim Chancellor and SU System Vice President

Approved:

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

Date:

Attachments:

- Proposed Fee Adjustment Spreadsheet
- Request Letters from: Dr. Barry Hester, Interim Vice Chancellor of Academic Affairs and Workforce Development and Professor JoAnn Brown, Dean of Allied Health and Nursing, Program Directors of Allied Health, Nursing, and Business Studies

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

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Barry Hester Ph.D.
Interim Vice Chancellor

Academic Affairs and Workforce Development

Tuesday, June 8, 2022

Dr. Vladimir Appeaning, Interim Chancellor
Southern University at Shreveport
3050 Martin Luther King Dr.
Shreveport, La. 71107

REF: Academic Program Fee Adjustments

Dear Dr. Appeaning:

Please accept this letter as an official request to implement a fee increase for the following academic programs:

Surgical Technology
Sterile Processing
Respiratory Therapy
Radiologic Technology
Polysomnographic Technology
Nursing Program
Medical Laboratory Technician and Phlebotomy Programs
Health Information Technology and Medical Coding Specialist
Emergency Medical Technology
Dialysis Program
Dental Hygiene
Accounting and Business Program

These fee adjustments are necessary for continuous operation due to market increases related to specific software applications, lab supplies, technology, national and state associations student memberships fees, travel, and various fees associated with academic programs. Most of the Allied Health and Nursing programs implemented program fees in Fall 2017 with no adjustments requested since that time.

Your approval of these fee increases is greatly appreciated.

Approved:

Dr. Barry Hester, Interim VC of Academic Affairs and
Workforce Development

Approved:

Ms. JoAnn Brown, Dean of Allied Health and Nursing

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
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June 2022 Academic Program Fee Adjustments Proposal

Majority of Program Fees last reviewed & approved in Fall 2017

Program	(Current) Total Fee Amount	(Proposed) Total Fee Amount	Cumulative Difference	Justification	Comparable Institution #1	Comparable Institution #2
Sterile Processing	\$305	\$520	\$215	To offset market increases for background checks & drug screens, program materials and supplies such as scrubs & clinical equipment in support of clinical requirements.	\$610	\$491
Diagnostics Technology	\$475	\$650	\$175	To offset market increases for background checks & drug screens, program materials and supplies such as scrubs & clinical equipment in support of clinical requirements.	\$1,850	\$2,700
Phlebotomy	\$630	\$820	\$190	To offset market increases for background checks & drug screens, program materials, software and supplies such as scrubs, personal protective equipment, clinical equipment in support of clinical requirements and fees.	\$244 (This figure does not include the cost of credential exam fees, practice exams, software fees. Students are expected to pay directly out of pocket.)	\$244 (This figure does not include the cost of credential exam fees, practice exams, software fees. Students are expected to pay directly out of pocket.)
Medical Laboratory Technician	\$1,285	\$1,916	\$700	To offset market increases for background checks & drug screens, program materials, chemical reagents, software and supplies such as scrubs, personal protective equipment, clinical equipment and maintenance in support of clinical requirements and fees.	\$1006 (This figure does not include the cost of background checks, drug screens, credential exam fees, practice exams, software fees. Students are expected to pay directly out of pocket.)	\$1655 (This figure does not include the cost of background checks, drug screens, credential exam fees, practice exams, software fees. Students are expected to pay directly out of pocket.)
Surgical Technology	\$855	\$1,271	\$426	To offset market increases for background checks & drug screens, program materials, chemical reagents, software and supplies such as scrubs, personal protective equipment, clinical equipment and maintenance in support of clinical requirements and fees, and the implementation of the Virtual Reality for surgical mock procedures that will be used in the lab.	\$1,225	\$1,800
Nursing - Accelerated LPN-RN Track	\$2,758	\$3,415	\$657	To offset market increases for the cost of the Assessment Technologies Institute (ATI) electronic education resources required for students and faculty, background checks & drug screens, program materials, software and supplies such as scrubs, personal protective equipment in support of clinical requirements and fees.	Comparable data NOT available on website	Comparable data NOT available on website
Health Information Technology	\$1,660	\$1,780	\$120	To offset market increases for background checks & drug screens, program materials and supplies to support the onsite skills lab, educational software for competency skills training and instruction, board exam prep material and career readiness sessions such as resume development and interview skills, travel expenses and pinning ceremony.	Comparable data NOT available on website	Current total program cost - \$14,300 (Breakdown of Program fees NOT available on website)
Radiology Technology	\$1,890	\$2,350	\$460	To offset market increases for background checks & drug screens, program materials and supplies to support the onsite skills lab, educational software for competency skills training and instruction, board exam prep material and career readiness sessions such as resume development and interview skills, travel expenses and pinning ceremony.	\$2,755	\$2,678
Respiratory Therapy	\$2,280	\$2,515	\$235	To offset market increases for background checks & drug screens, program materials and supplies to support the onsite skills lab, educational software for competency skills training and instruction, board exam prep material and career readiness sessions such as resume development and interview skills, travel expenses, pinning ceremony and Pediatric Advanced Life Support (PALS) certification.	Comparable data NOT available on website	Comparable data NOT available on website
Nursing	\$3,390	\$4,240	\$850	To offset market increases for the cost of the Assessment Technologies Institute (ATI) electronic education resources required for students and faculty, background checks & drug screens, program materials, software and supplies such as scrubs, personal protective equipment in support of clinical requirements and fees, and pinning ceremony.	Comparable data NOT available on website	Comparable data NOT available on website

Dental Hygiene	\$12,540	\$11,385	\$845	To offset market increases for background checks & drug screens, dental program materials, supplies, instruments, educational software for competency skills training and instruction, board exam prep material and career readiness sessions such as resume development and interview skills, travel expenses and printing ceremony.	Comparable data NOT available on website	Comparable data NOT available on website
EMT	\$0	\$155	\$155	To offset state requirements for the background checks, drug screening, educational software for competency skills training and instruction, program supplies and certification fees	Comparable data NOT available on website	Comparable data NOT available on website
Polymerography Technology	\$100	\$1,280	\$1,120	To offset market increases for background checks & drug screens, program materials and supplies to support the on-site skills lab, educational software for competency skills training and instruction, board exam prep material and career readiness sessions such as resume development and interview skills.	1,410	3,600
Paranucle	\$237	\$597	\$360	To offset state requirements for the background checks, drug screening, educational software for competency skills training and instruction, program supplies, certification fees, field training, career readiness sessions such as resume development and interview skills, and travel expenses	Comparable data NOT available on website	Comparable data NOT available on website
Business Administration	\$0	\$540	\$540	To offset market increases used for maintaining and sustaining computer lab (lab supplies, copier paper, toner, software, copier/printer lease, part-time computer lab operator, etc.), and career readiness sessions such as resume development and interview skills.	Comparable data NOT available on website	Comparable data NOT available on website
Accounting	\$0	\$420	\$420	To offset market increases used for maintaining and sustaining computer lab (lab supplies, copier paper, toner, software, copier/printer lease, part-time computer lab operator, etc.), and career readiness sessions such as resume development and interview skills.	Comparable data NOT available on website	Comparable data NOT available on website
Business Management	\$0	\$600	\$600	To offset market increases used for maintaining and sustaining computer lab (lab supplies, copier paper, toner, software, copier/printer lease, part-time computer lab operator, etc.), and career readiness sessions such as resume development and interview skills.	Comparable data NOT available on website	Comparable data NOT available on website



Division of Allied Health Sciences and Nursing
RADIOLOGIC TECHNOLOGY PROGRAM

Date: June 3, 2022

To: JoAnn Brown, Dean
Allied Health Sciences and Nursing

Dr. Barry Hester, Interim Vice Chancellor
Academic Affairs & Workforce Development

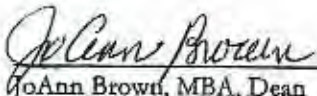
From: Shelia Swift, Program Director
Radiologic Technology

RE: Radiologic Technology Request to Increase Clinical Student Fees

After carefully analyzing the increased cost of materials and supplies, the program respectfully requests an increase in program fees. The program fees were designed to reduce the out-of-pocket burden of our student population; most of the students in our program receive financial aid. The chart below indicates the amount proposed.

Current fees	Proposed fees	Additional Cost
\$2,091.00	\$2,441.00	\$350.00

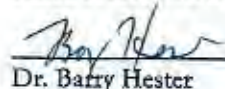
Thank you for your consideration.


JoAnn Brown, MBA, Dean

Allied Health Sciences and Nursing

6/6/22
Date

____ Approve ____ Deny


Dr. Barry Hester

Interim Vice Chancellor of Academic Affairs

6/7/22

✓ Approve ____ Deny



Respiratory Therapy Program

Date: June 3, 2022

To: JoAnn Brown, Dean
Division of Allied Health Sciences and Nursing

Dr. Barry Hester, Interim Vice Chancellor
Academic Affairs and Workforce Development

From: Contika Shyne, Program Director
Respiratory Therapy

Re: Request for Increase in Student Fees

Please accept this letter as a request to increase the fees charged to the Respiratory Therapy clinical students. As we continue to research and implement best practices for student success, we would like to add additional resources, such as Lindsey Jones, a credentialing exam software, which has a cost of \$349.00 per student. We are also requiring students to be Pediatric Advanced Life Support (PALS) certified which cost of \$100.00. This will help the students on the National Board for Respiratory Care Credentialing Exam and make the students more marketable in the field. The increase in fees will also help with the increased cost of supplies and material needed to run the Program.

Thank you for your consideration.

JoAnn Brown 6/3/22 ☒ Approve ☐ Deny
JoAnn Brown, Dean Date
Allied Health Sciences and Nursing

Barry Hester 6/7/22 ☒ Approve ☐ Deny
Dr. Barry Hester, Interim Vice Chancellor Date
Academic Affairs and Workforce Development



Excellence • Integrity • Accountability • Service • Diversity

Medical Laboratory Technician and Phlebotomy Programs

Date: June 3, 2022

To: JoAnn Brown, Dean
Allied Health Sciences and Nursing

Dr. Barry Hester, Interim Vice Chancellor
Academic Affairs and Workforce Development

From: Patricia Brown, Program Director
Medical Laboratory Technician and Phlebotomy Programs

Re: Request for Increase in Student Fees

The Medical Laboratory Technician and Phlebotomy programs are submitting a request to increase student fees. The request is for \$100.00 to be added to each MLTC lab and lecture course. In each of the lecture courses, the faculty simulate lab procedures. Some of the simulations require the use of reagents and at this point, the program reagents are outdated. With the additional fees, the program will be able to purchase reagents and other supplies and equipment.

Each year, students participate in ASCLS State Conference for Clinical Laboratory student. This conference allows the students to engage with other MLT students from other Universities. It also gives the opportunity to network for employment and to see new technology in the CLS workforce. Due to COVID, hotel, and conference registration has increased tremendously. The additional fees will help each student with that increased cost.

Per our NAACLS site visit, the question was asked about updated instruments, such as Chemistry analyzer, and microbiology equipment and reagents. The additional fees could help with purchasing new equipment, such as a Chemistry analyzer (\$5000-\$6000), microbiology equipment and reagents (\$6000), update microscopes, quality controls and reagents that are not expired.

The phlebotomy student fee request is for an additional to be added to PHLEB 210S.

The cost for laboratory supplies have increase greatly since COVID arrived in the world. Collection equipment and supplies have tripled in price. The additional funds per student will assist with the price increase for equipment and supplies.

The program would like to purchase two subscriptions: ASCP and Media lab online practice exams, and a quick reference phlebotomy pocket guide notes (flipbook) that will assist the student in clinical rotations and on the National Registry Exam.

Thank you for the consideration of this request.

Approve _____ Deny _____
JoAnn Brown Date 6/6/22
Dean of Allied Health/Nursing

Approve _____ Deny _____
Dr. Barry Hester Date
Interim Vice Chancellor
Academic Affairs/ Workforce
Development



SCHOOL OF NURSING

Date: June 3, 2022

To: JoAnn Brown, Dean
Allied Health & Nursing

Dr. Barry Hester, Interim Vice Chancellor
Academic Affairs & Workforce Development

From: Tiffany W. Varner, Director *Warner*
School of Nursing

Re: Request for Increase in Student Fees

Please accept this letter as a formal request to increase the fees charged to clinical nursing students as they matriculate through the professional component of the program. These fees were initially approved in 2017 by the SU Board of Supervisors. Over the years, the cost of the items purchased with these funds has increased. Most notable, the electronic nursing education resources provided by Assessment Technologies Institute (ATI) has increased. The resources used by students and faculty, as a part of our Complete Partnership with ATI, has proven invaluable over the years. In 2016 & 2017, our program was placed on probation with the Louisiana State Board of Nursing for low first-time licensure pass rates. As part of nursing's action plan to increase NCLEX pass rates, ATI was introduced. Since then, our program has exceeded the 80% minimum requirement for first-time licensure pass rates.

The attached proposed fee spreadsheet outlines the specific amounts requested to be added to a course in each clinical semester to cover the increased costs. I hope that you will favorably consider this request. Please indicate your decision on the corresponding line below.

JoAnn Brown 6/2/22 ☒ Approve ☐ Deny
JoAnn Brown, Dean

Barry Hester 6/7/22 ☒ Approve ☐ Deny
Dr. Barry Hester, Interim VC - AA/WD

School of Nursing * Metro Center * 610 Texas St., Suite 500D * Shreveport, LA 71101

Phone: (318) 670-9641 * Fax: (318) 670-6639

Toll-Free: 1-800-458-1472 * Website: www.susla.edu

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Division of Allied Health and Nursing

June 6, 2022

To: JoAnn Brown, Dean
Allied Health Sciences and Nursing

Dr. Barry Hester, Interim Vice Chancellor
Academic Affairs and Workforce Development

From: Michael Cook, Program Director
Emergency Medical Technology

Re: Request to Implement Student Fees

Please accept this letter as formal request to implement fees to Emergency Medical Technician students. The fee proposal is based on costs estimates given by the Shreveport Fire Department. The fee request includes cost for Basic Life Support Certification, Advanced Life Support Certification, EMS Software for testing, labs, and background checks. The students have been paying out of pocket.

Your consideration of this request is greatly appreciated.

JoAnn Brown 6/6/22
JoAnn Brown, MBA, RRT
Dean of Allied Health Sciences and Nursing

☒ Approve ☐ Deny

Bar Hester 6/7/22
Dr. Barry Hester, Interim Vice Chancellor
Division of Academic Affairs and Workforce Development

☒ Approve ☐ Deny



Division of Allied Health Sciences and Nursing
Health Information Technology/Medical Coding Specialist Programs

June 3, 2022

To: JoAnn Brown, Dean
Allied Health Sciences and Nursing

Dr. Barry Hester, Interim Vice Chancellor
Academic Affairs & Workforce Development

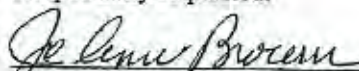
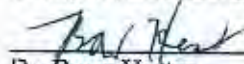
From: Kim Newlen, Program Director
Health Information Technology and Medical Coding Specialist

Re: Request for Increase in Student Fees

Due to market increases related to program specific software applications, technology, lab supplies, national and state associations student membership fees, state convention student registration fees, travel, and pinning ceremony event expenses, I am respectfully requesting a small but reasonable increase of \$315 in the total amount of program fees. These fees will be paid through the students' financial aid assistance, which decrease out-of-pocket expense for the student.

Your consideration is greatly appreciated!

Respectfully requested,

	<u>6/6/22</u>	☒ Approve	☐ Deny
JoAnn Brown, MBA, RRT			
Dean, Division of Allied Health Sciences and Nursing			
	<u>6/7/22</u>	☒ Approve	☐ Deny
Dr. Barry Hester			
Interim Chancellor			
Division of Academic Affairs and Workforce Development			



Division of Allied Health Sciences and Nursing
Dental Hygiene Program

Date: June 3, 2022

To: JoAnn Brown, Dean
Allied Health Sciences and Nursing

Dr. Barry Hester, Interim Vice Chancellor
Academic Affairs & Workforce Development

From: Lynne Eatman, Program Director
Dental Hygiene

Re: Request for Increase in Student Fees

I am respectfully requesting an increase fees charged to the Dental Hygiene clinical students. Due to market increases related to program specific software applications, supplies, equipment, and dental instruments. These fees may be paid through the students' financial aid assistance, which decreases the out-of-pocket expense for the student.

Your consideration is greatly appreciated!

JoAnn Brown 6/6/22 ☒ Approve ☐ Deny
JoAnn Brown, MBA, RRT
Dean, Division of Allied Health Sciences and Nursing

Barry Hester 6/7/22 ☒ Approve ☐ Deny
Dr. Barry Hester
Interim Chancellor
Division of Academic Affairs and Workforce Development



Division of Allied Health and Nursing
Surgical Technology /Sterile Processing and Dialysis Technician Departments

June 6, 2022

To: JoAnn Brown, Dean
Allied Health Sciences and Nursing

Dr. Barry Hester, Interim Vice Chancellor
Academic Affairs and Workforce Development

From: Didaciane Key, Program Director
Surgical Technology /Sterile Processing and Dialysis Technician

Re: Dialysis Program Fee Increase.

The Program's CPR fee was decreased by \$5.00 to align with current prices. Due to market cost related to laboratory and clinical PPE specific to dialysis technicians in clinical practice, we are kindly requesting an increase of fees \$145 in program fees. These fees will be paid through the students' financial aid assistance and decrease students' out of pocket expense.

Your consideration of this request is greatly appreciated!

JoAnn Brown 6/6/22 ☒ Approve ☐ Deny
JoAnn Brown, MBA, RRT
Dean of Allied Health Sciences and Nursing

Barry Hester 6/7/22 ☒ Approve ☐ Deny
Dr. Barry Hester, Interim Vice Chancellor
Division of Academic Affairs and Workforce Development



Polysomnographic Technology Program

SOUTHERN UNIVERSITY AT SHREVEPORT
POLYSOMNOGRAPHY TECHNOLOGY

Date: June 8, 2022

To: Mrs. Jo Ann Brown, Dean
Allied Health Sciences & Nursing

Dr. Barry Hester, Interim Vice Chancellor
Academic Affairs & Workforce Development

Re: Request for Implementation of Student Fees

Please accept this letter as a proposal to implement fees that will be charged to students enrolled in the Polysomnography Technology Program. This program is currently one of only two in the state of Louisiana, Delgado Community College offers the offer program in the Southern region of the state.

The program received approval by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) in March 2021, following the substantive change approval. The program received approval from the Board of Regents in February 2015. In August 2021, the university hired a full-time Polysomnography Technology Program Director and accepted the first student cohort Spring 2022. Currently, there are four (4) students enrolled, who are in the 2nd semester of the program sequence with an expected graduation date of May 2023.

The program is considered high cost, however, through due diligence, every effort has been made to ensure that the requested fees are affordable and comparatively below that of fees charged by other institutions, such as Alvin Community College. The total fees requested by the Polysomnography program amounts to \$1,280.00 compared to \$1,410.00 charged by Alvin Community College.

The attached proposed fee spreadsheet outlines the specific amounts requested in each clinical semester.

Thank you for your time and consideration for our program fee proposal.

Mr. Colton Wiggins, BBA-HCM, RRT-SDS, RPSGT
Program Director
Polysomnographic Technology

Mrs. Jo Ann Brown, MBA, RRT
Dean
Allied Health Sciences & Nursing

Dr. Barry Hester
Interim VC of Academic Affairs &
Workforce Development



Southern University at Shreveport (SUSLA)
610 Texas Street, Suite 500 D, Shreveport, LA 71101
318-707-3988 (C) | 318-670-9620 (O)

Page 1 of 1

Program Fee Comparison					
Name of College	Location (City, State)	Degree level	Current Fee Total	Proposed Fee Total	Difference
SUSLA	Shreveport, LA	Associates	\$100.00	\$1,250.00	\$1,180.00
Delgado Community College (DCC)	New Orleans, LA	Associates	See Justification		
Alvin Community College (ACC)	Alvin, TX	Associates	\$1,410.00		
Catholics Community College (CCC)	Charleade, MS	Associates	\$3,600.00		

Projected Enrollment			
Year	Student Count	FEE REVENUE (Gross)	Justification
1	8	\$10,240.00	Prospectus Baseline
2	10	\$12,800.00	Increase of 20-25% until we reach program cap.
3	12	\$15,360.00	Increase of 20-25% until we reach program cap.
4	14	\$17,920.00	Increase of 10-15% until we reach program cap.
5	15	\$19,200.00	Current Program Student CAP



Division of Allied Health and Nursing
Surgical Technology/Sterile Processing and Dialysis Technology

June 6, 2022

To: JoAnn Brown, Dean
Allied Health Sciences and Nursing

Dr. Barry Hester, Interim Vice Chancellor
Academic Affairs and Workforce Development

From: Didaciane Key, Program Director
Surgical Technology /Sterile Processing and Dialysis Technician

Re: Surgical Technology Program Fee Increase

There has been a significant cost increase for surgical instruments and supplies. Because the cost of some surgical instruments and equipment has been out of reach, we incorporated Virtual Reality and computer simulation in the lab. This student is charged a one-time access fee that covers the entire 12 months in the program. We are requesting approval for an increase of \$ 415 in total fees which includes the cost of the virtual simulation innovation and to realign the overall increase in cost of scrubs, instrument and supplies as well surgical case logs fees from on outside sourced computer server. These fees will be paid through the students' financial aid assistance fees which will decrease out of pocket expense.

Your consideration of this request is greatly appreciated!

JoAnn Brown 6/6/22
JoAnn Brown, MBA, RRT
Dean of Allied Health Sciences and Nursing

☒ Approve ☐ Deny

Barry Hester 6/7/22
Dr. Barry Hester, Interim Vice Chancellor
Division of Academic Affairs and Workforce Development

☒ Approve ☐ Deny



Division of Allied Health and Nursing
Surgical Technology /Sterile Processing and Dialysis Technician Departments

June 6, 2022

To: JoAnn Brown, Dean
Allied Health Sciences and Nursing

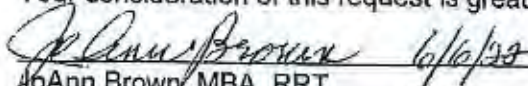
Dr. Barry Hester, Interim Vice Chancellor
Academic Affairs and Workforce Development

From: Didaciane Key, Program Director
Surgical Technology /Sterile Processing and Dialysis Technician

Re: Sterile Processing Program Fee Increase.

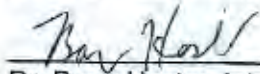
Due to the changes at some clinical sites where students have to wear their own scrubs while processing dirty instruments, the program is asking for an increase in fee to provide clinical students with a second pair of scrubs. Additionally, the sterile processing program has not assessed a lab fee for supplies sterile processing students used in the surgical technology lab. Since the cost of instruments and supplies continues to increase, it is reasonable to assess a minimal \$100.00 fee for the use of sterile processing lab. These fees will be paid through the students' financial aid assistance and decrease students' out of pocket expense.

Your consideration of this request is greatly appreciated!

 6/6/22
JoAnn Brown, MBA, RRT

Dean of Allied Health Sciences and Nursing

☒ Approve ☐ Deny

 6/7/22
Dr. Barry Hester, Interim Vice Chancellor
Division of Academic Affairs and Workforce Development

☒ Approve ☐ Deny



ROY GRIGGS SCHOOL OF BUSINESS
DR. REGINA WEBB, CHAIR

June 7, 2022

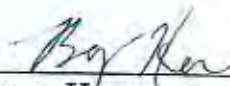
To: Dr. Barry Hester, Interim Vice-Chancellor Academic
Affairs & Workforce Development

From: Dr. Regina Webb, Department Chair
Roy Griggs School of Business

Re: Request Student Fees for Accounting and Business Computer Lab

I am respectfully requesting student fees for the Accounting and Business Computer Lab. Due to market increases related to running an Accounting and Business Computer Lab related to program specific software applications, supplies, equipment, and copier machine. These fees may be paid through the students' financial aid assistance, which decreases the out-of-pocket expense for the student.

Your consideration is greatly appreciated!



Dr. Barry Hester
Interim Vice-Chancellor Academic
Affairs & Workforce Development

 Approve _____ Deny

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of May 31, 2022

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 51,673,797	\$ 45,792,704	\$ 5,881,093	\$ 51,673,797	\$ -	88.6%
Statutory Dedicated	4,250,997	1,788,022	2,462,975	4,250,997	-	42.1%
Federal	6,154,209	3,317,501	2,836,708	6,154,209	-	53.9%
Self Generated						
Tuition - Fall 2021	35,526,881	36,186,575	-	36,186,575	659,694	101.9%
Tuition - Spring 2022	32,248,362	30,342,547	-	30,342,547	(1,905,816)	94.1%
Tuition - Summer	7,121,013	6,216,102	541,115	6,757,217	(363,796)	87.3%
Out-of-State Fees	13,889,411	16,551,768	(769,127)	15,782,641	1,893,230	119.2%
Other	29,201,939	20,137,625	9,171,533	29,309,158	107,219	69.0%
Interagency Transfer	3,869,822	3,205,896	698,838	3,904,734	34,912	82.8%
Total Revenues	\$ 183,936,431	\$ 163,538,740	\$ 20,823,135	\$ 184,361,874	\$ 425,443	88.9%
Expenditures						
Salaries	\$ 80,682,442	\$ 78,474,600	\$ 3,686,098	\$ 82,160,698	\$ 1,478,256	97.3%
Other Compensation	425,877	93,500	51,500	145,000	(280,877)	22.0%
Related Benefits	36,005,552	32,951,660	3,307,889	36,259,548	253,996	91.5%
Total Personal Services	\$ 117,113,871	\$ 111,519,760	\$ 7,045,486	\$ 118,565,246	\$ 1,451,375	95.2%
Travel	1,168,170	422,357	434,140	856,497	(311,673)	36.2%
Operating Services	16,550,246	14,736,212	3,126,671	17,862,883	1,312,637	89.0%
Supplies	1,951,288	1,320,445	385,381	1,705,826	(245,462)	67.7%
Total Operating Expenses	\$ 19,669,704	\$ 16,479,014	\$ 3,946,192	\$ 20,425,207	\$ 755,503	83.8%
Professional Services	3,782,212	1,770,724	1,736,775	3,507,499	(274,713)	46.8%
Other Charges	17,963,815	4,719,743	10,810,051	15,529,794	(2,434,021)	26.3%
Debt Services						
Interagency Transfers	6,762,089	6,205,866	556,223	6,762,089	-	91.8%
Total Other Charges	\$ 28,508,116	\$ 12,696,333	\$ 13,103,049	\$ 25,799,382	\$ (2,708,734)	44.5%
General Acquisitions	3,631,646	377,825	3,537,922	3,915,746	284,100	10.4%
Library Acquisitions	662,649	616,378	15,262	631,640	(31,009)	93.0%
Major Repairs	1,301,794	864,018	437,776	1,301,794	-	
Total Acquisitions/Major Repairs	\$ 5,596,089	\$ 1,858,221	\$ 3,990,960	\$ 5,849,181	\$ 253,092	33.2%
Scholarships	13,048,651	13,315,906	406,952	13,722,858	674,207	102.0%
Total Expenditures	\$ 183,936,431	\$ 155,869,234	\$ 28,492,640	\$ 184,361,874	\$ 425,443	84.7%

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of May 31, 2022

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,348,376	\$ 3,217,598	\$ 130,778	\$ 3,348,376	\$ -	96.1%
Statutory Dedicated		-	-			
Federal		-	-			
Self Generated						
Tuition - Fall 2021		-	-			
Tuition - Spring 2022		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 3,348,376	\$ 3,217,598	\$ 130,778	\$ 3,348,376	\$ -	96.1%
Expenditures						
Salaries	\$ 1,846,338	\$ 1,876,231	\$ 329,576	\$ 2,205,807	\$ 359,469	101.6%
Other Compensation	64,500	47,667	12,333	60,000	(4,500)	73.9%
Related Benefits	733,663	684,193	135,524	819,717	86,054	93.3%
Total Personal Services	\$ 2,644,501	\$ 2,608,091	\$ 477,433	\$ 3,085,524	\$ 441,023	98.6%
Travel	176,000	58,605	15,306	73,911	(102,089)	33.3%
Operating Services	171,100	89,660	23,000	112,660	(58,440)	52.4%
Supplies	80,000	20,765	21,000	41,765	(38,235)	26.0%
Total Operating Expenses	\$ 427,100	\$ 169,030	\$ 59,306	\$ 228,336	\$ (198,764)	39.6%
Professional Services	63,000	9,700	2,000	11,700	(51,300)	15.4%
Other Charges	148,775	-	-	-	(148,775)	0.0%
Debt Services						
Interagency Transfers		-	-			
Total Other Charges	\$ 211,775	\$ 9,700	\$ 2,000	\$ 11,700	\$ (200,075)	4.6%
General Acquisitions	65,000	12,616	10,200	22,816	(42,184)	19.4%
Library Acquisitions		-	-			
Major Repairs		-	-			
Total Acquisitions/Major Repairs	\$ 65,000	\$ 12,616	\$ 10,200	\$ 22,816	\$ (42,184)	19.4%
Scholarships		-	-			
Total Expenditures	\$ 3,348,376	\$ 2,799,437	\$ 548,939	\$ 3,348,376	\$ -	83.6%

Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of May 31, 2022

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 21,703,631	\$ 19,193,723	\$ 2,509,908	\$ 21,703,631	\$ -	88.4%
Statutory Dedicated	1,608,944	913,388	695,556	1,608,944	-	56.8%
Federal	-	-	-	-	-	
Self Generated			-			
Tuition - Fall 2021	21,709,761	22,644,494	-	22,644,494	934,733	104.3%
Tuition - Spring 2022	19,487,148	17,980,675	-	17,980,675	(1,506,474)	92.3%
Tuition - Summer	4,963,498	4,506,796	70,572	4,577,368	(386,130)	90.8%
Out-of-State Fees	8,349,603	11,287,433	(778,877)	10,508,556	2,158,953	135.2%
Other	14,471,356	8,627,026	5,320,914	13,947,940	(523,416)	59.6%
Interagency Transfer	3,869,822	3,205,896	698,838	3,904,734	34,912	82.8%
Total Revenues	\$ 96,163,763	\$ 88,359,430	\$ 8,516,910	\$ 96,876,341	\$ 712,578	91.9%
Expenditures						
Salaries	\$ 42,752,908	\$ 41,547,578	\$ 1,490,444	\$ 43,038,023	\$ 285,115	97.2%
Other Compensation	201,377	-	-	-	(201,377)	0.0%
Related Benefits	19,705,637	18,578,178	1,461,511	20,039,689	334,052	94.3%
Total Personal Services	\$ 62,659,922	\$ 60,125,756	\$ 2,951,956	\$ 63,077,712	\$ 417,790	96.0%
Travel	325,870	73,356	67,777	141,132	(184,738)	22.5%
Operating Services	8,598,530	7,050,807	1,394,063	8,444,870	(153,660)	82.0%
Supplies	937,411	579,856	285,825	865,681	(71,730)	61.9%
Total Operating Expenses	\$ 9,861,811	\$ 7,704,018	\$ 1,747,665	\$ 9,451,683	\$ (410,128)	78.1%
Professional Services	1,129,065	892,543	90,507	983,050	(146,015)	79.1%
Other Charges	5,980,700	4,387,086	1,621,199	6,008,285	27,585	73.4%
Debt Services		-	-			
Interagency Transfers	4,343,650	2,667,733	1,675,917	4,343,650	-	61.4%
Total Other Charges	\$ 11,453,415	\$ 7,947,362	\$ 3,387,624	\$ 11,334,985	\$ (118,430)	69.4%
General Acquisitions	352,315	248,210	130,389	378,599	26,284	70.5%
Library Acquisitions	137,649	143,244	5,865	149,109	11,460	104.1%
Major Repairs	-	-	-	-	-	
Total Acquisitions/Major Repairs	\$ 489,964	\$ 391,454	\$ 136,255	\$ 527,709	\$ 37,745	79.9%
Scholarships	11,698,651	12,316,751	167,500	12,484,251	785,600	105.3%
Total Expenditures	\$ 96,163,763	\$ 88,485,342	\$ 8,390,999	\$ 96,876,341	\$ 712,578	92.0%

The Southern University Baton Rouge Campus has included \$4.46 million in HEERF funds to balance the fiscal year 2021-2022 general operating budget.

Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of May 31, 2022

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 4,927,259	\$ 4,315,902	\$ 611,357	\$ 4,927,259	\$ -	87.6%
Statutory Dedicated	174,344	98,224	76,120	174,344	-	56.3%
Federal	-	-	-	-	-	
Self Generated						
Tuition - Fall 2021	5,016,672	5,011,430		5,011,430	(5,242)	99.9%
Tuition - Spring 2022	4,719,970	4,690,432	-	4,690,432	(29,538)	99.4%
Tuition - Summer	882,945	875,407	-	875,407	(7,538)	99.1%
Out-of-State Fees	4,615,144	4,647,825	-	4,647,825	32,681	100.7%
Other	8,815,126	7,217,229	2,300,000	9,517,229	702,103	81.9%
Interagency Transfer		-	-			
Total Revenues	\$ 29,151,460	\$ 26,856,449	\$ 2,987,477	\$ 29,843,926	\$ 692,466	92.1%
Expenditures						
Salaries	\$ 12,771,842	\$ 11,674,809	\$ 1,097,033	\$ 12,771,842	\$ -	91.4%
Other Compensation	-	-	-	-	-	
Related Benefits	4,714,564	3,893,224	821,340	4,714,564	-	82.6%
Total Personal Services	\$ 17,486,406	\$ 15,568,033	\$ 1,918,373	\$ 17,486,406	\$ -	89.0%
Travel	515,000	135,984	379,016	515,000	-	26.4%
Operating Services	2,759,603	2,660,657	791,412	3,452,069	692,466	96.4%
Supplies	375,000	347,537	27,463	375,000	-	92.7%
Total Operating Expenses	\$ 3,649,603	\$ 3,144,178	\$ 1,197,892	\$ 4,342,069	\$ 692,466	86.2%
Professional Services	2,320,590	468,238	1,852,352	2,320,590	-	20.2%
Other Charges	526,186	238,838	287,348	526,186	-	45.4%
Debt Services				-	-	
Interagency Transfers	568,675	426,506	142,169	568,675	-	75.0%
Total Other Charges	\$ 3,415,451	\$ 1,133,582	\$ 2,281,869	\$ 3,415,451	\$ -	33.2%
General Acquisitions	3,100,000	-	3,100,000	3,100,000	-	
Library Acquisitions	350,000	235,173	114,827	350,000	-	67.2%
Major Repairs	500,000	-	500,000	500,000	-	
Total Acquisitions/Major Repairs	\$ 3,950,000	\$ 235,173	\$ 3,714,827	\$ 3,950,000	\$ -	6.0%
Scholarships	650,000	609,348	40,652	650,000	-	93.7%
Total Expenditures	\$ 29,151,460	\$ 20,690,314	\$ 9,153,613	\$ 29,843,926	\$ 692,466	71.0%

Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of May 31, 2022

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,851,532	6,001,420	\$ 850,112	\$ 6,851,532	\$ -	87.6%
Statutory Dedicated	506,477	275,975	230,502	506,477	-	54.5%
Federal	-	-	-	-	-	
Self Generated						
Tuition - Fall 2021	5,051,510	5,167,885	-	5,167,885	116,375	102.3%
Tuition - Spring 2022	4,577,842	4,492,964	-	4,492,964	(84,878)	98.1%
Tuition - Summer	429,999	637,879	-	637,879	207,880	148.3%
Out-of-State Fees	517,807	428,784	-	428,784	(89,023)	82.8%
Other	4,370,387	3,937,111	250,000	4,187,111	(183,276)	90.1%
Interagency Transfer		-	-			
Total Revenues	\$ 22,305,554	\$ 20,942,017	\$ 1,330,614	\$ 22,272,631	\$ (32,923)	93.9%
Expenditures						
Salaries	\$ 10,354,998	\$ 11,202,111	\$ 564,632	\$ 11,766,743	\$ 1,411,745	108.2%
Other Compensation	75,000	-	-	-	(75,000)	
Related Benefits	4,649,692	4,829,181	182,701	5,011,882	362,190	103.9%
Total Personal Services	\$ 15,079,690	\$ 16,031,292	\$ 747,333	\$ 16,778,625	\$ 1,698,935	106.3%
Travel	21,000	18,857	-	18,857	(2,143)	89.8%
Operating Services	1,922,500	2,165,324	168,000	2,333,324	410,824	112.6%
Supplies	180,500	67,799	-	67,799	(112,701)	37.6%
Total Operating Expenses	\$ 2,124,000	\$ 2,251,980	\$ 168,000	\$ 2,419,980	\$ 295,980	106.0%
Professional Services	13,000	66,488	-	66,488	53,488	
Other Charges	3,412,723	29,072	1,455,368	1,484,440	(1,928,283)	0.9%
Debt Services						
Interagency Transfers	1,101,141	915,552	185,589	1,101,141	-	83.1%
Total Other Charges	\$ 4,526,864	\$ 1,011,112	\$ 1,640,957	\$ 2,652,069	\$ (1,874,795)	22.3%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	132,531	-	132,531	(42,469)	75.7%
Major Repairs	-	-	-	-	-	
Total Acquisitions/Major Repairs	\$ 175,000	\$ 132,531	\$ -	\$ 132,531	\$ (42,469)	75.7%
Scholarships	400,000	289,426	-	289,426	(110,574)	72.4%
Total Expenditures	\$ 22,305,554	\$ 19,716,341	\$ 2,556,290	\$ 22,272,631	\$ (32,923)	88.4%

Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of May 31, 2022

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,437,438	\$ 5,391,248	\$ 1,046,190	\$ 6,437,438	\$ -	83.7%
Statutory Dedicated	163,377	98,224	65,153	163,377	-	60.1%
Federal		-	-			
Self Generated						
Tuition - Fall 2021	3,748,938	3,362,766	-	3,362,766	(386,172)	89.7%
Tuition - Spring 2022	3,463,402	3,178,476	-	3,178,476	(284,926)	91.8%
Tuition - Summer	844,571	196,021	470,543	666,564	(178,007)	23.2%
Out-of-State Fees	406,857	187,726	9,750	197,476	(209,381)	46.1%
Other	1,545,070	356,259	1,300,619	1,656,878	111,808	23.1%
Interagency Transfer		-	-			
Total Revenues	\$ 16,609,653	\$ 12,770,720	\$ 2,892,255	\$ 15,662,975	\$ (946,678)	76.9%
Expenditures						
Salaries	\$ 7,755,534	\$ 6,984,646	\$ 192,815	\$ 7,177,461	\$ (578,073)	90.1%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,712,410	2,879,820	304,290	3,184,110	(528,300)	77.6%
Total Personal Services	\$ 11,467,944	\$ 9,864,466	\$ 497,105	\$ 10,361,571	\$ (1,106,373)	86.0%
Travel	35,300	11,597	1,000	12,597	(22,703)	32.9%
Operating Services	2,627,955	2,103,845	945,557	3,049,402	421,447	80.1%
Supplies	153,200	118,807	11,597	130,404	(22,796)	77.6%
Total Operating Expenses	\$ 2,816,455	\$ 2,234,249	\$ 958,154	\$ 3,192,403	\$ 375,948	79.3%
Professional Services	221,557	62,049	28,622	90,671	(130,886)	28.0%
Other Charges	1,055,074	39,303	631,223	670,526	(384,548)	3.7%
Debt Services			-			
Interagency Transfers	748,623	643,733	104,890	748,623	-	86.0%
Total Other Charges	\$ 2,025,254	\$ 745,085	\$ 764,735	\$ 1,509,820	\$ (515,434)	36.8%
General Acquisitions	-	-	300,000	300,000	300,000	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ 338,000	\$ 300,000	\$ 300,000	0.0%
Scholarships	300,000	75,381	223,800	299,181	(819)	25.1%
Total Expenditures	\$ 16,609,653	\$ 12,919,181	\$ 2,781,794	\$ 15,662,975	\$ (946,678)	77.8%

The Southern University Shreveport Campus has included \$1.75 million in HEERF funds to balance the fiscal year 2021-2022 general operating budget.

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of May 31, 2022

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 8,405,561	\$ 7,672,813	\$ 732,748	\$ 8,405,561	\$ -	91.3%
Statutory Dedicated	1,797,855	402,211	1,395,644	1,797,855	-	22.4%
Federal	6,154,209	3,317,501	2,836,708	6,154,209	-	53.9%
Self Generated						
Tuition - Fall 2021		-	-			
Tuition - Spring 2022		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 16,357,625	\$ 11,392,525	\$ 4,965,100	\$ 16,357,625	\$ -	69.6%
Expenditures						
Salaries	\$ 5,200,822	\$ 5,189,225	\$ 11,597	\$ 5,200,822	\$ -	99.8%
Other Compensation	85,000	45,833	39,167	85,000	-	53.9%
Related Benefits	2,489,586	2,087,063	402,523	2,489,586	-	83.8%
Total Personal Services	\$ 7,775,408	\$ 7,322,121	\$ 453,287	\$ 7,775,408	\$ -	94.2%
Travel	95,000	123,959	(28,959)	95,000	-	130.5%
Operating Services	470,558	665,919	(195,361)	470,558	-	141.5%
Supplies	225,177	185,682	39,495	225,177	-	82.5%
Total Operating Expenses	\$ 790,735	\$ 975,559	\$ (184,824)	\$ 790,735	\$ -	123.4%
Professional Services	35,000	271,707	(236,707)	35,000	-	776.3%
Other Charges	6,840,357	25,444	6,814,913	6,840,357	-	0.4%
Debt Services			-			
Interagency Transfers	-	1,552,342	(1,552,342)	-	-	0.0%
Total Other Charges	\$ 6,875,357	\$ 1,849,493	\$ 5,025,865	\$ 6,875,357	\$ -	26.9%
General Acquisitions	114,331	116,999	(2,668)	114,331	-	102.3%
Library Acquisitions		105,430	(105,430)	-		
Major Repairs	801,794	864,018	(62,224)	801,794	-	107.8%
Total Acquisitions/Major Repairs	\$ 916,125	\$ 1,086,447	\$ (170,322)	\$ 916,125	\$ -	118.6%
Scholarships	-	25,000	(25,000)	-	-	
Total Expenditures	\$ 16,357,625	\$ 11,258,620	\$ 5,099,005	\$ 16,357,625	\$ -	68.8%

GOVERNANCE COMMITTEE

(Following Finance Committee)

Friday, June 24, 2022

Southern University at Shreveport

Jesse Stone Lecture Hall

Shreveport, LA 71107

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item
 - A. Request Approval of the Following Items to Ensure Compliance with SACSCOC
Approval of this agenda item will ensure continued compliance with SACSCOC Standards for the 2021-2022 Annual Review Cycle
 1. Mission Review (*Standard 4.2a*)
 - a. SUBR
 - b. SUNO
 - c. SUSLA
 - d. SULC
 - e. SUAREC
 2. Board Conflict of Interest (*Standard 4.2d*)
 3. Board Self-Evaluation (*Standard 4.2g*)
6. Other Business
7. Adjournment

MEMBERS

Mr. Myron Lawson- Chairman, Dr. Leon Tarver, II, –Vice-Chair,
Dr. Leroy Davis, Ms. Christy O. Reeves, Mr. Kevin Taylor-Jarrell, II
Atty. Edwin Shorty- Ex Officio



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



June 8, 2022

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

Compliance with SACSCOC Standards - 4.2a, 4.2d, 4.2g 2021-2022 Annual Review Cycle

Dear Dr. Belton:

The following items are submitted to ensure continued compliance with SACSCOC Standards 4.2a, 4.2d, and 4.2g for the 2021-2022 Annual Review Cycle. The collection of this annual data will ensure that our campuses remain in compliance with SACSCOC Standard 4.2a (Mission Review), SACSCOC Standard 4.2d (Conflict of Interest), and SACSCOC Standard 4.2g (Board Self-Evaluation).

Once the forms for SACSCOC Standards 4.2d and 4.2g are completed by Board members and emailed back to the SU System Board office, Board Staff will compile all completed forms and forward them to the SU System Office of Strategic Planning, Policy and Institutional Effectiveness for analysis.

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

Respectfully submitted,

Vladimir A. Appeaning, Ph.D.
Interim Chancellor and SU System Vice President

Approved:

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

Date:

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

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

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

WWW.SU.SLA.EDU

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Tuesday W. Mahoney, Fine Arts Building, Room C14, (318) 670-9201. Section 504 Coordinator: Dr. Anjelica Hart, NCR Building, Room 125, (318) 670-9367.

Mission Review

SACSCOC Standard 4.2a

BOARD REVIEW OF CAMPUS MISSION STATEMENTS IN COMPLIANCE WITH SAC8COC STANDARD 4.2A

SOUTHERN UNIVERSITY AND A&M COLLEGE (SUBR)

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

SOUTHERN UNIVERSITY AT NEW ORLEANS (SUNO)

Southern University at New Orleans, a public, historically black university, empowers and promotes the upward mobility of diverse populations of traditional and nontraditional students through quality academic programs, teaching, research, and service to achieve excellence in higher education using various teaching and learning modalities.

SOUTHERN UNIVERSITY AT SHREVEPORT (SUBLA)

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

SOUTHERN UNIVERSITY LAW CENTER (SULC)

The mission and tradition of the Law Center is to provide access and opportunity to a diverse group of students from underrepresented racial, ethnic, and socio-economic groups to obtain a high quality legal education with training in both civil and common law. Additionally, our mission is to train a cadre of lawyers equipped with the skills necessary for the practice of law and for positions of leadership in society.

SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER (SUAREC)

The Land-Grant Campus of the Southern University and A&M College System embraces a mission consistent with the University's tripartite mission of teaching, research, and extension/public service. Our land-grant role is to educate, train and mentor a cadre of highly skilled students and professionals to prepare them for a highly technological and globalized workforce. To effectively serve the agricultural and food science industry, we conduct basic and applied research and disseminate information statewide. This allows us to better serve the citizens of Louisiana in a manner that is useful in addressing their scientific, technological, social, economic and cultural needs and enhance their overall quality of life.



Year: 2021-2022
SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS
CONFLICT OF INTEREST DISCLOSURE STATEMENT

I, _____ a member of the Board

of Supervisors of Southern University System affirm that:

- (a) I am familiar with the Bylaws of the Board.
- (b) I do not engage in conduct that is prohibited or unlawful.
- (c) I do not have a personal interest in a transaction with the University.
- (d) I do not engage in prohibited conduct relating to contracts with the University.
- (e) I do not have any business interest or family relations that could be deemed a conflict of interest under any law or board policy.
- (f) I have no conflict of interest as it relates to the institution.

If any situation arises that makes the above statements incomplete or incorrect, I will notify the Board immediately of any conflicts and actions I am taking to resolve such conflict(s). Notification shall be submitted in writing to the Board Chair.

Signature of Board Member

Name: _____

Date: _____

Board Self-Evaluation Instrument Evaluation Period: 2021-2022

Southern University System

Office of Strategic Planning, Policy,
and Institutional Effectiveness



Board Member

Instructions: Please indicate your level of agreement with each statement listed below by clicking on the appropriate box.

Section I

Board Management Function

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
1. The ultimate responsibility for management of the System and its institutions rests with the Management Board.	☐	☐	☐	☐	☐
2. Through its policy-making process, the Board works collaboratively with the President-Chancellor and faculty to achieve the strategic priorities of the System and its institutions.	☐	☐	☐	☐	☐
3. The Board periodically reviews its policies to ensure that both the Bylaws and Policy Manual are up-to-date.	☐	☐	☐	☐	☐
4. Board members uphold the final majority decision of the Board.	☐	☐	☐	☐	☐
5. The Board regularly reviews the role, scope and mission of its Institutions.	☐	☐	☐	☐	☐

Board Organization and Operation

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
6. Board officer responsibilities are clearly defined in the Board's Bylaws.	☐	☐	☐	☐	☐
7. Board committees have clearly defined responsibilities designed to assist the Board in its deliberations.	☐	☐	☐	☐	☐
8. The outcome of Board member preparation is productive Board meetings.	☐	☐	☐	☐	☐
9. Board meeting agendas are relevant to the items presented to the Board for consideration.	☐	☐	☐	☐	☐
10. Board minutes effectively capture and summarize Board actions.	☐	☐	☐	☐	☐

Board Self-Evaluation Instrument Evaluation Period: 2021-2022

Section I [Continue]

Board Leadership and Accountability

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
11. The Board adheres to its fiduciary duties as outlined in its Bylaws.	☐	☐	☐	☐	☐
12. Board members adhere to the Louisiana Code of Governmental Ethics by completing an annual Code of Ethics training.	☐	☐	☐	☐	☐
13. The Board advocates on behalf of the System and its institutions.	☐	☐	☐	☐	☐
14. The Board has an active professional development and orientation program for current and new Board members.	☐	☐	☐	☐	☐
15. The Board monitors the effectiveness of its institutions in fulfilling their stated missions by reviewing performance data aligned with institutional priorities and outcomes.	☐	☐	☐	☐	☐

Board CEO Relations

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
16. The Board sets clear expectations for the President-Chancellor/Chief Executive Officer (CEO) of the Southern University and A&M College System.	☐	☐	☐	☐	☐
17. The CEO's job description is current and accurate.	☐	☐	☐	☐	☐
18. The Board effectively evaluates the CEO.	☐	☐	☐	☐	☐
19. The Board maintains open communication with the CEO.	☐	☐	☐	☐	☐
20. The Board provides the highest level of support to the CEO.	☐	☐	☐	☐	☐

Board Self-Evaluation Instrument Evaluation Period: 2021-2022

Section II

Instructions: Indicate your overall rating of Board performance and provide responses to the open ended questions.

My overall rating of Board Performance is

☐ Outstanding

☐ Above Average

☐ Average

☐ Below Average

☐ Poor

What are the Board's greatest strengths? (List at least one example)

What are the areas in which the Board could improve? (List at least one example)

What are the major accomplishments of the Board in the past year? (List at least one example)

As a Board member, I am most pleased about:

As a Board member, I am most concerned about:

I recommend that the Board adopt the following three (3) Goals/Priorities for the coming year (2022-2023):

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

Friday, June 24, 2022

Southern University at Shreveport

Jesse Stone Lecture Hall

Shreveport, LA 71107

AGENDA

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

A. Request Approval to Implement Equitable Salary and Wage Adjustments for Faculty, as Aligned by SREB benchmarks (SUBR)

Rank	SREB Average	SUBR Current Salary	Percentage Increase	Projected Salary Adjustment	Allocation	Percentage to SREB Average
Instructor	\$48,578	\$46,518	\$1500	\$48,018	\$84,000	99%
Assistant Professor	\$65,971	\$65,204	3%	\$67,160	\$213,217	100%
Associate Professor	\$73,930	\$74,181	3%	\$76,406	\$106,820	100%
Professor	\$90,951	\$82,506	10%	\$91,000	\$407,712	100%
Total Allocation					\$811,749	

B. Request Approval to Implement Equitable Salary and Wage Adjustments for Faculty, as Aligned by SREB benchmarks (SUNO)

Rank	SREB Average	SUNO Current Average Salary	Increase Allocation 5%	Increase Allocation 80% of SREB	Increase Allocation <\$70k	Total Allocation	Percentage to SREB Average
Instructor	\$ 51,244	\$ 36,333	\$ -	\$ -	\$ -	\$ -	0%
Assistant Professor	\$ 61,031	\$ 55,292	\$ 110,585	\$ -	\$ -	\$ 143,152	99%
Associate Professor	\$ 70,756	\$ 55,626	\$ 68,401	\$ 52,092	\$ -	\$ 155,978	90%
Professor	\$ 82,216	\$ 72,663	\$ 76,297	\$ 93,156	\$ 15,921	\$ 239,965	99%
Total Allocation						\$ 539,095	

C. Request Approval to Implement Equitable Salary and Wage Adjustments for Faculty, as Aligned by SREB benchmarks (SUSLA)

Rank	SREB Average by Rank	SUSLA Average Current Salary	Average Amount to attain SREB Avg. by Rank	Average Projected Salary Adjustment	Allocation	Percentage to SREB Average by Rank
Instructor	\$49,690	\$41,592	\$8,098	\$49,690	\$177,637	100%
Assistant Professor	\$55,014	\$44,436	\$10,578	\$55,014	\$173,945	100%
Associate Professor	\$60,773	\$45,258	\$15,515	\$60,773	\$109,733	100%
Professor	\$68,230	\$57,675	\$10,515	\$68,230	\$19,355	100%
Total Allocation					\$480,670	

D. Request Approval to Implement Across the Board 5% Salary and Wage Increases to Eligible Full-time and Part-Time Employees at the Southern University Law Center (SULC)

E. Request Approval to Implement Across the Board 5% Salary and Wage Adjustments to Eligible Full-Time and Part-Time Employees at the Southern University Agricultural Research and Extension Center (SUAREC)

F. Request Approval of Proposed Civil-Service Employee Retirement Incentive Plan (SUSLA)

G. Request Approval of Interim Administrative Positions at Southern University at Shreveport (SUSLA)

Name	Position/Campus	Salary	Funding Source
1. Sandra Bigham	Interim Assistant Dean of Workforce Development Interim Appointment (SUSLA)	\$62,712.00	State
2. Lonnie McCray	Interim Vice-Chancellor for Academic Affairs & Workforce Development Interim Appointment (SUSLA)	\$108,576.00	State
3. Sharmain Talbert	Interim Director of Enrollment Management and Recruitment Interim Appointment (SUSLA)	\$62,712.00	State
4. Vanessa White	Interim Dean of Business, Science, Technology, Engineering and Math (B-STEM) Interim Appointment (SUSLA)	\$66,272.40	State
5. Frank Williams	Interim Chief of Staff / Executive Director of the SUSF Interim Appointment (SUSLA)	\$82,600.20	State
6. Dameoyn Woodley	Interim Registrar Interim Appointment (SUSLA)	\$62,935.20	State

H. Request Approval of Personnel Action on Positions equal to or greater than \$60,000

Name	Position/Campus	Salary	Funding Source
1. Brunetta Adams	Assessment/Accountability Coordinator New Appointment (SUBR)	\$64,271.00	State

2. Kenneth Collins	Assistant Director of Bands Salary Adjustment/Additional Duties (SUBR)	\$67,000.00	State/Auxiliary
3. Christopher Crenshaw	Head Baseball Coach Salary Adjustment (SUBR)	\$110,000.00	State
4. Genara D. Freeman-Morris	Instructor/Academic Support Advisor New Appointment (SULC)	\$87,000.00	State/Grant
5. Brian Frye	Visiting Professor New Appointment (SULC)	\$126,000.00	State
6. Nadia Gadson	Assistant Dean and Assistant Professor International Affairs, Service Learning and University Outreach Salary Adjustment/Additional Duties (SUBR)	\$74,000.00	State
7. Cary Hollins	Associate Comptroller for Finance New Appointment (SUBR)	\$77,983.00	State
8. Carl Johnson	Interim Dean College of Arts and Science Interim Appointment (SUNO)	\$90,000.00	State
9. Candis Joseph	Chief Budget Officer New Appointment (SUBR)	\$82,482.00	State
10. Rodney Kirschner	Asst. to Director of Athletics/ SID Director New Appointment (SUBR)	\$88,585.00	State
11. Peter Kochenburger	Visiting Professor (9-month) New Appointment (SULC)	\$117,000.00	State
12. Alisa Ross	Director of Data Assessment and QEP Additional Duties/Salary Adjustment (SUBR)	\$70,000.00	Federal
13. Felicia Roussel	Assistant Director of Facilities New Appointment (SULC)	\$72,000.00	State
14. Lashonda Stirgus	CFO/SWA for Athletics New Appointment (SUBR)	\$94,700.00	State
15. Kelly Smith	Chair of BSN Program/Assoc Prof Nursing New Appointment (SUNO)	\$125,000.00	State
16. Kedric Taylor	Director of Bands Salary Adjustment/Additional Duties (SUBR)	\$127,832.00	State/Auxiliary
17. Michael Taylor	Asst. Vice Chancellor for Enrollment Management and Student Success Additional Responsibilities (SUBR)	\$98,600.00	Federal
18. Cedric Todd	Assistant Director of Bands Salary Adjustment/Additional Duties (SUBR)	\$73,272.00	State/Auxiliary

19. Sonia Wilson	TANF Program Manager and Business Consultant Additional Duties/Salary Adjustment (SUBR)	\$80,000.00	State
20. Melva Williams	Chief of Staff New Appointment (SUS)	\$150,000.00	State

I. Request Approval of Leave/Sabbatical for Southern University Law Center Faculty Members:

1. Adam Crepelle
 2. Katherine Macfarlane
 3. Kenya Smith
6. Other Business
7. Adjournment

MEMBERS

Dr. Leon Tarver - Chairman, Mrs. Christy Reeves–Vice-Chair,
Mr. Samuel Tolbert, Mr. Raymond Fondel, Ms. Arlanda Williams, Atty. Jody Amedee
Atty. Edwin Shorty - Ex Officio



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice-Chancellor and Provost

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4582

June 08, 2022

Ray L. Belton, Ph.D.
President-Chancellor
4th Floor, JS Clark Administration Building
Baton Rouge, LA 70813

Dear President-Chancellor Dr. Belton,

Thank you for the opportunity to review and analyze the data provided by the Louisiana Board of Regents (BOR). We worked under the BOR directive that after providing a \$1,000 raise to all full-time instructional staff you had the discretion to allocate the rest of the funds to best serve institutional need and priority.

Our initial review led to a belief that an across-the-board percentage was appropriate. However, upon closer scrutiny and after examining the salary gap between SREB average, and prevailing faculty salary at Southern University Baton Rouge, it was considered appropriate to provide a differential percentage raise to those colleagues who are full professors. Per the data provided, the gap from SREB is most evident in the higher rank and the opportunity to bridge the gap is limited for this group with no potential for upward mobility.

Academic leaders at various levels of seniority and responsibility were consulted. Yesterday you met with the faculty senate and received quality input. There is now consensus that we should provide a 6% salary increase to full professors followed by a 3% increase to Associate and Assistant Professors. The Instructors in this model will receive a \$1,200 increase.

With kindest regards,

Bijoy K. Sahoo, Ph.D.
Executive Vice-Chancellor and Provost

Benjamin Pugh
Vice-Chancellor Finance
and Administration



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126
Phone: (504) 286-5311 Fax: (504) 286-5000
www.suno.edu

Office of the Chancellor

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

FROM: Dr. James H. Ammons, Jr. *James H. Ammons*
Executive Vice President - Chancellor

DATE: June 10, 2022

RE: Salary Increases – Faculty

This memo describes the methodology we plan to use to distribute salary increases granted by the State of Louisiana to Southern University at New Orleans' (SUNO) faculty. Based on the instructions, all faculty members will receive at least \$1,000, and the proposed distribution of the remaining dollars is described in the methodology below:

Methodology

- Step 1: Professors, Associate Professors and Assistant Professors will receive a 5% salary increase from current base (\$251,275)
- Step 2: Professors and Associate Professors will be brought up to 80% of SREB average from the current base (\$145,248)
- Step 3: Professors under \$70,000 will be brought up to this minimum amount (\$15,921)

These actions will move us closer to achieving our goal of creating a competitive salary structure in line with the SREB average, which is also an important part of our strategic plan.

Cc: Dr. Teresa Hardee
VC for Administration and Finance



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



Office of the Chancellor

June 8, 2022

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

Dear Dr. Belton:

Southern University at Shreveport (SUSLA) has a number of critical vacancies that need to be filled effective July 1, 2022, in order to ensure that the institution continues to effectively advance its mission and function appropriately across several divisions. The proposed personnel actions are all submitted in an "interim" capacity, thereby affording the next permanent SUSLA chancellor the flexibility to make permanent appointments.

The proposed interim personnel actions are as follows (see attached paperwork for each position):

- *Interim Vice Chancellor for Academic Affairs and Workforce Development*
- *Interim Chief of Staff and Executive Director of the SUSF*
- *Interim Dean of B-STEM Division*
- *Interim Assistant Dean of Workforce Development*
- *Interim Director of Enrollment Management*
- *Interim Registrar*

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

Respectfully submitted,

Vladimir A. Appeaning, Ph.D.
Interim Chancellor and SU System Vice President

Approved:

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

Date:

VAA/lw

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

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

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

WWW.SUSLA.EDU

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Tuesday W. Mahoney, Fine Arts Building, Room C14, (318) 670-9201. Section 504 Coordinator: Dr. Anjelica Hart, NCR Building, Room 125, (318) 670-9367.



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 7, 2022

VIA HAND DELIVERY

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

RE: Salary and Wage Increases

Dear Dr. Belton:

The Southern University Law Center, acting upon the initiative of Governor Edwards and the Louisiana Legislature, wishes to provide Salary and Wage (S&W) increases, at an average of five percent (5%), to its full-time and part-time permanent employees. We have determined that the proposed S&W increase, including fringe benefits will have an annual gross cost of approximately \$883,351 and a net cost of \$768,551, after the state allocation for salary increases. We have reviewed our finance and budget data and determined that our budget will be sufficient to fund the proposed S&W increase for the upcoming fiscal year and for future years. The Law Center is requesting that the S&W increase become effective July 01, 2022.

I respectfully ask that this request be presented to the Southern University Board of Supervisors, at its June 2022 Board Meeting.

Thank you and with kind regards.

Sincerely,

A handwritten signature in black ink that reads "John K. Pierre". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

John K. Pierre, Esq.

Chancellor & Vanue B. Lacour Endowed Law Professor

APPROVED: _____
Dr. Ray L. Belton, President/Chancellor



"Linking Citizens of Louisiana with Opportunities for Success"

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER
and the COLLEGE OF AGRICULTURAL, FAMILY, AND CONSUMER SCIENCES

Ashford O. Williams Hall
P. O. Box 10010
Baton Rouge, LA 70813
(225) 771-2242
(225) 771-2861 Fax

OFFICE OF THE CHANCELLOR-DEAN

www.suagcenter.com

MEMORANDUM

TO: President Ray L. Belton

FROM: Orlando F. McMeans, Ph.D. *OFM*

DATE: June 9, 2022

SUBJECT: SUAREC Raise Request

Please allow this memo to serve as a request to implement raises up to 5% for eligible Southern University Agricultural, Research and Extension Center (SUAREC) employees, effective July 1, 2022. The impact of this proposed increase equates to \$315,220 in salaries and \$126,090 in fringe benefits, at a total cost of \$441,310.

In accordance with the fiscal year 2022-2023 budget for the Southern University Agricultural Research and Extension Center, it has been confirmed that there are sufficient resources to satisfy this proposed raise for this year and in subsequent fiscal years.

Thank you in advance for your consideration.

Approval:

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



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



June 13, 2022

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

RE: Faculty Salary Adjustments

Dear Dr. Belton:

With respect to SUSLA faculty, per the analysis provided to me by SUSLA's finance office (see attached), ***I propose bringing all SUSLA full-time faculty to 100% of the SREB Average by Rank.*** The total cost (salary and fringe) is estimated at \$480,670, which includes all faculty receiving at least \$1,000. SUSLA received \$414,620 in our FY 2022-23 state appropriation for faculty raises. Per the analysis provided to me by SUSLA's finance office and based on the stringency measures adopted to-date in the implementation of our Austerity Plan, I am confident that we are well-positioned to cover the difference of \$66,050 to bring our faculty to 100% of the SREB Average by Rank.

These actions will allow SUSLA to achieve our goal of creating a competitive salary structure for our faculty that is aligned with the SREB average by Rank. Therefore, I respectfully request your endorsement and that of the Southern University System Board to move forward with approving the proposed request.

Respectfully submitted,


Vladimir Alexander Appeaning, Ph.D.
Interim-Chancellor, SUSLA

APPROVED: _____

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

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



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



Office Of The Chancellor

May 17, 2022

Mr. Byron P Decoteau, Jr. Director
Department of Civil Service
P O Box 94111

Dear Mr. Decoteau, Jr.:

Southern University at Shreveport is requesting approval to implement a Layoff Avoidance Plan in accordance with Civil Service Rule 17.9 due to the reduction in funding for the fiscal year 2021-22. Due to the Covid-19 pandemic, the university experienced a decline in full-time equivalent (FTE) enrollment resulting in a reduction in revenues to cover operating expenses. The shortfall is projected to be \$2.2 million. This Plan will offer a retirement incentive program to eligible Civil Service employees. It would offer a one-time lump-sum payment as an incentive to retire and will apply to all Southern University at Shreveport employees who are eligible for regular retirement in accordance with regular state retirement regulations. All employees who are eligible to retire may choose to participate in the Plan.

Civil Service employees who are eligible for retirement would be offered a lump-sum payment of forty percent (40%) of the savings realized by the Southern University at Shreveport Campus. This savings would be realized as a result of the employees' retirement during the 2022-23 fiscal year. The effective date of this Plan shall be July 1, 2022 to June 30, 2023.

All eligible employees will be notified on or about May 30, 2022. Those employees interested in participating in this Plan will be required to advise Human Resources by June 15, 2022. To be eligible for this lump-sum payment, employees who wish to participate in this Plan must retire on or before June 30, 2022. Participants in this Plan will not receive any payments until they have officially separated from Southern University at Shreveport.

If any additional information is required, please let us know. Your assistance in this matter is greatly appreciated.

Sincerely,

Vladimir A. Appeaning, Ph. D.
Interim Chancellor

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

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

TOLL FREE: 1-800-458-1471, EXT 6312

www.SU.SLA.edu

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STATE CIVIL SERVICE

Byron P. Decoteau, Jr., Director

Post Office Box 94111

Baton Rouge, LA 70804-9111

225.342.8274

Byron.P.Decoteau@statecivilservice.la.gov

statecivilservice.la.gov

May 19, 2022

Vladimir A. Appeaning, Ph.D., Interim Chancellor
Southern University Shreveport Louisiana
3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana 71107

Dear Dr. Appeaning,

Please make this letter generally available to all employees of Southern University Shreveport Louisiana.

This is to inform you that I received your letter dated May 17, 2022, proposing the implementation of a layoff avoidance measure in the form of a retirement incentive per State Civil Service Rule 17.9 for Southern University Shreveport Louisiana.

Specifically, I am approving your request to allow Southern University Shreveport Louisiana to pay a lump-sum payment to eligible classified employees as mentioned in the request who retire on or before June 30, 2022, that will not exceed 40% of the savings that Southern University Shreveport Louisiana will realize in the fiscal year 2022-2023, as a result of employee's retirement. The opportunity to apply for this retirement incentive is open for all eligible classified employees campus-wide.

This retirement incentive is instituted as a layoff avoidance measure and will be made available to eligible classified employees of Southern University Shreveport Louisiana. This incentive shall be offered to employees in accordance with the terms outlined in your request. Please note that it is your responsibility, as Interim Chancellor, to ensure that the anticipated savings for this layoff avoidance are realized as outlined in your letter. For your reference, attached is the job aid from the HR Handbook which addresses employees who participated in a retirement incentive and their potential to return to state employment. Be reminded that any questionable payment made under this rule will be reported to the Louisiana Legislative Auditor.

Please make your layoff avoidance plan and this letter generally available to all employees within your agency as soon as possible, in accordance with State Civil Service Rule 17.5(b). If you have questions or need additional assistance, please contact State Civil Service at (225) 342-8276.

Sincerely,

Byron P. Decoteau, Jr.
Director

Enclosure: Copy of Request, Retirement Incentive Plan Terms of Agreement & Retirement Incentive FAQ.

Equal Opportunity Employer



MEMORANDUM

TO: EMPLOYEES OF SOUTHERN UNIVERSITY AT SHREVEPORT

FROM: Quiana B. Skidmore, Interim Director of Human Resources *QBS*

DATE: May 26, 2022

RE: NOTICE OF IMPENDING LAYOFF AVOIDANCE PLAN

Civil Service has approved Southern University at Shreveport's layoff avoidance request made per C. S. Rule 17.2, and to offer a retirement incentive, per Civil Service rule 17, consisting of a lump-sum payment of 40% of the employee's annual salary as of May 19, 2022. The payment has a cap of \$25,000 and will be 40% of the savings of the employee's salary realized during a 12-month period following the employee's retirement date.

The retirement incentive is instituted as a layoff avoidance measure and is being made available to all eligible classified employees. The window to apply for the incentive is from June 1, 2022 through June 15, 2022. However, for budgeting purposes, the retirement process must be completed by June 30, 2022.

If you meet all eligibility requirements as stated by (Louisiana State Employees Retirement System (LASERS)), and wish to participate please adhere to the timeline below.

- Layoff Avoidance Plan application submission period – June 1, 2022 through June 15, 2022
- Eligible employees can contact Human Resources for guidance on completing the retirement process (June 1, 2022 through June 30, 2022)
- Retirement deadline – June 30, 2022
- Retirement incentive payouts – completed by September 30, 2022.

Any employee who fails to meet all prescribed deadlines of the plan will be deemed ineligible to participate. If you have any additional questions or concerns please contact the Office of Human Resources at (318) 670-9230.

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

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Vladimir A. Appeaning, Ph.D.
Interim Chancellor



June 7, 2022

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

RE: Approval to appoint Ms. Saundra Bigham – Interim Assistant Dean of Workforce Development

Dear Dr. Belton:

This correspondence comes seeking your endorsement of **Ms. Saundra Bigham** to serve in the role of the **Interim Assistant Dean of Workforce Development** at the Southern University at Shreveport (SUSLA) campus.

As the previous leader of the Hospitality Program at the institution, Ms. Bigham brings a wealth of experience to this position and has the skills and knowledge to effectively perform the functions of the position. The period of this appointment is from July 1, 2022 through June 30, 2023 or until further notice.

The recommended salary for this position is **\$62,712**.

I am therefore requesting your endorsement and that of the Southern University System Board to move forward with appointing Ms. Bigham in this position on an interim basis.

Respectfully submitted,

Vladimir Alexander Appeaning, Ph.D.
Interim-Chancellor, SUSLA

APPROVED: _____


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

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
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JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

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

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

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

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

Profile of Person Recommended

Length of Employment 08/16/1996 To Present
Effective Date 07/01/2022

Name Sandra Bigham SS# xxx-xx-1175 Sex F Race* B
(Last 4 digits only)

Position Title: Interim Assistant Dean of Workforce Development Department: Academic Affairs and Workforce Development

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

Years Experience 26 Southern University Experience 26
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BS- Psychology Louisiana Tech University 1990
MA-Education Texas Southern University 2012

Current Employer _____

Personnel Action

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

Recommended Salary \$62,712 Salary Budgeted _____

Source of Funds _____

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

Change of: From _____ To _____

Position Director of Curriculum Development Interim Assistant Dean of Workforce Development

Status _____
Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
General Fund	\$62,712

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____

Vice Chancellor _____ Date _____

Director/Personnel _____ Date _____

President _____ Date _____

Dean/Unit Head _____ Date _____

Chancellor _____ Date _____

Vice President/Finance
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 American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (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)



Position: Assistant Dean of Workforce Development

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

POSITION SUMMARY:

The Assistant Dean of Workforce Development supports the Dean of Workforce Development in providing university-wide leadership and administration for all activities of the community and workforce development areas which include the following units: Continuing Education, Community Education & Initiatives, Business Entrepreneurship & Small Business as well as non-instructional centralized unit: One Stop Operations and Career Services. The Assistant Dean will assist in the organization, administration, continuous review, evaluation, planning, development and overall coordination of all noncredit programs and services offered by the SUSLA. The Assistant Dean will assist in leading the implementation of customized continuing education training opportunities to meet industry needs through Louisiana Economic Board funding, federal and private opportunities in alignment with high growth and high demand sectors. The incumbent in this position will develop internal and external partnerships to articulate continuing education-to-credit career pathways and will manage, implement and monitor instructional quality, and compliance for all community and workforce instructional areas.

REQUIRED EDUCATION AND EXPERIENCE:

- Master's degree from an accredited university or college within a related field required
- 5 years combined experience in continuing education, corporate training, or workforce development and administrative operations, state and federal grants planning, and implementation, contracts and partnerships
- Proven track record of partnership development with industry
- Experience in performance assessment of program, partnerships, and working with cross-functional team management
- Experience aligning programs and services to meet community needs
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)
- Strong communication (written and verbal), organizational and interpersonal skills, and a collaborative approach to working with students, colleagues and partners

UNIVERSAL PERFORMANCE STANDARDS:

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

03/2017

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

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

Equal Opportunity Employer

SAUNDRA BIGHAM

Summary

An energetic results-oriented leader with over 20 years' experience in high school and post-secondary education, service, supervision and training personnel. Demonstrated strengths include team building, process improvement, employee/management consultation, student enrollment and the ability to manage multiple projects. Able to work effectively with individuals at all levels of the organization and lead groups of individuals into becoming highly productive teams.

EDUCATION

Texas Southern University, Houston, Texas

Master of Education, 2012

Louisiana Tech University, Ruston, Louisiana

Bachelor of Science, 1990

Major: Psychology

Northwestern State University, Natchitoches, Louisiana

Associate of Arts, 1978

EMPLOYMENT

Southern University at Shreveport

Aug. 1996-Present

Director of Curriculum and Panning

Duties include; developing new curricula or improving existing curricula ;conduct research and make recommendations to the administration for new degree and course offerings; work with Deans, instructors and administrators to evaluate existing curricula and assess the quality of instruction; acts as an advocate for appropriate curricular changes and modifications; testifies and presents information to local state and national educational groups and the legislature.

Director of Dual and Off Campus Enrollment

Facilitate the enrollment of high school juniors and seniors in college – level courses for credit; Identify Career Pathways for eligible high school student : recruit credentialed adjunct faculty from the high school ranks and the public for instruction of Dual Enrollment courses; to institute course offerings at select off campus sites in the institution's service area; supervise Dual Enrollment personnel; Serve as liaison between university and high school partners; problem handling and conflict resolution; conducting regular status meetings; preparing & presenting project reports.

Director – Workforce Development/Governmental Affairs Liaison

Responsibilities include staff development and human resource management of 15 member staff. Develop grant proposals to obtain funds in the establishment of training programs for the workforce community. Designed and developed life training skills for student and community members in an effort to enhance their personal growth as well as career development. Work with area workforce entities to create partnerships and to coordinate identification and recruitment of participants. To communicate openly with elected officials regarding the needs and priorities of Southern University at Shreveport as directed by the Chancellor. Responsible for coordinating, prioritizing, organizing, and monitoring of all assigned projects and their details including timeline, purchasing, budget& funding.

Fundraising-SUSLA

Work with Southern University Foundation to secure outside funding to support university goals and objectives. Plan fundraisers; meet with university alumnae; identify philanthropist; organized donation-matching program.

Director/Instructor, Department of Hospitality

Responsible for marketing degree programs in the department; preparation of curricula; recruitment of students; administration of adjunct faculty and teaching of various courses in the programs. Served as the University's' meeting planner. Responsible for coordinating, prioritizing, organizing, and monitoring of all assigned projects and their details including timeline, purchasing, budget& funding, and interpersonal relations. Served as grant PI; prepared grant reports; established internships for students; developed community partnerships.

Hospitality Consultants Event Planning – (Self – Employed)

Planning and seamless execution of meetings and special events. Establish budgets, review locations and venues. Negotiate with suppliers, vendors, and entertainers. Provide resources for highly qualified caterers, florist and event support services.

Caddo Parish School Board

Jan.1995 – Aug. 1996 Teacher- High School

Responsible for teaching special education students with various learning disabilities.

State Farm Insurance Company-Fire Co.

Oct 1986-Mar 1995 Liability Insurance Claim Representative

Investigated and resolved large commercial liability and Home Owners Insurance claims.

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☒

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Interim Assistant Dean of Workforce Development AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The assistant dean of workforce development will be responsible for supporting and assisting in the organization, administration, continuous review, evaluation, planning, development and overall coordination of non-credit programs and services offered by SUSLA

Salary/Range: 60,000-70,000

Previous Incumbent (if replacement): _____

____ Approved ____ Disapproved

Department Head

Date

____ Approved ____ Disapproved

Dean/Director/Supervisor of Budget Unit

Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
____ Yes	____ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
X	Yes	____	No
Employee Class:	5U	Job Class:	54034
Verified By: <u>[Signature]</u>		Date: <u>6/7/20</u>	

____ Approved ____ Disapproved

Vice Chancellor

Date

✓ Approved ____ Disapproved

Chancellor/Vice President

Date

✓ Approved ____ Disapproved

President

Date

An Equal Opportunity Employer

RELEVANT PROFESSIONAL EXPERIENCE (Full-time)

2020- Present	Director of Multicultural and International Affairs, Southern University at Shreveport Designated School Official for SEVIS, Homeland Security; Recruitment and retention of International Students
2021 - Present	Pre-Law Advisor, Law School Admissions Council, Southern University at Shreveport
2013 – 2020	Associate Professor, Jarvis Christian College, Criminal Justice Lead Professor of Criminal Justice; Classroom instruction; SACSCOS Committee Member; College Careers Committee Member; Enrollment Management Task Force; Dean of Arts and Sciences Leadership Committee;
2013 - 2020	Pre-Law Advisor, Law School Admissions Council, Jarvis Christian College
2010 – 2013	Associate Professor, Wiley College, Lee P. Brown Criminal Justice Institute Classroom instruction; Advisor for Undergraduate students; Pre-Law Advisor, LSAC; General Education Curriculum Committee Co-Chair; SACSCOS Committee Member
2012 – 2013	Resource Director, West Marshall Community Development Corporation Responsible for organizational documents and resource development of the community development corporation organized in conjunction with Wiley College for the development of the New Town/West Marshall, Texas area.
2007 - Present	Consultant, The Bomani Group Consultant on issues of Urban renewal, HOME, CDBG, bonds, tax credits, Inner city competitiveness and revitalization. <i>Previously Engaged by Southern University Shreveport Workforce & Community Development Department on Jaguar Plaza Towne Center Development</i>
1997-2007	General Civil Practice Maintained private practice of Law, Caddo Parish, Louisiana



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



June 7, 2022

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

RE: Approval to appoint Mr. Calvin Lester – Interim Assistant Vice Chancellor for Student Affairs

Dear Dr. Belton:

This correspondence comes seeking your endorsement of **Mr. Calvin Lester** to serve in the role of the **Interim Assistant Vice Chancellor for Student Affairs** at the Southern University at Shreveport (SUSLA) campus.

Mr. Lester's legal background coupled with his background in student affairs working with the student body and the requisite offices such as residential housing, SGA, and student judicial affairs will allow him to function in the role of the Interim Assistant Vice Chancellor for Student Affairs. This position replaces the position of Assistant Vice Chancellor for Student Access. The period of this appointment is from July 1, 2022 through June 30, 2023, or until further notice.

The recommended salary for this position is **\$62,712**.

I am therefore requesting your endorsement and that of the Southern University System Board to move forward with appointing Mr. Lester in this position on an interim basis.

Respectfully submitted,

Vladimir Alexander Appeaning, Ph.D.
Interim-Chancellor, SUSLA

APPROVED: _____

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

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

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA x

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

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

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

Profile of Person Recommended

Length of Employment 04/13/2020 To Present
Effective Date 07/01/2022

Name Calvin Lester SS# xxx-xx-3672 Sex M Race* B
(Last 4 digits only)

Position Title: Interim Assistant Vice Chancellor of Student Affairs Department: Student Affairs and Enrollment Management

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

--	--	--

☐ New Position Expiration Date: _____

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

Years Experience 15 Southern University Experience 2
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BA- Science Southern University A & M College 1993
Juris Doctorate Southern University A & M College 1996

Current Employer _____

Personnel Action

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

Recommended Salary \$62,712 Salary Budgeted _____

Source of Funds _____

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

Change of: _____

Position From Director of Multicultural And International Affairs To Interim Assistant Vice Chancellor of Student Affairs

Status _____

Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
General Fund	\$62,712

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____

Vice Chancellor _____ Date _____

Director/Personnel _____ Date 6/17/22

President _____ Date _____

Dean/Unit Head _____ Date _____

Chancellor _____ Date _____

Vice President/Finance _____ Date _____

Business Affairs/Comptroller

Chairman/S.U. Board _____ Date _____

of Supervisors

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino x Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☒

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Interim Assistant Vice Chancellor for Student Affairs AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Generate ideas for improved student support services, student life activities and residential life services
They must also provide strategic leadership and management for all aspects of the student support
Services operation and will be a highly visible effective spokesperson for the University in
communicating the vision for the student-centered unit

Salary/Range: 60,000-70,000

Previous Incumbent (if replacement): Tuesday Mahoney

 Approved Disapproved

Department Head

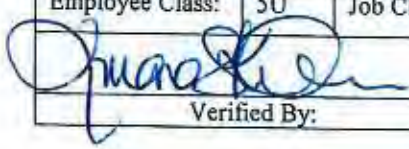
 Date

 Approved Disapproved

Dean/Director/Supervisor of Budget Unit

 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<u> </u> Yes	<u> </u> No
<u> </u>	<u> </u>
Signature	Date
Budget Number	<u> </u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<u> </u> X <u> </u> Yes	<u> </u> No		
Employee Class:	<u>5U</u>	Job Class:	<u>54034</u>
		<u>6/7/22</u>	
Verified By:		Date:	

 Approved Disapproved

Vice Chancellor

 Date

☒ Approved Disapproved

Chancellor/Vice President

 Date

 Approved Disapproved

President

 Date

An Equal Opportunity Employer



Position: Assistant Vice Chancellor for Student Affairs

Employee Name:	Department Name: Student Affairs
Reports To (Supervisor's Name and Title): Vice Chancellor for Student Affairs and Enrollment Management	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY:

SUSLA is looking for an energetic and creative student affairs professional with experience and success in student affairs. The ideal candidate must have an open mind, be a great leader and looking to implement strategies for improved student affairs. Must be able to generate ideas for improved student support services, student life activities, and residential life services. The Assistant Vice Chancellor for Student Affairs provides strategic leadership and management for all aspects of the student support services operation and will be a highly visible and effective spokesperson for the University in communicating the vision for the student-centered unit. This position will oversee Residential Life and Student Activities, Counseling, Athletics/Intramural, and related sub-departments, including leadership and supervision of its employees and procedures, development and implementation of policies, and review of staff performance. The Assistant Vice Chancellor will serve as a key member of the Chancellor's Cabinet and of the Academic Council and will advise both groups on all matters pertaining to student affairs. The Assistant Vice Chancellor for Student Affairs reports to the Vice Chancellor for Student Affairs and Enrollment Management.

RESPONSIBILITIES

- Maintains, formulates, develops, and proposes academic policies aligned with the SUSLA Student Handbook annually and as it becomes necessary
- Advises staff members on problems relating to policy, program, and administration
- Maintains the university mission by promoting the student-centered philosophy throughout the university
- Develops and oversees high quality programs in the areas of student support services, disability services, special programs, residential life and athletics
- Ensures appropriateness of systems to support departmental compliance functions and monitors the compliance with state and federal regulations reporting requirements
- Prepares and submits an annual state of the department report to the Vice Chancellor for Student Affairs and Enrollment Management
- Reviews reports of student misconduct cases that require disciplinary action to ensure recommendations conform to university policies and respond to student complaints when escalated to the Assistant Vice Chancellor for Student Affairs office
- In coordination with the Vice Chancellor for Research, Sponsored Programs and Institutional Effectiveness, implement various data sets involving students, faculty and staff and follow up with results that lead to action planning and the tracking of evidence
- Encourages an environment of positive cooperation and communication within the university
- Lead and/or participate in the development of catalog, student handbook, and other student affairs/academic policy documents
- Implement and support collaboration between the Academic Affairs and Workforce Development and Student Affairs and Enrollment Management Departments
- Develop and implement Student Affairs and Enrollment Management best practices that will promote citizenship, ethics and integrity
- Perform other duties/projects as assigned

MINIMAL QUALIFICATIONS:

- Master's degree from a regionally accredited university required, doctoral degree desired
- Minimum of four years and/or college-level management experience, including two years of supervisory experience in student services or equivalent
- Successful higher education counseling, teaching, or other work experience
- Proven success at optimizing academic and enrollment goals, including retention and equity-related goals
- Experience in strategic planning and resource/budget management
- Evidence of effectiveness in leading, supervising, motivating, and evaluating staff as well as promoting their professional development
- Evidence of ability to work in collaborative partnerships across the academic community and the community at-large
- Evidence of commitment to and effectiveness in working with diverse students, faculty, and staff
- Excellent interpersonal and communication skills
- Successful performance in an on-campus interview and presentation

UNIVERSAL PERFORMANCE STANDARDS:

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

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

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

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

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer

Calvin Benjamin Lester, Jr.

calvinbenlester@gmail.com

Profile

Highly respected provider of affordable housing and community-based development, training, and technical assistance for more than 10 years. College Professor of Criminal Justice and Advocate for the diversification of the Legal Profession. Former member of the Shreveport City Council. Experienced synthesizer and catalyst with a history of developing and sustaining productive relationships and partnerships with communities and citizens. Committed to providing integrated approaches to community and economic development needs that reflect the values, diversity, aspirations and priorities of the community. Concentrated expertise in six critical areas:

- Community development law and regulations
- Affordable housing finance (mixed-finance) and development
- Commercial and retail development
- Economic (small business and job creation) development
- Program compliance and monitoring
- Fair housing and fair lending enforcement

Home Address

3907 Eddy Place
Shreveport, La. 71107
(318) 518-0197
E-mail: calvinbenlester@gmail.com

Office Address

228 Spring Street, Suite 220
Shreveport, La. 71101
(318) 417-7090

ACADEMIC DEGREES

Juris Doctorate	Southern University Law Center, Baton Rouge, LA (1996)
Bachelor of Science	Southern University & A&M College, Baton Rouge, LA, Political Science (1993)

MAJOR AREAS OF SPECIALIZATION

Governmental Law	Non-profit Law
Business Law	Real Estate Law
Community Based Economic Development Strategies	Governmental Relations

PROFESSIONAL EXPERIENCE (Part-time)

2019- Present	Executive Director, Grace Project Inc. a CHDO certified by City of Shreveport Housing development and revitalization for the Allendale and Adjacent Communities in Shreveport, Louisiana.
2005	Adjunct Faculty, Southern University-Shreveport, Business Management, Shreveport, Louisiana
2003-2004	Adjunct Faculty, Wiley College, Lee P. Brown Criminal Justice Institute, Marshall, TX
2002-2010	City Councilman District A, City of Shreveport, Louisiana
2002-2007	Chairman, Shreveport Redevelopment Authority, City of Shreveport, Louisiana

AFFORDABLE HOUSING DEVELOPMENT PROJECTS

- Encouraged and recruited the JMC Corporation of Houston to acquire lots in the University Park Subdivision of the Martin Luther King Community to build houses occupied by first time home owners.
- Encouraged the development of the Rosenwald, King Oaks, and Caldwell Street affordable housing subdivisions in the Martin Luther King Community. These developments utilize the Low Income Tax Credits through the Louisiana Housing Finance Authority. The subdivisions are the first to be built in the MLK Community in 20 years.
- Worked collaboratively with the City of Shreveport's Department of Community Development and Fannie Mae to create the Sheppard Drive Development. This gated development has promoted home ownership and has been recognized nationally as a best practice in an inner-city, urban community development. At its completion, Sheppard Place was the first such development in the nation.
- Drafted legislation at the Shreveport City Council level that made it easier for adjacent property owners to acquire adjudicated properties.

COMMUNITY DEVELOPMENT PROJECTS

- Authored the Neighborhood Investment Program which has directed hundreds of thousands of dollars into neighborhood projects in District A and the entire city of

Shreveport.

- Authored Legislation at the Shreveport City Council to create and fund the Faith Builders Initiative, teaching Faith Based Non-profit organizations the basics of community development
- Authored Budget amendment to update the facilities at all the Recreational Centers in the District in terms of computers, gymnasium floors and programs for youth and seniors.
- Created a blight elimination task force to deal with wholesale blight in communities.
- Chaired the Shreveport Redevelopment Authority and reduced the city's inventory of adjudicated properties from 8000 to 5000, creating new housing and reducing blight and crime in many areas of the city.

ECONOMIC DEVELOPMENT PROJECTS

- Authored Legislation at the Shreveport City Council level to create and fund the Business and Development Training Program, allowing non-profit and for profit organizations to learn to create business and economic development projects in underserved communities in Shreveport
- Authored Legislation at the Shreveport City Council level to fund the Southern University Business Incubator for the North Shreveport/ Martin Luther King Area
- Authored Legislation at the Shreveport City Council level to fund and create a Façade improvement program for resident businesses in the Allendale community
- Helped to organize the Martin Luther King Community Development Corporation, 2003
- Recruited a Family Dollar Retail store for the Martin Luther King area. The Family Dollar is the first major retailer to locate in that area. The store is already to top grossing Family Dollar Store in the Shreveport area.

MASTER PLANNING PROJECTS

- Worked with City of Shreveport's Department of Community Development to create the Total Commitment Program, the first comprehensive revitalization effort for the Allendale Community.

- Authored Legislation at the Shreveport City Council level to fund and create the Master Plan update for the Martin Luther King Drive Community as part of the North Shreveport Development Plan, working in conjunction with the Shreveport Metropolitan Planning Commission.

PUBLICATIONS & PRESENTATIONS

Presenter, Distinguished Criminal Justice Scholars Summer Seminar, "Homeland Security for Municipalities," Houston, TX July 2003

CONFERENCES/WORKSHOPS

Presenter, Distinguished Criminal Justice Scholars Summer Seminar, "Homeland Security for Municipalities," Houston, TX July 2003

Neighbor Works America Training, New Orleans 2004

International Economic Development Council Training, Washington, DC 2005

Neighbor Works America Training, Community Economic Development, New Orleans 2012

Basic Economic Development Course, Center for Economic Development, IEDC, Little Rock, 2013

Neighbor Works Affordable Homebuilding Training, Shreveport, 2013

Currently studying for Louisiana Real Estate Salesman's License

PUBLIC SERVICE

Shreveport City Council, District A 2002-2010

Omega Psi Phi Fraternity, Inc.

NW Louisiana Sickle Cell Anemia Foundation 2001

NW Goodwill Industries Board of Directors 2000-2002

COMMUNITY SERVICE

Martin Luther King Neighborhood Association Advisory Board

Cherokee Highland Park Neighborhood Association Advisory Board

Pierre Avenue Neighborhood Association Advisory Board

PERSONAL

Married to the former Sheila Holden and is the father of twins, Calcigh Berniece and Calvin III.



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



June 7, 2022

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

RE: Approval to appoint Dr. Lonnie McCray – Interim Vice Chancellor for Academic Affairs and Workforce Development

Dear Dr. Belton:

This correspondence comes seeking your endorsement of **Dr. Lonnie McCray** to serve in the role of the **Interim Vice Chancellor for Academic Affairs and Workforce Development** at the Southern University at Shreveport (SUSLA) campus.

Dr. McCray currently serves as the Dean of Arts, Humanities, Social Sciences, and Education within the Division of Academic Affairs. Dr. McCray's current experience and knowledge as an administrator within academic affairs has prepared him to serve in the proposed interim leadership role. As a customary practice, the recommended salary below represents 90% of the salary of the previous incumbent. The period of this appointment is from July 1, 2022 through June 30, 2023, or until further notice.

The recommended salary for this position is **\$108,576**.

I am therefore requesting your endorsement and that of the Southern University System Board to move forward with appointing Dr. McCray in this position on an interim basis.

Respectfully submitted,

Vladimir Alexander Appeaning, Ph.D.
Interim-Chancellor, SUSLA

APPROVED: _____


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

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

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Tuesday W. Mahoney, Fine Arts Building, Room C14, (318) 670-9201. Section 504 Coordinator: Dr. Anjelica Hart, NCR Building, Room 125, (318) 670-9367.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA x

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

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

Previous Employed Dr. Barry Hester

Date Left 06/30/2022

Reason Left Retirement

Salary Paid 108,576.00

Profile of Person Recommended

Length of Employment 01/17/2012

Effective Date 07/01/2022

To Present

Name Louise McCray SS# xxx-xx-9916 Sex M Race* B

(Last 4 digits only)

Position Title: Interim Vice Chancellor of Academic Affairs and Workforce Development Department: Academic Affairs and Workforce Development

Check One x Existing Position

*Visa Type (See Reverse Side):

--	--	--

☐ New Position

Expiration Date: _____

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

Years Experience 10

Southern University Experience 10

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BGS- Humanities</u>	<u>Louisiana State University</u>	<u>1996</u>
	<u>MA - Literature</u>	<u>Louisiana Tech University</u>	<u>1999</u>
	<u>PhD- Higher Education Administration</u>	<u>University of North Texas</u>	<u>2011</u>

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$108,576

Salary Budgeted _____

Source of Funds _____

Identify Budget: General Fund

Form Code: _____

Page _____ Location _____

Item # _____

Change of:

From

To

Position

Dean, Arts/Humanities/SoSci/ED

Interim Vice Chancellor of Academic Affairs and Workforce Development

Status

Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
General Funds	108,576.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Supervisor _____ Date _____

Vice Chancellor _____ Date _____

Director/Personnel _____ Date 6/7/22

President _____ Date _____

Dean/Unit Head _____ Date _____

Chancellor _____ Date _____

Vice President/Finance _____ Date _____

Business Affairs/Comptroller

Chairman/S.U. Board _____ Date _____

of Supervisors

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino ☒ _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (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):

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

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☒

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Interim Vice Chancellor of Academic Affairs and WD AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR _____

(Department or Unit)

☒ Replacement
☐ Civil Service
☐ Tenured

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

☒ Unclassified
☐ Faculty

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Reporting to the Chancellor the VC of Academic Affairs and WD is responsible for providing leadership & administrative oversight to all aspects of academic affairs for Southern University at Shreveport (SUSLA) to ensure the success of the educational mission. Provides executive oversight and strategic guidance in the planning, development, implementation, assessment and evaluation of all aspects of academic programming

Salary/Range: 100,000-125,000

Previous Incumbent (if replacement): Barry Hester

___ Approved ___ Disapproved

Department Head

Date

___ Approved ___ Disapproved

Dean/Director/Supervisor of Budget Unit

Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
___ Yes	___ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
X	Yes	___	No
Employee Class:	5U	Job Class:	54034
Verified By: <u>[Signature]</u>		Date: <u>6/7/22</u>	

___ Approved ___ Disapproved

✓ Approved ___ Disapproved

___ Approved ___ Disapproved

Vice Chancellor

Date

Chancellor/Vice President

Date

President

Date

An Equal Opportunity Employer

Vice Chancellor for Academic Affairs

SUMMARY

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

RESPONSIBILITIES

Reporting to the Chancellor, the Vice Chancellor (VC) of Academic Affairs is responsible for providing leadership and administrative oversight to all aspects of academic affairs for Southern University at Shreveport (SUSLA) to ensure success of the educational mission. Provides executive oversight and strategic guidance in the planning, development, implementation, assessment, and evaluation of all aspects of academic programming for all academic divisions (including SUSLA Connect) as well as instructional support services (i.e., library services and online/distance education). The Vice Chancellor is responsible for the development of innovative, entrepreneurial, and strategic initiatives designed to proactively respond to the academic needs of the communities we serve. Specific duties are:

- Oversees all academic and career tech credit and non-credit program offerings;
- Oversees new program development processes;
- Establishes and/or enhances partnerships and relationships, with business, industry, government, and community organizations that support local and regional economic and workforce development efforts;
- Assures the development of academic schedules across the college that meet the needs of students and academic programs, assigns faculty members effectively, enhances faculty use, and integrates instructional technology in all modes of delivery;
- Supervises the timely development and publication of the college schedule and catalog;
- Develops and facilitates high school/college programming, transfer articulations, and other collaborative partnerships;
- Identify potential local, state and/or federal funding sources, assessing impact and requirements, and facilitating system efforts to secure these resources;
- Develop and update the college's Academic Affairs Strategic Plans and assures integration with other major planning efforts within the college;
- Develops the budget for Academic Affairs;
- Supervises and manages the Academic grievance and appeals process;
- Coordinate the development of Academic Affairs brochures/handouts, and other materials;
- Supervise and evaluate the performance of assigned personnel; coordinate the work assignments of assigned personnel; review work to assure compliance with established standards, requirements and procedures;
- Develop and implement measures and methodology for determining the effectiveness and efficiency of the Academic Affairs Division;
- Ensure Academic Affairs functions are leading edge and adhere to the highest quality standards;
- In coordination with the Chancellor and the Executive Team, participate in the development of rules, regulations, procedures, and policies applicable to Academic Affairs;
- Maintain knowledge of Academic Affairs trends, practices, laws and regulations;

- Monitor Academic Affairs website pages to remain current and ensure accuracy;
- Establish procedures for Academic Affairs record retention and disposal;
- Occasional evening and weekend work and overnight travel may be required; and
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Master's degree from an accredited college or university
- Three or more years of increasingly responsible administrative experience in Academic Affairs
- One or more years of experience as faculty (including adjunct or part-time) at a postsecondary institution
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)
- Strong communication (written and verbal), organizational and interpersonal skills, and a collaborative approach to working with students, colleagues and partners
- Eligibility for a Louisiana Driver's License

PREFERRED QUALIFICATIONS

- Doctorate degree from an accredited college or university
- Three or more years of increasingly responsible administrative experience at or above the Dean's or Director's level (or equivalent) in Academic Affairs
- Working experience with Elucian's Banner or other major student information system
- Organizational and managerial skills with respect to complex, sensitive issues

Salary range: \$100,000 – \$125,000

This is a full-time position.

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

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

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Johnetta Banks, Johnny L. Vance Student Activity Center, 2nd Floor/V-210, (318) 670-9201. Section 504 Coordinator: Dr. Anjelica Hart, MCR Building, Room 125, (318) 670-9367.

Equal Opportunity Employer

Dr. Lonnie McCray

8601 Millicent Way #150
Shreveport, Louisiana 71115
(318) 469-8728
mccraylonnie@yahoo.com
lmccray@susla.edu

Dean
Southern University Shreveport
3050 Martin Luther King Drive
Shreveport, La. 71107
(318) 670-9363

Education

PhD Higher Education Administration minor in American Literature. University of North Texas August 2011
Dissertation: *An essential academic program: A case study of the general studies program at Louisiana State University in Shreveport*
Committee: Dr. V. Barbara Bush, chair; Dr. Kathleen Whitson and Dr. Jacqueline Foertsch

MA American Literature. Louisiana Tech University, 1999

BGS Humanities. Louisiana State University in Shreveport, 1996

Additional Studies

2002- 2004 M.Ed. Courses at Louisiana State University in Shreveport: Theories of Learning, Educational Administration; Educational Research; Philosophy of Education; School Law; Principles of Guidance and Counseling

Employment

1/17 – present

Southern University Shreveport

Dean and Associate Professor of English

Arts, Humanities, Social Sciences, and Education

Principal Duties and Responsibilities

Academic Leadership:

- Provide leadership for the development and implementation of programs, initiatives, and projects in the Arts, Humanities, Social Sciences, and Education.
- Collaborate with faculty to review curricula, learning outcomes, ongoing assessment results, and current research as a basis for improving instructional offerings and outcomes.
- Coordinate curricula, program development, academic policy, and program and degree requirement changes within the Division.
- Manage and coordinate scheduling and academic offerings in collaboration with other academic deans.
- Collaborate with the other academic deans to provide leadership in the General Studies programs.
- Provide direction that assists divisional faculty and staff in meeting the stated expectations and responsibilities of governing contracts.
- Support the professional development of divisional faculty and seek resources to promote effective teaching and learning.

Management:

- Provide leadership and oversight that results in enhancing institutional effectiveness, particularly within the Academic Affairs division.
- Collaborate with divisional department chairs to hire and orient new full and part-time faculty.
- Review divisional teaching assignments and schedules to ensure workload compliance.
- Oversee the divisional faculty evaluation process, review faculty evaluations, and evaluate department chairs.
- Review and evaluate sabbatical leave, tenure, and promotion applications for divisional faculty.

- Conduct on-going divisional meetings with department chairs to strengthen communication, collaboration, and program effectiveness.
- Coordinate with department chairs to establish divisional priorities that support SUSLA's current Strategic Plan and review and monitor departmental budgets.
- Chair or participate in various academic affairs and college-wide committees, as appropriate.
- Contribute to the development and management of externally funded grant projects related to the academic division.
- Assist the Vice Chancellor for Academic Affairs with the administration of the Division of Academic Affairs and perform related duties as assigned.

1/12 – 12/16

Southern University Shreveport

Assistant Professor of English (1/12) and

Chair of English and Foreign Languages (1/13)

Principal Duties and Responsibilities

Academic Leadership:

- Supervised the instructional programs.
- Promoted an effective program of instruction with experimentation, effective teaching and scholarly productivity.
- Coordinated the goals, contents and instructional program for each course offered in the department.
- Assumed responsibility for the improvement of instruction, program development and promotion of research and service activities.
- Promoted effective advisement for majors in the department.
- Promoted effective program of faculty and student recruitment.
- Investigated the use of relevant outside resources for the support of the educational program.
- Prepared the departmental schedule of course offerings with the assistance of members of the department and forwarded to the divisional chairperson.

Management:

- Evaluated faculty members of the department.
- Assured that classes were met by faculty members in accordance with the approved schedule.
- Assisted the Vice Chancellor for Academic Affairs and the Registrar in obtaining final grades for students and candidates for graduation.
- Recommended to the Vice Chancellor for Academic and Student Affairs, through the Division Chairperson, faculty members for promotions, merit raises and retention.
- Provided designated conferences with respective Chairpersons, Vice Chancellor, faculty members and students.
- Informed the Division Chairperson and/or Vice Chancellor of departmental developments.
- Involved and informed the faculty in the development and administration of the departmental program in regular faculty meetings.
- Assisted in the preparation of departmental budgets and administered the departmental budget.
- Prepared recommendations on library acquisitions.
- Assisted in the job placement of graduates.
- Assisted in the orientation of new faculty members.

10/10- 12/13

University of Phoenix

Associate Faculty, College of Humanities

Principal Duties and Responsibilities:

- Taught First Year Sequence courses in English and Humanities.
- Participated in Content Area Meetings.
- Participated in workshops and workshop training.

8/00 – 1/12

Louisiana State University in Shreveport

Instructor of English, Director of General Studies (8/01-1/12)

Principal Duties and Responsibilities:

Faculty

- Taught English courses as a part of departmental faculty.
- Developed syllabi that clearly outlined the course requirements, rationale, goals, and objectives.
- Submitted copies of syllabi to the Department Chair.
- Selected textbooks and other resource materials for the class.
- Prepared class sessions and assignments to help students grasp course content and how it integrated with overall student learning outcomes for the course.
- Created a learning environment that encouraged student involvement and participation.
- Documented students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes, and examinations that led to a final grade.
- Submitted grades and other University required reports by the assigned dates.
- Maintained posted office hours and participated in University sponsored events.
- Participated in faculty meetings.

General Studies Director

- Served as an academic advisor, counseling students about courses, academic sequence, and program selections.
- Created and submitted all graduation documents for students in the program.
- Served as Chair of the General Studies Advisory Committee.
- Developed the strategic plan for the unit.
- Participated in and contributed to curriculum development by planning, developing, and evaluating new and existing General Studies Senior Seminar courses.
- Supervised student workers.

1/99 – 8/00

Louisiana State University in Shreveport

Financial Aid Counselor

Principal Duties and Responsibilities:

- Analyzed and evaluated financial aid eligibility for students, including performing verification, determining and offering appropriate awards, resolving discrepancies, completing Return of Title IV calculations, and adjudicating appeals.
- Determined documents needed to confirm student participation, complete verification, and/or resolve conflicting information, working closely with students, parents, and faculty as needed to collect appropriate documentation.
- Provided helpful, appropriate, and accurate information about available financial aid opportunities, eligibility requirements, the application process, costs, indebtedness, campus resources, and money management/planning by counseling with prospective and continuing students and parents via phone, email, and in person.
- Reviewed and adjudicated appeals for academic progress and professional judgment decisions. Used critical thinking and thorough knowledge of federal regulations and institutional policies in order to handle and resolve complex circumstances and issues, while supporting student needs and institutional goals and initiatives.
- Met all deadlines as defined by federal and institutional requirements.
- Participated in all meetings and committees as assigned.

- 9/97 - 5/98 **Louisiana Tech University**
Teaching Assistant and Graduate Assistant
Principal Duties and Responsibilities:
 - Taught Developmental English class ranging from 20 to 25 students.
 - Provided tutorial services for English students, computer lab assistant.
- 7/95 - 9/97 **Isle of Capri Casino**
 7/98 - 12/98 *Senior Cashier*
Principal Duties and Responsibilities:
 - Operated main banks ranging from \$400,000 to \$2,000,000.
 - Supervised cashiers.
 - Operated main vault in excess of \$20,000,000.
 - Made daily deposits and daily exchanges; familiarity with Title 31 requirements.
- 8/91 - 8/92 **Kroger Co.**
 5/93 - 4/96 *Customer Service/Office Clerk*
Principal Duties and Responsibilities:
 - Operated main customer service area.
 - Completed employee payroll.
 - Supervised cashiers and courtesy clerks.
 - Completed opening and closing procedures of the store.
 - Documented daily and weekly sales activity of the store.
- 1/93 - 5/95 **Louisiana State University in Shreveport**
Ambassador
Principal Duties and Responsibilities:
 - Participated in student recruitment.
 - Gained knowledge of admissions and records policies.
 - Completed filing and microfilming procedures.

Primary Courses Taught (face to face and online)

Developmental Composition (F2F)(O)	Advanced Composition (F2F)(O)
Freshman Composition I (F2F)(O)	Writing in the Humanities (F2F)(O)
Freshman Composition II (F2F)(O)	General Studies Senior Seminar (F2F)
Introduction to Fiction (F2F)	American Literature (F2F)(O)
Introduction to Literature (O)	

Administrative Experience

- 1/17 – present Dean of Arts, Humanities, Social Sciences, and Education. Southern University Shreveport.
- 1/13 – 12/16 Chair of English and Foreign Languages. Southern University Shreveport.
- 8/01 – 1/12 Director, General Studies Program. Louisiana State University in Shreveport.

Presentations

McCray, L., Waller, W., Wilson, H., Hart, A., & Brock, M. (2021, 17-18, June). *The Evolving developmental education experience at an HBCU: English, math, and student success* [presentation]. National Organization for Student Success, 45th Annual Virtual Conference. <https://thenoss.org/Past-Conference-Programs>

McCray, L. (2019, June) "The Five Wells" Werner Park Elementary Summer Camp

United Nations Day Program Presentation, October 24, 2017

McCray, L. (2016, July) City of Shreveport, Orlando Vigil speaker with Mayor Tyler

McCray, L. (2016, March) Strategies and Tips for Using Gradebook in Moodle

APA Strategies and Tips Seminar for Radiologic Technology, March 2016

McCray, L. (2016, January) Career Day guest speaker Bethune Elementary/Middle School

McCray, L. (2014, April) "Writing Personal Statements" STEM Program Participants

McCray, L. "Whose Line is it Anyway" Extemporaneous Speaking Activity for annual 4H end of year educational program, May 2014

McCray, L. (2014, July) "4H: 100 Years of Growing Louisiana Leaders" Presentation at the 4H Area Leader Training program

McCray, L. (May 2009) Career Day guest speaker for Northside Elementary School

McCray, L. (2002, September) "Leadership Today" Presentation to local Junior Leadership Organization.

"Think." Member of panel discussion on surviving college; presented to university scholarship recipients for Student Success Series Workshops, Sept. 13, 2001; Oct. 8, 2001; Sept. 10, 2002; Oct. 16, 2002

"Don't Blow your TOPS." Student Success Series presentation to students who were recipients of the Louisiana tuition assistance scholarship, Oct. 4, 2001

McCray, L. (200, April-May) "Diversity Awareness." Diversity Awareness Workshop Presenter/Coordinator for LASFAA

Service

University:

Southern University Shreveport

Quality Enhancement Plan (QEP) Co-Chair (2019 - 2021)

Academic and Student Affairs Retention Committee Co-Chair (2019 -)

Phi Theta Kappa Advisor (2013 - present)

Chair Academic Appeals Committee (2012 - present)

Faculty Senate Parliamentarian (elected for 2016-2018)

Faculty Senate Parliamentarian (elected for 2014-2016)

Chair Scholarship Committee (2015 - 2017)

SACS-COC Compliance Committee (2018 - 2021)

SACS-COC Fifth year Interim Report Committee (2015)

Strategic Planning Committee (2014 - 2016)

Financial Aid Appeals Committee (2014 - 2016)

First Year Experience Committee (2015 - present)

University Outcomes Assessment Team (2014)

Commencement Committee (2012 - 2016)

Louisiana State University Shreveport

Faculty Senator for College of Arts and Sciences - (elected for 2010-2012)

Faculty Senate Executive Committee Member-at-Large (2011-2012)

TeachLSUS Alternative Certification Program Selection Committee (2009- 2012)

Retention Committee (2011- 2012)

Chair, Search Committee Financial Aid Assistant Director (2008)

LSUS Leadership Academy (2004-2005)

Noel Levitz Connections Trainer (2004-05)

Freshman Mentor (Early Alert Referral System) (2003-2004)

Student Financial Aid and Scholarship Committee Advisor (2000-2012)
Black Students' Association Advisor (2002-2005)
Student Recruitment Committee (2002 - 2003)
Enrollment Planning Team (2002-2003)
Soar Leader Selection Committee - (2002)

State:

Louisiana Board of Regents Student Success Council member and co-chair of
Completers/Continuing students sub-committee (2021-2022)
Louisiana Board of Regents Statewide Subcommittee for Education - Associate of
Science in Teaching (AST)

College:

Louisiana State University Shreveport
General Studies Advisory Committee - Chair, (2001 - 2012)
Liberal Arts Planning Committee - (2003 - 2004)
Liberal Arts Leadership Council (2001 - 2009)
Member Grade Appeals Committee (2004)

Department:

Southern University Shreveport
Chair English Department Committee (2013 - 2017)
Live Text Implementation Committee (2013 - 2015)

Louisiana State University Shreveport
Teaching / Writing Committee member (2001 - 2012)
Teaching Committee - Chair (2003 - 2005)
Information Technology Committee (2003 - 2012)
Search Committee member for English Faculty (2005)

Community:

President Board of Directors Philadelphia Center (2012, 2016, 2017, 2019)
Vice-President Board of Directors Philadelphia Center (2010-
2012) (2018, 2020, 2021)
Chair Auction Committee Philadelphia Center (2013 - present)
Board Member Philadelphia Center (2007- present)
Greater Shreveport Human Relations Commission (2015 - present)
Caddo Parish 4-H Advisory Committee, Facilitator (2004 - present)
Caddo Parish Poetry Out Loud Judge (2018, 2019, 2020, 2021)
Caddo 4-H Judge Talent Competition (2006 - present)
Program Advisory Committee Virginia College (2013 - 2014)
Science Fair Judge Riverside Elementary (2011)
Program Advisory Committee Remington College Shreveport (2008 - 2010)
Scholarship Selection Committee Caddo Parish 4-H program (2009, 2010, 2011)
Scholarship Selection Committee Harrison County 4-H program (August 2009)
Debate Tournament Judge (2006)
Social Studies Fair Judge (2005)

Grants:

BORSF Grant Developmental Math and English Resource Center, funded for \$94,500,
Principal Investigator
Rapid Response Grant-Workforce Demand, Aviation Maintenance Technology, funded
for \$250,000, Co-Investigator
BORSF Grant Multimedia Lab 2015, funded for \$45,500 Principal Investigator
BORSF Grant Classroom Enhancement with Technology 2012, funded for \$57,000 Co-
principal Investigator
BORSF Grant for Film Studies Classroom 2003, funded for \$55,000
Co-principal Investigator

Student Life and Learning Technology Fee Grant 2008, funded for \$1,300
Principal Investigator
Student Life and Learning Technology Fee Proposal 2007, funded for \$2500
Co-principal Investigator

Training:

SUSLA Academic Affairs and Workforce Development Leadership Training Series with
The McPhail Group (September 2020-July 2021) 32 hours
SACS-COC QEP Summer Institute (July 2019) 16 hours
Career Pathways Certification Workshop (June 2018) 14 hours
Region VI National HBCU Title III Administrators Workshop (March 2018) 14 hours
SACS-COC Annual Convening (December 2017) 16 hours
Complete College America Convening (November 2017) 16 hours
Louisianan Community and Technical College System (LCTCS)
Perkins Training (September 2017) 24 hours
How to Write the Grant Application Narrative by Management Concepts (March 2017) 16
hours
Open Educational Resources- New Course Spring 2018
Strategies and Tips for Online Student Success Seminar, (January 2016)
Strategies and Tips Gradebook Seminar, (March 2016)
Orientation for Online Faculty Seminar, (January 2015)
Dual Certification for Online Teaching and Online Course Development, (Spring 2015)
Quality Matters: Using Instructional Materials and Technology to Promote Learner
Engagement and Connecting Learning Objectives and Assessments (November 2014)
Quality Matters: Applying the QM Rubric (January 2013)
Sirius Online Instructional Training (July 2012)
LSU Shreveport Center for Online Learning and Faculty Development - Online
Instructional Training (Spring 2011)
University of Phoenix New Faculty Training (July 2010)
Socrates Online Teacher Training (March 2010)
Alternative Certification Selection Training (October 2009)
Louisiana Endowment for the Humanities – Prime Time Reading Program (Summer
2008)
Human Resources – Recruiting Training (2008)
College Student Inventory (CSI) Advisor Training (2008)
Moodle Training (3 sessions) (2006-2007)
Wiki Workshop (2007)
Leading and Managing Academic Departments Audio Conference (2005)
Advisor Training – Teleconference (2) (2005)
NACADA Academic Advising Administrators' Workshop (2003)
Diversity Awareness/Professional Awareness Workshop (2000)
Boot Camp for New Financial Aid Counselors (1999)
"WOW" Customer Service Training (2 days) (1996)

Honors and Activities

2020	LSUS Circle of Excellence Alumni Award for Leadership in General Studies and Education
2019	4H 2019 Hall of Fame Inductee
2018	National Institute for Staff and Organizational Development (NISOD) Excellence Award
2015	Southern University System Awards: Rising Star for Research (April 2015)
2010	Shreveport Chamber of Commerce Young Professional Initiative 40 under 40 Honoree
2010	The Honor Society of Phi Kappa Phi UNT (inducted Fall 2010)
2002-2003	Excellence in Teaching Award
2020-2021	NOSS Member

2014-2019	NADE Member
2000-2004	NACADA and LACADA Member
	NCTE Member
	LACC Member
1999	LASFAA Member - LASFAA Diversity Awareness Committee Member
1997	Louisiana Association of College Composition (LACC) Member
1996	LSU-S Academic Award - General Studies
1996	Phi Sigma Iota - Foreign Language Honor Society
1993 - 1995	Toastmasters International



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



June 7, 2022

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

RE: Approval to appoint Mrs. Sharmain Talbert – Interim Director of Enrollment Management and Recruitment

Dear Dr. Belton:

This correspondence comes seeking your endorsement of **Mrs. Sharmain Talbert** to serve in the role of the **Interim Director of Enrollment Management and Recruitment** at the Southern University at Shreveport (SUSLA) campus.

Mrs. Talbert currently serves as the Director of Financial Aid and has the knowledge and skills to effectively perform the functions of the position. As a customary practice, the recommended salary below represents 90% of the salary of the previous incumbent. The period of this appointment is from July 1, 2022 through June 30, 2023 or until further notice.

The recommended salary for this position is **\$62,712**.

I am therefore requesting your endorsement and that of the Southern University System Board to move forward with appointing Mrs. Talbert in this position on an interim basis.

Respectfully submitted,

Vladimir Alexander Appeaning, Ph.D.
Interim-Chancellor, SUSLA

APPROVED:


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

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

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Tuesday W. Mahoney, Fine Arts Building, Room C14, (318) 670-9201. Section 504 Coordinator: Dr. Anjelica Hart, NCR Building, Room 125, (318) 670-9367.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER						
-----------------	--	--	--	--	--	--

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

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

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

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

Profile of Person Recommended

Length of Employment 08/03/2015 To Present
Effective Date 07/01/2022

Name Sharmain Lazard-Talbert SS# xxx-xx-9267 Sex F Race* B
(Last 4 digits only)

Position Title: Interim Director of Recruitment and Enrollment Management Department: Student Affairs and Enrollment Management

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

--	--	--

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

Years Experience 15 Southern University Experience 7
Degree(s): Type/Discipline (BA-Education): Bachelor of Science and Physics Institution/Location (SU-Baton Rouge): Southern University A& M College Year: 2009
MBA DeVry University 2012

Current Employer _____

Personnel Action

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

Recommended Salary \$62,712 Salary Budgeted _____

Source of Funds _____

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

Change of: From To
Position Director of Financial Aid Interim Director of Recruitment and Enrollment Management

Status _____
Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
General Fund	\$62,712

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____

Vice Chancellor _____ Date _____

Director/Personnel _____ Date _____

President _____ Date _____

Dean/Unit Head _____ Date _____

Chancellor _____ Date _____

Vice President/Finance _____ Date _____

Business Affairs/Comptroller _____

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

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☒ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☒

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Interim Director of Enrollment Management & Recruitment AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR _____

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

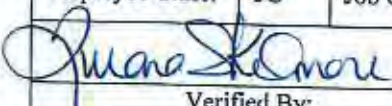
Provides leadership, supervisory and organizational skills in effective and efficient operation of the enrollment management team. Provides oversight to the team of admissions staff dedicated to successfully
Executing SUSLA's enrollment plan. The director is responsible for all aspects of the recruitment,
admissions and financial aid process

Salary/Range: 60,000-70,000 Previous Incumbent (if replacement): Jorge Sousa

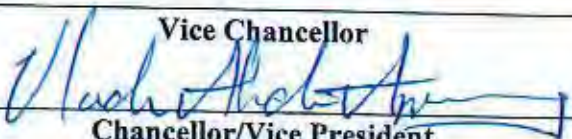
____ Approved ____ Disapproved _____
Department Head Date

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
____ Yes	____ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
X ____ Yes	____ No
Employee Class: <u>5U</u>	Job Class: <u>54034</u>
	<u>6/7/22</u>
Verified By:	Date:

____ Approved ____ Disapproved _____

✓ Approved ____ Disapproved _____

Vice Chancellor Date
Chancellor/Vice President Date

____ Approved ____ Disapproved _____

President Date
An Equal Opportunity Employer



Position: Director of Recruitment and Enrollment Management

Employee Name: <i>Vacant position</i>	Department Name: Student Affairs and Enrollment Management
Reports To (Supervisor's Name and Title): Melva Williams, Ph.D., Vice Chancellor of Student Affairs and Enrollment Management	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY:

The **Director of Recruitment and Enrollment Management** is a critical member of the enrollment management leadership team and is responsible for providing oversight to a dedicated team of admissions staff dedicated to successfully executing SUSLA's enrollment plan. Reporting to the Vice Chancellor for Student Affairs and Enrollment Management, the Director is responsible for all aspects of the admission process. This includes strategic planning, communication, telecommunications, online communications, budget, and management of the daily operation of the office. The Director exhibits the integral role played by the admissions process in maintaining and strengthening the academic excellence of the University.

PRIMARY RESPONSIBILITIES:

1. To develop, execute, and assess office policies, procedures and data processing systems of the Recruitment and Admissions Office as well as the Financial Aid office.
2. Know and understand the Banner batch/quick admit processes to ensure quick turnaround on new applications for admissions.
3. Know and understand the edit check procedures to ensure edit-free reporting to all governing and reporting agencies.
4. Know and ensure compliance with all policies and regulations governing the enrollment and tracking of students
5. To develop robust recruiting and enrollment strategies to meet the goals of the university.
6. To assist the university registrar and financial aid department by assisting with enrollment.
7. To promote the university by making presentations and speeches at alumni meetings, high school conferences, and community job fairs.
8. To oversee the design of promotional literature and display materials for admissions and ensure appropriate coordination of admissions and marketing staff.
9. To attend conventions, meetings, and conferences as necessary to maintain knowledge of existing and new admissions policies, practices, and procedures.
10. Plan professional development workshops and seminars for staff and other stakeholder groups involved in recruiting students.
11. Conduct cross-training on Banner and other applications required to process incoming admission applications.

12. Provide the chancellor, administrators, and other department heads with pertinent reports, and analyses of admissions statistics.
13. To perform other duties and may be assigned by the Vice Chancellor for Student Affairs and Enrollment Management as requested.

REQUIRED EDUCATION AND EXPERIENCE:

Master's degree plus demonstrated knowledge, competence, and 5 or more years' experience in higher education admissions and/or enrollment management. Advanced degree and/or bachelor's in educational administration, communications, business, marketing, or related field desirable. Supervisory experience and/or training also desirable.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Excellent communication and managerial skills. Ability to formulate and articulate policies, procedures, expectations, and practices. Strong analytical, problem solving, mathematical/statistical, time management and organizational skills. Ability to use technology efficiently and appropriately. Strong knowledge of the Banner Student System. Knowledge of mail merge and other communication processing. Knowledge of the Board of Regents student profile specifications.

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

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

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

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer

09/2021

Sharmain J. Lazard-Talbert

PROFESSIONAL SUMMARY

Motivated professional with demonstrated expertise in Federal Student Aid and Louisiana Board of Regents regulations and practices. Skilled customer service and student-oriented professional with experience in consumer complaints and resolution, with the ability to clearly explain policies and procedures to a diverse student, faculty, staff, and administration population.

EDUCATION

Master of Business Administration, DeVry University, Oakbrook Terrace, IL, Fall 2012

Graduate Certification in Project Management, DeVry University, Oakbrook Terrace, IL, Fall 2011

Bachelor of Science in Physics, Southern University and A&M College, Baton Rouge, LA, Spring 2009

CORE COMPETENCIES

- Customer focused: 10+ years of customer service experience, student-centered
- Leadership: 3+ years of supervisory experience
- Technical skills: Proficient in Microsoft Office Suite/Teams, Zoom, WebEx, Adobe Professional, Banner Document Management Suite (BDMS), COD, NSLDS, FAA Access to CPS Online
- Data driven: Experience operating Ellucian Banner 8 and Banner 9, ARGOS, KaleidaGraph, Bubbleware, Edusoft, and 21st CCLC Youth Services
- Character: integrity, dependable, disciplined, resilient, flexible, community outreach efforts experience, actively seek professional development opportunities
- Communication: Excellent verbal, writing, editing, and proofreading skills, facilitator of staff professional development

PROFESSIONAL EXPERIENCE

Southern University at Shreveport, Louisiana

Baton Rouge, LA

Interim Assistant Director of Enrollment Services/Enrollment Specialist (Financial Aid-Connect), February 2020 – present

- Serve as mid-level management for main campus financial aid office as well as manage financial aid processes for the College Connect Program student population matriculating at either SUBR or SUNO
- Assist students with FAFSA completion and verification documentation, responding to inquiries and providing guidance as it relates to federal, state, institutional and departmental policies and procedures
- Counsel students and parents to provide guidance through the financial aid process
- Complete verification process in strict compliance with all federal regulations
- In peak season, process financial aid student records utilizing registration reporting
- Process applications, documents, calculate awards, and conduct follow-up activities
- Provide informational sessions for students and parents on-campus and in the community
- Participate with SUBR First/Second Experience and SUNO College Connect to present financial aid topics in virtual platforms, creating videos and PowerPoint presentations, as needed for Transfer Day and Jaguar 365 Orientation
- Participate for SUBR/SUNO College Connect presentations on various financial aid topics in virtual platforms, creating videos and PowerPoint presentations, as needed
- Assist in data collection and management for reporting and audit purposes
- Administer assigned programs according to federal, state, and institutional policies and regulations
- Generate, disseminate, and resolve financial aid reports via Argos and Banner for SUSLA Main Campus, Online, and Connect
- Perform other duties as assigned, including but not limited to assisting leadership with institutional fund code management and error resolution for Financial Aid Data Systems (FADS) and Fiscal Operations Report for 2019–20 and Application to Participate for 2020–21 (FISAP), AY 2122 new year roll process and fund management, implementation of electronic forms Dynamic Forms, providing staff development on loan processing, Dynamic Forms processing, and virtual queue system JagQ powered by QLess

Lazard-Talbert 2

Southern University and A&M College

Baton Rouge, LA

Interim Associate Director/Scholarship Coordinator/Financial Aid Counselor, March 2018 – June 2018

- Assisted the Interim Director in formulating, implementing, and evaluating policies & procedures and processing manuals to ensure departmental compliance with federal, state, and institutional guidelines
- Assisted Interim Director and Banner System Analyst in AY 1819 new year roll process and fund management
- Managed and monitored team of 10 employees and 15 student workers ensuring delivery of excellent customer service and accurate dissemination of financial aid information during in-person visits, phone calls, and other modes of communication
- Managed \$4.46 million state grant allocations and portfolio of \$6.61 million institutional and private scholarships
- Worked closely with Finance & Administration for Q5 drawdowns and state scholarship and grant reconciliation
- Assisted in selecting and training new employees
- Fostered closer collaborations with other institutional service units
- Worked closely with information technology team to create and implement electronic verification documents
- Ensured that financial aid records are retained and disclosed in accordance with federal and state guidelines
- Created financial aid literacy print media, including but not limited to, flyers, newsletters, and brochures
- Assist in the coordination of the Federal Work-Study program and student employment program for all on and off campus positions and fulfill student employment reporting requirements.
- Incorporated institutional/private scholarships, stipends, and Federal Work-Study funds into existing award packages
- Monitored satisfactory academic progress to ensure financial aid eligibility
- Monitored and managed virtual lines through queue management system (QLess)
- Analyzed and evaluated professional judgment and dependency override requests
- Developed and presented financial aid information to prospective and current students, administrative staff, advisors, and alumni
- Coordinated various financial aid/financial literacy events with state high school guidance counselors and state non-profit organizations.
- Adhere to National Collegiate Athletic Association (NCAA) and Southwestern Athletic Conference (SWAC) rules as communicated by the Deputy Athletic Director and the Assistant Athletic Director-Compliance related to dealings with student-athletes and/or Athletics Department personnel and reports any concerns or possible violations of those guidelines to the immediate supervisor
- Ensure compliance with NCAA and federal and state aid regulation by coordinating administration of NCAA Division I financial aid programs with the Office of Athletics.

Southern University and A&M College

Baton Rouge, LA

Scholarship Coordinator/Financial Aid Counselor, August 2017 – February 2020

- Implemented and administered a plan for scholarship awards for entering and continuing undergraduate and graduate students
- Worked as a liaison to academic departments, institutional research, and students in scholarship matters, designing a unified approach to all scholarship activities establishing a policy for selecting and tracking students
- Maintained and updated private scholarship opportunities and website information
- Assessed scholarship needs and opportunities for students
- Reviewed and reconciled end of year accounts for institutional and state scholarship portfolio
- Advised prospective, admitted, and enrolled students and parents regarding the various federal and state financial aid programs such as Pell Grants, FSEOG, Work-Study, TOPS, and institutional scholarships and stipends
- Awarded federal, state, and institutional funds to eligible students in accordance with federal and state regulations by institutional mandated deadlines
- Ensured that federal, state, and institutional records are retained and disclosed in accordance with guidelines
- Updated student awards to reflect private scholarships received
- Transmitted scholarship payments to University Bursar's Office for processing
- Adhered to National Collegiate Athletic Association (NCAA) and Southwestern Athletic Conference (SWAC) rules as communicated by the Deputy Athletic Director and the Assistant Athletic Director-Compliance related to dealings with student-athletes and/or Athletics Department personnel and reports any concerns or possible violations of those guidelines to the immediate supervisor
- Ensured compliance with NCAA and federal and state aid regulation by coordinating administration of NCAA Division I financial aid programs with the Office of Athletics.
- Ensured that verification of selected applicants is completed in a timely manner according to federal guidelines
- Evaluated and adjusted, if necessary, award packages to prevent overfunding and/or inadvertent over-borrowing
- Monitored satisfactory academic progress for continuing students and mid-year transfers to ensure financial aid eligibility

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- Ensured students and parents receive exceptional customer service during in-person visits, phone, and other modes of communication
- Resolved various reports related to financial aid awards, institutional waivers, and resources
- Processed state funding awards to eligible accounts and work with the accounting department to ensure that funds are invoiced by designated deadlines
- Collaborated with Program Analyst and IRA Office to report student level financial aid data for the last two aid years via Financial Aid Data Systems (FADS)
- Developed and presented financial aid literacy information to prospective and current students, administrative staff, and alumni
- Completed on-going web-based training through FSA Coach, NASFAA webinars, and Great Lakes Smart sessions
- Served on university committees, as directed
- Assisted with special projects, as assigned

Southern University and A&M College

Baton Rouge, LA

Financial Aid Counselor, August 2015 – July 2017

- Provided on-going customer service, ensuring the development of sound working relationships with all campus departments
- Advised prospective, admitted, and enrolled students and parents regarding financial aid eligibility and processes for various federal and state financial aid programs such as Pell Grants, Direct Loans, FSEOG, and Work-Study
- Awarded state and federal financial aid funds to eligible students in accordance with state and federal regulations by university mandated deadlines
- Ensured that financial aid records are retained and disclosed in accordance with federal guidelines
- Revised financial aid award packages when necessary
- Processed approved professional judgement and dependency change requests
- Resolved various reports related to financial aid awards
- Submit duplicate ISIR requests to the CPS
- Presented financial aid literacy information at various institution/departamental events
- Completed on-going web-based training through FSA Coach, NASFAA webinars, and Great Lakes Smart sessions
- Assisted with special projects, as assigned

Big Buddy Program

Baton Rouge, LA

Program Instructor/Site Supervisor/Project Manager/Data Specialist, June 2012 – July 2015

- Developed and maintained positive interactions with students, staff, and administrators
- Planned and implemented monthly staff professional developments
- Attended weekly planning sessions and weekly Leadership Team professional development workshops
- Managed staff and volunteers at the site and keep an accurate record of work/volunteer hours
- Operated all grant funded programs according to guidelines in the approved proposal, including meeting all goals, benchmarks, and timeline requirements
- Ensured that data is collected and maintained on the data system, maintaining accurate records of program delivery
- Coordinated and recruited for all programs/activities hosted at the school site designed to promote the mission and vision of the agency
- Assisted in directing the implementation of community activities and field trips
- Served as a liaison between the agency, school administrative team, and families served
- Received and tracked all revenue received through Elementary Programs and kept record of all outstanding accounts
- Maintained statistics for the program as directed by the Executive Director, Academic Consultant, and Project Director

Jackson Hewitt Tax Service

Baton Rouge, LA

Tax Preparer (seasonal December – April), January 2013 – present

- Interview clients about their income (earned and unearned), financial spending, and financial planning (investments) to obtain additional information on taxable income and deductible expenses and allowances
- Prepare simple to complex current and prior year tax returns for individuals and/or small businesses
- Utilize all appropriate deductions, adjustments, and credits to keep clients' taxes to a minimum
- Educate taxpayers on updated tax laws, possible deductions so that they could itemize, unreimbursed business expenses, self-employment regulations, taxes, and expenses, etc.
- Perform day to day administrative activities such as, answer telephones, regulate flow of client traffic, when necessary, maintain client records and billing payments, schedule appointments for clients, direct clients to other Jackson Hewitt offices if needed, and assist clients with filling out their W-4s and filing for extensions

Lazard-Talbert 4

- Assist manager by printing office checks and issuing disbursements to taxpayers

Applied Literacy and Learning, Incorporated

Baton Rouge, LA

Assistant Site Coordinator of 21st CCLC at Capital Middle School, January 2012 - June 2012

- Supervised 6 staff and 64 children in planned after school academic and enrichment activities
- Maintained all program and participant data in accordance with program policies via Youth Services Management Information System
- Preserved a safe, healthy, clean, and orderly environment for employees and students

Louisiana Systemic Initiatives Program (LaSIP) Elementary Mathematics Project

Baker, LA

Tutor/Administrative Assistant/Data Specialist, January 2010 - June 2012

- Demonstrated conceptual thinking mathematics strategies for K-3rd grade students using models and manipulatives
- Compiled and disseminated activity packets, classroom charts and maps, and educational activities for students and educator professional developments
- Compiled and analyzed data from weekly math activities and Grade Level Expectations (GLE) assessments, cumulative semester assessments, cumulative annual assessments

PROFESSIONAL DEVELOPMENT

- Federal Student Aid (FSA)
- 2020 Annual Training Conference, Virtual Environment, December 2020
- 2017 Training Conference for Financial Aid Professionals, Lake Buena Vista, FL, November-December 2017
- Higher Education Leadership Foundation (H.E.L.F.) INSPIRE Fall 2020 Virtual Institute, Virtual Environment
- Louisiana Association of Student Financial Aid Administrators (LASFAA) Trainings and Conferences
- Fall 2020 Virtual Conference, October 2020
- Spring 2020 Virtual Conference, Virtual Environment
- Fall 2019 Annual Conference, Baton Rouge, October 2019
- Fall 2018 Annual Conference, New Orleans, October 2018
- Fall 2017 Annual Conference, Shreveport, October 2017
- Fall 2016 Annual Conference, Baton Rouge, October 2016
- 2018 Upper Management Training, Baton Rouge, July 2018
- Spring 2019 Conference, Eunice, March 2019
- Spring 2018 Conference, Eunice, March 2018
- Spring 2017 Conference, Alexandria, March 2017
- Spring 2016 Conference, Alexandria, March 2016
- National Association of Student Financial Aid Administrators (NASFAA)
- Credentials Earned: Application Process, Consumer Information, Cost of Attendance, Direct Loans, Federal Pell and Iraq Afghanistan Service Grants, Professional Development, and Satisfactory Academic Progress
- National Collegiate Athletic Association (NCAA)
- 2019 Regional Rules Seminar, Indianapolis, IN, May 2019
- 2018 Regional Rules Seminar, San Antonio, TX, June 2018
- University of South Florida, Diversity, Equity, and Inclusion in the Workplace Certificate, May 2021

LEADERSHIP/AFFILIATIONS

- Executive Vice Chancellor Task Force for SJBR Online Learning Services, 2018 Task Force Financial Aid representative
- LASFAA
- 2021-2022 Southern University System (SUS) Delegate-at-Large
- Representative/Board Member, 2020-2021 Louisiana Office of Student Financial Aid (LOSFA) Advisory Board
- 2019 and 2020 Financial Aid Awareness committee chairperson
- 2019 Boot Camp Presenter -- Professional Judgement
- Featured in the Spring 2019 Newsletter Volunteer Spotlight
- 2018 Professional Development/Diversity Awareness committee chairperson
- 2018 Mentor/Protégé Program, Protégé
- 2018 Fall Conference Moderator
- Authored Summer 2018 Newsletter article "Best Paw Forward - Southern University Financial Aid

Lazard-Talbert 5

- 2016-present Member Relations/Membership and Mentoring, Cost of Attendance, Diversity Awareness/Professional Development, and Publications committee member
- 2017-2019 Fall Conference Site, Training, and Financial Aid Awareness committee member o The Fall Conference Site committee won the committee of the year award for 2019.
- NASFAA
- 2021-2022 Diversity Leadership Program Selection Committee
- 2021 Advocacy Pipeline Taskforce (Discussed: Doubling Maximum Pell, Elimination of origination fees, impact of HEERF funding, and promoting financial literacy)
- 2020-2021 Diversity Leadership Program, SWASFAA representative
- Southern Association of Colleges and School Commission on Colleges (SACSCOC) Member
- Zeta Phi Beta Sorority, Incorporated, Mu Zeta Chapter member
- Zeta Youth Affiliates advisor (4 years)



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



June 7, 2022

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

RE: Approval to appoint Ms. Vanessa White – Interim Dean Business, Science, Technology, Engineering and Math

Dear Dr. Belton:

This correspondence comes seeking your endorsement of **Ms. Vanessa White** to serve in the role of the **Interim Dean Business, Science, Technology, Engineering, and Math (B-STEM)** at the Southern University at Shreveport (SUSLA) campus.

Ms. White currently serves as an Instructor and Department Chair of Math and Computer Science within the division of B-STEM and is positioned to bring leadership to the division on an interim basis. As a customary practice, the recommended salary below represents 90% of the salary of the previous incumbent. The period of this appointment is from July 1, 2022 through June 30, 2023, or until further notice.

The recommended salary for this position is **\$66,272.40**.

I am therefore requesting your endorsement and that of the Southern University System Board to move forward with appointing Ms. White in this position on an interim basis.

Respectfully submitted,

Vladimir Alexander Appeaning, Ph.D.
Interim-Chancellor, SUSLA

APPROVED: _____

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

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

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

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

WWW.SUSLA.EDU

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Tuesday W. Mahoney, Fine Arts Building, Room C14, (318) 670-9201. Section 504 Coordinator: Dr. Anjelica Hart, NCR Building, Room 125, (318) 670-9367.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

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

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

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

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

Profile of Person Recommended

Length of Employment 08/16/2001 To Present
Effective Date 07/01/2022

Name Vanessa J. White SS# xxx-xx-0165 Sex F Race* B
(Last 4 digits only)

Position Title: Interim Dean Business, Science, Technology, Engineering & Math (B-STEM) Department: Academic Affairs and Workforce Development

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

Years Experience 21 Southern University Experience 21
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BS- Mathematics Louisiana Tech University 1991
MA- Mathematics Louisiana Tech University 1996
PhD- Industrial Engineering Louisiana Tech University 2023

Current Employer _____

Personnel Action

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

Recommended Salary \$66,272.40 Salary Budgeted _____

Source of Funds _____

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

Change of: From To
Position Department Chair, Associate Professor Interim Dean Business, Science, Technology, Engineering and Math (B-STEM)
Status _____
Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
General Fund	\$66,272.40

*See Reverse Side

Graduate School signature (if, applicable):

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

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☒ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER:

NUMBER OF EMPLOYEES SUPERVISED, (if any):

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☒

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Interim Dean of B-STEM AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR _____

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Responsible for overseeing faculty in BSTEM, supervising faculty, evaluating faculty and students.
creating programs, evaluating programs, SACSCOC requirements and writing grants.
Develops curriculum plans to foster student learning, stimulate class discussions, and ensure
student engagement.

Salary/Range: 60,000-75,000

Previous Incumbent (if replacement): Barry Hester

___ Approved ___ Disapproved

Department Head

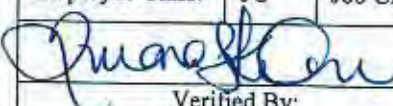
Date

___ Approved ___ Disapproved

Dean/Director/Supervisor of Budget Unit

Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
___ Yes	___ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
X	Yes	___	No
Employee Class:	5U	Job Class:	54034
			<u>6/7/22</u>
Verified By:			Date:

___ Approved ___ Disapproved

Vice Chancellor

Date

✓ Approved ___ Disapproved

Chancellor/Vice President

Date

___ Approved ___ Disapproved

President

Date

An Equal Opportunity Employer



Position: Dean of Business, Science, Technology, Engineering and Mathematics - BSTEM

Employee Name:	Department Name: Division of Business, Science, Technology, Engineering and Mathematics
Reports To (Supervisor's Name and Title): Vice Chancellor of Academic Affairs	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY:

He is responsible for overseeing faculty in BSTEM: Supervising Faculty, Evaluating faculty and students, Creating Programs, Evaluating Programs, SACSCOC Requirements and Writing Grants. He is responsible for teaching courses in the discipline area of Chemistry. Develops and designs curriculum plans to foster student learning, stimulate class discussions, and ensures student engagement. Provides tutoring and academic counseling to students, maintains classes related records, and assesses student coursework. Collaborates and supports colleagues regarding co-curricular activities.

PRIMARY RESPONSIBILITIES:

1. Dean of BSTEM.
2. Supervise Faculty.
3. Create and evaluate programs.
4. Make sure programs comply with SACSCOC requirements.
5. Seek External Funding.
6. Advise students.
7. Prepares and deliver lectures to undergraduate students on topics Chemistry.
8. Perform other duties as assigned
9. Supervise student laboratory work.
10. Evaluate and grade student's class work, laboratory performance, assignments and papers.
11. Compile, administer and grade examinations based on student performances in class or laboratories.
12. Maintain student attendance records, grades and other required records.
13. Prepare course materials such as syllabi, homework assignments and handouts.
14. Plan, evaluate and revise curricula, course content and course materials and methods of instruction.

15. Keep abreast of developments in their field by reading current literature, talking with colleagues and participating in professional conferences.
16. Submit grades in accordance with required university dates.
17. Recruit students.

REQUIRED EDUCATION AND EXPERIENCE:

1. Must have a Master's degree in Engineering/ Mathematics
2. Ability to work independently and in a team environment
3. Must be able to maintain confidentiality and demonstrate knowledge and understanding of ethics.
4. Strong attention to detail is essential

PREFERRED QUALIFICATIONS:

1. Work experience in Engineering

UNIVERSAL PERFORMANCE STANDARDS:

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

11/2019

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

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

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

Vanessa White M.S. Math
Six Sigma Green Belt Certified
Lean Certified

Associate Professor Mathematics/Computer Science Department Head

(a) Professional Preparation

Louisiana Tech University, Ruston, Louisiana Engineering Education Ph. D Dual degree
Industrial Engineering M.S.
Graduation May 2023

Louisiana Tech University, 1991	Ruston, Louisiana	Mathematics	B.S.
------------------------------------	-------------------	-------------	------

Louisiana Tech University, 1996	Ruston, Louisiana	Mathematics	M.S.
------------------------------------	-------------------	-------------	------

(b) Professional Appointments

2004–Present Department Chair, Associate Professor, Mathematics and Computer Science,
Southern Univ., Shreveport, La

2007–2008 Faculty Fellow, Research, Southern Univ., Shreveport, La

2001– 2004 Assistant Professor, Mathematics and Computer Science, Southern Univ.,
Shreveport, La

1998–2001 Mathematics Instructor, Mathematics Department, Bossier Parish Community
College, Bossier, La.

1996–1998 Graduate Assistant, Louisiana Tech University, Ruston, La.

(c) Publications-

1. Evans, R., Champion, I., Jackson, M., Manning, N., and **White, V.** (October 2007).
Faculty as Change Agents: An Innovative Faculty Fellows Program. Proceedings of the
Fourteenth National HBCU Faculty Development Symposium, "Enhancing Quality through
Engaged Assessment & Research," October 18–20, 2007, Kellogg Hotel and Conference
Center, Tuskegee University, Tuskegee, Alabama.
2. Evans, R., Champion, I., Manning, N., and **White, V.** (2007, August 7–10). *Developing an
Erudite Faculty in the Two-Year College.* Paper presented at the 2007 MERLOT
(Multimedia Educational Resource for learning and Online Teaching) International
Conference, New Orleans, Louisiana.
3. **Principal Investigator**, "High School Dropout Rate at a Caddo Parish High School: An
Exploratory Study", (2007) Submitted in response to a collaborative request from
representatives of: The Alliance for Education, The Consortium for Education, Research,
and Technology in North Louisiana (CERT), The Community Foundation of Shreveport–
Bossier, The High School Redesign Commission, and funded by The Frost Foundation.

Presentations

Evans, R., Champion, I., Manning, N., and White, V. (2007, August). Presentation: *Developing an Erudite Faculty in the two-year college*. Mini Session and paper presented at the Multimedia Educational Resource for Learning and Online Teaching -MERLOT International Conference, New Orleans, Louisiana.

Evans, R., Champion, I., Manning, N., and White, V. (2007, August). Presentation: *Expectation for faculty who teach online*. Session and paper presented at the Multimedia Educational Resource for Learning and Online Teaching -MERLOT Seventh International Conference, New Orleans, Louisiana.

Evans, R., Champion, I., Manning, N., and White, V. (2007, June 12). Presentation: *Faculty Fellows Program: A Learning-Centered approach to Professional Development*. Mini session presented Learning Summit 2007, Dallas, TX.

Evans, R., and White, V. (May, 2007). Presentation: *Using Technology to Facilitate Active Learning in Mathematics*. Presented at 2007 National Institute for Staff and Organizational Development (NISOD) conference, Austin, TX

RESEARCH PROPOSALS/GRANTS (submitted)

Principal Investigator, "High School Dropout Rate at a Caddo Parish High School: An Exploratory Study", Submitted in response to a collaborative request from representatives of: The Alliance for Education, The Consortium for Education, Research, and Technology in North Louisiana (CERT), The Community Foundation of Shreveport-Bossier, The High School Redesign Commission, and funded by The Frost Foundation.

Graduate Advisors and Postdoctoral sponsors
(Ph.D Advisor) – Louisiana Tech University

Thesis Advisor and Postgraduate-Scholar Sponsor
Ph.D. advisor: Sumeet Dua - Ph.D.
MS Thesis advisor: Raja Nasser, - Ph.D.



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



June 7, 2022

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

RE: Approval to appoint Mr. Frank Williams, Jr. – Interim Chief of Staff and Executive Director of the Southern University at Shreveport Foundation

Dear Dr. Belton:

This correspondence comes seeking your endorsement of **Mr. Frank Williams, Jr.** to serve in the role of the **Interim Chief of Staff and Executive Director of the Southern University at Shreveport Foundation** at the Southern University at Shreveport (SUSLA) campus.

Mr. Williams currently serves as the Executive Director of the Southern University at Shreveport Foundation and possesses a wealth of knowledge and experience in fundraising, workforce development, and community relations/partnerships. He has held several leadership and administrative roles which will allow him to perform the functions of this position. As a customary practice, the recommended salary below represents 90% of the salary of the previous incumbent. The period of this appointment is from July 1, 2022 through June 30, 2023 or until further notice.

The recommended salary for this position is **\$82,600.20**.

I am therefore requesting your endorsement and that of the Southern University System Board to move forward with appointing Mr. Williams in this position on an interim basis.

Respectfully submitted,

Vladimir Alexander Appeaning, Ph.D.
Interim-Chancellor, SUSLA

APPROVED: _____

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

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

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

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

WWW.SUSLA.EDU

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Tuesday W. Mahoney, Fine Arts Building, Room C14, (318) 670-9201. Section 504 Coordinator: Dr. Anjelica Hart, NCR Building, Room 125, (318) 670-9367.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA x

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

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

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

Profile of Person Recommended

Length of Employment 04/01/2008 To Present
 Effective Date 07/01/2022

Name Frank Williams Jr. SS# xxx-xx-6779 Sex M Race* B
 (Last 4 digits only)

Position Title: Interim Chief of Staff and Executive Director of the SUSLA Foundation Department: Office of the Chancellor

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

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

Years Experience 14 Southern University Experience 14
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
 BA-Industrial Technology Southern University A & M College 1969
 MA- Education Southern University A & M College 1972

Current Employer

Personnel Action

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

Recommended Salary \$82,600.20 Salary Budgeted

Source of Funds

Identify Budget: General Fund Location
 Form Code: Page Item #

Change of:

Position From To
 Executive Director SUSLA Foundation Interim Chief of Staff and Executive Director of SUSLA Foundation

Status

Salary Adjustment

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
General Fund	\$82,600.20

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Date

Vice Chancellor
 Director/Personnel
 Date 6/7/22

President Date

Dean/Unit Head Date

Chancellor Date

Vice President/Finance Date

Business Affairs/Comptroller

Chairman/S.U. Board Date

of Supervisors

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino ☒ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

☒ 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:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER:

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (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 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	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☒

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Interim Chief of Staff and Executive Director of SUSLA Foundation AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

As a key advisor to the Chancellor, the incumbent in this position will help to operationalize the Chancellor's priorities into plans of action. Oversee confidential projects for the Chancellor
 Direct key projects under the supervision of the Chancellor to ensure initiatives are completed in a timely manner and coordinate activities with several major administrative units of the university

Salary/Range: 80,000-90,000

Previous Incumbent (if replacement): _____

___ Approved ___ Disapproved

Department Head

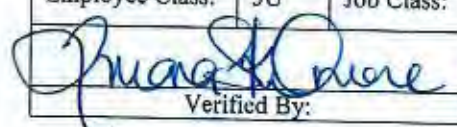
Date

___ Approved ___ Disapproved

Dean/Director/Supervisor of Budget Unit

Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
___ Yes	___ No
Signature	Date
Budget Number	

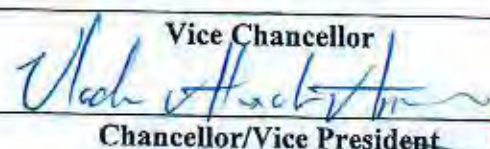
HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
X	Yes	___ No	
Employee Class:	SU	Job Class:	54034
Verified By: 			Date: 6/7/22

___ Approved ___ Disapproved

Vice Chancellor

Date

✓ Approved ___ Disapproved


Chancellor/Vice President

Date

___ Approved ___ Disapproved

President

Date

An Equal Opportunity Employer



TITLE: Chief of Staff (COS) and SUSF Executive Director

UNIT: University Administration

DIVISION: Office of the Chancellor

QUALIFICATIONS:

Master's degree and relevant 5-7 years professional experience.
Exceptional written, verbal, and interpersonal communication skills and presentation skills.
Experience working with an executive leadership team.
Experience managing foundation, advancement or workforce development assets and staff.
Demonstrated ability to collaborate with all areas and divisions across the university.
Demonstrated ability to initiate, design, plan, and execute multiple complex projects simultaneously with attention to detail and high level of excellence.
Tact, discretion, and experience handling highly confidential information.

REPORTING AUTHORITY:

The Chief of Staff and SUSF Executive Director reports directly to the Chancellor.

SUPERVISORY RESPONSIBILITY:

Units and staff in the Office of the Chancellor and designated units and staff in the areas of fundraising, advancement, partnerships and workforce & community development.

TYPE OF EMPLOYMENT: Unclassified

TERMS OF EMPLOYMENT:

Twelve-month contract. Serves at the pleasure of the Chancellor of the University.

PRIMARY RESPONSIBILITIES:

1. As a key advisor to the Chancellor, the incumbent in this position will help to operationalize the Chancellor's priorities into plans of action.
2. Oversee confidential projects for the Chancellor.
3. Direct key projects under supervision of the Chancellor to ensure initiatives are completed in a timely and professional manner and coordinate activities with several major administrative units of the university.
4. Provide leadership in the areas of fundraising, advancement, and workforce & community development.
5. Manage the Office of the Chancellor including projects and staff.
6. Act as the Chancellor's representative and ambassador to internal and external constituents as directed by the Chancellor.
7. Perform other duties and responsibilities as assigned by the Chancellor.

PROFESSIONAL PROFILE

Frank Williams, Jr.



WORK EXPERIENCE

Southern University at Shreveport Foundation
Founder/Executive Director

2008 - Present

Responsible for the development and implementation of all fundraising programs designed to support Southern University at Shreveport
Reports to the Board the progress of the organizational objectives and financial status of the Foundation and other pertinent issues
Responsible for the preparation and submission of the annual budget for the Board approval
Responsible for the implementation of all the Foundation's Board policies
Responsible for the coordination for all legal, financial reports, annual reports, and events
Responsible for the development and implementation of communication between the Foundation, University, corporate donors, and the community
Responsible for the monitoring and oversight of the use of all of the Foundation's funds and assets.
Responsible for the development (including the training and orientation) of Board of Directors and other volunteers to ensure the capacity to realize leadership, goals, and mission for the advancement of the needs of the University
Responsible for the supervision and direction of all professional and administrative staff in the performance of their duties
Responsible for representing the Foundation in dealing with other organizations, individuals, University personnel and the general public

Downtown Development Authority -- DDA
Shreveport Development Corporation (DSDC)
Executive Director/Secretary to the Board

2005 - 2008

Responsible for the initiatives that aide and encouraged private development, promotions and coordination of public development within the Downtown Development District of Shreveport. Work with developers, property owners, building managers, businesses, city, and parish direct supervision of parking, parking lots, historic districts tax credits, low interest loans and grants to assist festivals and quality of life events.

HORSESHOE ENTERTAINMENT
Vice President Government Legal Affairs, and Human Resources

1994 - 2005
Bossier City, LA

WORK EXPERIENCE (continued)

Responsible for development and implementation of all phases of regulatory compliance for Horseshoe Entertainment, in accordance with the rules and regulations of the State of Louisiana and Gaming Industry; responsible for chairing the compliance committee.

Responsible for community relations, development, and implementation of Horseshoe Entertainment's Economic Development Program, serve as legal liaison between city, state, federal and other regulatory agencies, and the coordination of minority/women company's procurement goals.

Served as the official representative for Horseshoe Hotel/Casino to the Louisiana Gaming Board.

COMMERCIAL NATIONAL BANK

Vice President, Community Affairs Division/CRA Officer

1991 – 1994

Shreveport, LA

Commercial Loans – Loan Portfolio \$129 Millions – Specializing in lending to commercial business clients with a portfolio of 10 million. Emphasis on structuring SBA packages. Certified Lender U.S. Small Business Administration for the purpose approval of SBA loans in-house. Developed and coordinated CNB's programs to maintain active communication with community groups and governmental agencies, focusing on enhancing the economic well being of individuals with low-to-moderate income. Worked with community groups, business development and governmental agencies to identify and implement, where appropriate, programs which involves CNB in established governmental programs which were directed at improving the economic well being of individuals with low-to-moderate incomes.

Developed and implemented an on-going quarterly consumer loan analysis of CNB's efforts to meet the guidelines under the Community Reinvestment Act, identified specific weaknesses in those efforts and recommended specific changes and improvements.

Communicated and reported the status of CNB's Community Development/Reinvestment activities directly to CNB's Senior Management.

Developed and implemented the Geo-coding monitoring of all information using census tract data.

SHREVEPORT TOMORROW, INC.

CITY OF SHREVEPORT

Executive Director

August 1990 – June 1991

Shreveport, Louisiana

Responsible for the administration of a non-profit cooperation funded by the City of Shreveport to assist in the development small business (particularly minority and women-owned businesses) through the use of leverage financing.

The corporation consisted of a public/private partnership between the City of Shreveport and four (4) Shreveport banks (Commercial National Bank, Hibernia National Bank, Pioneer Bank & Trust and Premier Bank). The City injected initial funds in the amount of \$500,000 annually to leverage up to \$1,000,000 in loan funds made available through the banks. The corporation provided equity and venture funds for small businesses (minority and women-owned businesses).

WORK EXPERIENCE (continued)

**CITY OF SHREVEPORT
MAYOR'S OFFICE**

Assistant to the Chief Administrator Office

May 1989 – July 1990**Shreveport, Louisiana**

Assisted Departmental Directors in budget preparation, reviewed staff financial reports, and conducted City Council Staff meetings. Studied and implemented management of city government operational methods for improvement of work delivery flow; issued and interpreted operational policies. Revised and answered correspondence to the department. Developed reporting procedures and implemented cost reduction programs. Prepared reports including conclusions and recommendations for solutions of administrative problems. Issued and interpreted operational policies. Reviewed and answered complaint correspondence from citizens. Responsible for the oversight of Department of Urban Development and the Department of Human Resources. Responsible for city's JTPA Programs. Responsible for the governance and issuance of all wrecker/towing taxicabs and ambulance permits.

LOUISIANA STATE UNIVERSITY SHREVEPORT

Business Executive-In-Residence; Adjunct Professor

January 1989 – May 1989**Shreveport, Louisiana**

Worked closely with the Dean of College of Business Administration to establish a Minority Business Mentor Program to assist LSU-S upper-level Minority Business students. Served as guest lecturer for economic and finance professors in banking and finance; taught "The Management of Non-Profit Corporations"

SECURITY NATIONAL BANK

President and Chief Executive Officer

Total Assets: \$36,000,000.00

October 1985 – December 1988**Shreveport, Louisiana**

Responsible for maintaining the control of all the bank marketing/business development program; commercial, consumer loans operation; personnel and operational administration. Provided representation for the Board of Directors. Represented the bank at all key community activities. Developed and implemented the bank's three-year strategic plan. Responsible for the development of all policies and procedures in the area of asset/liability management, budget administration and investment operations. Assurance that all data presented to shareholders, board of directors and customers was accurate and compliant with federal reserve requirements.

LIBERTY BANK AND TRUST

Executive Vice-President of the Commercial Lending &

Business Administration Department

Total Assets: \$59,000,000.00

June 1985 – October 1985**New Orleans, Louisiana**

Responsible for the commercial and consumer lending operations; Marketing and Business Development.

WORK EXPERIENCE (continued)

SECURITY NATIONAL BANK**1982 – 1985**

Executive Vice President

Commercial Lending and Business Development

Responsible for the Development and implementation of all lending policies and loan programs as well as the bank's marketing program. Served as Secretary to the bank's Board of Directors.

CAPITAL BANK AND TRUST**1977 – 1982**

Commercial Loan Officer

Baton Rouge, Louisiana

Commercial Lending and Business Development

Loan Portfolio: \$125,000,000.00

Engaged in the lending of monies to commercial borrowers. Responsible for the administration of day-to-day operations involving management and money needs of assigned commercial customers. Also responsible for all phases of Minority Economic Development for the local and surrounding communities for the bank.

Processed SBA loans and handled the bank's secondary market SBA's loan participation portfolio. Developed relationships with builders and developers to solicit and approve construction loans;

responsible for

analyzing the bank's builders' credit to determine the feasibility of granting loans.

U.S. DEPARTMENT OF COMMERCE/SOUTHERN UNIVERSITY

Deputy Director

1977 – 1982

Center for Business and Economic Development

Baton Rouge, Louisiana

Responsible for the development of programs to assist minorities obtaining city, parish, state and federal procurement contracts and financial assistance from local banks. Oversight of program that operated in thirteen parishes and had offices located in Baton Rouge, Hammond and New Roads, Louisiana.

Developed partnerships with local financial institutions and worked closely with the SBA, Program Certified Lending Officer, for SBA loans.

**U.S. DEPARTMENT OF COMMERCE
CAPITAL ECONOMIC DEVELOPMENT****1973 - 1974**

Assistant Director

Baton Rouge, Louisiana

EAST BATON ROUGE PARISH**1972 - 1973**

Teacher

Baton Rouge, Louisiana

TEACHER CORPS PROGRAM**1971 - 1973**

Teacher

Baton Rouge, Louisiana

GROCERY STORE**1970 - 1973**

Owner/Manager

Baton Rouge, Louisiana

WORK EXPERIENCE (continued)

EXXON COMPANY, U.S.A. 1969 Process Operator	1969 - 1971 Baton Rouge, Louisiana
KENTUCKY FRIED CHICKEN District Supervisor - 3 Locations	1968 - 1969 Baton Rouge, Louisiana
THOMAS J. MORAN PRINTING Printer	1966 - 1968 Baton Rouge, Louisiana
KENTUCKY FRIED CHICKEN Store Manager	1963 - 1966 Baton Rouge, Louisiana

EDUCATION

Master of Education
Southern University, 1972
Baton Rouge, LA 70813

Bachelor of Science
Southern University, 1969
Baton Rouge, Louisiana

Major: Industrial Technology
Minor: Business Administration

School of Business and Commercial Lending
Oklahoma State University, 1981
Graduate Degree

FURTHER PROFESSIONAL STUDIES

City of Shreveport
Effective Supervisory Practices, 1989 (44 Hours)

LSU School of Banking, 1988
Analyzing Financial Statements
Baton Rouge, Louisiana

Principals of Business Management
U.S. Small Business Administration
School of Management, 1980
New Orleans, Louisiana

FURTHER PROFESSIONAL STUDIES (continued)

General Accounting Principles
General Association of Accountants, 1979 (40 hours)
Baton Rouge, Louisiana

Management and Accounting Procedures
Federal Government Accountants Association
Southern Methodist University, 1976
Dallas, Texas

Small Business Management and Administration
Small Business Institute
American Institute of Banking, 1974
Washington, D.C.

Introduction to Commercial Lending
American Institute of Banking, 1974
Oklahoma State University

Robert Morris & Associates (RMA)
Financial Statement Analysis/1993
Loan Documentation/1993
Cash Flow Analysis/1993

ACCOMPLISHMENTS

- 2001 Humanitarian Award Honoree – National Conference for Community and Justice
- 1996 Elected President of the Riverboat Casino Association of Louisiana
- 1991 Founder of the Shreveport Northwest Hall of Fame
- 1988 Established and served as President of LINKAGE, Inc.
- 1987 Established and served as President of M-VAC (Minority Venture Assistance Corporation)
- 1981 Obtained certification as a Small Business Administration Lender, U.S. Small Business Administration
- 1979 Represented the State of Louisiana at the National Task Force meeting on "The Community Reinvestment Act", Washington, D.C.
- 1979 Obtained funding for the First Minority Medical Complex in the State of Louisiana; SBA Funding value of 1.5 million.

ACCOMPLISHMENTS (continued)

- 1977 First Minority Commercial Loan Officer hired by a major financial institution in the State of Louisiana
- 1975 Established the first formal procurement program for minority and women owned business for persons in the City of Baton Rouge, Louisiana

PRESENTATIONS

- 1997 Presenter: Economic Development Outlook Conference, Shreveport, Louisiana
- 1987 Addressed the American Gas Association, Pittsburgh, Philadelphia
- 1988 Presenter: "Minority Development and Procurement Opportunities in the Corporate Sector", Washington, DC.
- 1988 Presenter: The National Civic League, Charlotte, North Carolina, "Healing a Racially - Split Community".

BOARD AFFILIATIONS

2018 Chairman/Board of Director	BRE/Community Health System
President/Chairman	Multicultural Center of the South
President/Foundation	Southern University at Shreveport Foundation
Board of Directors	City of Shreveport Economic Development Loan Review Committee
Executive Advisory Board	Louisiana State University - Shreveport, Louisiana
Board of Directors	Goodwill Industries
Board of Directors	National Council on Community and Justice
Board of Directors	National Council on Problem Gambling
Board of Directors	Louisiana Endowment for the Humanities

BOARD AFFILIATIONS (past)

Board of Supervisors	Southern University A&M College, Chairman
Board of Directors	Norwela Council Boy Scouts of America
Board of Directors	City of Shreveport Personnel Board
Board of Directors	Caddo Council on Aging, President
Board of Directors	Shumpert Medical Center Foundation
Board of Directors	Caddo Council on Aging
Board of Directors	Negro Chamber of Commerce
Board of Directors	Downtown Shreveport Unlimited
Board of Directors	Shreveport Civic Action League, Founder
Board of Directors	National Council on Christians and Jews
Board of Directors	Shreveport Chamber of Commerce
Board of Directors	Shreveport American Red Cross
Board of Directors	Habitat for Humanity
Board of Directors	Mothers Against Drugs
Board of Directors	Metropolitan Planning Commission of Shreveport
Board of Directors	The Providence House

HONORS (Selected)

2018	Inducted into the Horseshoe Casino – “Walk of Legends”
1993	Leadership Louisiana Graduate
1993	Faculty Fellow in Economic Development – Mid South Foundation, Little Rock, Arkansas

HONORS (Selected - continued)

1992	Selected by the U. S. Small Business Administration, Washington, D.C., to serve on the New Orleans District Advisory Council
1984	Selected by the U. S. Small Business Administration, Washington, D.C., to represent the banking community in the Republic of China
1984	Member, U.S. Congressman Parren Mitchell's Minority Economic Development Braintrust, U.S. Congress, Washington, DC
1983	Selected to the Shreveport/Bossier Committee of 100
1980	Cited for outstanding achievement in the area of Small Business Developments, United Business Alliance of Louisiana, Inc.
1979	Chair, Steering Committee on Minority Economic Development, White House Conference on Small Business



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



June 7, 2022

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

RE: Approval to appoint Mr. Dameoyn Woodley – Interim Registrar

Dear Dr. Belton:

This correspondence comes seeking your endorsement of **Mr. Dameoyn Woodley** to serve in the role of the **Interim University Registrar** at the Southern University at Shreveport (SUSLA) campus.

Mr. Woodley currently serves as the Assistant Registrar in the Office of the Registrar. He has the knowledge and skills to effectively perform the functions of the position. As a customary practice, the recommended salary below represents 90% of the salary of the previous incumbent. The period of this appointment is from July 1, 2022 through June 30, 2023, or until further notice.

The recommended salary for this position is **\$62,935.20**.

I am therefore requesting your endorsement and that of the Southern University System Board to move forward with appointing Mr. Woodley in this position on an interim basis.

Respectfully submitted,

Vladimir Alexander Appeaning, Ph.D.
Interim-Chancellor, SUSLA

APPROVED: _____

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

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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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 09/20/2007 To Present
Effective Date 07/01/2022

Name Dameoyn Woodley SS# xxx-xx-3257 Sex M Race* B
(Last 4 digits only)

Position Title: Interim University Registrar Department: Student Affairs and Enrollment Management

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 15
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BA- Organizational Management Wiley College 1998
MBA Louisiana State University in Shreveport 2015

Current Employer _____

Personnel Action

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

Recommended Salary \$62,935.20 Salary Budgeted _____

Source of Funds _____

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

Change of: _____

Position From Assistant Registrar To Interim University Registrar

Status _____

Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
General Fund	62,935.20

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____

Vice Chancellor _____ Date 6/7/22
Director/Personnel _____ Date _____

President _____ Date _____

Dean/Unit Head _____ Date _____

Chancellor _____ Date _____

Vice President/Finance _____ Date _____
Business Affairs/Comptroller _____

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

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☒ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☒

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Interim Registrar AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR _____

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Provides leadership, supervisory and organizational skills in effective and efficient operation of the Office of the Registrar. Responsible for all activities related to, registration, educational records maintenance degree audits, class scheduling including room assignments, college catalog, reporting functions, commencement and the Office of the Registrar website

Salary/Range: 60,000-70,000

Previous Incumbent (if replacement): Lalita Rogers

___ Approved ___ Disapproved

Department Head

Date

___ Approved ___ Disapproved

Dean/Director/Supervisor of Budget Unit

Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
___ Yes	___ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
___ X ___	Yes	___ ___	No
Employee Class:	5U	Job Class:	54034
Verified By:			Date:

___ Approved ___ Disapproved

Vice Chancellor

Date

✓ Approved ___ Disapproved

Chancellor/Vice President

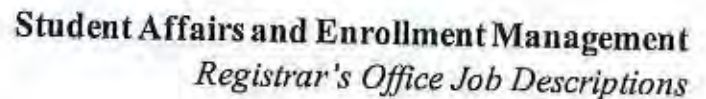
Date

___ Approved ___ Disapproved

President

Date

An Equal Opportunity Employer



DIVISION: Academic and Student Affairs

QUALIFICATIONS: The Registrar must have a master's degree in student services, educational administration, subject area or a related field required. Three (3) to five (5) years (preferred) of responsible experience in a Registrar's Office with supervisory responsibilities. Proven record of successful supervisory experience in a people-oriented environment. Demonstrated understanding of the application of technology to deliver registration services. Familiar with the Ellucian (Banner) Student Information System is preferred. Must possess strong interpersonal, oral and written communication skills. A proven record in working successfully with diverse populations. Ability to collaborate effectively with university departments and cross-functional teams. Must be familiar with state reporting requirements. Must have a profound interest in working with young adults, positive attitude, ability to plan and adapt to change, customer service oriented, highly motivated, goal oriented, attentive to detail, well organized, and able to manage multiple priorities and work well under pressure. Evening and weekend work and some travel are required.

REPORTING AUTHORITY: Assistant Vice Chancellor for Enrollment Management and the Vice Chancellor for Academic and Student Affairs

SUPERVISORY RESPONSIBILITY: Assistant Registrar, Transcript Coordinator, Degree Auditor, Administrative Coordinator III/VA Certifying Official, and work study students

PRIMARY GOAL: To provide leadership, supervisory and organizational skills in the effective and efficient operation of the Office of the Registrar. Responsible for all activities related to registration, educational records maintenance, degree audits, class scheduling including room assignments, college catalog, reporting functions, commencement and the Office of the Registrar website.

TYPE OF EMPLOYMENT: Unclassified

TERMS OF EMPLOYMENT: Twelve-month contract. Serves at the pleasure of the Chancellor of the University.

PRIMARY RESPONSIBILITIES:

1. Supervision and management of the University Registrar's Office including functions for student academic services, registration, records, commencement, Veterans Affairs and National Junior College Athletic Association certification.

2. Ensures the integrity, accuracy and security of all academic records of current and former students.
3. Supervision and maintenance of academic records in the Ellucian (Banner) System
4. Maintenance and update of the student records system in accordance with policies of AACRAO, FERPA, University Catalog, Board of Regents and Board of Supervisors.
5. Management of course enrollment/computerized Master Course Schedule, and the processes for Curriculum Committee and the University Catalog Committee.
6. Provide enrollment statistics to the appropriate state and federal offices.
7. Plans and supervises the execution of the commencement exercise.
8. Supervision, management and coordinate beginning and end-of-term processes.
9. Validation of leave requests, time sheets and management of office budget.
10. Supervision and management of the production of academic transcripts and related services.
11. Supervision of development and maintenance of the Office Policy and Procedures Manual
12. Supervision of athletic eligibility processes.
13. Supervision of the coordination and processes for committee's action for establishing policies and procedures for registration, academic rules and regulations, transfer credits, grading, graduation requirements, cancellations, resignations, reinstatement of registration, and grade appeals.
14. Facilitate effective student registration and enrollment.
15. Builds secure student data files and sets policy and procedure for their responsible use.
16. Maintains up-to-date course schedules, catalogs, final examination schedules.
17. Manages efficient use of classrooms.
18. Supervises and maintains the Banner platform and degree audit systems.
19. Supervises the processes for the articulation of transfer credits, student record updates, graduation and certification of associate degrees, certificates and diplomas, production of official transcripts, registration and commencement ceremonies.
20. Counsels and advises students, faculty and staff on academic matters.
21. Interprets and enforces policies of the University, Board of Regents, Board of Supervisors, and ensures adherence to FERPA regulations.
22. Responsible for collecting, recording, maintaining and reporting of student records within FERPA guidelines (e.g., grades, registration, data, maintaining transcripts, mid-term verification, IPEDS, National Student Clearinghouse, etc.)
23. Work with division chairs, faculty members and the Vice Chancellor for Academic and Student Affairs to devise registration schedules and procedures.
24. Directs office operations by coordinating scheduled activities for the unit.
25. Establishes and maintains the student academic records following guidelines established by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).
26. Assists in processing all student grades, grade changes and other changes and updates to academic records.
27. Ensures accurate official student transcripts and their release following the Family Educational Rights and Privacy Act (FERPA) guidelines.
28. Certifies enrollment of veterans for educational benefits from Veterans Administration.
29. Serves as a resource and liaison to the college community and external customers on issues relating to student information release under the Family Educational Rights and Privacy Act (FERPA) and other issues related to the function of a registrar.
30. Identifies appropriate internal controls for the Unit of Student Records/Registrar to monitor, ensure and document compliance with policy, procedures and established standards.

31. Collaborates with administrators, deans, faculty and IT to facilitate and improve services to students, including catalog and registration/records policy questions.
32. Provides leadership and develops appropriate recommendations for the implementation of related technology in support of enhanced services offered through the Unit of Student Records.
33. Problem solves through research, analysis and resolution of student disputes as they relate to records and registration.
34. Develops and administers departmental budget.
35. Maintains current documentation on all processes.
36. Updates office policies and procedures related to areas of responsibility.
37. Prepares annual plan, annual report and monthly reports as needed.
38. Performs other job related duties as assigned by the Associate Vice Chancellor for Enrollment Management and the Vice Chancellor for Academic and Student Affairs.

COMMITTEE ASSIGNMENTS:

Academic Council
Commencement Committee
Curriculum Committee
Enrollment Management Task Force
Registration Committee

DAMEOYN L. WOODLEY



EDUCATION: Master of Business Administration

Louisiana State University in Shreveport
Shreveport, Louisiana

Bachelor of Science - Organizational Management

Wiley College
Marshall, Texas

Certificate of Technical Studies - Computer Network Technology

Southern University at Shreveport
Shreveport, Louisiana

EXPERIENCE: Southern University at Shreveport, Shreveport, Louisiana

September 2007 - present

Southern University at Shreveport, a unit of the Southern University System located at Baton Rouge, Louisiana, was designated a two-year commuter college to serve the Shreveport-Bossier City area. The institution prepares students for careers in technical and occupational fields; awards certificates, diplomas and associate degrees; and offers courses and programs that are transferable to other colleges and universities.

Assistant Registrar

October 2017 - Present

- Assists the University Registrar with daily office management and responsibilities.
- Manage office operations by coordinating scheduled activities for the unit in the absence of the Registrar.
- Coordinates and supervises registration to include preparing and disseminating registration procedures and instructions to the campus community.
- Supervises and assists in the processing of all student schedule changes, withdrawals, grade changes, address changes and other resource information.
- Updates and maintains the mit's policy and procedures manual.
- Performed duties of Transcript Coordinator.
- Serve on university committees as appointed.

Transcript Coordinator

April 2013 - September 2017

- Coordinates, receives, and processes transcript requests in-person, online, and by mail.
- Assist various universities and colleges with transcript requests and transcript problems.
- Ensure strict confidentiality of student records, secure sensitive documents

- and equipment, and properly destroy all sensitive material.
- Process transfer articulations of all readmit transfer students.
- Serve as contact person with Business Office in removing financial holds on transcripts and in some instances identifying records with financial holds.
- Work with and resolve transcript problems.
- Assist with registration, graduation, and perform various aspects of customer service as required in the Office of the Registrar.
- Serve on university committees as appointed.

Selected Accomplishments:

- Assisted in implementing procedures to ensure transcripts are processed in a timely manner.
- Past recipient of SUSLA Jaguar of the Month Award
- Past recipient of Southern University System Above and Beyond Award

Student Support Services Tutorial Lab Technician

Student Support Services (SSS) is a federally-funded TRiO program that provides opportunities for academic development of low-income, first generation and students with documented disabilities. The program is designed to assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase the college retention and graduation rates of its participants.

September 2007 - April 2013

- Maintained database for SSS through Blumen database management system.
- Answered help line for the university relating to Blackboard and Banner.
- Monitored Tutorial Lab and supervised its employees.
- Conducted workshops on financial literacy and computers.
- Performed minor computer maintenance and upkeep.
- Compiled various reports with the assistance of ITC.
- Prepared Annual Performance Report (APR) as required by the Department of Education. Uploaded this report to DOE website.

Selected Accomplishments:

- Coordinated the implementation of Blumen database management system, which is used to track SSS students.
- Created the Financial Literacy program as required by the Department of Education.
- Planned and Coordinated End of Year Cultural Trip for SSS students to Atlanta, Georgia in 2011.

Willis-Knighton Medical Center

Willis-Knighton Medical Center is a general medical and surgical hospital in Shreveport, LA, with 896 beds. It is also accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF). It is widely considered as the premier medical establishment in Northwest Louisiana.

Security Guard

November 2002 - June 2012

- Maintained a safe work environment.

- Resolved conflicts on hospital property.
- Investigated and created reports for all types of reported incidents.
- Patrol hospital premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.

Selected Accomplishments:

- Maintained P.O.S.T. (Peace Officer Standards and Training) certification as an armed security guard.
- Assisted with the implementation of video monitoring system.

RadioShack

Fort Worth, Texas-based RadioShack Corporation is America's most trusted consumer electronics specialty retailer of wireless communications, electronic parts, batteries and accessories as well as other digital technology products and services.

Sales Manager/Sales Associate

September 1995 - June 2002

- Comprehensive customer service
- Responsible for training of new hires and current employees.
- Inventory analysis and management
- Maintained weekly schedule for all employees ensuring the best coverage for the store.
- Processed and reported weekly payroll for all employees.

Selected Accomplishments:

- Maintained double digit sales growth for all months except two as a manager.
- Assisted in the remodeling of several retail locations.

Louisiana Army National Guard

December 1989 - December 1995

The Louisiana Army National Guard is a component of the United States Army and the United States National Guard. The Constitution of the United States specifically charges the National Guard with dual federal and state missions. When not Federalized the National Guard is the only United States military force empowered to function in a state status. Those functions range from limited actions during non-emergency situations to full scale law enforcement of Martial law when local law enforcement officials can no longer maintain civil control. The National Guard may be called into federal service in response to a call by the President or Congress.

Heavy Vehicle Driver (88 M)

- Transported tanks to and from destinations within Louisiana and Texas
- Operate all wheel vehicles and equipment over varied terrain and roadways

- Manage load, unload, and safety of personnel being transported
- Oversee and check proper loading and unloading of cargo on vehicles and trailers
- Employ convoy defense techniques
- Identify, correct or report all vehicle deficiencies
- Prepare vehicle for movement/shipment by air, rail or vessel

Selected Accomplishments:

- Commandant's List Honor Graduate for 88 M School
- Selected to serve on the advance party team for annual training

Personnel Administrative Specialist (75 B)

- Performed personnel and administrative functions in support of company
- Prepared and processed recommendations for awards and decorations and arranges for awards ceremony.
- Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries.
- Prepares and monitors requests for identification cards and tags, line of duty determination, military personnel data and information management, personnel security clearances, training and reassignment, retention, military pay, special pay programs, transition processing, legal, meal cards, training soldier support files and unit administration.

Selected Accomplishments:

- Commandant's List Honor Graduate for 75 B School
- Expert Marksman in Basic Rifle Marksmanship
- Expert on Hand Grenade Course

URGENT



SOUTHERN
UNIVERSITY

AND AGRICULTURAL & MECHANICAL COLLEGE

URGENT

Office of the Director
Post Office Box 9983
Baton Rouge, LA 70813

SCHOOL OF EDUCATION

Phone: (225) 771-2291

Fax: (225) 771-2292



May 16, 2022

Dr. Cynthia Bryant
Dean
College of Humanities and Interdisciplinary Studies

REC'D EVC-ACAD AFFRS
2022 MAY 17 PM 8:37

Dear Dr. Bryant,

I am writing this letter of request seeking replacement for the position vacated by Ms. Natalie Chesser. The position in which she held over a number of years is critical to the success of our college and is an integral component of CAEP accreditation. Ms. Chesser served as the Assessment/Accountability Coordinator.

I am requesting to hire Mrs. Brunetta Adams as a highly qualified candidate in the position. The Assessment/Accountability Coordinator position pays \$64,271.00. Ms. Adams presently serves as the Interim Assessment/Accountability Coordinator.

Your immediate consideration concerning this matter will be greatly appreciated.

Sincerely,

VerJanis A. Peoples, Ph.D.
Director
School of Education

Approvals:

Dr. Cynthia Bryant, Dean
College of Humanities and Interdisciplinary Studies

5/17/22

Date

Dr. Bijoy K. Sahoo
Executive Vice Chancellor

5/17/2022

Date

The Board of Supervisor

Date

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

REC'D EUC-ACAD AFF
2022 MAY 17 PM 3:2

POSITION NUMBER									
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CAMPUS: SUS _____ SUBR ☒ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

☐ Academic	☐ Non-Academic	☐ Civil Service
☐ Temporary	☐ Part-time (25 % of Full Time)	☐ Restricted
☐ Tenured	☐ Undergraduate Student	☐ Job Appointment
☐ Tenured Track	☐ Graduate Assistant	☐ Probationary
☒ Other (Specify)	☐ Refire Return To Work	☒ Permanent Status

Previous Employee Natalie Chesser Reason Left Another Job
Date Left June 2021 Salary Paid \$64,271.00

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023

Effective Date July 1, 2022

Name Brunetta Adams SS# xxx-xx-1225 Sex F Race* B

(Last 4 digits only)

Position Title: Assessment/Accountability Coordinator Department: School of Education

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 PAE, if applicable.)

Years Experience 22 + Southern University Experience 13

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS (Business Education)</u>	<u>Southern University</u>	<u>07/1992</u>
	<u>MS (Public Administration)</u>	<u>Southern University</u>	<u>07/1994</u>
	<u>Specialist (Educ Leadership)</u>	<u>Northwestern State University</u>	<u>07/2002</u>

Current Employer East Baton Rouge Parish

Personnel Action

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

Recommended Salary \$64,271.00 Salary Budgeted \$64,271.00

Source of Funds State

Identify Budget: 210855-22256 Location College of Education

Form Code: _____ Page _____ Item # _____

Change of: _____

From _____ To _____

Position _____

Status _____

Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
<u>21001-22256-61002-21000</u>	

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u>	<u>5/11/2022</u>	<u>[Signature]</u>	
Supervisor	Date	Dean/Unit Head	Date
<u>[Signature]</u>	<u>5/17/2022</u>	<u>[Signature]</u>	
Vice Chancellor	Date	Chancellor	Date
<u>[Signature]</u>	<u>5/23/2022</u>	<u>[Signature]</u>	
Director/Personnel	Date	Vice President/Finance	Date
<u>[Signature]</u>		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 – 5:00

EMPLOYEE DIRECT SUPERVISOR:

Dr. VerJanis Peoples

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization
Resident Alien
H-1 Visa (Distinguished Merit & Ability)
J-1 Visa (Exchange Visitor Program)
F-1 Visa (Student Emp. FT Student at S.U.)
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

SOUTHERN UNIVERSITY
CODE **EXPIRES**
I certify that the above purchase is (a) in accordance with the terms and conditions of the 2010-2011 budget award agreement and in accordance with federal, state, local, and university policies and procedures required for fiscal compliance.
Allowability/Compliance Verified By: *[Signature]*
Encumbered/Funds Available By: *[Signature]*
Doc. ID # _____ Date: *5/24/12*

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/Incl Positions (Civil Service Application for classified employees)
☐ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
☐ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
☐ Exemptions Survey Form (signed by employee and budget head)
☐ Proposed Employee Appointment
☐ Proposed Employee Clearance
☐ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☒ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☐

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Assessment/Accountability Coordinator AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR School of Education/Department of Curriculum & Inst.
(Department or Unit)

☒ Replacement ☐ New Position* ☒ Unclassified
☐ Civil Service ☐ Temporary ☐ Faculty
☐ Tenured ☐ Probationary (For Faculty this is same as tenure track)

Source of Funds

☒ State
☐ Grant -in-Aid
☐ System Revenue
☐ Agency Fund State

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Assessment/Accountability Coordinator will serve in an administrative capacity in coordination with the Director. She will teach a course in the Department of Curriculum and Instruction. This position is a full-time position to coordinate all functions of accreditation in the School of Education, including its assessment system. The specific roles include being the primary manager of the assessment system, primary trainer in the college on the use of the assessment system, and primary assessment liaison.

Salary/Range: 64,271.00

Previous Incumbent (if replacement):

Natalie Chesser

☒ Approved ☐ Disapproved

Department Head

5/17/2022
Date

☒ Approved ☐ Disapproved

Dean/Director/Supervisor of Budget Unit

5/17/22
Date

2M9893

COMPTROLLER'S OFFICE ONLY

Funds Available

☒ Yes

☐ No

Signature

Date

Budget Number

211001-22056-601002-21000

☒ Approved ☐ Disapproved

HUMAN RESOURCES OFFICE ONLY

Existing/Approved Position

☒ Yes

☐ No

Job Code: M Cal Id: U Job Class: 22440

Michael Williams 05/23/22

Verified By:

Date:

5/17/2022
Date

Vice Chancellor

☒ Approved ☐ Disapproved

Chancellor/Vice President

Date

☒ Approved ☐ Disapproved

President

Date

An Equal Opportunity Employer

The Assessment/Accountability Coordinator Job Description

The Assessment/Accountability Coordinator will serve in an administrative capacity in coordination with the Director. She will teach a course in the Department of Curriculum and Instruction. This position is a full-time position to coordinate all functions of accreditation in the School of Education, including its assessment system. The specific roles include being the primary manager of the assessment system, primary trainer in the college on the use of the assessment system, and primary assessment liaison.

Curriculum Vitae

BRUNETTA E. ADAMS



Professional Profile

I am an exceptionally energetic and enthusiastic teacher/instructor and Professional leader. I project a charisma that captures the imagination of students, faculty and staff and demonstrate excellent instructional classroom management and professional management skills. I am eager to utilize and enhance my training, communication skills and organizational abilities in a manner that will benefit the organization, its' community, as well as myself.

As an educator, I work to bring students into the twenty-first century using a unique combination of education experience coupled with more than twenty years' teaching background in computer science education.

- Hold a Specialist Degree in Education which targets instructional design and educational technology
- Hold a Specialist Degree in Education which targets Curriculum, Instruction, and Professional Development
- Hold a Master's Degree in Public Administration with 20 hours of Computer Science Education on the Graduate Level. Bachelor's Degree in Business Education/Secondary
- Experienced in use of the Internet, Cloud-based Applications, Assessment and Educational software.
- Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge in students

As an administrator, invested in collaboration, training, and implementation to develop and enhance technology skills and integration, online collaboration, and a culture of assessment campus and district-wide, through the facilitation of professional development.

EDUCATIONAL ORGANIZATIONS AND COMMITTEES

6/2018-Present	Nova Southeastern University, PhD in Instructional Design and Distance Education
6/2014-6/2017	Walden University Online Specialist Degree, Ed.S in Curriculum, Instruction and Professional Development (completed)
7/2001--7/2003	Northwestern State University, Ed.S Degree in Educational Leadership and Instruction with a concentration in Educational Technology (completed)
1/1992 - 7/1997	Southern University, MPA Degree in Public Administration Generalist Concentration with 12 hours of healthcare courses (completed)
8/1991 - 1/1992	Southern University, Computer Science Education, completed 20 hours of a 30 hour curriculum in the master's program
6/1980 - 5/1991	Southern University, BS Degree in Business Education, Baton Rouge, Louisiana (Completed)
01/1986-11/1986	Airco Computer Learning Center, Majoring in Computer Operations, Houston, Texas 600 hours of Classroom Theory and Lab, plus an additional 250 hours of "hands-on" dealing with main frame computer systems. (Completed)

Membership and Organizations Past and Present

- ☐ Parent Teacher Organization-Past
- ☐ Southern University Public Administration Association-Past
- ☐ Alpha Kappa Alpha Sorority Incorporated- Present
- ☐ Gloryland Baptist Sanctuary Choir- Present
- ☐ Jack & Jill of America Inc.-Past
- ☐ The National Council on Black American Affairs (NCBAA)-Past
- ☐ MERLOT) Multimedia Educational Resource for Learning and Online Teaching-Present
- ☐ Association for Educational Communications & Technology (AECT)-Present
- ☐ Member of the Western Cooperative Educational Technology (WCET)-Past
- ☐ United States Distance Learning Association (USDLA)-Past

Committees Past and Present

Curriculum and Instruction- Present
Instructional Leaders for Tomorrow-Present
Exceptional Student Services 504 Compliance-Present
Canvas Collaboration and Development-Present
SACS Taskforce II Team- Past
Co-Chair SACS Team for Standard 3.3.1 Institutional Effectiveness-Past
Assessment Team/NCATE Standard II Chair-Past

- ❑ LCTCS e-Learning Quality Team-Past
- ❑ Electronic Learning Quality Team-Past
- ❑ Learning Resources and Distance Learning Quality Team-Past
- ❑ Council of Electronic Learning Practitioners (CEP)-Past
- ❑ Universal Design for Learning (UDL)-Past
- ❑ Rank/Promotion-Past
- ❑ Science & Technology Team-Past
- ❑ Performance/Merit Committee-Past
- ❑ Scholarship Committee-Past
- ❑ Commencement Committee-Past
- ❑ Various search committees: Vice Chancellor of Academic Affairs, Computer Science Instructor, Dean of Evening & Weekend-Past

COMPUTER EXPERIENCE

HARDWARE: IBM 4300, 4300 System Utilizing a 4341 CPU

With OS/VSE/JES, DOS/VSE/Power Operating System under VM/370 with ISAM and VSAM Access Methods and CMS, IBM DisplayWrite, IBM PC Xt, Santa Clara PCand 3270 Systems, Tandy CM-5 1000 RL Hard Drive, Panasonic, Apple., Infocus projector, Scanner, HP Color Printer, Dual Monitoring setup, HTML, Light Speed Microphone System, Promethean and Smart Boards, Hover Cam Polit Panel

SOFTWARE: OS and DOS JCL Utilities, Symphony, Q & A, exposure to DisplayWrite and CICS, WordPerfect 5.0, 5.1, 6.0 for windows/dos, WriteWriter, Lotus 1.2.3, Database 5.0, P/S Write, SPSS statistical package for windows, Microsoft word, WordPerfect 6.1 for windows, Microsoft Office XPsuite (word, excel, access, powerpoint) and MSTeams, Web-based course design, Moodle, BlackboardCourseManager, CanvasLearningManagementSystem, Google (drive, docs, forms, sheets), PASSPORT (Professional Accountability System Services via Portals), LiveText (Assessment System), and Xitrac Accreditation Software System, Final Cut Pro Editing, AssetTiger Database Management and Tracking System for Inventory

ADMINISTRATIVE EXPERIENCE

1//2015-Present

East Baton Rouge Parish School System

I serve as a teacher on assignment in the Technology Integration department where I am responsible for training and managing the Canvas Learning Management System. I also serve as the Curriculum Resources Specialist collaborating with vendors and enter purchases for educational materials. I previously served in the Department of Exceptional Student Services (ESS) where I was assigned to work as a Vocational Education Facilitator. Duties included building and managing a database to make accessing 2,300 (and counting) student records more efficient and test monitoring. From 1/2015 to 12/2015, worked as a District Instructional Data Coach. This position serves as support for schools in the area of professional development. Duties were to conduct training on various technologies and implementation of professional development plan. Visit schools to follow up on use of technology and lend support where it is needed.

10/2013-12/2014

Southern University A & M College, University Assessment and Activity

Director of Institutionalizing and Sustaining Strategic Assessment Management (ISSAM)

assessment process, and provided support for programs going through compliance and accreditation activities. As Assessment Director I managed the assessment of the institutional outcomes and served as a member of the University Assessment Committee. I also worked in conjunction with the office of Planning, Assessment, and Institutional Research to cull relevant student learning data for institutional use.

1/2012- Present

**Southern University A & M College, Arts and Humanities and School of Education -
Adjunct Instructor for Online Learning**

Teach two online courses in the BIS Interdisciplinary program (CRIR 201 Seminar and CRIR 499 Capstone)

9/2006-10/2013

**Southern University Arts and Humanities and School of Education Special Assistant to the
Dean/Assessment Coordinator**

- Managed the Assessment System (PASSPORT-Professional Accountability System Services via Portals) for the College of Education to collect and analyze data on the programs/faculty/ and student performance, for accreditation purposes. In spring 2009, we moved to a new assessment system (LiveText). This system is managed by the Special Assistant to the Dean for Assessment.
- Trained Faculty and Students on the usage of electronic assessment system
- Prepared training materials for faculty and students concerning the electronic assessment system
- Tracked data
- Run/Prepare reports for data dissemination according to Reporting Chart
- Served on committees -department and campus-wide (SACS, College of Education Assessment, Dean's Leadership Team, and NCATE Standard II Chair)
- Managed the College of Education Website
- Assigned to special projects as directed by the Dean
- Prepared materials for workshops and presentations
- Prepared reports for Leadership Team members meetings

7/1998-8/2006

**Baton Rouge Community College, Baton Rouge, Louisiana Instructional
Designer for Electronic Learning**

- Assisted faculty with translation of courses or project content and modulate into online interactive learning.
- Monitored, test, design, and implement technology requirements for faculty instruction for distance delivery to include training workshops in instructional design, course curriculum, needs assessment and evaluation methods.
- Troubleshooted problems associated with distance learning systems or delivery as it pertains to curriculum and course design for faculty.
- Collaborated and functioned as a member of the BRCC E-LCTCS Planning Team, Learning Resources Quality and Technology Team and
- other committees as necessary.

- Collaborated and functions as the LRC liaison with the BRCC
- Blackboard Administrator, Help Desk Manager, Open Lab Coordinator, Media Specialist and BRCC Webmaster in facilitating communications and coordination for successful faculty instruction.
- Traveled as necessary to stay abreast of new technologies and initiatives to fulfill the responsibility of the position.
- Ability to effectively supervise subordinate staff.
- Managed the budget that includes both the Electronic Learning Unit and the Teaching and Learning Center.

- **Head of the Teaching and Learning Center (TLC)**
 - Established and chair the Advisory Committee
 - Managed the development of a comprehensive plan for providing faculty with techniques for significantly enhancing the learning process
 - Managed the Scheduling of activities conducted in the TLC

- **Faculty Support for Electronic Learning**
 - Identified/Created Training Modules in relationship with e-LCTCS
 - Trained/Assisted faculty with developing specific courses for online delivery Spring 2004
 - Worked to expand E-Learning training program online for professional development
 - Worked on developing Certificates for E-Learning's class/program completion
 - Developed Evaluations and Pre-Test materials for E-Learning for students
 - Continued to work with other departments to help them provide online services
 - Attended all meetings/workshops/conferences pertaining to E-Learning

- **Team Leader for the Computer Science Discipline**
 - Coordinated faculty course scheduling
 - Coordinated course & program development
 - Liaison for dean & faculty
 - Assisted in degree audits
 - Assisted with program evaluation
 - Evaluated part-time faculty
 - Coordinated search team for hiring faculty

- **Assistant to the Dean of Business & Technology**
 - Coordinated faculty course scheduling
 - Coordinated course & program development
 - Acted as Liaison for dean & faculty
 - Assisted in degree audits

- Assisted with program evaluation
- Evaluated part-time faculty
- Coordinated search team for hiring faculty

PROFESSIONAL TEACHING EXPERIENCE

8/2013-Present

**Southern University A & M College, Arts and Humanities and School of Education
Adjunct Instructor in the Department of Curriculum and Instruction**

- Developed for online delivery and teach Interdisciplinary Seminar CRIR 201, and Educational Technology Literacy CRIN 212
- Traditional delivery, teach Educational Technology Literacy CRIN 212

1/2008-5/2013

**Baton Rouge Community College, Baton Rouge, Louisiana Adjunct Instructor in the
Department of Technology**

- Taught Introduction to Computer Technology CSCI 101
- Instructor In the area of Business Technology:
 - Taught courses as assigned
 - Student advisement
 - Assisted with registration
 - Served on College committees
 - Participated in student-related and professional development activities.
 - Facilitated computer assisted instructions to students
 - Served on various committees
- Courses:
 - Introduction to Computer Technology 101
 - Computer Science 190
 - Computer Presentations for Business 260
 - Spreadsheets 150
 - Developed Visual Basic course CIST 183

9/1992 – 7/1998

Southern University School of Nursing, Baton Rouge, Louisiana

- Educational Resource Specialist

Functions

- Supervised 3 student workers and a graduate assistant.
- Managed the complete audiovisual department, including microphones, films, videotapes, transparencies.
- Planned and coordinated activities that serve to enhance the School of Nursing's image and increase its visibility to potential students.
- Served as liaison between the community media, the University public Relation's component, High School Recruitment and School of Nursing.

- Developed communication materials for recruitment and public information.
- Coordinated all internal communications and public relations activities.
- Coordinated all off-campus recruitment and external public relations activities.
- Coordinated all School of Nursing activities related to the University.

- **Educational Resources**

- Provided all media services to the school of nursing:
 - Graphic arts and photography
 - Circulation of audio-visual equipment
 - Operator assistance and scheduling
 - Production of slide programs
 - Production of videotapes
 - Minor repairs, troubleshooting, and general maintenance
 - Consultation on creative production topics to faculty & staff
- Recommended and purchase hardware, software, supplies, and rentals. Approve all services and procedures. Coordinate and supervise all activities given at the nursing school. Design layout for monthly newsletter. Recruiter and Public Relations person.
- Worked diligently to meet the needs of the students by planning, developing and coordinating media resources to enhance knowledge.
- Organized and controls audio/visual equipment.
- Coordinated all in-house media productions for nursing education.
- Supervised audio/visual Learning Center and T/V Studio.
- Served as a resource person to faculty in Utilization of media for instruction.

7/1991-5/1992

E.B.R. Parish School System, Kenilworth Middle School, Baton Rouge, Louisiana

- Teacher (Computer Literacy)
- Implemented an instructional plan for teaching Computer Literacy to grades 6-8th.
- Taught Life Science to 7th grade students.
- Assisted in coordinating the Annual Science Fair.

6/1991 - 9/1991

Mitchell & Robertson Law Firm, Assistant Office Administrator, Baton Rouge, Louisiana

- Typed legal documents using the Dictaphone.
- Supervised legal secretary making sure all documents were correct.
- Assisted the Attorney with getting all information for bankruptcies.
- Assisted with the billing and paying of finances.

Certifications

09/24/2017 – 12/10/2017

- **VLMA (Verizon Mobile Learning Academy - ISTE)**

The Verizon Mobile Learning Academy guides teams, schools or districts in effectively implementing or improving their mobile learning strategy.

05/22/2020 - 08/05/2020

- **Quality Matter K-12**

Quality Matters (QM) is the global organization leading quality assurance in online and innovative digital teaching and learning environments. It provides a scalable quality assurance system for online and blended learning used within and across organizations. When you see QM Certification Marks on courses or programs, it means they have met QM Course Design Standards or QM Program Review Criteria in a rigorous review process.

REFERENCES: FURNISHED UPON REQUEST

Dr. Sharmayne Rutledge Executive Director of Schools	srutledge@ehrschools.org 225- 922-5400
Dr. Luria Young Past Supervisor	225-205-7158
Dr. Marcil Seals Video Engineer	337-692-9038



SOUTHERN
UNIVERSITY

AND A&M COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813

GOJAGSPORTS.COM | 750.750.1234 | @SOUTHERNSPORTS

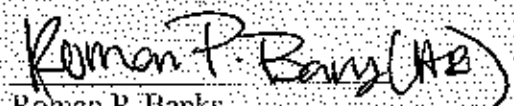
To Whom This May Concern:

Please accept this memorandum as a request and formal justification to amend the salary of the individual noted below effective July 1, 2022. Please be advised that this individual is receiving a salary adjustment for the ongoing commitment within the Baseball program and excellent work performance.

- Christopher Crenshaw \$110,000

If you have any questions germane to this request, please contact me as soon as possible.
Thanks so much.

Best,



Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus



Dr. Ray Helton
President/Chancellor
Southern University and A&M College
Baton Rouge Campus

BLUE

POS CLASS					
EMP CLASS					
HI		RT		IV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	6	9	1
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO 2022 JUN 8 A 11:48 SUSLA _____

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2020 To June 1, 2022
Effective Date of Employment July 1, 2022

Name Christopher Crenshaw SS# S01524247 Sex M Race* B
(Last 4 digits only)

Position Title: Head Baseball Coach Department: Athletics

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

☐ New Position

Visa Expiration Date: _____

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

Years Experience 11 Southern University Experience 3 years

Degree(s): Type/Discipline (BA-Education): B.S. / Physical Education Institution/Location (SU-Baton Rouge): Bethel University Year: 2013

Current Employer Southern University

Personnel Action

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

Annual Salary \$110,000.00 Salary Budgeted \$110,000.00 Hourly Rate, if applicable: _____

Pay Cycle: ☐ Biweekly ☒ Monthly ☐ Faculty

Source of Funds: State Identify Budget: 218900-21803-61002-29000 Location: _____

Change of:

Position: Interim Baseball Coach From Head Baseball Coach To

Status: _____

Salary Adjustment: \$110,000.00 \$110,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds (Current)	Amount
218900-21803-61002-29000	\$110,000.00

*See Reverse Side

Graduate School signature (if applicable):

Supervisor	<u>Roman P. Bann (AR)</u>	Date	<u>6/2/22</u>	Dean/Unit Head	<u>Roman P. Bann (AR)</u>	Date	<u>6/2/22</u>
Vice Chancellor	<u>[Signature]</u>	Date	<u>6/6/2022</u>	Chancellor	<u>[Signature]</u>	Date	<u>6/6/2022</u>
Director/Personnel	<u>[Signature]</u>	Date	<u>6/6/2022</u>	Vice President/Finance	<u>[Signature]</u>	Date	<u>6/6/2022</u>

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:

Christopher Crenshaw will receive a salary increase of \$10,000 effective July 1, 2022.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Rouan Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any): None

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Temp. FT Student at S.U.)	F1	
OPT (F-1 Visa-JNS 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/Tac/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 Social Security Number)
- ☐ 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
- ☐ Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable

JUN 09 2022

CONFIRMED UPON AVAILABILITY OFFUND
G. 6/9/22



CONTACT

4600 Burbank Drive

Baton Rouge, LA 70820

901-490-6038

Cgcrenshaw86@yahoo.com

CHRISTOPHER CRENSHAW

Southern University – Recruiting Coordinator/Pitching Coach

Baton Rouge, LA

January 2019-Present

- Responsible for the coordination and recruiting of players and scheduling
- Implemented and oversees the development of pitchers
- Charged with making in game pitching changes

Southern Accomplishments

- Western Division Title
- Conference Title - 2019
- 1 Relief Pitcher of the Year
- 1 Player of the Year
- 6 All Conference Selections

Jackson State University-Recruiting Coordinator/Assistant Coach

Jackson, MS

Fall 2013-January 2019

- Took the lead on overseeing the academic eligibility and development of players
- Responsible for the coordination and recruiting of players
- Implemented and oversees the development of pitchers
- Charged with making in game pitching changes

Jackson State University Accomplishments

- 170 Wins in 5 years
- Conference Title - 2014
- Division Title
- 2 Players of the Year
- 1 Pitcher of the Year
- 1 Hitter of the Year
- 2 Freshmen of the Year
- 2 Newcomer of the Year
- 1 Relief Pitcher of the Year
- 2 All Americans
- 2 ALL Region Players
- 26 All Conference Selections
- 1st JSU NCAA Tournament Win
- 5 professional players in 5 years
- Players with 3.0 GPA's or higher in 10 out of 11 semesters

Southwest Tennessee Community College – Recruiting Coordinator

Memphis, TN

Fall 2011-Spring 2013

- Responsible for the coordination and recruiting of players in the U.S. and Canada

Dullins Baseball Academy – Pitching Coordinator/Coach

Memphis, TN

Fall 2010 – Spring 2013

- Oversaw the mental and spiritual development of the kids
- Developed & implemented a pitching plan for 8-18 year olds

Notable Players Coached:

- Jordan Barnes (Yankees), Dalton Dulin (Nationals), Cody Reed (Reds), Garret Copeland (Orioles), Daniel Garner (Phillies), Kyle Overstreet (Padres), Austin Sexton (Cardinals), Ridge Smith (Blue Jays), Austin Riley (Braves), Gray Fenter (Orioles), Carlos Diaz (Cubs), Melvin Rodriguez (Nationals), Javany Felipe (Rays), Vance Tatum (Royals), Tanner Murphy (Braves), David Owens (Giants), Delta Cleary, Jr. (Rockies & Nationals), Drake Owenby (Brewers), Domenick Carlini (Twins), Henri Lartigue (Phillies), Wyatt Short (Cubs) Javeyan Williams (Giants) Bryce Brown (Rays)

EDUCATION:

Southwest Tennessee Community College – Associates Degree in Communications – Memphis, TN – 2004-2006

Southern University and A&M College – Baton Rouge, LA – 2006-2007



Southern University And A&M College

Department of Athletics

Job Description

Position:

Southern University Men's Baseball Head Coach Position

Scope:

Reporting to the Director of Athletics, a Head Coach is responsible for practice and game preparation, as well as recruiting, retention and program administration within that program. In addition, they are responsible for the proper utilization of facilities and equipment, scheduling of practices, athletic contests and designated special functions. Other duties can and will be assigned.

Specific Responsibilities:

- Plan, organize and conduct all practices and contests.
- Hire, supervise and evaluate all assistant coaches.
- Recruit and enroll a diverse group of qualified student athletes for successful participation at the

NCAA Division I level

- Prepare a schedule in conjunction with the Athletic Director that complies with departmental policies, goals, and objectives.
- Submit all sport budget and equipment requests for approval prior to purchase adhering to department and college budget policies and procedures and schedule.

Administer the sport budget in a fiscally responsible manner.



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

June 6, 2022

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Appointment of Brian Frye as a Visiting Professor for the 2022-2023 Academic Year

Dear Dr. Belton:

Professor Brian Frye, who teaches at the University of Kentucky School of Law is interested in becoming a visiting professor at the Southern University Law Center for the 2022-2023 academic year. Professor Frye is a prolific, versatile scholar, and respected professor.

Professor Frye earned a Juris Doctor degree from New York University School of Law in 2005, a Master of Fine Arts degree in Filmmaking from the San Francisco Art Institute, and a Bachelor of Arts in Cinema Studies from the University of California at Berkley in 1994. He has published casebooks and several law review articles in leading law reviews and journals. In addition to his academic prowess, Frye was a law clerk at the Washington State Supreme Court from 2005-2006, a law clerk at the United States Court of Appeals for the Ninth Circuit from 2006-2007, and an associate attorney at Sullivan & Cromwell, LLP from 2007-2010. I have attached Professor Frye's CV for your review.

I am recommending that the Southern University Board of Supervisors approve his appointment as a visiting professor for the 2022-2023 academic year at its June 24, 2022, board meeting. The recommended salary for Professor Frye is \$126,000. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre".

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

JOB CLASS 3	8	0	4	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
-----------------	--	--	--	--	--	--	--	--	--

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

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

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

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

Profile of Person Recommended

Length of Employment 08/01/2022 To 05/31/2023
Effective Date 08/01/2022

Name Brian Frye SS# XXX-XX- Sex M Race* W
(Last 4 digits only)

Position Title: Visiting Professor Department: Law Center - Instruction

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

Years Experience 20 Southern University Experience 6mos
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
J.D. New York University School of Law 2005
B.A. University of California at Berkeley 1994

Current Employer University of Kentucky College of Law

Personnel Action

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

Recommended Salary \$ 126,000.00 Salary Budgeted \$ 126,000.00

Source of Funds General Appropriation

Identify Budget: State _____ Location: 320923-32030-61002-34100
Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____

Position _____
Status _____

Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
320923-32030-61002-34100	\$126,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor <u>John K. Pierre for Shawn Vance</u> Date <u>6/8/22</u>	Dean/Unit Head <u>Gerry R. Hall</u> Date <u>6/9/22</u>
Vice Chancellor <u>John K. Pierre</u> Date <u>6/10/2022</u>	N/C for Finance & Admin. <u>John K. Pierre</u> Date <u>6/8/22</u>
Director/Personnel _____ Date _____	Chancellor _____ Date _____
President _____ Date _____	Vice President/Finance Business Affairs/Comptroller _____ Date _____
	Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino

_____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

SULC Visiting Professor for the 2022-2023 academic year. The recommended salary for Professor Frye is \$126,000.00, effective date August 01, 2022.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

V/C Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any)

100

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

LEITCHER UNIVERSITY LAW CENTER
CODE _____ EXPIRES _____
INCURRED / FUNDS AVAILABLE

DATE _____

BY _____

BY _____

BY _____

BY _____

BY _____

BY _____

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)

_____ Application for Employment Form Admin/Fac/Uncl Positions/Civil Service Application for classified employees

_____ Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)

_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

_____ Exemptions Survey Form (signed by employee and budget head)

_____ Proposed Employee Appointment

_____ Proposed Employee Clearance

_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☐ SULAC ☒ SUAREC ☐ SUNO ☐ SUSLA ☐

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Visiting Professor AS DESCRIBED BELOW

Academic Affairs

(Department or Unit)

☐ Replacement ☒ New Position ☒ Unclassified
☐ Civil Service ☐ Temporary ☐ Faculty
☐ Tenured ☐ Probationary (For Faculty this is same as tenure track)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The position is a non-tenure faculty position for the 2022-2023 academic year. The visiting professor will teach courses assigned to them and engage in scholarly research, serve on committees as assigned. Also, the visiting professor will host office hours to meet with students in courses that they teach, and perform duties as otherwise assigned. Some of the above tasks will occur remotely.

Salary/Range: \$100,000-\$150,000

Previous Incumbent (if replacement):

☒ Approved ☐ Disapproved

John K. Pierre
 Department Head

6/7/2022
 Date

☒ Approved ☐ Disapproved

Gerry R. Hall
 Dean/Director/Supervisor of Budget Unit

6-7-22
 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
☒ Yes	☐ No
<u>SmcGeorge</u> Signature	<u>6/7/22</u> Date
Budget Number <u>320923-32080-61002-34100</u>	

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

☒ Approved ☐ Disapproved

John K. Pierre for Shawn Vance
 Vice Chancellor

6/7/2022
 Date

☒ Approved ☐ Disapproved

John K. Pierre
 Chancellor/Vice President

6/7/2022
 Date

☒ Approved ☐ Disapproved

[Signature]
 President

 Date

An Equal Opportunity Employer

Brian L. Frye
Spears-Gilbert Professor of Law
University of Kentucky College of Law

Academic Appointments:

University of Kentucky College of Law, Lexington, KY

- Spears-Gilbert Professor of Law, July 2020 - present
- Spears-Gilbert Associate Professor of Law, July 2016 - June 2020
- Assistant Professor of Law, July 2012 - June 2016
- Courses: civil procedure, intellectual property, copyright, trademark, nonprofit organizations, law & popular culture, intellectual property theory, professional responsibility, media law

Southern University Law Center, Baton Rouge, LA

- Visiting Professor, January 2021 - April 2021
- Course: Copyright

Jilin University Law School, Changchun, Jilin Province, China

- Visiting Professor, May - June 2017 & 2018
- Course: Introduction to United States Intellectual Property

Hofstra University School of Law, Hempstead, NY

- Visiting Assistant Professor of Law, January 2010 - June 2012
- Courses: civil procedure, art law, nonprofit organizations, law & popular culture

Professional Experience:

Sullivan & Cromwell LLP

- Associate, October 2007 - January 2010

Honorable Andrew J. Kleinfeld, United States Court of Appeals for the Ninth Circuit

- Law Clerk, June 2006 - June 2007

Honorable Richard B. Sanders, Washington Supreme Court

- Law Clerk, June 2005 - June 2006

Education:

New York University School of Law, New York, NY

- Juris Doctor, *cum laude*, May 2005

San Francisco Art Institute, San Francisco, CA

- Master of Fine Arts in Filmmaking, May 1997

University of California at Berkeley, Berkeley, CA

- Bachelor of Arts in Cinema Studies, High Honors, December 1994

Casebooks:

Brian L. Frye, Elizabeth Schiller & Maybell Romero, *Professional Responsibility: An Open-Access Casebook* (2019)

Brian L. Frye, *Copyright* (CALI 2022 forthcoming)

Brian L. Frye, *Media Law* (2019)

Legal Publications:

Brian L. Frye, *The Art of the Token*, Stanford Journal of Blockchain Law & Policy (forthcoming)

Brian L. Frye, *Are CryptoPunks Copyrightable?*, Pepperdine Law Review (forthcoming)

Brian L. Frye, *After Copyright: Pwning NFTs in a Clout Economy*, Columbia Journal of Law & the Arts (forthcoming)

Brian L. Frye, *How to Sell NFTs Without Really Trying*, Harvard Journal of Sports & Entertainment Law (forthcoming)

Brian L. Frye, *A Moveable Brownbag*, in Teaching Methods in Intellectual Property Law (Edward Elgar, forthcoming)

Brian L. Frye, *Karl Marx, Literary Landlord*, 25 Virginia Journal of Law and Technology 279 (2022)

Brian L. Frye, *NFTs & the Death of Art*, in Posthumous Art, Law and the Art Market (Sharon Hecker & Peter J. Karol eds. Routledge 2022)

Brian L. Frye, *Review of: Hanoch Dagan, A Liberal Theory of Property* (Cambridge University Press 2021), 6 Journal of Law, Property, and Society 219 (2021)

Brian L. Frye, *Toxic Public Goods*, 74 Maine Law Review 2 (2021)

Brian L. Frye, *The Plagiarism Trilogy*, 1 Banja Luka Criminal Law Review 111 (2021)

Brian L. Frye, *Commentary on White v. Samsung*, in *Feminist Judgements: Rewritten Properly Opinions* (Eloisa C. Rodriguez-Dod & Elena Maria Marly-Nelson eds. 2021)

Brian L. Frye, *SEC No-Action Letter Request*, 54 Creighton Law Review 537 (2021)

Megan Boyd & Brian L. Frye, *Plagiarism Pedagogy: Why Teaching Plagiarism Should be a Fundamental Part of Legal Education*, 99 Washington University Law Review Online 1 (2021)

Brian L. Frye, *Conceptual Copyright*, 66 South Dakota Law Review 183 (2021)

Brian L. Frye, *The Illusory "Public Trust" in Art, Deaccessioning in a Post-Pandemic World* (MuseumsEtc 2021)

Brian L. Frye, *The Right of Reattribution*, 5 The Business, Entrepreneurship & Tax Law Review 22 (2021)

Brian L. Frye, *Deodand*, 44 Seattle University Law Review SUPRA 55 (2021)

Brian L. Frye, *Everything You Always Wanted to Know About Price Gouging (But Were Afraid to Ask): A Response to Ramsi Woodcock, The Efficient Queue and the Case Against Dynamic Pricing*, 105 Iowa L. Rev. Online 33 (2021)

Brian L. Frye, *Court Packing Is a Chimera*, 42 Cardozo Law Review 329 (2021)

Brian L. Frye, *Literary Landlords in Plaguetime*, 10 N.Y.U. J. Intell. Prop. & Ent. Law 225 (2021)

Brian L. Frye, *A Textualist Interpretation of the Visual Artists Rights Act of 1990*, 19 Colorado Technology Law Journal 365 (2021)

Brian L. Frye, *A License to Plagiarize*, 43 UALR L. Rev. 51 (2020-2021)

Akshat Agrawal & Brian L. Frye, *Who Watches the Plagiarism Police?*, The Contemporary Law Forum (Nov. 27, 2020)

Jess Miers & Brian L. Frye, *Combating Internet Trolls: The Right of Publicity and Section 230*, Landslide Magazine 13:1 (September/October 2020)

Maybell Romero & Brian L. Frye, *The Right to Unmarry: A Proposal*, 69 Clev. St. L. Rev. 89 (2020)

Brian L. Frye, *In re Patentability of the Peltzer Inventions*, 11 Case Western Reserve Journal of Law, Technology & the Internet 111 (2020)

Christopher J. Ryan, Jr. & Brian L. Frye, *Patents & Legal Expenditures* 51 U. Pac. L. Rev. 577 (2020)

Brian L. Frye, *The Stolen Poem of St. Moling: The Concept of Literary Ownership in Medieval Ireland*, in *Forgotten Intellectual Property Lore* (Shubha Ghosh ed. Edward Elgar 2020)

Brian L. Frye, *Plagiarize This Paper*, 60 IDEA: The IP Law Review 294 (2020)

Brian L. Frye, *Against Deaccessioning Rules*, 53 Creighton Law Review 461 (2020)

Christopher J. Ryan, Jr. & Brian L. Frye, *The 2019 Revealed-Preferences Ranking of Law Schools*, 7 Belmont L. Rev. 86, 113 (2019)

Brian L. Frye, *The Visible Hand?*, 36 Yale J. on Reg.: Notice & Comment (Oct. 8, 2019), <http://yalejreg.com/nc/the-visible-hand-by-brian-l-frye/>.

Christopher G. Bradley & Brian L. Frye, *Art in the Age of Contractual Negotiation*, 107 Kentucky Law Journal 547 (2019)

Brian L. Frye, *The Ballad of Harry James Tompkins*, 52 Akron L. Rev. 355 (2019)

Christopher J. Ryan, Jr. & Brian L. Frye, *University Technology Transfer & the Public Good*, in *Research Handbook on Intellectual Property and Technology Transfer* (Jacob Rooksby, ed. 2019)

Nicole E. Pottinger & Brian L. Frye, *Registration is Fundamental*, 8 IP Theory 1 (2018)

Brian L. Frye, *The Zapruder Film*, in *A History of Intellectual Property in 50 Objects* (Daniel Hunter & Claudy Op den Kamp, eds. Cambridge University Press 2018)

Brian L. Frye, *"It's Your Right...!": A Legal History of the Bacardi Cocktail*, 27 U. Miami Bus. L. Rev. 1 (2018)

Brian L. Frye, *Metaphors on Trademark: A Response to Adam Mossoff, "Trademark as a Property Right"*, Kentucky Law Journal Online (2018).

Brian L. Frye, *Christmas in July: A Response to David Fagundes, Why Less Property Is More*, 103 Iowa L. Rev. Online 14 (2018)

Brian L. Frye, *The Lion, the Bat & the Thermostat: Metaphors on Consciousness*, 5 Savannah L. Rev. 13 (2018)

Brian L. Frye, *Invention of a Slave*, 68 Syracuse L. Rev. 181 (2018)

Brian L. Frye, *Art in the Shadow of the Law*, Kentucky Bench & Bar Magazine 8 (March/April 2018)

Christopher J. Ryan, Jr. & Brian L. Frye, *An Empirical Study of University Patent Activity*, 7 N.Y.U. J. I.P. & Ent. L. 51 (2017)

Brian L. Frye, *New Art for the People: Art Funds & Financial Technology*, 93 Chicago-Kent L. Rev. 113 (2017)

Christopher J. Ryan, Jr. & Brian L. Frye, *A Revealed Preferences Approach to Ranking Law Schools*, 69 Ala. L. Rev. 495 (2017)

Brian L. Frye, *The Possible Redundancy of §230*, The Recorder (Nov. 10, 2017), <http://perma.cc/FUW5-UHFB>

Brian L. Frye, *Equitable Resale Royalties*, 24 J. Intell. Prop. L. 1 (2017)

Brian L. Frye, *Against Creativity*, 11 N.Y.U. J.L. & Liberty 426 (2017)

Brian L. Frye & Christopher J. Ryan, Jr., *Fixing Forum Selling*, 25 U. Miami Bus. L. Rev. 1 (2017)

Brian L. Frye, *Incidental Intellectual Property*, 33 Ent. & Sports Lawyer (2017)

Brian L. Frye, Christopher J. Ryan, Jr. & Franklin L. Runge, *An Empirical Study of the Copyright Practices of American Law Journals*, 16 John Marshall Rev. I.P.L. 207 (2017)

Brian L. Frye, *Art & the "Public Trust" in Municipal Bankruptcy*, 93 U. Detroit Mercy L. Rev. 629 (2016)

Brian L. Frye, *Aesthetic Nondiscrimination & Fair Use*, 3 Belmont L. Rev. 29 (2016)

Brian L. Frye, *Machiavellian Intellectual Property*, 78 Univ. of Pittsburgh L. Rev. 1 (2016)

Brian L. Frye, *Copyright in Pantomime*, 34 Cardozo Arts & Ent. L. Rev. 307 (2016)

Brian L. Frye, *Social Technology & the Origins of Popular Philanthropy*, 32 Ga. State. L. Rev. 413 (2016)

Brian L. Frye, *Plagiarism is Not a Crime*, 54 Duquesne L. Rev. 133 (2016)

Brian L. Frye, *Scenes from the Copyright Office*, 32 Touro L. Rev. 83 (2016)

Brian L. Frye, *The Most Scholarly Justices*, 18 Green Bag 2d 435 (2015)

Brian L. Frye, *Copyright as Charity*, 39 Nova L. Rev. 343 (2015)

Brian L. Frye, *IP as Metaphor*, 18 Chapman L. Rev. 735 (2015)

Brian L. Frye, *Eldred & the New Rationality*, 104 Ky. L.J. Online 1 (2015)

Brian L. Frye, *Andy Warhol's Pantry*, 8 Akron I.P. J. 17 (2015)

Brian L. Frye, *Solving Charity Failures*, 93 Or. L. Rev. 155 (2014)

Brian L. Frye, *Justifying Academic Freedom*, 9 FIU L. Rev. 45 (2013)

Brian L. Frye, Josh Blackman & Michael McCloskey, *Justice John Marshall Harlan: Lectures on Constitutional Law, 1897–98*, 81 Geo. Wash. L. Rev. Arguendo (2013)

Josh Blackman, Brian L. Frye & Michael McCloskey, *Justice John Marshall Harlan: Professor of Law*, 81 Geo. Wash. L. Rev. 1063 (2013)

Brian L. Frye, *The Dialectic of Obscenity*, 35 Hamline L. Rev. 229 (2012)

Brian L. Frye, *The Peculiar Story of United States v. Miller*, 3 N.Y.U. J.L. & Liberty 48 (2008)

Professional Activities:

Amicus Brief in *Valencourt v. Garland* (D.C. Cir. 2022) (co-authored with Zvi Rosen)

Amicus Brief in Support of Petition for Writ of Certiorari in *Columbia House of Brokers v. Designworks Homes* (2022) (co-authored with Michael Kwun)

Other Selected Publications:

Brian L. Frye, *Making Sense of the \$40B NFT Market*, Right Click Save, January 31, 2022, at <https://www.rightclicksave.com/article/making-sense-of-the-40b-nft-market>

Brian L. Frye, *Clout and Control*, Outland, December 23, 2021, at <https://outland.art/cryptopunks-bored-apes-copyright/>

Brian L. Frye, *Pity the Poor Plagiarist*, PopLaw 2021, Nov. 24, 2021, at https://www.americanbar.org/groups/young_lawyers/publications/tyl/topics/poplaw/pity-poor-plagiarist/

Brian L. Frye, *Nevermind the Bollocks, Here's a Lawsuit*, ABA: The Young Lawyer, August 30, 2021, at https://www.americanbar.org/groups/young_lawyers/publications/tyl/topics/poplaw/nevermind-the-bollocks-heres-a-lawsuit-nirvana-spencer-elden/

Brian L. Frye, *Money for Nothing and Art for Free: What Are NFTs and Are They Illegal?*, ABA: The Young Lawyer, August 19, 2021, at https://www.americanbar.org/groups/young_lawyers/publications/tyl/topics/poplaw/money-for-nothing-art-for-free-are-nfts-illegal/

Brian L. Frye, *It's The End Of Citation As We Know It & I Feel Fine*, TechDirt, March 22, 2021, at <https://www.techdirt.com/articles/20210318/22393446451/end-citation-as-we-know-it-i-feel-fine.shtml>

Brian L. Frye, *The Baltimore Museum Wants to Diversify Its Collection; It Should Be Allowed to*, Hyperallergic, November 25, 2020, at <https://hyperallergic.com/600604/the-baltimore-museum-wants-to-diversify-its-collection-it-should-be-allowed-to/>

Brian L. Frye, *What Is Justice Amy Coney Barrett's Record on Arts Funding?*, Hyperallergic, October 29, 2020, at <https://hyperallergic.com/597958/what-is-justice-amy-coney-barretts-record-on-arts-funding/>

Brian L. Frye & Maybell Romero, *TVTV's America*, BAM/PFA, August 14, 2020, at https://guerrillatv.bampfa.berkeley.edu/essays/2020-08-10_brian-frye-and-maybell-romero-tvtps-america.html

Brian L. Frye, *The NCBE is a Joke, Give "Judge Judy" the Boot*, Jurist, August 5, 2020, at <https://www.jurist.org/commentary/2020/08/brian-frye-ncbe-judith-gundersen/>

Brian L. Frye, *Libraries Are Not a Crime*, Jurist, August 5, 2020, at <https://www.jurist.org/commentary/2020/08/brian-frye-libraries-not-a-crime/>

Brian L. Frye, *My House, My Rules: A Brief History of the Third Amendment*, I Taught the Law, June 6, 2020, at

<https://medium.com/i-taught-the-law/my-house-my-rules-a-brief-history-of-the-third-amendment-3f57569b758>

Brian L. Frye, *The King of Tragicomedy*, Jurist, May 9, 2020, at <https://www.jurist.org/commentary/2020/05/brian-frye-tiger-king/>

Brian L. Frye, *All's Fair in a Grudge Match*, Docalogue, May 2020, at <https://docalogue.com/tiger-king-murder-mayhem-and-madness/>

Brian L. Frye, *All Your Books Are Belong to Us*, Jurist, April 11, 2020, <https://www.jurist.org/commentary/2020/04/brian-frye-emergency-library/>

Brian L. Frye, *The CASE Act Is for Trolls*, Jurist, April 10, 2020, at <https://www.jurist.org/commentary/2020/04/brian-frye-case-act/>

Brian L. Frye, *OK, Landlord: Copyright Profits Are Just Rent*, Jurist, April 8, 2020, at <https://www.jurist.org/commentary/2020/04/brian-frye-copyright-profits/>

Brian L. Frye, *It's Time for Universal Diploma Privilege*, Jurist, April 6, 2020, <https://www.jurist.org/commentary/2020/04/brian-frye-diploma-privilege/>

Brian L. Frye, *Plagiarism in Plaguetime*, Jurist, March 28, 2020, at <https://www.jurist.org/commentary/2020/03/brian-frye-plagiarism-in-plaguetime/>

Brian L. Frye, *Arts Foundations Must Do More Right Now*, Jurist, March 26, 2020, at <https://www.jurist.org/commentary/2020/03/brian-frye-arts-foundations/>

Brian L. Frye, *Grades Are for Cops; Get Rid of Them*, Jurist, March 22, 2020, at <https://www.jurist.org/commentary/2020/03/brian-frye-grades-are-for-cops/>

Lucille E. Nguyen & Brian L. Frye, *Court-Packing and its Discontents*, Jurist, November 17, 2019, at <https://www.jurist.org/commentary/2019/11/nguyen-frye-court-packing/>

Lucille E. Nguyen & Brian L. Frye, *On "No-No Boy," Penguin is Right*, Jurist, June 26, 2019, at <https://www.jurist.org/commentary/2019/06/nguyen-frye-no-no-boy-penguin/>

Brian L. Frye, *A Potted Legal History of the Bisbee Deportation of 1917*, Hedgehogs & Foxes (June 26, 2018)

Brian L. Frye, *The Athlete's Two Bodies: Reflections on the Ontology of Celebrity*, Incite! Journal of Experimental Media, Issue 7 (2018)

Brian L. Frye, *Reflections on Motion Picture Evidence*, World Picture 12 (2017)

Brian L. Frye, *Copyright in a Nutshell for Found Footage Filmmakers*, Found Footage Magazine No. 2 (2016)

Brian L. Frye, *A Revolution in Favor of Television*, in *Looking with Robert Gardner* (SUNY Press, 2016)

Brian L. Frye, *Three Great Phonographers: Warhol, Nixon & Kaufman*, Incite! Journal of Experimental Media, Issue 6 (2016)

Brian L. Frye, *Interview with Jonas Mekas*, in *13 Most Wanted Men: Andy Warhol and the 1964 World's Fair* (2015)

Brian L. Frye, *On the Origins of the Robert Beck Memorial Cinema*, Incite! Journal of Experimental Media (2013)

Brian L. Frye, *The Gray Lady's Guide to Avant-Garde Cinema*, Incite! Journal of Experimental Media (2011-12)

Brian L. Frye, *The Accidental Preservationist: An Interview With Bill Brand*, in *Results You Can't Refuse: Celebrating 30 Years of BB Optics* (Andrew Lampert ed., 2006).

Brian L. Frye, *Three Great Filmmakers: Haldeman, Ehrlichman & Chapin*, in *Results You Can't Refuse: Celebrating 30 Years of BB Optics* (Andrew Lampert ed., 2006).

Brian L. Frye, *Three Great Filmmakers: Haldeman, Ehrlichman & Chapin, or Nixon's Home Movies*, Cineaste, Summer 2006

Brian L. Frye, *Interview With Jonas Mekas*, in *Jonas Mekas: Conversations, Letters, Notes, Misc. Pieces Etc.* (Jonas Mekas & Liutauras Psibilski eds., 2005).

Other Experience:

Legal Journalist, 2018 - present

- Founded *Ipse Dixit*, a podcast on legal scholarship
- Interviewed more than 500 legal scholars about their scholarship

Film & Art Critic, 2000 - present

- Wrote feature articles and reviews on art and film in *The New Republic*, *Civilization*, *University Business*, *Cineaste*, *Film Comment*, *IndieWire*, *Millennium Film Journal*, *Senses of Cinema*, *BOMB*, *Film History*, *The Brooklyn Rail*, *Incite!* and other publications

Filmmaker, 1995 - present

- Co-producer of *Our Nixon* (2013), which was broadcast by CNN, opened theatrically nationwide, and has shown internationally
- Creator of short films and videos included in the Whitney Biennial 2002 and shown at the New York Film Festival, Museum of Modern Art, San Francisco Museum of Modern Art, the Pompidou Center, and many other venues

Selected Legal Presentations:

The New Abnormal - NFT's for Dummies / Legal Professionals, Santa Clara University Law School High Tech Law Journal, March 25, 2022

NFT Panel, Intellectual Property Owners Spring Summit, March 24, 2022

The Art of the NFT, SXSW, March 11, 2022

After Copyright: Pwning NFTs in a Clout Economy, Three Rivers IP & Tech Law Colloquium, January 28, 2022

Bring The Noise: IP in Tumultuous Times, AALS Annual Meeting, January 6, 2022

Art Law, Co-Sponsored by Intellectual Property - Permissions Culture, AALS Annual Meeting, January 6, 2022

Cryptocurrency and IP - addressing the fundamentals of cryptocurrency and blockchain, what real problems it solves or could solve, and its intersection with IP rights, IPO Education Foundation, December 9, 2021

Ownership rights of NFTs, Art Basel, December 1-4, 2021

NFTs: Futuro or Fad?, Kernochan Center, Columbia Law School, November 19, 2021

Deodand, Law & Humanities Scholars Conference, June 28, 2021

Plagiarism Pedagogy: Why Teaching Plagiarism Should be a Fundamental Part of Legal Education, Federal Judicial Center Conference, May 19, 2021

The Illusory "Public Trust" in Art, Deaccessioning After 2020, Syracuse University College of Law, March 19, 2021

"Ask The Lawyers", Deaccessioning After 2020, Syracuse University College of Law, February 26, 2021

The Law of the Jungle: Hobo Justice in Pre-War America, Rural Legal Scholars Workshop, University of South Dakota School of Law, October 30, 2020

Portmanteauments, Intellectual Property Scholars Conference, Stanford Law, August 21, 2020

Literary Landlords in Plaguetime, BYU Copyright and Trademark Symposium, August 20, 2020

The Law of the Jungle, SEALS, July 31, 2020.

Reflections on Deaccessioning, Art Law Works-in-Progress Colloquium, Northeastern Law, April 3, 2020

Reflections on Deaccessioning, Creighton Law, February 22, 2020

Plagiarize This Paper, Nebraska Law, February 21, 2020

Ken Zeran in How to Become Famous Without Really Trying, Works in Progress Intellectual Property Colloquium, Santa Clara Law, February 7, 2020

Toxic Public Goods, Three Rivers Tech and IP Colloquium, Pitt Law, January 31, 2020

The Trouble With Conceptual Art, Association of American Law Schools Annual Conference, January 5, 2020

Funding University Research or Patent Litigation?, Stanford NPE Database Symposium, November 15, 2019

Plagiarize This Paper, University of New Hampshire School of Law, November 8, 2019

Innovation as Charity, Medicine, Music, and Mascots: Furthering Social Justice in the Age of Intellectual Property, Gonzaga University School of Law, September 20, 2019

Against Deaccessioning Rules, Association for Law & Society Conference, Washington, DC, May 31, 2019

Toxic Public Goods, Association for Law, Property, and Society Conference, Syracuse University College of Law, May 18, 2019

Plagiarize This Paper, Intellectual Property Redux Conference, University of New Hampshire School of Law, April 13, 2019

Private Resale Royalties, St. John's University School of Law IP Colloquium, March 11, 2019

The Stolen Poem of St. Moling, Works in Progress IP, University of Houston Law Center, February 9, 2019

Private Resale Royalties, Three Rivers Tech and IP Colloquium, Duquesne University School of Law, January 25, 2019

The Ballad of Harry James Tompkins, University of Mississippi School of Law, October 15, 2018

The Ballad of Harry James Tompkins, Cleveland-Marshall College of Law, September 17, 2018

The Ballad of Harry James Tompkins, Erie at Eighty: Choice of Law Across the Disciplines Conference, University of Akron School of Law, Constitutional Law Center, September 14, 2018

Watergate & the Historiography of the Presidency, Southern Illinois University School of Law, September 4, 2018

Liberation Innovation: Antebellum African-American Intellectual Property, University of Louisville College of Law, August 28, 2018

Killing Time: Motion Picture Evidence & Capital Punishment, Visible Evidence, Indiana University, August 10, 2018

Intellectual Property Bullshit, SEALS, August 5, 2018

Hot Topics in Copyright Law, San Francisco Bar Association, April 25, 2018

Illegal Art, Alternative Cinema, Colgate University, April 3, 2018

Against Deaccessioning Rules, Harvard Law School, March 22, 2018

To Every Cow Its Calf: Saint Columcille & the Mythical Origins of Copyright, Works in Progress Intellectual Property Conference, Case Western Reserve University School of Law, Cleveland, OH, February 16, 2018

To Every Cow Its Calf: Saint Columcille & the Mythical Origins of Copyright, Marquette University Law School, Intellectual Property Colloquium, Milwaukee, WI, February 8, 2018

Privacy is Not Property, National and Global Perspectives on the Right to Privacy Conference, VIT Law School, Chennai, India, January 20, 2018

The Lion, the Bat & the Thermostat: Metaphors on Consciousness, American Association of Law Schools Annual Conference, January 6, 2018

The Athlete's Two Bodies: Reflections on the Ontology of Celebrity, Queen's University Faculty of Law, October 12, 2017

The Lion, the Bat & the Thermostat: Agnostic Reflections on Artificial Intelligence, Rise of the Automations, Savannah Law School, September 15, 2017

Extremum as Metaphor, TEDxJLU talk, Jilin University, May 2017

The Law of the Jungle: Hobo Justice, 1865-1939, University of Toledo College of Law, March 27, 2017

Equitable Resale Royalties, Association of American Law Schools Annual Meeting, January 7, 2017

Against Creativity, IP Colloquium, Hofstra Center for Intellectual Property Law, November 7, 2016

Against Creativity, Conference on Law, Authorship, and Appropriation, Paul M. Hebert Law Center, Louisiana State University, October 29, 2016

Observations on Comparative Intellectual Property Law, International Symposium on Foreign Law and Comparative Law, Beijing International Studies University Law School, September 17, 2016

Observations on Comparative Intellectual Property Law, Zhejiang Gongshang University Law School, Hangzhou, September 21, 2016

The Law of the Jungle: Hobo Justice, 1865-1939, Law & Society Association Annual Meeting, New Orleans, LA, June 2, 2016

Against Creativity, American Bar Association Intellectual Property Law Symposium, April 6, 2016

Intellectual Property as Charity, University of West Virginia College of Law, April 4, 2016

The Law of the Jungle: Hobo Justice, 1865-1939, University of Mississippi College of Law, March 28, 2016

Art & the "Public Trust" in Municipal Bankruptcy, University of Detroit Mercy Law Review Centennial Symposium, March 4, 2016

Copyright & Cultural Production, Mega IP Fiesta, VIT Law School, Chennai, India, January 30, 2016

IP as Charity, AALS Annual Meeting, January 8, 2016

Intellectual Property Bullshit, Savannah Law School, November 6, 2015

Plagiarism is Not a Crime, Intellectual Property Junior Scholars Workshop, Fordham Law School, October 23, 2015

Aesthetic Nondiscrimination & Fair Use, Belmont Law Review 2015 Symposium, Entertainment Law and Music Business in Transition, Belmont Law School, October 16, 2015

IP as Charity & Plenary Speaker, Central States Law Schools Association 2015 Scholarship Conference, October 9, 2015

IP as Charity, Intellectual Property Scholars Conference, August 6, 2015

IP as Charity, Moritz College of Law, The Ohio State University, July 23, 2015

The National Security State: The NSA's Mass Surveillance and Meta-Data Collection, Kentucky Bar Association Annual Convention, June 19, 2015

Plagiarism is Not a Crime, Duquesne University School of Law, April 20, 2015

Scenes from the Copyright Office, Touro Law Center, March 23, 2015

The McKinley Memorial Chain Letter & the Origins of Popular Philanthropy, Ohio Northern University Claude W. Pettit College of Law, February 27, 2015

Copyright as Charity, 2015 Nova Law Review Symposium, New Media and Old Metaphors, Shepard Broad Law Center at Nova Southeastern University, February 12-13, 2015

IP as Metaphor, 2015 Chapman Law Review Symposium, Trolls or Toll-Takers: Do Intellectual Property Non-Practicing Entities Add Value to Society?, Chapman Law School, January 30, 2015

Trolls as Metaphor, 4th Annual Intellectual Property Scholars Roundtable, University of New Hampshire School of Law, November 2014

Charity as Innovation, Junior Intellectual Property Scholars Association Workshop, Washburn University School of Law, June 2014

Solving Charity Failures, Internet Law Works in Progress Symposium, March 2014

Epistemological Skepticism & Motion Picture Evidence, Association for the Study of Law, Culture & the Humanities Conference, March 2014

Watergate & the Historiography of the Presidency, Indiana University-Purdue University Indianapolis College of Law, January 2014

Discovering Constitutional Rights, Conference on The Question of Regulating Guns, Indiana Tech Law School, November 2013

Andy Warhol's Pantry, Akron Law IP Scholars Forum, October 2013

Nixon & the Historiography of the Presidency, Saint Louis University College of Law, September 2013

Charity as Innovation, Southeastern Association of Law Schools, August 2013

Charity as Innovation, Developing Ideas Conference, August 2013

Solving Charity Failures, Washington University in St. Louis Law School Regional Junior Faculty Forum, April 2013

Solving Charity Failures, Central States Law Schools Association Conference, October 2012

Other Presentations:

Copyrights & Copywrongs, Bastard Film Encounter, April 27, 2019

The Art of Appropriation: A Copyright/Fair Use Workshop, BRIC, Brooklyn, NY, Nov. 28, 2017

Copyright in a Nutshell for Archivists, Association of Moving Image Archivists Annual Conference, November 12, 2016

The Art Markets Are Present, White Box Gallery, New York, NY, August 25, 2016

Selections from the Kentucky Amateur Film Archive, Ephemeral Film Festival, Baltimore, MD, June 25, 2016

Jonathan Lee Riches: The Most Suingest Person in America, Bastard Film Encounter, April 24, 2015

Film and Filmmaking in Kentucky, University of Louisville, March 13, 2015

Collage Filmmaking, Antioch College, August 2014

Working in the "People's House": The Nixon Staff Super-8 Collection (with Katrina Dixon),
Wunderkino 4: Visions of House and Home, Northeast Historic Film, July 2014

Documentary Filmmaking, Hampshire College, November 2013

Old Films, New Access: Partnerships in Production, Association of Moving Image Archivists
Annual Conference, November 2013

Documentary Film in Kentucky, University of Louisville, October 2013

Service

Secretary, AALS Art Law Section

Member, AALS IP Section

Member, ABA Volunteer Lawyers for the Arts (VLA) Division of Forum on the Entertainment and
Sports Industries

National Alliance for Media Arts and Culture (NAMAC), Oakland, CA, board member

Kentucky Lawyers for the Arts, Lexington, KY, board president

LexArts, Lexington, KY, board member

LexArts Business Volunteers for the Arts, Lexington, KY, committee member

Kentucky Amateur Film Archives, Lexington, KY, board member

Appalshop Charitable Trust, Whitesburg, KY, trustee

Lexington Film League, Lexington, KY, board member

UnionDocs, Brooklyn, NY, board member

Light Industry, Brooklyn, NY, board member

Canyon Cinema, San Francisco, CA, board member

Screen Slate, Brooklyn, NY, board member

References:

Ann Bartow

Professor of Law

University of New Hampshire Franklin Pierce School of Law

(603) 513-5106

Ann.Bartow@law.unh.edu

Mark Lemley

William H. Neukom Professor of Law

Stanford Law School

(650) 723-4805

mlemley@law.stanford.edu

Naomi Mezey
Professor of Law
Georgetown University Law Center
(202) 662-9854
mezeyn@law.georgetown.edu

Eric J. Segall
Ashe Family Chair Professor of Law
Georgia State University College of Law
(404) 413-9225
esegall@gsu.edu

Christopher Jon Sprigman
Murray and Kathleen Bring Professor of Law
New York University School of Law
(212) 992-8162
christopher.sprigman@nyu.edu



June 16, 2022

Dr. Ray Belton
President/Chancellor
Southern university system
Campus

Dear Dr. Belton:

This is a request for a salary adjustment for Dr. Nadia Gadson (Moses) for your final consideration. The present salary is \$64,000 (12 Month) and the adjustment request is an additional \$10,000. As expressed earlier in our meeting, this request is relevant because of increases in Department of State (SEVIS) responsibilities related to clearing, enrollment, securing and maintaining records and confidential document of our global (international) population. This population includes all international students, faculty, visiting and research scholars.

Given that the work of this office supports the entire Southern University System, Dr. Gadson's responsibilities extend beyond the regular working day. The Center of International Affairs is on duty 24/7 and there is no regard for the COVID Pandemic, as the work of this office could not stop.

A review of the salaries of personnel in similar positions indicates a gross discrepancy among pay. Not only is this apparent in gender equity, but, performance and qualifications as well. To this end, I appreciate your consideration of this request to bring parity to the salaries of those who are not on the pay scale of others with similar qualifications and responsibilities.

Sincerely,

Barbara W. Carpenter, PhD
Dean and Professor
International Affairs and University Outreach

APPROVAL:

Dr. Ray Belton, President/Chancellor

Mr. Ben Pugh, VP Finance

Date

Date

6/16/22

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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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 To
 Effective Date July 1, 2022

Name Nadia C. Moses SS# xxx-xx9551 Sex F Race* B
 (Last 4 digits only)

Position Title: Assistant Dean and Associate Professor Department: International Affairs University outreach

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

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

Years Experience 23years Southern University Experience 9 years
 Degree(s): Type/Discipline (BA-Education): BS Southern University & A&M Institution/Location (SU-Baton Rouge): Baton Rouge, LA Year: 1999
MA Prairie View A&M Prairie View, TX 2004
PH.d University of Kentucky Lexington, Ky 2008

Current Employer

Personnel Action

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

Recommended Salary \$10,000.00 Salary Budgeted \$10,000.00

Source of Funds

Identify Budget: 210807 Location
 Form Code: Page Item #

Change of: From To
 Position
 Status
 Salary Adjustment

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
210807-211001-22571-61002-23000	\$10,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Barbara W. Carpenter Date
 Supervisor
Barbara W. Carpenter Date
 Vice Chancellor
Barbara W. Carpenter Date
 Director/Personnel
Barbara W. Carpenter Date
 President
Barbara W. Carpenter Date
 Dean/Unit Head
Barbara W. Carpenter Date
 Chairman
Barbara W. Carpenter Date
 Vice President/Finance
 Business Affairs/Comptroller
Barbara W. Carpenter Date
 Chairman/S.U. Board
 of Supervisors
Barbara W. Carpenter 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: The Office of International Affairs and University Outreach is requesting a base salary increase for Nadia C. Moses based on inequity in protected categories between similar staff (same or similar classification). We have taken performance, skills and experience of the employee and peers into consideration. We have reviewed the impact of this adjustment on the internal equity of the university and believe the adjustment is needed for internal equity. Nadia C. Moses is a with a current annual salary of \$64,000.00, as compared with these other. We request a salary increase for Nadia C. Moses to bring her in line with these other similarly situated employees.

EMPLOYEE REGULAR WORK SCHEDULE: 8am-5pm

EMPLOYEE DIRECT SUPERVISOR: Dr. Barbara W. Carpenter

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2613

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

NADIA C. GADSON-MOSES, PH.D.

Nadia_Gadson@subr.edu

Hardworking educator with 20+ years of experience working with a wide-range of students. Extensive knowledge of Education and Psychology and dedication to effective technology integration. Confident and detailed-oriented with dedication to organization and effective collaboration with various coworkers.

EXPERIENCE

January 2018 – Present

Assistant to the Dean, International Affairs and University Outreach
Southern University and A&M College, Baton Rouge, LA

July 2009 – October 2014

Director, Center for Student Success (CSS)
Southern University and A&M College, Baton Rouge, LA

August 2007 – May 2008

Seminar Coordinator, Office of Academic Enhancement – The Study
University of Kentucky, Lexington, KY

August 2007 – May 2008

Graduate Teaching Assistant, Office of Academic Enhancement – The Study
University of Kentucky, Lexington, KY

August 2004 – May 2007

Graduate Research Assistant, Department of Educational and Counseling Psychology
University of Kentucky, Lexington, KY

August 1999 – May 2004

Teacher/Educator
Alief Independent School District, Houston, TX

EDUCATION

Doctor of Philosophy, Educational Psychology
University of Kentucky, Lexington, KY

Master of Arts, Counseling
Prairie View A&M University, Prairie View, TX

Bachelor of Science, Secondary Education – English
Southern University and A&M College, Baton Rouge, LA

SKILLS

- Leadership
- Supervision
- Management
- Teaching
- Counseling
- Advising
- Recruitment
- Research
- English as a Second Language (ESL) certification
- International Travel
- Budgeting
- Organizational Skills
- Online Instruction
- Microsoft Office
- Moodle
- Quality Matters
- Social Media
- Title III
- Workforce Development
- Employ BR

Assistant Dean – Office of International Affairs and University Outreach

Job Description. The Assistant Dean for International Affairs and University Outreach (OIAUO) at Southern University and A&M College, under general direction, assists the Dean in all aspects of departmental operations and maintains responsibility for the 3 major functional unit(s) within the department – Center Continuing Education, Center for International Education and Center for Service Learning – in the absence of the Dean.

Center for Continuing Education. S/he is responsible for assisting with a broad range of non-credit programming and services, including but not limited to the following: community education, youth camps, certificates, assistance with customized offerings and training programs. S/he works with community members, business and industry representatives, professionals, parents and youth, schools and educational agencies, campus academic and administrative units, and other partners – utilizing both on-campus and off-campus resources to meet the educational needs and interests of community members and targeted professional groups. S/he assists with the full spectrum of adult and continuing education program planning across the lifespan, development, promotion, delivery, and assessment responsibilities, and manages a wide array of ongoing programs, while also exploring new programs, services, and partnerships.

Center for International Education. S/he responsible for creating, evaluating, and providing counsel on policies and best practices to enhance the experiences of international students and scholars. S/he will develop, implement, and maintain university policies and processes as they relate to international populations, SEVIS requirements, and federal immigration regulations. S/he cultivating and maintaining World Partner and Summer/Short Term study abroad programs. S/he develops and supports the implementation of new study abroad programs, models, partnerships; and representing SUBR on campus, domestically, and internationally. S/he also engages with SUBR administrators, faculty, and departments to enhance campus internationalization in support of the University's academic strategic plan and global objectives.

Center for Service Learning. S/he works on a cross functional team and will initiate, promote, and support co-curricular educational experiences that further the personal growth, sense of civic responsibility, and critical thinking of our students, staff, and faculty through strategic partnerships and community engagement. S/he is responsible for managing a portfolio of relationships with organizations that are pipelines of internships, civic engagement, student leadership development and volunteers. S/he furthers the development of community-engaged learning and scholarship at SUBR through assisting faculty members with service-oriented and community-engaged course development, outreach to faculty members and academic departments, and creating community-engaged and service-learning opportunities.

Associate Vice Chancellor for Financial Operations
Office of the Vice Chancellor for Finance
and Administration
Baton Rouge, LA 70813
Office: 225 771-3282~Fax: 225-771-2018

June 7, 2022

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

Dear Dr. Belton:

The purpose of this correspondence is to request your consideration and approval to waive a search for the position of the Associate Comptroller for Finance in the Comptroller's Office and rehire Mrs. Cary C. Hollins.

Mrs. Hollins has served in this position for more than five years and has been employed with Southern University – Baton Rouge for thirty years.

Mrs. Hollins is very knowledgeable and performed all duties assigned to her as the Associate Comptroller for Finance in a highly professional manner. Rehiring Mrs. Hollins will be a great asset to the Comptroller's Office.

The recommended starting salary for Mrs. Hollins is \$77,983 per year, effective July 5, 2022.

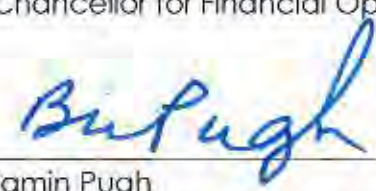
Your favorable consideration of this request is appreciated.

Sincerely,

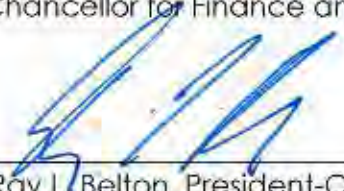


Monica Mealie
Associate Vice Chancellor for Financial Operations

APPROVED: _____


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					
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CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Cary C. Hollins Reason Left Retiree/Return To Work
 Date Left June 30, 2022 Salary Paid \$77,983

Profile of Person Recommended

Length of Employment July 5, 2022 To

Effective Date July 5, 2022

Name Cary C. Hollins SS# S00018631 Sex Female Race* Black

(Last 4 digits only)

Position Title: Associate Comptroller for Finance Department: Comptroller's Office

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

New Position

Expiration Date:

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

Years Experience 34 years Southern University Experience 32 years

Degree(s): Type/Discipline (BA-Education): Bachelor of Science - Accounting
 Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: 1990

Current Employer Southern University - Baton Rouge

Personnel Action

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

Recommended Salary Salary Budgeted \$77,983

Source of Funds

Identify Budget:

Form Code:

Location

Page

Item #

Change of:

From

To

Position

Status

Salary Adjustment

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
211001-26102-61002-26000	\$77,983

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Monica McAlister Date 6/9/22

Vice Chancellor Bud Pugh Date 6/9/22

Director/Personnel Bud Pugh Date 6/9/22

President Bud Pugh Date 6/9/22

Dean/Unit Head Bud Pugh Date 6/9/22

Chancellor Bud Pugh Date 6/9/22

Vice President/Finance Bud Pugh Date 6/9/22

Chairman/S.U. Board of Supervisors Bud Pugh Date 6/9/22

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Employment may require occasional travel within the Southern University System campuses

EMPLOYEE REGULAR WORK SCHEDULE:

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

EMPLOYEE DIRECT SUPERVISOR:

Monica Mealie

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval "Practical Work Experience")

SOUTHERN UNIVERSITY SYSTEM PURCHASES

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state/local, and university policies and procedures required for fiscal compliance.

Allowability/Compliance Verified By: [Signature]

Unencumbered/Funds Available By: [Signature]

Doc. I.D. # FO Date: 1/10/07

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)

Cary Clark Hollins



QUALIFICATIONS

Over 30 years of Accounting Experience
Strong Interpersonal and Supervisory Skills
Great Organizational Skills
Ability to work independently and multitask effectively in fast pace environments
Detail oriented and resourceful
Knowledge of Banner Finance Daily Functions

EDUCATION

Southern University A&M College – Baton Rouge, Louisiana
Bachelor of Science – Accounting 1990

H & R Block Tax School – Baton Rouge, Louisiana
Basic, Intermediate and Advance Courses – 1992

EXPERIENCE

May 2017 to June 2022 **Associate Comptroller for Financial Operations**, Southern University, B.R., LA
Duties: Lead and manage the Financial Accounting team to include General Accounting and Travel Sections. Supervise, train, review and approve tasks performed by the Accountant Manager, (2) Accountant Supervisors, (5) Accountants and an Administrative Coordinator. Assist with preparation and review of the SUBR Annual Financial Report, includes the Management Discussion and Note Disclosures. Interact with internal and external auditors. Prepare the Integrated Postsecondary Data System (IPEDS) report, quarterly Accounts Receivable report, annual Taxable/Non-taxable Fringe benefit report and the other special reports requested from various sources.

May 2004 to May 2017 **Accountant Manager**, Southern University, B.R., LA
Duties: Lead and manage a team of 6 employees within Financial Control, Travel and General Accounting Sections. Ensure tasks are completed timely and accurately for a smooth monthly close process. Review and analyze Daily System Validation Reports, resolving all issues in a timely manner. Approve online all journal vouchers for SUBR campus. Prepare various financial reports and surveys. Provide assistance as needed with other campus personnel, State and Internal Auditors and other agencies.

May 1999 to May 2004 **Accountant Supervisor**, Southern University, B.R., LA
Duties: Supervise, train, review and approve tasks performed by employees in the Appropriations Section. Prepare Warrant Request, Revenue Projections and various other financial reports and schedules. Reconcile general ledger accounts.

Cary Clark Hollins

0714@a.co.s.net

Page 2

December 1998 to May 1999 **Accountant II**, Southern University, B.R., LA

Duties: Prepare Travel Advances for processing to Payables Section. Audit and journalize Travel Advances and Reimbursements. Reconcile Travel Advance accounts and prepare report of outstanding travel advances for payroll deduction. Confer with Travelers and Department Heads with all matters pertaining to University travel.

February 1996 to December 1998 **Budget Analyst**, Southern University, B.R., LA

Process procurement documents for General Fund. Load Budgets and Budget Revisions. Reconcile General Fund budgets, prepare salary analysis and expenditure reports. Maintain, approve and reconcile Personal Action Forms to Payroll System.

December 1990 to April 1996 **Tax Preparer**, H & R Block, Baker, LA

Prepare federal and state tax returns. Advise clients of Federal and State regulations. Quote and collect fees, make daily bank deposits. (Part-time Seasonal)

June 1988 to February 1996 **Accounting Specialist**, Southern University, B.R., LA

Prepare Faculty and Student payroll. Prepare travel documents for reimbursement. Post all purchases for the department.

August 1987 to December 1990 **Auditor**, Theatrical Entertainment Services, Inc., Los Angeles, CA

Verify box office attendance and receipts of various features showing at local theatres. (Weekend only)

ACCOMPLISHMENTS AND EXTRA-CURRICULAR ACTIVITIES

December 2019 Certificate of Appreciation, Office of the VC for Finance and Administration, SUBR

May 2019 30 Year Service Award, Southern University A&M College

April 2013 Division for Student Affairs Recognition Award, Southern University A&M College

June 2010 20 Year Service Award, Southern University A&M College

May 2009 Finance and Administration Employee of the Year, Southern University A&M College

Daughters of Destiny – Mentor

Church Growth Ministry – Member

Precept Upon Precept Bible Training Institute - Student



Office of the Chancellor

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

Phone: (504) 286-5311 Fax: (504) 286-5000

www.suno.edu

June 10, 2022

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

Dear Dr. Belton:

I am pleased to recommend Dr. Carl Johnson for the position of Interim Dean of the College of Arts and Science at Southern University at New Orleans (SUNO) at a salary of \$90,000. His start date will be July 1, 2022. The current Dean of the College will retire from the University effective June 30, 2022. Dr. Johnson will serve as the Interim Dean until a national search is completed.

Dr. Johnson has been a faculty member in the Chemistry Department at SUNO since August 1996 and currently serves as the Chair for the Department of Natural Sciences. Dr. Johnson has provided strong leadership in the department through faculty and staff management, budget management, student support and grantsmanship. Dr. Johnson is currently leading the faculty in mathematics and biology in developing several new degree programs in five-star high demand fields. Dr. Johnson also serves as the chair of the curriculum committee where he has worked regularly with the faculty and administration to advance new degree program offerings. Dr. Johnson has exhibited excellence in teaching, scholarship and service as a tenured faculty and he mentors new faculty members. Dr. Johnson is committed to student success and advancing the department, the college and SUNO.

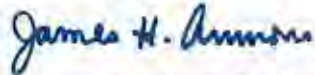
Dr. Johnson is working with faculty and colleagues around the world to establish partnerships and articulations. He has established articulation agreements with Xavier University School of Pharmacy, Xavier University Graduate Pharmaceutical Science Program, Southern University Baton Rouge College of Engineering, LSU-Shreveport Health Sciences, American University of the Caribbean Medical School, Aerotech Employment Placement Service, University of California-San Diego, Wayne State University School of Medicine, Indiana University School of Optometry, and NOLA HBCU-STEM Connect Internship Program.

Dr. Johnson is student-focused and has fostered partnerships with institutions including the University of Alabama, University Missouri-Columbia, University of Iowa and University of Pittsburgh to recruit students for summer undergraduate research and graduate studies. Dr. Johnson has worked independently and in collaboration with other faculty members in the Department of Natural Sciences to secure over \$6.2 M in external funding for the University since 1999.

"An Equal Educational Opportunity Institution"

Thank you for considering this request and submitting it for approval to the Southern University and A&M College System Board of Supervisors at the June 24, 2022 meeting.

With kind regards,

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

James H. Ammons, Jr., Ph. D.
Executive Vice President-Chancellor
Southern University at New Orleans

APPROVED: _____

Dr. Ray L. Belton
President-Chancellor
Southern University and A&M College System

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

CAMPUS: SUS SUBR SULAC SUAREC SUNO X SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH 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 July 1, 2022 To July 1, 2023

Effective Date July 1, 2022

Name Dr. Carl Johnson SS# XXX-XX- Sex Male Race* Black

Position Title: Interim Dean, College of Arts and Science Department: Academic Affairs

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

☐ New Position Expiration Date:

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

Years Experience Southern University Experience 0

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

Ph.D. - Chemistry University of Alabama 1995

B.S. - Chemistry Alabama State University 1989

Current Employer

Personnel Action

Check One ☒ New Appointment ☐ Continuation ☐ Sabbatical ☐ Leave of Absence

☐ Transfer ☐ Replacement ☐ Other (Specify)

Recommended Salary 90,000.00 Salary Budgeted 90,000.00

Source of Funds 41001-4210-61002-44100

Identify Budget: Location

Form Code: Page Item #

Change of: From To

Position

Status

Salary Adjustment

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
41001-4210-61002-44100	90,000.00

*See Reverse Side

Graduate School signature (if, applicable):

(Designated by) <u>Gregory Ford</u> Supervisor Date 5/10/2022 <u>Gregory Ford</u> Vice-Chancellor Date 6/10/2022 <u>Dr. Teresa Hardie</u> Director of Personnel Date 6/10/2022 <u> </u> President Date	Dean/Unit Head <u>James H. Annunzio</u> Date 6/10/2022 Chancellor <u> </u> Date 6/10/2022 <u>Dr. Teresa Hardie</u> Vice-President/Finance Business Affairs/Comptroller Date Chairman/S.U. Board Of Supervisor Date
--	--

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

ETHNIC ORIGIN (Please check one):

..... Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

 x Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

..... Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, Chinese, Japanese, Korean, 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 recognitions.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 a.m. --5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR:

Dr. Gregory Ford

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODES</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)
 Pre-Employment Application Form (Civil Service Application for classified employees)
 Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
 Exemptions Survey Form
 Proposed Employee Appointment
 Proposed Employee Clearance
 Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CURRICULUM VITAE

EDUCATION

The University of Alabama	Ph.D. Chemistry	1991-1995
Alabama State University	B.S. Chemistry	1984-1989

FACULTY VISITING SCIENTIST PROGRAM

Oak Ridge National Laboratory (Summer Appointment)	May-July 1997
--	---------------

POST-DOCTORAL STUDIES

The University of Pittsburgh	1995-1996
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INDUSTRIAL EXPERIENCE

WR Grace Chemicals Deer Park, TX	1989-1991
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ADMINISTRATIVE EXPERIENCE

Chair of Natural Sciences Southern University at New Orleans	August 2021-Present
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Interim Chair of Natural Sciences Southern University at New Orleans	August 2019-2021
---	------------------

Co-Project Manager (NSF Sponsored E ³ MaS) Southern University at New Orleans	August 2009-2016
---	------------------

Co-Project Coordinator (NSF Sponsored SENS) Southern University at New Orleans	July 2008-2014
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Chair of Chemistry Department Southern University at New Orleans	January 2003-January 2006
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Co-Project Manager (NSF Sponsored PESMaCT) Southern University at New Orleans	June 2001-June 2008
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TEACHING EXPERIENCE

Teaching and training philosophy focus on providing students with a high-quality education, enhancing learning experience, and creating career development opportunities.

Professor & Chair of Natural Sciences Southern University at New Orleans	August 2021-Present
Professor & Interim Chair of Natural Sciences Southern University at New Orleans	August 2019-August 2021
Professor Southern University at New Orleans	January 2007-August 2019
Associate Professor Southern University at New Orleans	August 2006-January 2007
Associate Professor & Chair of Chemistry Southern University at New Orleans	August 2003-January 2006
Associate Professor Southern University at New Orleans	August 2002-January 2003
Assistant Professor Southern University at New Orleans	August 1996-January 2002

COURSES TAUGHT

General Chemistry I	General Chemistry II
General Chemistry (Non-Science Majors)	Organic Chemistry I
Organic Chemistry II	Organic Chemistry Laboratory I
Organic Chemistry Laboratory II	Inorganic Chemistry
Advanced Organic Chemistry	Advanced Inorganic Chemistry

STUDENT MENTEES (SHORT LIST)

Shonda Monette- MS Degree Chemistry, University Iowa
Brandon Edwards-MS Degree Chemistry, University Missouri-Columbia
Angela Hurst-MS Degree Chemistry, University of Cincinnati
Virgil Jackson-PhD Chemistry, University of Alabama
Nebiat Sisay-PhD Chemistry, University of Missouri-Columbia
Aurellia Whitmore (Biology Major)-PhD Pharmacology, Florida A&M University
Rickeia Selmon (Biology Major)-PhD Pharmacy Candidate
Xavier University-New Orleans
Preshus Robertson (Biology Major)-MS Degree Chemistry, University of Alabama

Special Academic Projects

Development of New Programs

In collaboration with biology and mathematics faculty, I am working to develop the following new programs:

- Data Science
- Actuarial Science
- Allied Health

The approval of these new programs will provide students with opportunities to be trained in the high-demand, high-paying fields of data science, actuarial science and allied health.

Partnerships/Articulations

In collaboration with biology and mathematics faculty, I am working to establish partnerships/articulations with:

- Xavier University School of Pharmacy
- Xavier University Graduate Pharmaceutical Science Program
- Southern University-Baton Rouge College of Engineering
- LSU-Shreveport Health Sciences
- American University of the Caribbean Medical School
- Aerotech Employment Placement Service
- University of California-San Diego
- Wayne State University School of Medicine
- Indiana University School of Optometry
- NOLA HBCU-STEM Connect Internship Program

These partnerships/articulations will provide students with opportunities to: 1) participate in undergraduate research, 2) gain admission into graduate schools, 3) gain admission into professional schools and 4) work in their related fields.

Grants Awarded

I have worked independently and in collaboration with colleagues to secure over \$6.2 M for the University since 1999 (*see list below*).

November 2021: Louisiana Department of Health- "Expanding Curricula, Training and Outreach of Southern University at New Orleans Biology/Forensic Science, and Pre-med Undergraduate Students" (\$400,000). I serve as a contributor to this project. The project provides funds to support curricula expansion, training, and

outreach of SUNO biology, forensic science, and pre-med students under COVID-19 Response Health Equity Strategy with LA Health Department.

July 1, 2009: National Science Foundation- "Program of Enhancement, Enrichment and Excellence in Mathematics and Science (E³MAS)" (\$1.75MM). I served as a co-author, co-principal investigator and co-project manager for the project. The project provided funds for scholarships, undergraduate research, student travel, instrumentation support, faculty travel, high school recruitment and high school summer enrichment programs.

July 1, 2008: National Science Foundation- "Scholarships for Excellence in Natural Sciences (SENS)" (\$598,974). I served as a co-author and co-principal investigator for the project. The project provided funds for scholarships, undergraduate research, student travel, instrumentation support, faculty travel, course development and high school summer enrichment programs.

June 1, 2005: Louisiana Board of Regents- "Computer Resource and Technology Laboratory: A Vital Tool for Enhancing an Undergraduate Curriculum" (\$30,000).

January 1, 2003: National Science Foundation- "Graduate Alliance for Education in Louisiana" (\$61,972). I served as a co-author, co-principal investigator and co-project manager for the project.

June 6, 2002: Louisiana Board of Regents- "The Enhancement of an Undergraduate Curriculum with Infrared Spectroscopy" (\$30,000).

June 1, 2001: National Science Foundation- "Program for Excellence in Science, Mathematics and Computer Technology (PESMaCT)" (\$2.5MM). I served as a co-author, co-principal investigator and co-project manager for the project. The project provided funds for scholarships, undergraduate research, student travel, instrumentation support, faculty travel, high school recruitment and high school summer enrichment programs.

June 1, 1999: Louisiana Board of Regents- "The Enhancement for an Undergraduate Curriculum via Instrumentation and Technology" (\$65,000).

UNIVERSITY SERVICE AND COMMITTEES

University Business, Education and Government Summit
Committee (Co-Chair)
SACSCOC Section 10 Sub-Committee
SACSCOC Section 6 Sub-Committee
College of Business Endowed Professorship Committee
*University Curriculum Committee (Chair)
University Faculty-Staff Grievance Committee (Chair)
College of Arts and Sciences Retention, Tenure and
Promotion Committee

Nov. 2021-Present
May 2021
August 2020
April 2018
Sept. 2017-Present
Sept. 2017-2019

September 2017

College of Business Retention, Tenure and Promotion Committee	September 2016
College of Arts and Science Endowed Professorship Committee	April 2015
Department of Natural Sciences Retention, Tenure and Promotion Committee (Chair)	September 2015
Department of Natural Sciences Retention, Tenure and Promotion Committee (Chair)	September 2014
College of Business Retention, Tenure and Promotion Committee	September 2014
College of Business Endowed Professorship Committee	December 2013
College of Business Retention, Tenure and Promotion Committee	September 2013
Department of Natural Sciences Retention, Tenure and Promotion Committee	September 2013
Department of Natural Sciences Retention, Tenure and Promotion Committee	September 2012
College of Business Tenure and Promotion Committee	September 2012
College of Business Tenure and Promotion Committee	September 2011
Department of Natural Sciences Retention, Tenure and Promotion Committee	September 2011
Department of Natural Sciences Tenure and Promotion Committee (Chair)	September 2010
College of Business Tenure and Promotion Committee	September 2010
College of Business Tenure and Promotion Committee	September 2009
Department of Natural Sciences Retention, Tenure and Promotion Committee	September 2009
College of Business Tenure and Promotion Committee	September 2009
Department of Natural Sciences Retention, Tenure and Promotion Committee	September 2008
Department of Natural Sciences Retention, Tenure and Promotion Committee	September 2007
Honors Program Advisory Committee	Aug. 2007-Aug. 2008
University Tenure and Promotion Appeals Committee (Chair)	May 2005
Chemistry Program Review (Chair and Organizer)	January 2005
Search Committee - Dean of the College of Science	November 2004
University Institutional Research Review Board	September 2004
New Orleans Public School Task Force Committee	September 2004
Promoting Academic Advisement Committee	August 2004
Liberal Arts Blue Ribbon Task Force Committee	June 2004
Promoting Freshmen Connections with Majors for Faculty Advisement Committee	April 2004
2004 Honors and Awards Day Program Committee (Co-Chair)	April 2004
Committee on Faculty-Student Relations and Student Retention	April 2004
Assistant University Marshal (Commencement Exercise)	April 2004, 2005
Search Committee - Dean of the College of Business	April 2004
Search Committee (Chair) - Vice Chancellor for Academic Affairs	July 2002
Task Force on Board of Regents' Post-Secondary Education Committee	January 2001
Search Committee- Supervisor Health Service Committee	November 2000

Chancellor's Retreat Committee	November 2000
Task Force on Analyzing Board of Regents' Master Plan Committee	November 2000
*University Curriculum Committee	Sept. 2000-2017
Faculty Development Committee	September 2000
Search Committee-Director of Grants and Sponsored Research	August 2000
Task Force on Enrollment Management Committee	August 2000
Race, Gender and Class Conference Organization Committee	July 2000
SACS Recommendation 4.2.4 Undergraduate Instruction Cmte.	July 2000
Post Baccalaureate Teacher Education Program Advisory Cmte.	May 2000
SACS Reaffirmation Visitation Committee	April 2000
Logistic and Hospitality Committee (for SACS Team)	March 2000
Learning Communities Committee	February 2000
Undergraduate Research Committee	February 2000
Teaching Effectiveness and Growth Committee	February 2000
College Day 2000 Committee	February 2000
PK-16+ Council Committee	January 2000
Search Committee-Director of Grants and Sponsored Research	November 1999
Student Recruitment and Enrollment Committee	February 1999
College of Science Founder's Day Committee	April 1999
SUNO Orientation Program Proposal Committee	April 1999
Search Committee-Dean, College of Business	June 1999
Search Committee-Chair of Mathematics/Physics	June 1999
Teacher Education Council Committee	July 1999
Library Advisory Committee	Sept. 1999-2003
Threshold 2000: A SUNO Campaign	January 1998
Self-Study Committee, Consortia Relations & Contractual Agreements	February 1998
Search Committee-Dean, College of Science	February 1998
Recruitment & Enrollment Task Force	July 1998
Freshman Course Book Committee	Sept. 1998-2003
SUNO's Honors College Committee	September 1998
Student Retention Committee	November 1998

* Denotes that committee is a standing committee

PUBLICATIONS

A. Omar, A. Kwanbunbumpen, M. Kambhampati, M. Elaasar, J. Omojola, C. Johnson, "The Program of Excellence in Science, Math, and Computer Technology at Southern University at New Orleans," Journal of Instructions and Delivery Systems, Vol 20, No. 2, Spring 2006.

Joe Omojola, Carl P. Johnson, Henry L. Hardy, "Effective Methods in Science and Mathematics Education for Urban Students," a book chapter in Best Practices for Teaching Student in Urban Schools, Publication, pg 219 - 227, 2004.

Joe Omojola, Carl P. Johnson, Henry L. Hardy, "Enrichment Methods for Improving Science and Mathematics Education of High School Students," Journal of Urban Education: focused on enrichment, Vol 1, pg 78-82, 2004.

PROFESSIONAL AFFILIATION (MEMBERSHIPS)

Beta Kappa Chi
National Institute of Science

CONFERENCES & WORKSHOPS (SHORT LIST)

SUNO Summer 2020 Virtual Faculty Talent Development Institute	June 15-July 26, 2020
Pathway to Student Success Workshop-Baton Rouge, LA	June 20, 2019
SACSCOC Meeting-Atlanta, GA	December 4-6, 2017
Minority Access Conference-Baltimore, MD	September 2015
Nano-Bio Summit-Tuscaloosa, AL	October 2014
National Science Foundation Annual Joint Meeting-Washington DC	May 2012
Beta Kappa Chi National Conference-Nashville, TN	March 2012
Beta Kappa Chi National Conference-New Orleans, LA	March 2010
Educational Advancement Alliance, Inc.-Birmingham, AL	November 21, 2009
Educational Advancement Alliance, Inc.-Philadelphia, PA	February 6-8, 2009

HONORS & AWARDS

2015 National Role Model Faculty Award
Department of Natural Sciences Service Award 2013-14
College of Science Exemplary Leadership Award 2004-2005
Beta Beta Beta Teacher of the Year Award 2000-2001

MAJOR RESEARCH INTEREST

"The Advanced Synthesis of Calixarene Compounds for Supramolecular Studies."
"Green Chemistry: Natural Pesticides/Repellants, Natural Filtration Systems and Bio-Fuels."

COMMUNITY SERVICE

I have served as the chair and organizer for the Annual Community Bridge Builders Golf Tournament for thirteen years. Funds raised are used to support scholarships, high school talent hunt competitions and mentoring programs. Specifically, fifty-five scholarships have been awarded over the last twelve years.

FRATERNITY PARTICIPATION & AWARDS

I am a dedicated and life member of Omega Psi Phi Fraternity, Inc. My affiliated chapter, Gamma Rho is actively involved in community service, food drives, clothing drives, voter registration drives, mentoring, talent hunt and scholarship programs. I have received the following fraternity awards: *Gamma Rho Omega Man of the Year for 2017*; *Basileus Award 2016*; *9th District Undergraduate Advisor of the Year Award 2016*; *Alpha Lambda Chapter Special Service Award 2010*; *Gamma Rho Chapter Omega Man of the Year for 2009, 2008 and 2007*; *Gamma Rho Chapter Outstanding Service Award 2004*; *Alpha Lambda Chapter Special Appreciation Award 2003*; *Gamma Rho Chapter Unsung Hero Award 2003*. In addition, I have served as 9th District Youth Leadership Committee Chair; 9th District Recommendations Committee Chair; 81st International Grand Conclave Deputy Marshal (New Orleans 2018); 79th Ninth District Meeting Deputy Marshal (New Orleans 2016).



Vice Chancellor for Finance and Administration

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

June 10, 2022

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

Dear Dr. Belton:

The purpose of this correspondence is to request your consideration and approval to waive a search for the position of the Chief Budget Officer and rehire Mrs. Candis Joseph.

Mrs. Joseph is a graduate of Southern University – Baton Rouge and has a B.S. in Accounting. She has been employed by the University for over thirty years and has served as the Chief Budget Officer for three years.

Mrs. Joseph possesses a wealth of knowledgeable and performed all duties assigned to her as the Chief Budget Officer in a highly professional manner. Rehiring Mrs. Joseph will be a great asset to the Southern University – Baton Rouge campus.

The recommended starting salary for Mrs. Joseph is \$82,482 per year, effective July 5, 2022.

Your favorable consideration of this request is appreciated.

Sincerely,

A handwritten signature in black ink that reads 'Ben Pugh'.

Benjamin Pugh
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

A handwritten mark consisting of several overlapping, scribbled lines in black ink.

APPROVED:

A handwritten signature in blue ink that reads 'Dr. Ray L. Belton'.

Dr. Ray L. Belton, President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
-----------------	--	--	--	--	--	--	--	--	--

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

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

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

Previous Employee Candis Joseph Reason Left Retiree/Return To Work
 Date Left July 1, 2022 Salary Paid \$82,482

Profile of Person Recommended

Length of Employment July 5, 2022 To _____
 Effective Date July 5, 2022

Name Candis Joseph SS# U01375078 Sex Female Race* Black
 (Last 4 digits only)

Position Title: Chief Budget Officer Department: Budget Office

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

--	--	--

☐ New Position Expiration Date: _____

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

Years Experience 32 years Southern University Experience 32 years
 Degree(s): Type/Discipline (BA-Education): Bachelor of Science - Accounting Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: 1989

Current Employer Southern University - Baton Rouge

Personnel Action

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

Recommended Salary _____ Salary Budgeted \$82,482

Source of Funds 211001

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

Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position _____

Status _____

Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
211001-26451-61002-26000	\$82,482

*See Reverse Side

Graduate School signature (if, applicable):

<u>Burt Pugh</u>	<u>6/10/22</u>	<u>Burt Pugh</u>	<u>6/10/22</u>
Supervisor	Date	Dean/Unit Head	Date
<u>Burt Pugh</u>	<u>6/10/22</u>	<u>Burt Pugh</u>	<u>6/10/22</u>
Vice Chancellor	Date	Chairman	Date
<u>Burt Pugh</u>	<u>6/10/22</u>	<u>Burt Pugh</u>	<u>6/10/22</u>
Director/Personnel	Date	Vice President/Finance	Date
<u>Burt Pugh</u>	<u>6/10/22</u>	<u>Burt Pugh</u>	<u>6/10/22</u>
President	Date	Business Affairs/Comptroller	Date
<u>Burt Pugh</u>	<u>6/10/22</u>	<u>Burt Pugh</u>	<u>6/10/22</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 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: Benjamin Pugh

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-5021

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, I-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	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Temp. 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/Incl 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 (if applicable)

REC'D BY FINANCIAL OFFICE
JUN 10 2022

BUDGET OFFICE
211001-26451-61002-26000
JUN 10 2022
Jmx #82,482
FUND AVAILABLE

Rev. 07/24/2007

Professional Profile

Profile Statement

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

Summary of Qualifications

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

Professional History

October, 2019 – Present, **Chief Budget Officer**, *Southern University and A & M College*. Directs the planning and development of Operating budgets, responds to Annual legislative funding requests and budget documents, provides information to legislative bill sponsors, approves budget revision requests, oversees the supervision of the Budget Analyst, and approval of personnel action forms.

October, 2004 – October, 2019, **Grants & Contracts Administrator**, *Southern University and A & M College*. Responsibilities include planning, organizing, and directing Sponsored Program Accounting; monitoring financial reporting, invoicing, and collection of grant receivables; coordinating post award review and compliance; interact with Legislative, internal and external auditors.

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

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

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

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

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



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | [Facebook](#) /SOUTHERNUJAGUARS | [Twitter](#) @SOUTHERNUSPORTS

To: Dr. Ray L. Belton
President-Chancellor

From: Roman Banks
Director of Athletics

RE: Athletics Senior Staff increase and Tile Changes

Date June 1, 2022

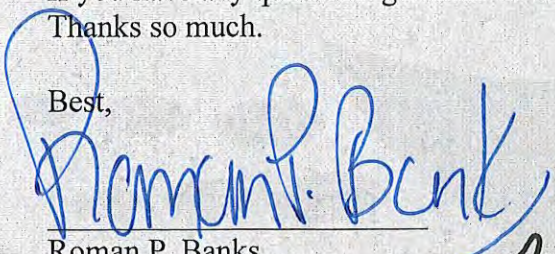
Dr. Belton,

Please accept this memo as a request to promote Rodney Kirschner to the current vacancy left by Trayvean Scott to Deputy Athletic Director. As well as increasing Rodney Kirschner and LaShonda Stirgus salary as the mentioned personnel have taken on additional task and various roles along with managing day-to-day activities of their specific areas due to departure of Trayean Scott.

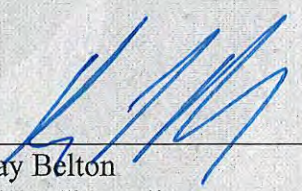
- LaShonda Strigus \$94,700
- Rodney Kirschner \$88,585

If you have any questions germane to this request, please contact me as soon as possible.
Thanks so much.

Best,



Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus



Dr. Ray Belton
President Chancellor
Southern University and A&M College
Baton Rouge Campus

6/8/22

DEFENDERS OF THE GOLD AND BLUE

POS CLASS					
EMP CLASS					
III		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	8	6	3
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CAMPUS: SUS SUBR ☒ SULAC SUAREC SUNO SUSLA

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
Effective Date of Employment July 1, 2022

Name Rodney Kirschner SS# U01381279 Sex M Race* W
(Last 4 digits only)

Position Title: Assistant to Director of Athletics/ SID Director Department: Athletics

Check One ☒ 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 13 years Southern University Experience 8 years
Degree(s): Type/Discipline (BA-Science): Institution/Location (Lake Charles, LA) Year:
B.S. Southeastern Louisiana University 2008

Current Employer Southern University

Personnel Action

Check One ☐ New Appointment ☒ Continuation ☐ Sabbatical ☐ Leave of Absence
☐ Transfer ☐ Replacement ☐ Other (Specify) Salary Increase

Annual Salary \$88,585 Salary Budgeted \$88,585 Hourly Rate, if applicable:

Pay Cycle: Biweekly ☒ Monthly Faculty

Source of Funds: State Identify Budget: 218900-21801— Location:
61002-29000

Change of:

From To
Position: Assistant to Director of Athletics/ SID Assistant to Director of Athletics/ SID Director
Director

Status:
Salary Adjustment: \$83,585 \$88,585

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 (Current)	Amount
218900-21801-61002-29000	\$88,585

*See Reverse Side

Graduate School signature (if applicable):

Supervisor *Ronald Bank* Date
Dean/Unit Head *Ronald Bank* Date

Vice Chancellor *[Signature]* Date Chancellor *[Signature]* 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:

Rodney Kirschner will be receiving a salary increase effective July 1, 2022. This increase will now make his salary \$88,585.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM -- 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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")	P0	

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/Tac/Urel Positions (Civil Service Application for classified employees)
- _____ Reference Check Form (reference check performed by hiring supervisor)
- _____ Authority to Release (signed by employee) (submitted to IIR 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



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

May 23, 2022

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Appointment of Peter R. Kochenburger as a Visiting Professor

Dear Dr. Belton:

The Southern University Law Center has an opportunity to have Professor Peter R. Kochenburger come to Louisiana and serve as a visiting law professor. Professor Kochenburger is a 1986 cum laude Juris Doctor graduate of the Harvard Law School and a cum laude graduate of Yale University earning a B.A. in history. He has served on the law faculty of the University of Connecticut since 2004, served as counsel to Travelers Property Casualty from 1993 to 2004, served as an attorney for the Iowa Department of Justice from 1988 to 1993, served as Special Assistant to the Dean and Associate Director of Student Services at the Harvard Law School, and a Teaching Fellow at the Harvard Graduate School of Education from 1986 to 1988. He is a member of the Connecticut and Massachusetts bar and would be a terrific addition to the SULC faculty. Attached for consideration is a CV, Position Vacancy Waiver Authorization, and a Personnel Action Form.

I am requesting that the Southern University Board of Supervisors approve this request at its June 24, 2022 board meeting to appoint Peter R. Kochenburger as a visiting professor for the 2022-2023 academic year at a 9-month salary of \$117,000.

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

Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre".

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

JOB CLASS 3	8	0	4	0
JOB CODE	P			
CAI ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

CAMPUS: SUS SUBR SULAC X SUAREC SUNO SUSLA

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

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

Previous Employee N/A
 Date Left N/A

Reason Left
 Salary Paid

Profile of Person Recommended

Length of Employment 08/01/2022 To 05/31/2023
 Effective Date 08/01/2022

Name Peter R. Kochenburger SS# XXX-XX- Sex M Race* W

(Last 4 digits only)

Position Title: Visiting Professor Department: Law Center Instruction

Check One Existing Position

*Visa Type (See Reverse Side):

X New Position

Expiration Date:

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

Years Experience 36 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
 J.D. Harvard Law School 1986
 B.A. Yale University 1982

Current Employer University of Connecticut School of Law

Personnel Action

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

Recommended Salary \$ 117,000.00 Salary Budgeted \$ 117,000.00

Source of Funds General Appropriation

Identify Budget: State
 Form Code: BOR10

Location 320923-32030-61002-34100

Page 1 Item # 1

Change of:

From

To

Position

Status

Salary Adjustment

Financial Aid signature (if, applicable):

List total funds currently paid this employee by
 Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
320923-32030-61002-34100	\$117,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor *Shawn Vance* Date *6/8/22*
 Vice Chancellor *Shawn Vance* Date *6/9/22*
 Director/Personnel *Shawn Vance* Date *6/16/2022*
 President *Shawn Vance* Date *6/16/2022*
 V/C for Finance & Admin. *Shawn Vance* Date *6/9/22*
 Chancellor *Shawn Vance* Date *6/8/22*
 Vice President/Finance *Shawn Vance* Date *6/8/22*
 Business Affairs/Comptroller *Shawn Vance* Date *6/8/22*
 Chairman/S.U. Board of Supervisors *Shawn Vance* Date *6/8/22*

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: SULC Visiting Professor for the 2022-2023 academic year. The recommended salary for Professor Koehenburger is \$117,000.00, effective date August 01, 2022.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

V/C Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any)

100

HIRE USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER

CODE ENTERED / FUNDS AVAILABLE

DOC. I.D. #

U.S.

DATE

HI

BY

FI

FI

FI

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/Pac/Incl Positions/Civil Service Application for classified employees
- ☐ Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- ☐ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- ☐ Exemptions Survey Form (signed by employee and budget head)
- ☐ Proposed Employee Appointment
- ☐ Proposed Employee Clearance
- ☐ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☐ SULAC ☒ SUAREC ☐ SUNO ☐ SUSLA ☐

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Visiting Professor AS DESCRIBED BELOW

Academic Affairs
(Department or Unit)

☐ Replacement
☐ Civil Service
☐ Tenured

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

☒ Unclassified
☐ Faculty

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The position is a non-tenure faculty position for the 2022-2023 academic year. The visiting professor will teach courses assigned to them and engage in scholarly research, serve on committees as assigned. Also, the visiting professor will host office hours to meet with students in courses that they teach, and perform duties as otherwise assigned. Some of the above tasks will occur remotely.

Salary/Range: \$100,000-\$150,000 Previous Incumbent (if replacement):

☒ Approved ☐ Disapproved

John K. Pierre
Department Head

6/7/2022
Date

☒ Approved ☐ Disapproved

Gerry L. Hall
Dean/Director/Supervisor of Budget Unit

6-7-22
Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
☒ Yes	☐ No
<u>DM George</u> Signature	<u>6/7/22</u> Date
Budget Number <u>320923 - 32030 - 61002 - 34100</u>	

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

☒ Approved ☐ Disapproved

John K. Pierre for Shawn Vance
Vice Chancellor

6/7/2022
Date

☒ Approved ☐ Disapproved

John K. Pierre
Chancellor/Vice President

6/7/2022
Date

☒ Approved ☐ Disapproved

[Signature]
President

6/14/22
Date

An Equal Opportunity Employer

PETER R. KOCHENBURGER

CAREER PROFILE

Serve as Executive Director of the Insurance Law LL.M. Program and Deputy Director of the Insurance Law Center at the University of Connecticut School of Law; responsibilities include directing the daily operations of the Insurance Law Center and LL.M. program, teaching insurance related courses, expanding the insurance law program within the U.S. and internationally, and advising international and graduate students. Previous legal work in the private and public sectors with extensive experience in defense and plaintiffs' litigation, administrative/regulatory law, and public affairs work in insurance, financial services, and consumer protection. Work as the actual or de facto project leader in drafting regulations, comprehensive academic studies, obtaining approval for new academic degree programs, developing training programs for domestic and foreign government agencies, and coordinating and leading consumer advocacy to the NAIC, Federal Insurance Office, and other insurance-related bodies.

Currently serving on the Federal Advisory Committee on Insurance at the Treasury Department, the Insurance Policy Advisory Committee at the Federal Reserve, the New York Department of Financial Services' Consumer Protection Task Force, and the Connecticut Insurance Department's Advisory Council on Regulation. Appointed as a funded consumer representative to the National Association of Insurance Commissioners since 2010 and a consumer stakeholder at the International Association of Insurance Supervisors since 2013. Drafted many insurance-related policy and briefing papers for the Attorney General of Iowa, C-suite executives at Travelers, and deans at the UConn School of Law, and provided my own written testimony to legislative and regulatory bodies such as the NAIC, the International Association of Insurance Supervisors, the National Council of Insurance Legislators, and at numerous academic conferences.

Elected to the American Law Institute in 2013. Expert witness and consultant to government agencies, nonprofit organizations, policyholders, and insurers; testified before Congressional subcommittee on international regulatory efforts and consumer protection, participated in various meetings at Treasury and the Federal Insurance Office, and advocate frequently before the National Association of Insurance Commissioners. Speaker at various academic symposiums, the Connecticut and New York City Bar Associations, and continuing legal education programs for government lawyers, various trade and professional associations, and consumer groups. Participated and helped organize insurance law programs in China, Holland, Italy, Serbia, Taiwan, and the United Kingdom.

Admitted to Connecticut and Massachusetts Bars

EDUCATION

Juris Doctorate, *graduated cum laude* • HARVARD LAW SCHOOL, Cambridge, MA, 1986
Bachelor of Arts in History, *graduated cum laude* • YALE UNIVERSITY, New Haven, CT,
McClintock Award for senior essay in American History

PROFESSIONAL EXPERIENCE

UNIVERSITY OF CONNECTICUT SCHOOL OF LAW, Hartford, CT 4/2004 to present
Executive Director of the Insurance Law LL.M. Program
Deputy Director of the Insurance Law Center
Associate Clinical Professor of Law
Director of Graduate Programs (3/2004 – 8/2015)

Teach and develop insurance law courses and manage the daily operation, budget, and expansion of the Insurance Law Center, which offers the premier LL.M. in Insurance Law in the United States and is the major center in the country for the study of insurance, law, and risk. Work with law firms, insurance companies, regulators, academic institutions, and consumer groups to enhance the Insurance Center's mission and programs.

Organize and participate in numerous insurance-related seminars, including NAIC meetings, bar conferences, continuing education programs at various professional associations, and academic symposiums. Serve as consultant to media, government agencies, policyholders, insurers, and the media, and selected as a funded Consumer Representative at the National Association of Insurance Commissioners since 2010. Developed and taught Liability Insurance as the School's first online course. As Director of Graduate Programs from 2004 -2015, recruited, advised, and taught international lawyers for the Law School's LL.M. program in United States Legal Studies. Coordinate efforts to expand the program, including developing relationships with various foundations and foreign law schools.

Selected Accomplishments:

- Oversee day-to-day management of the Insurance Law Center, including coordinating a curriculum of over 18 insurance law related courses a year, advising LL.M. and J.D. students, program expansion and public relations, website design, finances, budgeting, and staffing. Create new relationships with state insurance departments and externship opportunities for our students at various insurance companies and law firms. Work with insurance regulators in developing countries to send their attorneys to the School's LL.M. program.
- Organized symposiums on international insurance regulation, the ALI's Restatement of Law Liability Insurance, healthcare finance reform, insurance and climate change, and several joint forums with Renmin Law School in Beijing on insurance for environmental risks, cyber insurance, and insurance and climate change. Frequent speaker at academic, bar associations and other professional conferences in the U.S; internationally have lectured or been a panelist at the Renmin Law School, the University of International Business and Economics in Beijing, Xiamen University, the Fudan-Pacific Institute of Finance in Shanghai, the Catholic University of Milan, the Taiwan Insurance Law Association, and the International Association of Insurance Law meetings in Serbia and the UK.
- Have taught Principles of Insurance, Liability Insurance, Comparative Insurance Regulation, Consumer Protection Law and Workers' Compensation Law, and co-taught a class in Reinsurance Law.
- Oversaw creation of the Law School's S.J.D. (Doctor of Science of Law) degree program; development of proposal through approval by the University Board of Trustees, licensing and accreditation from the State Board of Regents, and ABA Acquiescence (2010-2012).

- Developed and teach the first academic course taught at a U.S. law school on comparative insurance regulation, focusing on the European Union, U.S., and Chinese insurance regulation, with faculty and students from all three regions.
- Created Law School's first online course and one of the first online law school classes in the country that combines legal education with the most current research on student centered learning and assessment and achievement. Course emphasized numerous written exercises and detailed discussion of case law in twelve different liability insurance areas. Helped design and teach similar courses in Reinsurance and Surety.
- Directed successful effort to rebuild LL.M. program for foreign lawyers by revamping educational program, marketing, and student services. Developed School's relationships with various government grant programs such as the Muskie Program and USAID, as well as the Saudi Arabian Cultural Mission, resulting in additional international lawyers attending the Law School on government scholarships. Served as Director of Graduate Programs from 2004 - 2015.
- University service includes teaching the required freshmen honors course to pre-law students, participating as the Law School's representative on the University President's Committee on Corporate Social Responsibility from 2006-2009, the Provost's 2009 Task Force on Online Education, and the 2010 International Executive Committee.

TRAVELERS PROPERTY CASUALTY, Hartford, CT

1993 to 3/2004

Counsel – Travelers Property Casualty

1995 to 3/2004

Counsel & Legislative Director for Government Affairs – Travelers/Citigroup.

1998 to 2002

Associate Counsel – Travelers

1993 to 1995

Provided analysis, strategic direction, and guidance in legal, political, and regulatory issues. Managed a diverse range of complex litigation activities nationwide related to company's entire product line (including workers' compensation and liability insurance) – more than 50% of cases with \$1+ million exposure. Directed and mentored junior attorney. Hired and supervised outside counsel, including motions, discovery, briefing and settlements. Represented company in settlement conferences, negotiations, and trials. Previously directed legislative and regulatory affairs in 23 states, working closely with state officials, lobbyists, and trade associations. Drafted proposed legislation, testified at public hearings, and participated in regulatory proceedings. Implemented corporate business plans by retaining and directing local attorneys and lobbyists.

Selected Accomplishments:

- **Selected to take charge of and manage coverage and bad faith docket for Travelers' subsidiary (Minnesota-based Northland insurance specializing in surplus lines/specialty/trucking).** Established and maintained excellent working relationships with newly acquired subsidiary. Triaged cases and coordinated transition/integration of litigation within the Travelers' system of a company that had operated independently for 50 years. Won several summary judgment cases related to trucking issues as well as in a coverage/bad faith claim with exposure in excess of \$25 million, through redirecting our litigation strategy and retaining new outside counsel. Obtained \$8,000,000 verdict against another carrier in an excess verdict/bad faith matter while serving as an outside legal consultant to Travelers.
- **Directed significant litigation, including major antitrust and class action suits.** Coordinated amicus support/strategy and won landmark case before the Kentucky Supreme Court involving workers' compensation.

- **Led Travelers' legal and political efforts in Nevada** as it opened its workers' compensation system to private competition.
- **Significant contributor to development of legal and political strategy regarding OSHA's proposed Ergonomics Standard** -- which would have severely disrupted workers' compensation systems nationwide, according to industry opinion.
- **Spearheaded government affairs and litigation activities in Alabama**, then considered the most hazardous state in the country for corporate defendants. Quickly resolved multimillion-dollar exposure cases with favorable settlements. Formulated and executed company's political strategy for 2000 Alabama Judicial races. At the Alabama Supreme Court, overturned \$4 million trial court judgment against Travelers.
- **Managed all major bad faith cases involving workers' compensation.** Developed favorable case law nationwide and established federal circuit court precedent for removal of such cases to federal court. Won numerous cases on summary judgment.
- **Administered all advertising injury coverage cases.** Developed and expanded case law in the federal circuit courts denying coverage for trademark infringement under commercial general liability insurance policies.
- **Other results:** Recognized as an internal expert on political and legal developments related to California workers' compensation and tort reform issues. Led efforts to defeat Florida legislation requiring insurers to cover certain environmental hazards in excess of industry standards. Passed legislation in Arizona expanding use of workers' compensation deductible policies among large employers.

IOWA DEPARTMENT OF JUSTICE, Consumer Protection Division, Des Moines, IA
1988 to 1993

Assistant Attorney General & Deputy Administrator of the Iowa Consumer Credit Code

Enforced a comprehensive regulatory system protecting consumers in credit transactions. Investigated and prosecuted cases involving consumer fraud, financial investment schemes, consumer credit and credit insurance. Conducted rule making on consumer issues and counseled governmental agencies and private parties on consumer credit law. Advised on federal and state legislative consumer credit proposals. Collaborated with state and federal agencies such as the FTC, FRB, other state attorneys' general offices and the state banking division.

Selected Accomplishments:

- **In a case of nationwide significance, successfully represented State of Iowa in litigation with Citibank**, resulting in company's agreement to abide by Iowa consumer lending laws.
- **Directed amicus litigation for 27 states against consumer lending institutions**, involving the exportation of credit card terms in violation of state law. Authored amicus brief to U.S. Supreme Court on behalf of the states.
- **Participated in and led multi-state enforcement activities** such as litigation against mortgage lenders for violations of mortgage escrow requirements.
- **Drafted and promulgated consumer protection regulations governing credit insurance and other regulations** permitting the Department of Justice to collect hundreds of thousands of dollars in fees each year from consumer creditors. Organized initial notification and collection efforts.

HARVARD LAW SCHOOL, Cambridge, MA

1986 to 1988

Special Assistant to the Dean (1986-1988) / Associate Director of Student Services (1987-1988)

Authored paper on legal demographics used in first year law classes. Researched and wrote on the Iran/Contra affair, Congressional ethics, and international terrorism. Reviewed academic and professional opportunities for law students on Dean's behalf. As Associate Director of Student Services, administered numerous student service activities and coordinated programs expanding public interest law opportunities.

- **Teaching Fellow at Harvard Graduate School of Education in 1987.** As Teaching Assistant, taught sessions on legal analysis for college administrators in a graduate course in higher education and the law.

ADDITIONAL PROFESSIONAL ACTIVITIES & LEADERSHIP

National Association of Insurance Commissioners

- Selected as a NAIC funded Consumer Representative each year since 2010. Represent and advocate for consumer interests before the NAIC, with a focus on state insurance regulation and the Federal Insurance Office, regulation of personal lines policies, the use of Big Data in underwriting and claims handling, international regulatory cooperation, and consumer protection. Successfully lobbied for consumer participation program at the International Association of Insurance Supervisors and led effort to establish initial NAIC funding for this program. Invited speaker at the 2013 NAIC Commissioners Conference and have conducted training sessions for state insurance department regulators and insurance supervisors from other countries.

Other Advisory Bodies

- Federal Reserve Board: Insurance Policy Advisory Committee, appointed to three-year term starting January 2022.
- U.S. Department of Treasury: Federal Advisory Committee on Insurance (Federal Insurance Office), appointed February 2020 for three-year term.
- New York Department of Financial Services' Consumer Protection Task Force, new entity - appointed December 2019.
- Connecticut Insurance Department's Advisory Council on Regulation, new entity - appointed November 2019.

International Association of Insurance Supervisors

- Led efforts to create first consumer participation movement in the organization, serve as a consumer stakeholder, 2013 to present. Moderated debates on Solvency II (2012 IAIS annual meeting and 2015 NAIC International Insurance Forum), served on multiple panels at 2017 Global Seminar, and held numerous meetings with IAIS leadership on consumer participation.

Expert Witness and Consultant

- Serve as expert witness and advise law firms, policyholders, state agencies, and insurance companies on insurance regulatory, coverage, and bad faith issues. Work with media throughout the country on various insurance-related news articles and quoted in the New York Times, Bloomberg News, CNBC, AP, International Business Times, Money Magazine, The Guardian, Reuters, Boston Herald, The New Yorker, National Underwriter, AM Best, SNL Financial, Insurance Business Magazine, Insurance Business Journal, The Trace, NPR, Hearst

News, New York Law Journal, Scientific America, Sacramento Bee, Hartford Courant, Des Moines Register, Bankrate, and other papers and media.

Examples:

- Expert witness for New York Department of Financial Services and Attorney General's Office in litigation with the National Rifle Association, Spring 2019.
- Expert witness for Pennsylvania State University in insurance coverage litigation arising out of the Sandusky sexual abuse claims, 2015-2016.
- Retained by the Federal Trade Commission to work with Professor Patricia McCoy to develop and implement a new training program on consumer credit issues for the Division of Financial Practices, 2008.
- Co-authored 10-state survey of liability issues associated with the Safe Routes to School Program, sponsored by the Public Health Law and Policy association, 2011-2012.

The American Law Institute

- Elected in October 2013. Served in the Member Consultative Group for the Restatement of the Law of Liability Insurance project. Currently in the Member Consultative Groups for the Consumer Contracts and Data Economy projects.

American Bar Association

- Associate Editor, Tort Trial & Insurance Practice Law Journal, 2009 to present.

Connecticut Bar Association

- Executive Committee, Insurance Law Section, 2011 to present.

Municipal Government

- **Councilor, Mansfield Town Council.** Elected in fall 2009, 2011, 2013, 2015, 2017 and 2019 to serve on the 9-member governing body for the Town of Mansfield, Connecticut. Responsible for \$55 million budget. Currently chair Finance Subcommittee.
- **Commissioner, Mansfield Planning & Zoning Commission/Inland Wetland Agency.** Elected in 1999 as a member of town planning and zoning agency. Review and regulate proposed commercial, university and residential development. Served until fall 2009, when elected to the Town Council.

Patrons Group

- Elected in May 2007 as a Director of Patrons Group, a property-casualty insurer located in Connecticut. Also served on Corporate Governance Committee. Helped lead successful affiliation with State Auto in fall 2007 and served on Patrons Advisory Council until its dissolution at the end of 2013.

U.S. State Department - Muskie Program

- Served as evaluator for applications to the Muskie Program, a federally funded scholarship program that brings students from former Soviet Republics to the U.S. to earn a graduate degree. In January 2009 traveled to Moscow on Program's behalf to interview applicants and similar trip in February 2006 to Kiev, Ukraine.

Adjunct Professor, University of Connecticut School of Law, spring 2002 and 2003

- Taught workers' compensation course to J.D. and LL.M. students.

Lecturer in Law, Drake University Law School, fall 1990

- Taught consumer protection law to second- and third-year law students; subjects included FTC enforcement, state consumer fraud statutes and Truth-in-Lending.

President of the American Conference of Uniform Consumer Credit Code States, 1991 to 1992

- Association of state officials who enforce and administer the Consumer Credit Code.

Twitter: @PKochenburger

**Peter Kochenburger
Publications**

Books

- THE “DEMATERIALIZED” INSURANCE: DISTANCE SELLING AND CYBER RISKS FROM AN INTERNATIONAL PERSPECTIVE (Peter Kochenburger, Pierpaolo Marano & Ioannis Rokas eds., 2016)

Law Review Articles and Book Chapters

- Aviva Abramovsky & Peter Kochenburger, *Transparency and the Insurance Contract in the United States*, in 2 TRANSPARENCY IN INSURANCE LAW AND REGULATION 683 (Pierpaolo Marano & Kyriaki Noussia eds., 2020)
- Aviva Abramovsky & Peter Kochenburger, *Insurance Online: Regulation and Consumer Protection in a Cyber World*, in THE “DEMATERIALIZED” INSURANCE 117 (Peter Kochenburger, Pierpaolo Marano & Ioannis Rokas eds., 2016)
- Peter Kochenburger, *Liability Insurance and Gun Violence*, 46 CONN. L. REV. 1265 (2014)
http://opencommons.uconn.edu/law_papers/226
- Peter Kochenburger & Joseph MacDougald, *Insurance and Climate Change*, 47 J. MARSHALL L. REV. 101 (2013)
http://opencommons.uconn.edu/law_papers/475
- Peter Kochenburger & Patrick Salvo, *An Introduction to Insurance Regulation*, in RESEARCH HANDBOOK ON INTERNATIONAL INSURANCE LAW AND REGULATION 221 (Julian Burling & Kevin Lazarus eds., 2012) (updated edition will come out in late 2022).
- Peter Kochenburger, *The Language Matters: Regulation of Insurance Policy Terms and Conditions*, in CHALLENGES IN HARMONIZATION OF THE SERBIAN INSURANCE LAW WITH THE EUROPEAN (EU) INSURANCE LAW (Association for Insurance Law of Serbia, April 2012).
- Amy Bach & Peter Kochenburger, *Insurance Consumer Protection Efforts by Government Regulators: Evolving under Scrutiny*, 13 N.Y. ST. B.A. GOV'T L. & POL'Y J. 16 (2011)
- Peter Kochenburger, Richean Zhiyan Li & Pierpaolo Marano, *Conflict of Interest of Insurance Brokers*, 2010 EUR. INSUR. L. REV. 21 (2010)

Articles

- Peter Kochenburger, *The Insurance Industry's Growing Potential Role in Gun Safety*, Law360 (May 14, 2022).
- Peter Kochenburger & Jeffrey Stempel, *How Sonic Boom Risk Informs 'Physical Loss' For COVID Era*, Law360 (April 5, 2022).
- Peter Kochenburger, Opinion, *Arbitration? No thanks*, Insurance Business America Magazine, July 9, 2018, at 9.
- Peter Kochenburger, Opinion, *The Dangers of Big Data*, Insurance Business America, Insurance Business America Magazine, March 2017, at 21.
- Peter Kochenburger, Opinion, *Gun Liability Insurance, Too Important Not to Try*, Insurance Business America, July 23, 2015, at 21.
- Peter Kochenburger, *Flood Insurance Reform and Modernization*, INSURANCE REGULATION COMMITTEE, A.B.A. SEC. TORT TRIAL & INS. PRAC. (Winter 2013).
- Peter Kochenburger, *Federal Insurance Office*, INSURANCE REGULATION COMMITTEE, A.B.A. SEC. TORT TRIAL & INS. PRAC. (Summer 2011).
- Peter Kochenburger, *Tone Deaf When Filed The 2009 Optional Federal Charter Bill*, INSURANCE REGULATION COMMITTEE, A.B.A. SEC. TORT TRIAL & INS. PRAC. (Summer 2009).
- Peter Kochenburger, *Connecticut Supreme Court Rules on Bad Faith Jurisdiction, DeOliveira v. Liberty Mutual*, 870 A.2d 1066 (Conn. 2005), WORKERS COMPENSATION AND EMPLOYERS' LIABILITY LAW COMMITTEE, A.B.A. SEC. TORT TRIAL & INS. PRAC. (Winter 2005).

Peter Kochenburger
Selected Presentations: 2012 – March 2022

- Unfair Discrimination - How will new legislation in Colorado influence the industry approach to potential bias in insurance? Casualty Actuarial Society Rate Making, Product, and Modeling seminar, (March 16, 2022, virtual), speaker.
- "Cyber Insurance – Risks v. Reality," ABA Insurance Coverage Litigation Committee mid-year program, Phoenix, AZ (February 24, 2022), panelist.
- "The National Association of Insurance Commissioners' Insurance Data Security Model Law," ABA Insurance Regulation Committee webinar (January 24, 2022, recorded in September 2021), panelist.
- Presentation to the Michigan Department of Insurance and Financial Services on Diversity, Equity, and Inclusion (November 22, 2021, virtual), co-presenter.
- "Big Data, Predictive Analytics, and the Insurance Promise: the uses of AI in the Claims Adjustment and Fraud Detection Processes," (October 6, 2021) Third International Insurance Congress, Comillas Pontifical University, Madrid (virtual), speaker.
- "Claim Optimization and the Insurance Promise," presentation at the summer 2021 National Association of Insurance Commissioners national meeting, Market Regulation and Consumer Affairs Committee, Columbus, Ohio (August 16, 2021).
- "Use of Zip Code, Education, and Occupation as Rating Factors ... in Insurance Underwriting," National Council of Insurance Legislators' interim meeting (June 18, 2021, virtual), panelist.
- "Innovation -- Forecasting the Future of AI and Big Data," National Association of Insurance Commissioners' International Insurance Forum, (May 25, 2021, virtual) panelist.
- "Insurer's use of Criminal History Information," presentation at the National Council of Insurance Legislators' spring meeting (April 15, 2021, virtual).
- "The Role of Law and Government in Cyber Insurance Markets," conference jointly sponsored by the Insurance Law Center and University of Minnesota Law School (March 12, 2021, virtual), moderator, host co-chair.
- AM Best TV webinar on COVID-19 Litigation (December 15, 2020), panelist.
- "Insurers' Use of Criminal History Information," presentation at the fall 2020 National Association of Insurance Commissioners national meeting (December 3, 2020, virtual).
- "Federalization of Insurance? The Federal Insurance Office," ABA Insurance Regulation Committee webinar (November 18, 2020), panelist.
- American College of Coverage Counsel, COVID-19 Liability Issues webinar (November 12, 2020, virtual), moderator and co-organizer.
- "Constitutional Issues: Power of Receivership Courts," International Association of Insurance Receivers, Webinar (October 13, 2020, virtual), panelist.
- "All In on AI? A New Study Decoding the Mysteries of AI in Insurance Fraud," Coalition Against Insurance Fraud Webinar (September 30, 2020, virtual), panelist.
- "Navigating Opportunities and Risks Presented by Artificial Intelligence," Connecticut Legal Conference, CBA Webinar (September 15, 2020, virtual), panelist (and organizer) for session on regulatory issues related to AI.
- "Act of God Exclusions and Coverage for COVID-19 Business Interruption Claims," The Chartered Institute of Arbitrators (July 15, 2020, virtual), advocate for insurer in mock oral argument before a panel of former insurance commissioners.
- "AI and InsurTech: Savvy Solutions or Bots Behaving Badly?" ABA Insurance Coverage Litigation Committee Seminar, Tucson, AZ (March 5, 2020), panelist/moderator.

- "Future of Insurance Regulation," at Casualty Actuaries of New England fall meeting, Worcester, MA (October 11, 2019), one of two panelists.
- "Insurance Regulation in the United States," Hartford, CT (September 16-17, 2019), Organized and led extensive two-day training session for insurance regulators from the China Banking and Insurance Regulatory Commission, taught introductory session. This is the second training session we have held for the Commission.
- The Center for Insurance Policy and Research, "Demystify the use of Artificial Intelligence in Insurance," (August 5, 2019) (NAIC's summer 2019 meeting in NYC), panelist.
- AM Best TV show (and webinar) on drones, aerial data-gathering, and insurance (July 16, 2019), panelist.
- Connecticut Bar Association's annual Legal Conference, Hartford CT (June 10, 2019), discussed pct insurance on animal law panel.
- International Association of Insurance Supervisors Market Conduct Working Group, Amsterdam (May 27, 2019), invited presenter on insurer use of personal consumer information. Only academic participating.
- "The ALI's Restatement of Law, Liability Insurance – Was the World Turned Upside Down?" Hartford, CT (April 5, 2019), Conference Chair and moderator, sponsored by the Insurance Law Center/UConn Law School, the Connecticut Bar Association's Insurance Law Center, and Rutgers Law School Center for Risk and Responsibility.
- "Putting Humans in the AV Driver's Seat, Autonomous Vehicles -- People, Policy & Law," Storrs CT (April 1, 2019), organized and moderated panel on autonomous vehicles and insurers for this multi-disciplinary conference organized by UConn's Transportation Technology & Society Research Group (member).
- "The Protection Gap in Property Insurance," Rutgers Center for Risk and Responsibility, Camden NJ (March 29, 2019), presentation on intentional act exclusions.
- "The Regulatory Response to InsurTech," Boston, MA (March 26, 2019) Casualty Actuarial Society seminar, organized and participated in regulatory discussion.
- AM Best TV, Gun Violence and Insurance: panelist and separately interviewed on this topic (filmed August 2018 and released in October and December 2018), <http://www.ambest.com/video/video.aspx?s=1&rc=koehenburger119>.
- "From Intentional Harm to Negligent Conduct," presentation on the expansion of intentional act exclusions in liability insurance, National Association of Insurance Commissioners fall national meeting, San Francisco, CA (November 17, 2018)
- "Big Data, Insurance & Consumer Protection," The First Asia-Pacific Permanent Forum on Insurance Law, hosted by Xiamen University, China (November 10, 2018), UConn Law School is the founding U.S. member of this Forum.
- "Introduction to Insurance Regulation in the United States," National Chengchi University, Taiwan (November 6, 2018).
- Fifth Annual China-U.S. Insurance Law Conference co-sponsored with Renmin Law School, Suzhou, China (November 3, 2018), presentation on Cyber Insurance and Cybersecurity.
- Keynote speaker, "Liability Insurance and Gun Violence," Property & Liability Research Bureau Eastern Regional Adjusters Conference, Hartford CT (October 30, 2018).
- "Liability Insurance and Gun Violence," UK Institute and Faculty of Actuaries, Birmingham, UK (October 24, 2018 – via teleconference); Casualty Actuaries of New England, Springfield, MA (October 15, 2018).
- "The Regulatory Response to InsurTech," joint seminar held by Casualty Actuarial Society and Canadian Institute of Actuaries, Toronto (October 16, 2018), organized and participated in regulatory panel.

- "Data Breaches Don't Discriminate - Cyber Insurance," American Association of Law Libraries Annual Meeting, Baltimore, MD (July 16, 2018), panelist.
- "Insurance Regulation in the United States," Hartford, CT (July 9-10, 2018), Organized and led extensive two-day training session for insurance regulators from the China Banking and Insurance Regulatory Commission, taught introductory session.
- National Association of Insurance Commissioners Global Forum, Washington DC (May 14, 2018), panelist on "The Role of Insurance & Reinsurance in Disaster Risk Management."
- Fourth Annual Telematics and Connected Vehicles Insurance Conference, Chicago IL (April 25, 2018). Panelist speaking on data ownership, privacy, and regulatory concerns.
- "Big Data Changes Everything, Why Insurance Lawyers Need to Catch up Fast," Connecticut Bar Association Annual Insurance Litigation Seminar, Hartford CT (April 13, 2018), Conference Co-Chair and moderator.
- "Enterprise Risk Management - From Risk to Strategy," conference sponsored by UConn School of Business and Hartford CFA Society (March 20, 2018), moderated and helped organize Technology, Regulatory and Investment Risks panel.
- American Bar Association Litigation Committee, 2018 Annual Insurance Coverage Seminar, Tucson, AZ (March 2, 2018), led roundtable discussion on the use of Big Data in insurance claims and underwriting.
- National Conference of Insurance Legislators 2017 Annual Meeting, Phoenix, AZ (November 16-17, 2017), invited panelist on (1) the ALI's draft Restatement of the Law of Liability Insurance (with Restatement Reporter Tom Baker), (2) life insurance, big data, and consumer protection, (3) international insurance issues.
- Defense Research Institute's Northeast Regional Claims Conference, Hartford CT (November 2, 2017), presented on insurance bad faith, the ALI draft Restatement of the Law of Liability Insurance (with co-panelist Kathleen J. Maus, Butler Weihmuller Katz Craig, LLP).
- "Retirement Security, Pensions and Insurance," Fourth Annual China-U.S. Insurance Law Conference with Renmin Law School, Hartford CT (October 13, 2017), Conference Co-Chair, moderator.
- "Looking Under the Hood and Into the World - Big Data and Insurance," Property Casualty Insurers Association's General Counsel Seminar, Philadelphia, PA (September 18, 2017), with co-panelists Dr. Cathy O'Neil and Robert Helfand.
- International Association of Insurance Supervisors Global Seminar, Windsor, U.K. (June 29-30, 2017). Participated in two panels: (1) "Digitalisation in the Insurance Sector, Benefits and Risks to Consumers." (2) "Executive Committee Dialogue: ComFrame and the Insurance Capital Standard" (only U.S. academic speaking at this meeting).
- "Actuarial Perspectives in the Era of Social Consciousness, Can Liability Insurance Reduce Gun Violence?" Casualty Actuarial Society's Spring Meeting, Toronto Canada (May 24, 2017).
- "Key Issues Facing Workers Comp - Point/Counterpoint," National Council on Compensation Insurance (NCCI), Orlando Florida (May 17, 2017). Debated workers compensation issues with Robert Hartwig at a plenary session of the NCCI's Annual Issues Symposium.
- "Insurance in the Age of Trump," Insurance Law Center/UConn Law School (April 13, 2017). Conference Co-Chair, panelist and moderator.
- Insurance Business Magazine, Flood Risk 2017, Orlando Florida (March 23, 2017). Panelist on claim handling session.
- Connecticut Bar Association Annual Insurance Law Symposium, Bad Faith Litigation, University of Connecticut School of Law (February 23, 2017), Conference Co-Chair, panelist and moderator.

- "The U.S. and China: Environmental Change, Liability, and Insurance," Third Annual China-U.S. Insurance Law Conference, Renmin Law School, Beijing, China (October 30, 2016). Invited to present a talk on insurance and climate change.
- "Transparency in Insurance Regulation: Global Perspectives," National Taiwan University College of Law, Taipei Taiwan (September 23, 2016). Presented "Limitations of Transparency: Big Data, Dispute Resolution and Regulatory Enforcement," moderated panel on Transparency in Insurance Regulation in Asia.
- National Association of Insurance Commissioners (NAIC) International Insurance Forum, Washington D.C. (May 20, 2016). Invited speaker on Cybersecurity and Cyber Insurance panel (only consumer representative invited to serve on a panel).
- Resilience and the Big Picture: Governing and Financing Innovations for Long Island Sound and Beyond (April 22, 2016). Center for Energy and Environmental Law, University of Connecticut School of Law. Organized and moderated panel "Achieving Resilience Through Insurance and Finance."
- Connecticut Risk Management Conference, "The New Reality of Global Risk," University of Connecticut School of Business, Stamford (April 7, 2016). Organized and moderated panel on "Legal and Compliance Issues Across the World."
- Public Hearing, NAIC Big Data Working Group, New Orleans (April 3, 2016). Invited to speak on the consumer perspectives panel.
- Connecticut Bar Association, "Getting to Less: Symposium on Strategies for Reducing Discovery in Insurance Coverage Litigation," University of Connecticut School of Law (February 26, 2016). Conference Co-Chair and moderated panel on current efforts to reduce discovery costs.
- Connecticut Bar Association, "Storm Law: Helping clients Prepare for and Respond to Natural Catastrophes," New Britain, CT (January 8, 2016), panelist on consumer protection and claim handling.
- "The Changing Insurance Regulation of the European Union," Catholic University of Milan, Milan Italy (November 26, 2015), invited to moderate panel on "The Regulatory Framework."
- Defense Research Institute Insurance Law and Claims Conference, Hartford CT (October 28, 2015). Presented on "The Unfair Claims Settlement Practices Act: Potential Limitations on Advocacy and Negotiation" (with Tom Harrish, Day Pitney, LLP).
- "Important Issues and New Perspectives of Insurance Law," The Inaugural Conference of the Taiwan Insurance Law Association, Taipei, Taiwan (October 22, 2015). Invited to speak on Big Data, insurance, and consumer protection (only U.S. speaker at the conference).
- "The U.S. and China, New Insurance Products and New Regulatory Challenges" Second Annual China-U.S. Insurance Law Conference, University of Connecticut School of Law (October 9, 2015). Organized and spoke on panel regarding Big Data and insurance.
- Public Hearing Testimony on Use of Consumer Data to Settle Automobile Insurance Claims, NAIC, Chicago (August 17, 2015). Invited speaker.
- NAIC International Insurance Forum, Washington D.C. (May 21, 2015). Invited panelist on "Global Insurance Standards – From Vision to Reality."
- Association of Insurance Compliance Professionals Continuing Education Program, Providence, Rhode Island (May 8, 2015). Invited to speak on Cyber Risk and Cyber Insurance (with Theodore Augustinos, Locke Lord LLP).
- Connecticut Risk Management Conference, "The Many Faces of Enterprise Risk Management," University of Connecticut School of Business, Stamford CT (March 20, 2015). Organized and moderated panel on "Cyber Risk, Insurance and Corporate Governance."

- Connecticut Bar Association Symposium, "Insurance Claims Handling: Rights, Wrongs and Remedies," University of Connecticut School of Law (February 6, 2015). Conference Co-Chair, moderated discussion on Market Conduct Exams with senior staff from the Connecticut Insurance Department.
- "The Relationship between Insurance and Legal Regulation: Normative, Theoretical and Empirical Perspectives," UC Irvine School of Law, Irvine, CA (September 19, 2014). Panel Commentator.
- "International Symposium on Improvement of Liability Insurance System," First Annual China-U.S. Insurance Law Conference, Renmin Law School, Beijing China (May 10, 2014). Spoke on "Environmental Liability Insurance: Opportunities and Risks."
- Association of Insurance Compliance Professionals Continuing Education Program, Hartford, CT (May 16, 2014). Invited to speak on Liability Insurance and Gun Violence.
- "Big Data and Insurance," University of Connecticut School of Law (April 3, 2014). Moderated panel on Big Data, Risk Classifications and Adverse Selection.
- "Legal Education for International Lawyers," presentation in Riyadh, Saudi Arabia for Saudi law students and lawyers interested in studying in the United States (March 4, 2014).
- Connecticut Bar Association Symposium, "Insurance Coverage 101," University of Connecticut School of Law (January 23, 2014). Conference Co-Chair, moderated panel on Third-Party Liability Insurance.
- University of Chicago Junior Faculty Workshop, Chicago IL (November 25, 2013). Presented early version of *Liability Insurance and Gun Violence*.
- "The Second Amendment and Gun Control," Connecticut Law Review's Fall 2013 Symposium (November 15, 2013). Invited to speak on liability insurance and gun violence.
- "The Law and Economics of Insurance," University of Connecticut School of Law (October 4, 2013). Moderated panel on insurance regulation.
- "Adaptation of the Built Environment to Achieve Resilience to Climate Change," 13th Kratovil Conference on Real Estate Law & practice, John Marshall Law School, Chicago Illinois (September 26, 2013). Invited to present "*Insurance and Climate Change: Spreading, Regulating and Avoiding the Risks*." Paper co-authored with Joseph MacDougald later published in the John Marshall Law Review.
- University of International Business and Economics, Beijing China (June 2, 2013). Invited to speak at a Chinese Supreme Court training session for judges on "Personal Automobile Insurance and Consumer Protection in the U.S." (with Yan Hong).
- NAIC International Insurance Forum, Washington D.C. (May 10, 2013). Moderated third debate on Solvency II between Therese Vaughan (former NAIC CEO) and Karel Van Hulle (former Head of Unit, Insurance and Pensions at the European Commission).
- "Current Issues in Insurance Regulation: 2013," New York City Bar Association (April 19, 2013). Invited to speak on "Insurance and Climate Change after Superstorm Sandy."
- NAIC Regulatory Leadership Forum, Kansas City, Missouri (March 13, 2013). Invited to speak on consumer issues with state insurance regulators.
- Connecticut Bar Association, "Liability Insurance and Litigation," University of Connecticut School of Law (March 7, 2013). Conference Co-Chair and spoke on "Finding and Avoiding Coverage: the International Act Exclusion."
- "Fragmented Risk," Rutgers School of Law (March 1, 2013). Commentator on Catastrophes and Fragmented Risk panel.
- NAIC Commissioners Conference, Virgin Islands (February 3, 2013). Invited to present consumer representative views and activities at the NAIC's annual closed conference for commissioners.

- International Association of Insurance Regulators Annual Conference, Washington D.C. (October 9, 2012). Moderated second debate on Solvency II between Therese Vaughan (NAIC CEO) and Karel Van Hulle (Head of Unit, Insurance and Pensions at the European Commission).
- "Climate Change Risks & Liability: The Future of Insurance & Litigation," University of Connecticut School of Law (October 5, 2012) (co-sponsored with the Center for Energy and Environmental Law). Co-Chair of the Conference, moderated panel "Domestic and International Responses."
- "Testing times, Uncertain Outcomes: How are Insurers and Reinsurers Expected to Measure Up?" International Insurance Law Association, London, U.K. (September 14, 2012). Invited speaker on two panels: (1) emerging legal issues in insurance, (2) a U.S. perspective on climate change and insurance.
- Center for Insurance Policy Research (NAIC) Summit on Flood Insurance, Atlanta (August 14, 2012), Invited panelist, presented on "Consumer Perspectives: Flood Insurance Reform" (with Sonja Larkin-Thorne).
- Public Hearing Testimony on Private Lender-Placed Insurance, National Association of Insurance Commissioners, Atlanta (August 9, 2012). Invited speaker.
- Congressional testimony "U.S. Insurance Sector: International Competitiveness and Jobs," before the Subcommittee on Insurance, Housing and Community Opportunity, Washington D.C. (May 17, 2012). Invited to speak on the Federal Insurance Office, and consumer protection and international cooperation.
- Thirteenth Annual Conference of the Association for Insurance Law of Serbia, Palic, Serbia (April 21, 2012). Invited to present "*The Language Matters: Regulation of Insurance Policy Terms and Conditions.*"
- Connecticut Bar Association, training session for attorneys, New Britain, CT (January 18, 2012). Presentations on claims handling and the National Flood Insurance Program.



Office of the Executive Vice Chancellor and Provost

J.S. Clark Administration Building
Post Office Box 9820

2022 MAY 19 A 8:40
Baton Rouge, Louisiana 70813
Office: 225-771-2360

May 16, 2022

Bljoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor
Southern University System
3rd Floor, J.S. Clark Administration Bldg. Room 301
Baton Rouge, Louisiana 70813

Re: Request for Waiver on Position Vacancy Announcement- Director of Data Assessment and QEP

Dr. Sahoo:

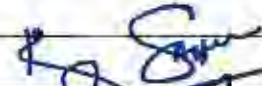
I respectfully submit this letter to request authorization to waive the vacancy announcement for the position of **Director of Data Assessment and QEP** for the University College because we have a highly qualified leader, Dr. Alisa Ross, on campus who can fill the post immediately. Dr. Alisa M. Ross is an ideal candidate for the Director of Data Assessment and QEP position because of her formal training and previous work experience. Dr. Ross is a passionate educational leader who believes all students are capable of learning, education must be student-centered. Additionally, enjoy working with other educators. Dr. Ross obtained her Doctor of Education in Educational Leadership at Nova Southeastern University in December 2014. The focus of her dissertation was a program evaluation of an instructional program for at-risk youth in grades 6th–8th. She has over 15 years of secondary teaching experience that includes teaching middle and high school Social Studies, serving as a Social Studies Instructional Coach/Specialist, a Department Chairperson, Mentor, Team Leader, and Testing Coordinator. The roles have enabled her to transition from a classroom teacher into an instructional leader. More specifically, she was able to collaborate with other instructional specialists to design interdisciplinary activities, facilitate professional development trainings, and analyze and report student data.

Dr. Ross began her teaching experience on the collegiate level as an Adjunct Professor at Southern University and A&M College in August 2015. Currently, she serves as an Assistant Professor and Program Leader in the School of Education at Southern University and A&M College. Some of her duties include teaching face-to-face and online classes, creating formal and informal assessments, communicating with students, developing course syllabi, and serving on various committees. Her most recent accomplishment was transitioning the Educational Leadership Program from the traditional "brick and mortar" format to 100% online beginning Fall, 2022. Dr. Ross currently serves as the Chair for the QEP committee and assisted with this project before and after the resignation of the former QEP Director in April of 2022.

For the past two months, Dr. Ross met with the Steering Committee, two of the three sub-committees, and Dr. Smith of the Gardner Institute. To date, Dr. Ross completed the Gateways to Completion Inventory and configured and distributed the Gateways to Completion course survey links to the respected instructors. The accompanying resume should serve to give you an idea, not only of her past achievements, but of her potential for making a significant contribution to the success of all undergraduate students. Should you have additional questions or concerns, please contact me at 225-771-2166 or via email at Zackeus.johnson@sus.edu

Sincerely,
Zackeus D. Johnson, Ph.D.


Assistant Vice Chancellor, Academic Affairs | Activity Director-Title III
Division of Academic Affairs | University College

Approved: 

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

Approved: 

Bljoy K. Sahoo, Ph.D, Interim Executive Vice Chancellor

Approved: 

Benjamin Pugh, Vice Chancellor for Finance and Administration

Approved: 

Huey Lawson, Director, Title III Programs

POS CLASS				
EMP CLASS				
III		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	7	8	1	9
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CAMPUS: SUS SUBR ☒ SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH ☒ 12-MONTH OTHER ☐ 2022 JUN -2 A 8:58 (Specify)

TYPE OF APPOINTMENT:

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

Previous Employee Dr. Ronell King Reason Left New Position in another state
Date Left April 1, 2022 Salary Paid \$70,000

Profile of Person Recommended

Length of Employment 4 Years To 2018-Present
Effective Date of Employment July 1, 2022

Name Alisa M. Ross U# U01656260 Sex Female Race* Black
(Last 4 digits only)

Position Title: Director of Data Assessment and QEP Department: University College

Check One ☒ 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 18 Southern University Experience 4
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BS-Education Southern University-Baton Rouge, LA 2003
MA-Administration & Supervision Southern University-Baton Rouge, LA 2005
Ed. D.-Education Nova Southeastern University-Fort Lauderdale, FL 2014

Current Employer Southern University-Baton Rouge, LA Campus

Personnel Action

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

Annual Salary \$70,000 Salary Budgeted \$70,000 Hourly Rate, if applicable: n/a

Pay Cycle: Biweekly ☒ Monthly Faculty

Source of Funds: Grant in Aid Identify Budget: 220449-22622-61002-24100 Location: Title III

Change of:

	From	To
Position:	Professor and Program Leader	Director
Status:	Southern University School of Education	Data Assessment and QEP
Salary Adjustment:	\$58,000	\$70,000

List total funds currently paid this employee by Southern University:
*See Reverse Side
Comments: (Use back of form)

Source of Funds (Current)	Amount

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

Supervisor	June 1, 2022	Dean/Chief Head	June 1, 2022
Vice Chancellor	6/1/2022	Chancellor	
Director/Personnel	6/2/2022	Vice President/Finance	
		Business Affairs/Comptroller	

REC'D JUN 22 2022 4:00
SU GRANTS & SPONSORED

President

Date

Chairman/S.U. Board of Supervisors

Date

REC'D VP FIN&BUS AFFAIRS
22 JUN 2 11:14

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:

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: Monday - Friday from 8a-5p

EMPLOYEE DIRECT SUPERVISOR: Dr. Zackens D. Johnson

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2166

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 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/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

SUS ☐ SUBR ☒ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☐

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director, QEP, Data and Assessments AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR University College (Academic Affairs)

2022 MAY 19 A 7:40 (Department or Unit)

☒ Replacement ☐ New Position ☒ Unclassified
☐ Civil Service ☐ Temporary ☐ Faculty
☐ Tenured ☐ Probationary (For Faculty this is same as tenure track)

Source of Funds

☐ State
☒ Grant-in-Aid
☐ System Revenue
☐ Agency Fund/State

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Director of QEP, Data and Assessment will identify and develop a Quality Enhancement Plan (QEP) that is consistent with our mission, focuses on student success and reflects our commitment to continuous improvement. (Waived)

Salary/Range: \$72,500

Previous Increment (if replacement):

☒ Approved ☐ Disapproved

Department Head

05/16/2022
Date
☒ Approved ☐ Disapproved

Dean/Director/Supervisor of Budget Unit

Date

FINANCE/BUDGET OFFICE ONLY

Funds Available

☒ Yes

☐ No

Signature

Date

Budget Number

220 449-22622-61002-24100

HUMAN RESOURCES OFFICE ONLY

Existing/Approved Position

☒ Yes

☐ No

Employee Class:

MU

Job Class:

22840

Verified By: Michael Williams

05/19/22

Date:

Date:

☒ Approved ☐ Disapproved

Vice Chancellor

5/16/2022
Date
☒ Approved ☐ Disapproved

Chancellor/Vice President

Date

☒ Approved ☐ Disapproved

President

Date

An Equal Opportunity Employer

Alisa M. Ross, Ed.D.



Objective: To secure a position within the educational field in an effort to utilize my creativity, knowledge of advanced teaching pedagogy, and culturally responsive teaching.

Education:

Doctorate of Education December, 2014

Educational Leadership

Nova Southeastern University

Fort Lauderdale, FL.

Master of Arts July, 2015

Administration and Supervision

Southern University and A&M College

Baton Rouge, LA.

Bachelor of Science May, 2003

Social Studies Education

Southern University and A&M College

Baton Rouge, LA.

Employment:

Assistant Professor & Program Leader August, 2018 -- Present

School of Education

Southern University and A&M College

- Instrumental in transitioning the Educational Leadership Program to 100% Online beginning Fall, 2022
- Teach undergraduate and graduate-level courses

- Create course syllabi
- Analyze student data
- Advise undergraduate and graduate-level students
- Conduct research
- Serve on various committees
- Sponsor a student-led organization

6th Grade – 12th Grade School Social Studies Teacher

August, 2003 – July, 2018

Iberville Parish School System & East Baton Rouge Parish School System

Plaquemine, LA & Baton Rouge, LA

- Taught 6th – 12th Grade Social Studies
- Analyzed student data
- Sponsored various clubs and organizations
- Served as the School Test Coordinator
- Served as a Mentoring Teacher
- Served as a Department Chairperson
- Served on various committees

Certifications:

Spring, 2020:

Quality Matters: Applying the QM Rubric

Quality Matters: Teaching Online: An Introduction to Online Learning Delivery

Summer, 2020:

Quality Matters: Improving Your Online Course

Fall, 2003:

Louisiana Teacher's Certification #478390

Honors and Awards:

Distinguished Educator

Phi Delta Kappa, International

Fall, 2019

40 Under 40: Cohort Deux

Southern University Alumni Federation

Fall, 2019

Alumnus of the Year

East Baton Rouge Parish Chapter of the Southern University Alumni Federation

Fall, 2018

Community Legend

ReBirth Magazine

Summer, 2018

Conference Presentations:

Fostering Partnerships with Secondary Social Studies Teachers

Louisiana Council for the Social Studies 2021 Annual Conference (Virtual)

October, 2021

Authentic Field Experience: Creating a Partnership Between a Local Title I Middle School and a Local HBCU's School of Education

National Association of African American Studies 28th Joint National Conference

February, 2020

Classroom Management for Novice Teachers

Park Forest Middle School

September, 2019

Reading, Writing, and Researching: Inspiring Students to become Change Agents

TEACH Conference

February, 2019

An Evaluation of a Program for Overage Students in Urban Middle Schools

Louisiana Education Research Association Annual Meeting

February, 2019

I Want You! Engaging Stakeholders in Creating Our History

Louisiana Council for the Social Studies Conference

November, 2016

Incorporating Learning Centers

Education Methods Course at Southern University and A&M College

March, 2012

Publications:

Ross, A.M. (2021). Embracing the essence of your students. In A. Quinzio-Zafran & E. Wilkins (Eds.), *The New Teacher's Guide to Overcoming Common Challenges: Curated Advice from Award-Winning Teachers* (pp. 38-39). Routledge.

Featured Story:

Heller, R. (2022). Distinguished Educator Spotlight. *Kappan*, 103(7), 71.

Grant Received:

Co-Principal Investigator

Louisiana Board of Regents eLearning Innovation Grant

Award Amount: \$20,000.00

Cultural Responsiveness in Higher Education: Preparing Faculty to Design Online Courses that Foster Equity and Inclusion

July, 2021 – June, 2022

Community Service:

Recording Secretary

Baton Rouge Red Stick Aviators Chapter of Black Pilots of America

January, 2022 – Present

Recording Secretary

Louisiana Council for the Social Studies

October, 2021 – Present

Vice President

East Baton Rouge Parish Chapter of the Southern University Alumni Federation

August, 2021 - Present

Advisor

S.U. Volunteers

Spring, 2021 – July, 2022

Director

Louisiana Achievement Charter Academics (LACA)

June, 2020 – Present

Advisor

Eta Mu Chapter of Kappa Delta Pi, International Honor Society in Education

Fall, 2019 – Present

Chapter President

Southern University Chapter of Phi Delta Kappa, International

May, 2018 – Present

Founder

Humble Servants Community Service Organization

Fall, 2016 – Present

Professional Memberships:

Black Pilots of America (Baton Rouge Red Stick Aviators Chapter)

Kappa Delta Pi, International (Eta Mu Chapter #180)

Louisiana Council for the Social Studies

Louisiana Education Research Association

National Association of University Women (East Baton Rouge Branch)

National Council for the Social Studies

Phi Delta Kappa, International (Southern University Chapter #0138)

Southern University Alumni Federation (East Baton Rouge Parish Chapter)

References:

Available upon request



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

May 23, 2022

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

RE: Appointment of Felicia Roussel as Assistant Director of Facilities

Dear Dr. Belton:

I am hereby requesting the approval from the Southern University Board of Supervisors at their June 14, 2022, board meeting to appoint Ms. Felicia Roussel as Assistant Director of Facilities for the Southern University Law Center (SULC). Ms. Roussel currently serves as Coordinator of Facility Services and Management. This appointment is to become effective July 1, 2022, at an annual salary of \$72,000.

Attached are Ms. Roussel's resume, job description, Position Vacancy Waiver Authorization, and Personnel Action Form. I hereby request that a search be waived. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "John K. Pierre".

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

/SOUTHERN UNIVERSITY SYSTEM/

Personnel Action Form

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

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH ☒ OTHER ²⁰⁷⁷ ₁₂₋₂₈ (Specify)

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

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

Profile of Person Recommended

Length of Employment 07/01/2022 To 06/30/2023

Effective Date 07/01/2022

Name Felicia Roussel SS# XXX-XX-6586 Sex F Race* B

Position Title: Assistant Director of Facilities Department: Law Center - Finance

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 32 Southern University Experience 24

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	M.S.	Southern University A&M College	1998
	B.S.	Southern University A&M College	1991

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$72,000.00 Salary Budgeted \$ 72,000.00

Source of Funds General Appropriation

Identify Budget: State/Grant Location 311001-36210-61002-36000
Form Code: BOR10 Page 1 Item # 1

Change of:

From To
Position Coordinator of Facility Services & Management Assistant Director of Facilities

Status

Salary Adjustment \$59,280.00 \$72,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

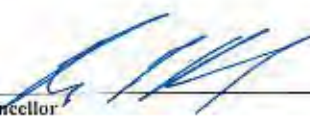
Source of Funds	Amount
311001-36210-61002-36000	\$72,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor <u>Garry F. Hall</u> 6/3/22 Vice Chancellor <u>Doreen W. North</u> 6/3/22 Director/Personnel <u>[Signature]</u> 6/6/2022 President <u>[Signature]</u> 6/14/22	Done/Unit Head <u>Garry F. Hall</u> 6/3/22 Vice President/Finance & Admin. <u>Jahne R. Pierre</u> 6/3/22 Chancellor <u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller <u>[Signature]</u> Chairman/S.U. Board of Supervisors _____ Date _____
---	---

Vice Chancellor		Date 6/8/2022
Director/Personnel		Date 6/12/22
President		Date

Chancellor		Date
Vice President/Finance Business Affairs/Comptroller		Date
Chairman/S.U. Board of Supervisors		Date



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | [Facebook](#) /SOUTHERNUJAGUARS | [Twitter](#) @SOUTHERNUSPORTS

To: Dr. Ray L. Belton
President-Chancellor

From: Roman Banks
Director of Athletics

RE: Athletics Senior Staff increase and Tile Changes

Date June 1, 2022

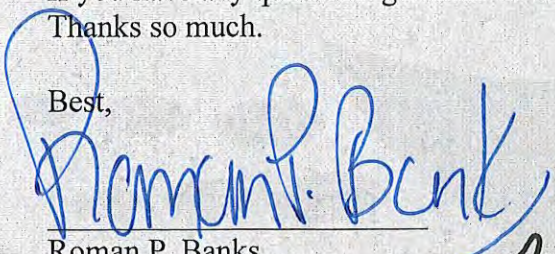
Dr. Belton,

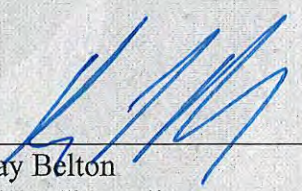
Please accept this memo as a request to promote Rodney Kirschner to the current vacancy left by Trayvean Scott to Deputy Athletic Director. As well as increasing Rodney Kirschner and LaShonda Stirgus salary as the mentioned personnel have taken on additional task and various roles along with managing day-to-day activities of their specific areas due to departure of Trayean Scott.

- LaShonda Strigus \$94,700
- Rodney Kirschner \$88,585

If you have any questions germane to this request, please contact me as soon as possible.
Thanks so much.

Best,


Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus


Dr. Ray Belton
President Chancellor
Southern University and A&M College
Baton Rouge Campus

6/8/22

DEFENDERS OF THE GOLD AND BLUE

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	8	4	4
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CAMPUS: SUS _____ SUHR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
Effective Date of Employment July 1, 2022

Name Lashonda Sturgus SS# U01660055 Sex F Race* B
(Last 4 digits only)

Position Title: CTO/SWA for Athletics Department: Athletics

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

--	--	--

New Position Visa Expiration Date: _____
(Position vacancy authorization form must be processed and approved in fill existing and new positions. Position must be advertised before processing PAE, if applicable.)

Years Experience 10 years Southern University Experience 5 years

Degree(s):	Type/Discipline (BA-Science):	Institution/Location	Year:
	<u>B.S. in Accounting</u>	<u>Grambling State University/ Grambling, LA</u>	<u>2003</u>
	<u>M.S. in Science of Sports Admin.</u>	<u>Grambling State University/ Grambling, LA</u>	<u>2204</u>

Current Employer Southern University

Personnel Action

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

Annual Salary \$94,700 Salary Budgeted \$94,700 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty _____

Source of Funds: State Identify Budget: 218900-21801-61002-29000 Location: _____
211001-21816-61002-26000 (\$45,000)

Change of:

	From	To
Position:	<u>CTO/SWA for Athletics</u>	<u>CTO/SWA for Athletics</u>
Status:		
Salary Adjustment:	<u>\$86,250</u>	<u>\$94,700</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21801-61002-29000	\$94,700
211001-21816-61002-26000 (\$45,000)	

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Norman P. Banks Date _____ Dean/Unit Head Norman P. Banks Date _____

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☐ SULC ☒ SUAREC ☐ SUNO ☐ SUSLA ☐

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Assistant Director for Facilities AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
(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

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Assistant Director of Facilities will provide staff support to the Director of Facilities with administration and planning for maintenance and events organized by the Law Center, and for use of the Law Center Facility by external organizations. Assist with facility maintenance through visual inspection, and preparation of maintenance requirements report. Interact with vendors and suppliers to coordinate the delivery of services in a manner that will minimize disruption of the daily activities at the Law Center, particularly student centric activities and other critical operations. Supervise the time and attendance reporting process, including completeness and propriety of leave forms prior to transmittal Human Resources. You are required to be proficient on procedures for the Baton Rouge Land Mass and State of Louisiana with respect to altering the facility structure, through construction, renovation, maintenance, etc., including Public Works rules. Direct Property Control, and coordinate all functions related to movable property as prescribed by Title 39 of Louisiana Revised Statutes, including the annual property inventory for all items valued at over \$ 1,000.00. You will schedule, plan, and coordinate events and functions, in accordance with established policies and procedures, whether held at the Law Center, or other facility on the SUBR Land Mass, or other location off campus. You are required to be current on technologies which will enhance or improve efficiencies for facility services and operations. Assist with the development of policies and procedures for all facets of facilities operations.

Salary/Range: \$70,000 - 87,000 Previous Incumbent (if replacement): None

☒ Approved	☐ Disapproved	<u>Cingela S Gaines</u>	<u>5/17/22</u>
		Department Head	Date
☒ Approved	☐ Disapproved	<u>Garry L Hall</u>	<u>5/17/22</u>
		Dean/Director/Supervisor of Budget Unit	Date

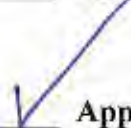
COMPTROLLER'S OFFICE ONLY	
Funds Available	
☒ Yes	☐ No
<u>Garry L Hall</u>	<u>5-26-22</u>
Signature	Date
Budget Number	311001-36210-61002-36000

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
☒ Yes	☐ No
Job Code: <u>M</u>	Cal Id: <u>U</u>
Job Class: <u>31290</u>	
<u>Michael Williams</u>	<u>06/06/22</u>
Verified By:	Date:

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ SUBR ☐ SULC ☒ SUAREC ☐ SUNO ☐ SUSLA ☐

POSITION VACANCY AUTHORIZATION

_____	Approved	_____	Disapproved		_____	<u>5/25/22</u>
				Vice Chancellor		Date
	Approved	_____	Disapproved		_____	<u>5/25/22</u>
				Chancellor/Vice President		Date
	Approved	_____	Disapproved		_____	<u>4/4/22</u>
				President		Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Lashonda Sturgis will be receiving a salary increase effective July 1, 2022. This is now making her salary \$94,700.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

Do Not Write Below This Area - For Human Resource 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.suor.edu/humanresources).

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

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

Phone: (504) 286-5311 Fax: (504) 286-5000

www.suno.edu



Office of the Chancellor

June 10, 2022

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

Dear Dr. Belton:

It is my pleasure to recommend Dr. Kelly Smith as the chair of the Bachelor of Science in Nursing (BSN) program at Southern University at New Orleans (SUNO) effective July 1, 2022. The appointment will include the academic rank of Associate Professor with tenure and a salary of \$125,000. Since January 2022, Dr. Smith has served as interim chair. She applied for the permanent role and emerged as the finalist after the conclusion of a national search. With approval of this recommendation, the program will stay on track to admit its first class in August 2022.

Dr. Smith holds a Bachelor of Arts (BA) and Bachelor of Science in Nursing (BSN) degrees from Dillard University, a Master of Nursing (MN) degree from Louisiana State University Health Sciences Center – New Orleans and a Doctor of Nursing Practice (DNP) degree from Loyola University. She also holds a current unencumbered nursing license as an APRN (advanced practice registered nurse) in the state of Louisiana.

Dr. Smith has extensive experience in nursing practice and nursing education. Her clinical experience includes ten years of practice in Community Health Nursing and five years as a statewide nurse consultant on health promotion issues for chronic disease and tobacco control for the Louisiana Office of Public Health. She also served four years as the Director of Health Services for the Louisiana Office of Juvenile Justice. In addition, she served for three years as a part time RN Supervisor for the Poydras Home, overseeing health care for seniors. She currently serves as a Nurse Educator for the School of Public Health at Louisiana State University School of Health Sciences.

Her academic experience is also extensive having served for four years as Assistant Professor of Nursing at Dillard University School of Nursing and one year at Chamberlain College of Nursing at Ochsner, and as the Research Coordinator at LSU Health School of Nursing for two years.

Dr. Smith is also credentialed by the National League for Nursing as a Certified Nurse Educator (CNE). The CNE designation is earned by passing a voluntary national test that signifies expertise in professional nursing education including curriculum design, teaching, evaluation, and advisement.

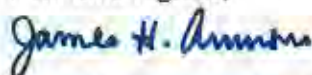
"An Equal Educational Opportunity Institution"

Finally, her references report that Dr. Smith is a person of strong work ethic, high integrity, and highly passionate and committed to nursing education especially in service to students of color.

These attributes along with her academic credentials, extensive clinical and academic experience, and her status as a CNP support her potential for successful service as the founding chair of the BSN program here at SUNO.

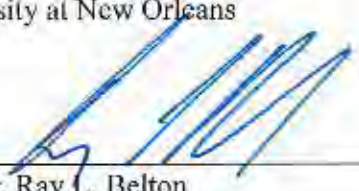
Thank you for considering this request and submitting it for approval at the June 24, 2022 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,



James H. Ammons, Jr., Ph. D.
Executive Vice President-Chancellor
Southern University at New Orleans

APPROVED: _____



Dr. Ray L. Belton
President-Chancellor
Southern University and A&M College System

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
--------------------	--	--	--	--	--	--	--

CAMPUS: SUS SUBR SULAC SUAREC SUNO X SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH 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 July 1, 2022 To June 30, 2023

Effective Date July 1, 2022

Name Kelly Smith SS# xxx-xx- Sex Female Race* Black

Position Title: Chair of BSN Program / Assoc. Professor Nursing Department: Office of the Chancellor

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

☒ New Position

Expiration Date:

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

Years Experience Southern University Experience

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
Bachelor of Arts		Dillard University New Orleans, LA	1982
Bachelor of Science - Nursing		Dillard University New Orleans, LA	1993
Master of Nursing		LSU Health Science New Orleans, LA	2002
Doctor of Nursing		Loyola University New Orleans, LA	2018

Current Employer LSU Health Sciences-School of Public Health

Personnel Action

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

Recommended Salary \$125,000.00 Salary Budgeted \$125,000.00

Source of Funds

Identify Budget: Form Code: Location Page Item #

Change of: From To

Position

Status

Salary Adjustment

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001 42185 61002 46000	\$125,000.00

*See Reverse Side

Graduate School signature (if applicable):

Supervisor <i>Gregory D. Ford</i> 06/09/2022	Dean/Unit Head <i>James H. Ammon</i> 06/09/2022
Vice-Chancellor <i>Gregory D. Ford</i> 06/09/2022	Chancellor <i>James H. Ammon</i> 06/09/2022
Director of Personnel <i>Dr. Teresa Barber</i> 06/09/2022	Vice-President/Finance <i>Dr. Teresa Barber</i> 06/09/2022
President <i>[Signature]</i> Date	Chairman/S.U. Board Of Supervisor Date

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

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 recognitions.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M-F, 8:00 am TO 5:00 pm

EMPLOYEE DIRECT SUPERVISOR:

James H. Ammons, Jr, Ph.D.

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

☐ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

☐ Position Vacancy Announcement (position advertised before processing PAF, if applicable)

☐ Pre-Employment Application Form (Civil Service Application for classified employees)

☐ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)

☐ Exemptions Survey Form

☐ Proposed Employee Appointment

☐ Proposed Employee Clearance

☐ Restricted/ Job Appointment/C/S Rule 6.5g Letter of Justification (for classified, if applicable)



Southern University and A&M College
Division of Enrollment Management & Student Success

T.H. Harris Annex, Second Floor
P.O. Box 9455, Baton Rouge, LA 70813
Office: 225-771-2300

May 22, 2022

Ray L. Belton, Ph.D., President-Chancellor
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, LA 70813

Dear Dr. Belton:

Please accept this request for approval to adjust the salary of Mr. Michael C. Taylor (U0191444) in his duties as Associate Vice Chancellor of Enrollment Management and Student Success, effective July 1, 2022. In this position, Mr. Taylor has assisted in expanding the university's enrollment reach in current and new markets, facilitating a newly formed enrollment management task force, and implementing data-driven recruitment plans and goals that have proven most beneficial for the university's enrollment numbers. Specifically, he assumed additional duties on projects such as the development and implementation of a pilot project call center, facilitation of annual registration and payment campaigns, and the development of a stop-out program.

The average Associate Vice Chancellor's salary in Louisiana is \$123,556/annually, but the range typically falls between \$103,115 and \$148,454/annually. The average Associate Vice Chancellor salary in Baton Rouge is \$119,919/annually, but the salary range typically falls between \$100,080 and \$144,083/annually (based on compensation data from salary.com). For this reason, and due to the progress Mr. Taylor has made since joining Southern in January of 2021, I am asking that his salary for FY 2022-2023 be adjusted from \$93,600 to 98,600/annually (allocated budget: 211001-22601-61002-27000).

I also welcome the opportunity to bring Mr. Taylor's salary into alignment with current state or local averages, if it becomes feasible and prudent for the university's budget. Meanwhile, I thank you for the continued support that you have shown thus far regarding his efforts to prioritize and streamline the enrollment operations of our university. Please let me know if you need additional information.

Respectfully,

Jacqueline G. Preastly, Ed.D., Vice Chancellor

APPROVALS:

Benjamin Pugh
Vice Chancellor for Finance & Administration

5/25/22
Date

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

Date

6/2/2022

Position _____ From _____ To _____
 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
220448-21051-24100	\$47,000
211001-22601-61002-27000	\$51,600

* See Reverse Side

Graduate School signature (if applicable):

Supervisor Jacqueline G. Preastly 5-31-22 Date 6/1/22
 Vice Chancellor [Signature] Date 6/1/22
 Director/Personnel [Signature] Date 6/1/22
 President [Signature] Date 6/1/22
 Dean/Unit Head [Signature] Date 6/1/22
 Chancellor [Signature] Date 6/1/22
 Vice President/Finance [Signature] Date 6/1/22
 Business Affairs/Comptroller [Signature] Date 6/1/22
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino _____ Non-Hispanic or Non-Latino _____

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

Jacqueline G. Preastly

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (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 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

CODE

EXPIRES

United States Citizen/Certificate of Naturalization

US

Resident Alien

RA

H-1 Visa (Distinguished Merit & Ability)

H1

J-1 Visa (Exchange Visitor Program)

J1

F-1 Visa (Student Temp. FT Student at S.U.)

F1

OPT (J-1 Visa INS Prior Approval/"Practical Work Experience")

EO

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)



Office of Research and Strategic Initiatives
P.O. Box 9272
Baton Rouge, LA 70813

2022 JUN -8 A 10:15
(225) 771-3890 Voice
(225) 771-5231 Fax
www.su.edu

June 6, 2022

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

RE: Recommendation of Mrs. Sonia Wilson – Expansion of Duties and Responsibilities

Dear Dr. Belton,

This letter comes as a request for a new position which will expand the job duties and responsibilities of Mrs. Sonia Wilson. Mrs. Wilson will become the new Temporary Assistance for Needy Families Project (TANF) Program Manager, funded by the Department of Family and Children Services. Although the program was initiated October 1, 2021, there was a significant delay in receiving the fully executed budget from the funding agency. In addition, this position will expand her current duties as Small Business Consultant funding by the Small Business Administration (SBA).

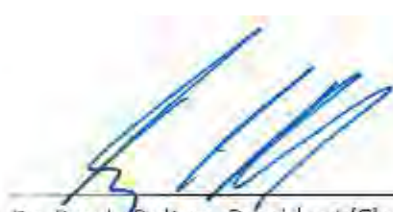
Mrs. Wilson currently hold a Master's in Administration Supervision and Political Science. Complementing this request is a salary adjustment of \$30,000 to supplement her existing salary from the Small Business Development Center of \$50,000, resulting in a total of \$80,000.00 with an effective date of October 1, 2021.

I am requesting your endorsement and that of the Southern University Board of Supervisors to expand the job duties and responsibilities for Mrs. Sonia Wilson. Thanking you in advance for your consideration of this request and that of the SU Board of Supervisors.

Sincerely,


Michael A. Stubblefield, PhD
Vice Chancellor for Research

____ Approved Salary and Hire Date
(\$80,000; 10/1/2021)


Dr. Ray L. Belton, President/Chancellor

____ Not Approved

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	7	8	0	1
-----------------	---	---	---	---	---	---

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 March 1, 2015 To Present
Effective Date October 1, 2021

Name Sonia Wilson SS# xxx-xx-4038 Sex F Race* Black
(Last 4 digits only)

Position Title: Program Manager and Business Consultant Department: ORSI

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 years Southern University Experience 7 years
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
MS- Administration Supervision Southern University - Baton Rouge 2005
MS - Political Science Southern University - Baton Rouge 1999
BS - Political Science Southern University - Baton Rouge 1995

Current Employer Southern University - Louisiana Small Business Development Center

Personnel Action

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

Recommended Salary \$80,000.00 Salary Budgeted \$

Source of Funds

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

Change of: From To
Position Business Consultant TANF Program Manager and Business Consultant
Status F/T F/T
Salary Adjustment \$50,000 \$80,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
224565-22204-23000	\$30,000.00
224572-22204-23000	\$50,000.00

*See Reverse Side

Graduate School signature (if applicable):

Supervisor Michael H. Babbitt Date 6-7-22
Vice-Chancellor Michael H. Babbitt Date 6-7-22
Director/Personnel Michael H. Babbitt Date 6-7-22
President Michael H. Babbitt Date 6-7-22
Dean/Dir. HED Michael H. Babbitt Date 6-7-22
Chancellor Michael H. Babbitt Date 6-7-22
Vice President/Finance Michael H. Babbitt Date 6-7-22
Business Affairs/Comptroller Michael H. Babbitt Date 6-7-22
Chairman/S.U. Board of Supervisors Michael H. Babbitt Date 6-7-22

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:

The TANF program manager and small business consultant positions consist of interviewing and assessing potential and existing client needs' that are interested in starting or expanding a business. This is also inclusive of providing counseling or e-counseling consisting of feasibility, financial, regulatory, operational guidance and technical assistance on various aspects of starting and expanding a business. This includes, but is not limited to the following:

- managing/evaluating staff and implementing strategic plans, goals and programmatic metrics;
 - submitting weekly, monthly and quarterly programmatic and financial reports to SBA, DCFS, LED and SBDC-SUBR center director, as it pertains to the adherence of reporting requirements and/or special services associated with the programs;
 - manages human resource goals by recruiting, training, coaching, and assisting staff as needed/required;
 - attend regional and state meetings and conferences as required;
 - implements goals and objectives associated with program requirements, quality, and customer-service standards by resolving problems, completing audits, identifying trends, determining system improvements;
 - evaluating program's effectiveness and measure the impact of services provided to clients;
 - approving staff weekly performance reports and invoices;
 - analyzing the specific business and industry data in finance, marketing, management and operations;
 - providing guidance in the development of business plans and financial packages;
 - calculating and interpreting historical and projected financial ratios;
 - preparing pro forma cash flow and financial statements;
 - troubleshooting to identify problems and areas for improvement;
 - providing guidance on expansion to include employment requirements, foreign markets, government contracting, and technology commercialization;
 - conducting quality-based assessments;
 - providing information on federal, state, and local regulations and programs, and
 - providing guidance in loan packaging to pre-venture, start-up, or advanced stage existing businesses.
- The referenced positions also entail developing a resource network which is utilized to provide referrals to appropriate resources. The positions also include, strategizing and implementing training classes that are essential for business development and/or enhancement.

EMPLOYEE REGULAR WORK SCHEDULE:

M-F (8am -5pm)

EMPLOYEE DIRECT SUPERVISOR:

Michael A. Stubblefield

SUPERVISOR/DEPARTMENT CONTACT NUMBER

225-771-3890

NUMBER OF EMPLOYEES SUPERVISED, (if any)

25

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, HI-B and I-I 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/Exec/Uncl Positions (Civil Service Application for classified employees)
- _____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- _____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- _____ Exemptions Survey Form (signed by employee and budget head)
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐SUBR ☒SULAC ☐SUAREC ☐SUNO ☐SUSLA ☐

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE TANF Program Manager and Small Business Consultant AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of Research and Strategic Initiatives
 (Department or Unit)

☒ Replacement
☐ Civil Service
☐ Tenured

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

☒ Unclassified
☐ Faculty

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The TANF program manager and small business consultant positions consist of interviewing and assessing potential and existing client needs that are interested in starting or expanding a business. This is also inclusive of providing counseling or e-counseling consisting of feasibility, financial, regulatory, operational guidance and technical assistance on various aspects of starting and expanding a business. This includes, but is not limited to the following: - managing/evaluating staff and implementing strategic plans, goals and programmatic metrics; submitting weekly, monthly and quarterly programmatic and financial reports to SBA, DCF, LED and SBDC-SUBR center director, as it pertains to the adherence of reporting requirements and special services associated with the programs; manages human resource goals by recruiting, training, coaching, and assisting staff as needed/required; attend regional and state meetings and conferences as required; - implements goals and objectives associated with program requirements, quality, and customer-service standards by resolving problems, completing audits, identifying trends, determining system improvements; evaluating program's effectiveness and measure the impact of services provided to clients; - approving staff weekly performance reports and invoices;

Salary/Range: \$80,000

Previous Incumbent (if replacement):

☒ Approved ☐ Disapproved

Department Head

Date

☒ Approved ☐ Disapproved

Dean/Director Supervisor of Budget Unit

Date

FINANCE/BUDGET OFFICE ONLY

Funds Available

☒ Yes ☐ NoSignature Joe August Date 6/8/22Budget Number 224565/224572

HUMAN RESOURCES OFFICE ONLY

Existing/Approved Position

☒ Yes ☐ NoEmployee Class: MU Job Class: 24510Verified By: Michelle Williams Date: 6/8/22☒ Approved ☐ Disapproved

Vice Chancellor

Date

☐ Approved ☐ Disapproved

Chancellor/Vice President

Date

☒ Approved ☐ Disapproved

President

Date

An Equal Opportunity Employer

Rev. 8/05/2013

Funds are available in KKKK
 savings/fringe for PRA 6/8/22

MEMORANDUM

TO: Ray Belton, PhD, President/Chancellor
SU System

FROM: Michael A. Stubblefield, PhD
Vice Chancellor 

CC: Tracie Woods, President for Human Resources

DATE: December 3, 2021

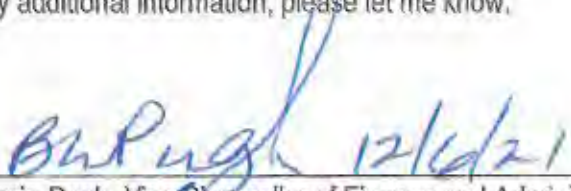
RE: **WAIVER OF POSITION VACANCY ANNOUNCEMENTS**

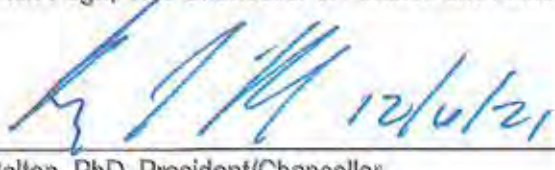
I am requesting the waiver of the following position vacancy announcements for my office. My office recently received an award for the Micro-Enterprise Development (MED) Program Temporary Assistance for Needy Families (TANF) Project through the Department of Children and Family Services. There are two positions that will be filled by current employees at the Center to ensure continuity of the programs. The two waiver positions are Program Manager and Business Consultant.

Your approval of this request is greatly appreciated.

Should you require any additional information, please let me know.

Enc.

APPROVED:  12/6/21
Benjamin Pugh, Vice Chancellor of Finance and Administration

APPROVED:  12/6/21
Ray Belton, PhD, President/Chancellor



Office of The
President-Chancellor
(225) 771-4680

Southern University and A&M College System

J.S. Clark Administration Building
4th Floor
Baton Rouge, Louisiana 70813

Fax Number
(225) 771-5522

May 5, 2022

Southern University and A&M College
Board of Supervisors
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

Re: *Position Authorization and Search Waiver for Chief of Staff*

Dear Chairman Shorty and Honorable Members of the Board:

Dr. Katara Williams has dutifully served as Chief of Staff under my administration, but, upon my retirement, is seeking a new position with the Southern University Agricultural Research and Extension Center. The Chief of Staff is of critical importance. It is imperative that this position be immediately filled to assist the new administration in a smooth transition, which will greatly benefit the entire Southern University System community. As such, this request is brought to you on behalf of Mr. Dennis J. Shields, President-Elect.

I have agreed to waive the search for this position and President-Elect Shields has identified a stellar candidate to fill the position. Dr. Melva K. Williams's career has been dedicated to higher education with over 17 years of experience within the Southern University System, including Shreveport and New Orleans. She will bring a wealth of knowledge and is ready to serve. Therefore, I request, on behalf of President-Elect Shields, that you appoint Dr. Melva K. Williams to the position of Chief of Staff-Elect, commencing June 1, at a salary of \$150,000. She and current Chief of Staff, Dr. Katara Williams, will be able to coordinate efforts during the month to ensure continuity of service. Upon July 1, 2022, Dr. Melva Williams will assume the permanent position of Chief of Staff.

It is for the above-referenced reasons, I seek your favorable consideration of this request. Should you have any questions, please do not hesitate to contact me.

Kindest Regards,

Ray L. Belton, Ph.D.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1	M	9	9	1	9
-----------------	---	---	---	---	---	---

CAMPUS: SUS ☒ SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSTA _____

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 (Double entered) Katara A. Williams Reason Left Will Transfer
Date Left June 30, 2022 Salary Paid \$140,000

Profile of Person Recommended

Length of Employment July 1, 2022 To Permanent
Effective Date July 1, 2022

Name Melva K. Williams SS# xxx-x-x- (Last 4 digit is only) Sex F Race* B

Position Title Chief of Staff Department Office of the President/Chancellor

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 20 years	Southern University Experience 17 years
Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):
BA - Mass Communications	Grambling State University
MPA- Public Administration	Grambling State University
PhD Higher Education	Jackson State University
	Year: 1998
	2000
	2008

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$150,000 Salary Budgeted _____

Source of Funds State

Identify Budget: 11151 Location
Form Code: Page 1 Item # 4

Change of: From To

Position
Status
Salary Adjustment

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
111001-11151-61002-16000	150,000

*See Reverse Side

Graduate School signature (if applicable):

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

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

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

EMPLOYEE DIRECT SUPERVISOR:

Ray L. Belton, Ph.D.

SUPERVISOR/DEPARTMENT CONTACT NUMBER

225-771-4680

NUMBER OF EMPLOYEES SUPERVISED, (if any)

3-5

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, I-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

United States Citizen/Certificate of Naturalization
Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp, FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval "Practical Work Experience")

CODE FUNDS AVAILABLE

OFFICE OF THE VICE PRESIDENT
US FOR FINANCE & BUSINESS AFFAIRS
RA SOUTHERN UNIVERSITY ONE SEM

H1

J1

F1

FO

SIGNATURE

DATE

8/17/22

111001-11151-61002-16000
\$130,000

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☒ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☐

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Chief of Staff AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of President-Chancellor

(Department or Unit)

☒ Replacement
☐ Civil Service
☐ Tenured

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

☐ Unclassified
☐ Faculty

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

See attached job description and responsibilities.

Salary/Range: \$150,000 Previous Incumbent (if replacement): Katara A. Williams

_____ Approved _____ Disapproved _____

Department Head
Date

_____ Approved _____ Disapproved _____

Dean/Director/Supervisor of Budget Unit
Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
_____ Yes	_____ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
☒ Yes	☐ No
Employee Class: <u>MU</u>	Job Class: <u>122.62</u>
<u>Michelle Williams</u> Verified By:	<u>05/17/2022</u> Date:

_____ Approved _____ Disapproved _____

Vice Chancellor
Date

_____ Approved _____ Disapproved _____

Chancellor/Vice President
Date

_____ Approved _____ Disapproved _____

President
Date

An Equal Opportunity Employer

Melva K. Williams, PhD

Ruston, LA 71270
www.melvawilliams.com

EDUCATION

Jackson State University
PhD in Higher Education

Grambling State University
Master of Arts in Public Administration

Grambling State University
Bachelor of Arts in Mass Communication

PROFESSIONAL EXPERIENCE

Southern University at Shreveport (2016-Present)
Southern University at New Orleans (2019-2021) *Dual Appointment as Vice Chancellor

Vice Chancellor for Student Affairs and Enrollment Management

ABOUT SOUTHERN UNIVERSITY AT SHREVEPORT: A member college of the Southern University System. SUSLA has three campus sites in the city of Shreveport with an average enrollment of 3,000 students. With over 30-degree programs, SUSLA is well known for its allied health and nursing programs.

- Serves as the chief student personnel officer and provides vision, innovative leadership and oversight for Recruitment, Admissions, Financial Aid, Residential Life, Athletics, Judicial Affairs, Title IX, Disability Services, Student Engagement, Advising, Dual Enrollment, Registrar's Office, and all other aspects of enrollment management and student life.
- Achieved two historic enrollments for the institution by organizing innovative and creative strategies to bolster student interest and early college pathway programs (3,240 students in fall 2016 and 1,313 in summer 2018).
- Manages and develops 80+ staff with a transformational style of leadership.
- Led the institution through innovative strategies to increase enrollment by 12% and improved retention by 3% by instituting an intrusive advisement program created to align students' backgrounds and experiences to student success before enrolling in academic courses in 2019.
- Served as committee member for a successful SACSCOC reaffirmation with no recommendations (SUSLA and SUNO).
- Secured over \$6.7 million dollars in external funding to the university through various efforts and institutional initiatives.
- Assisted in securing \$50,000 in seed funding to open the Williams Center for Undergraduate Male Achievement.
- Successfully acquired a \$1.5 million-dollar Veterans Upward Bound grant that enabled the opening of the Veterans Upward Bound Program serving over 60 participants throughout the region each semester.
- Manage multiple budgets exceeding 9+ million dollars annually.

- Promotes positive student relations by maintaining effective lines of communication with student leaders and serving as an advocate for the non-academic, extra-curricular, and the co-curricular needs of students.
- Developed the Student Affairs Strategic plan and assures integration with other major planning efforts within the college.
- Ensures Student Affairs functions adhere to best practices and adhere to the highest quality standards.

Southern University at Shreveport

Executive Associate to the Chancellor (2013-2016)

- Manage the day to day operations of the campus under the leadership of the Chancellor.
- Served as liaison between campus Vice Chancellors and campus Chancellor on all executive leadership strategies.
- Managed fundraising efforts in partnership with the Southern University System Foundation and the Southern University at Shreveport Foundation's endowment of approximately \$250,000.
- Assisted in the development of the campuses 35-million-dollar budget and aligned those resources to strategic planning efforts as well as assisted in the disbursement planning to divisions via the budget hearing process.
- Created, reviewed, and approved all external messaging for the campus community.
- Served as a liaison between state legislators and the campus Chancellor on external engagement efforts.
- Promoted the needs of the campus with stakeholders throughout the community and state.
- Deployed fundraising strategies under the Chancellor's leadership to meet institutional goals which were consistently exceeded.
- Led social media and marketing efforts in partnership with Foundation staff to expand sponsorship opportunities.
- Provided leadership and managed institutional departments of over 60+ faculty and staff members as directed by the Chancellor.
- Assisted the Chancellor with the review of recommendations for administrative appointments, faculty promotions, etc.
- Contributed to the formulation of educational and administrative policies and procedures for the campus.
- Coordinated the capital outlay projects that resulted in the development of the implementation of three campus buildings.
- Served as Chancellor's representative in interacting with external agencies such as private corporations, businesses, federal and state agencies and other educational institutions.

Centenary College of Louisiana, Shreveport LA

Associate Dean of the College (2011-2013)

ABOUT CENTENARY COLLEGE: Centenary is one of 16 colleges and universities constituting the Associated Colleges of the South (ACS) and is regularly recognized as one of the top colleges in the South. Princeton Review named Centenary one of the "Best 376 Colleges" and "Best Southeastern Colleges" for 2011, putting the College in the top 15% of all four-year colleges in the country. Forbes.com has recognized Centenary as one of "America's Best Colleges" overall, "Best Private Colleges," and "Best Colleges in the South." Calling it one of the best liberal arts colleges in the nation, U. S. News & World Report placed the College in Tier One of its annual ranking. *Information courtesy of www.centenary.edu

- Assisted in managing the daily academic operations of the Office of the Provost and Dean of the College.
- Created over \$100,000 in additional first year student revenue from an enterprise initiative that

implemented an individualize Success Coaching Program to institute student support and coaching for achieving holistic student success efforts.

- Managed the Academic Affairs budget of over 20 million dollars.
- Addressed the mission and goals of the College by promoting academic support programs, managing a cohesive student academic development program that enhanced the educational experience of students, and promoted a sense of community among a diverse student body, faculty, administration and staff.
- Promoted a student-centered philosophy that aided in retention and assisted students with developing into leaders in the 21st Century.
- Served as faculty advisor within the department of Health and Exercise Science.
- Assisted in the management, hiring, and review of faculty and staff members.
- Managed staff and Directors for the Student Resource Center.
- Assisted in the management of semester course scheduling in conjunction with the Provost, faculty and Academic Department Chairs.
- Coordinated new-student advising with faculty advisors, the Director of Admission, the Director of Re-Enrollment and the Director of Student Life.
- Supervised the University Registrar and assisted in the assessment of the academic performance of students.
- Served as Chair of the Crisis Intervention Team responsible for deploying real time solutions to students in crisis to address retention efforts.
- Managed all academic policy exception requests for the institution.
- Served as Provost's representative on faculty and institutional committees such as the Academic Policy Council, Finance Policy Council, and the Enrollment Policy Council.

Southern University at Shreveport, Shreveport LA

Assistant Vice Chancellor for Student Affairs (2010-2011)

- Responsible for ensuring that the University was focused on student success and retention by implementing innovative student affairs practices.
- Managed budgets of over \$200,000 of student affairs departmental budgets.
- Provided leadership in the implementation of policies and practices that promoted assessment.
- Assisted in providing a cohesive linkage of Academic and Student Affairs through a shared community of learning.
- Served as a grant writer to secure additional funding for the Division of Student Affairs. Successful in securing over 1 million dollars.
- Provided oversight and assisted in the day to day operations of the Student Government Association, Student Activities, Judicial Affairs and Residential Life.
- Worked in conjunction with Assistant Vice Chancellor for Academic Affairs to ensure that all Southern Association of Colleges & Schools (SACSCOC) requirements were met without recommendations.
- Served as the liaison of the Office of Institutional Advancement to ensure that Institutional Effectiveness Plans were completed.
- Served as representative of the campus on the Southern University System-wide Freshman Year Experience Initiative.
- Member of the Quality Enhancement Plan Assessment Team.
- Led all 23+ special events and projects of the Division of Student Affairs annually.

Southern University System, Baton Rouge LA

Assistant Vice President for Academic and Student Affairs (2010)

ABOUT THE SOUTHERN UNIVERSITY SYSTEM: The Southern University and A&M College System is the only historically black college and university system in America. Serves as the management system of five

campuses throughout the state of Louisiana: Southern University and A&M at Baton Rouge, Southern University at New Orleans, Southern University Agricultural Research and Extension Center, Southern University Law Center, and Southern University at Shreveport. The Southern University System is a leader in graduate and undergraduate level education through quality four-year, graduate, professional, and research programs and is among the top producers of African-American graduates in combined disciplines of engineering, technology, business, computer science, nursing, and mathematics. *Information courtesy of www.sus.edu.

- Served as the liaison to the five campus Vice President's of Academic Affairs to the President of the SU System.
- Led the areas of policy development, articulation, curriculum review, admissions requirements, discipline reviews, sabbatical requests, promotion and tenure, scholarships, accreditation, academic and accountability reporting, and other academic and student affairs issues.
- Monitored the Board of Regents Academic Affairs Tracking Database to ensure that all academic programs, research units, and various administrative requests were completed and submitted.
- Served as Chair of the Research Council and assisted in the review and revision of all Southern University System research policies.
- Assisted in setting stretch goals for all campuses resulting in achievement of all set benchmarks.
- Provided leadership and vision to all areas affecting academic excellence and the quality of student life for the systems member campuses inclusive of approximately 13,000 students.
- Promoted the integration of learning and student development ensuring a system-wide approach.
- Ensured academic quality by maintaining academic program reviews using student learning outcomes for continuous improvement in accordance with SACSCOC for five campuses.
- Provided leadership and focus to curricular reform and managed the integration of technology into the curriculum.
- Developed strategic internal partnerships to maintain a balance between traditional and non-traditional student populations and improved overall student retention on system member campuses exceeded by over 10%.
- Managed and provided direction to all campus Chief Academic and Student Affairs Officers reporting to the Vice President of Academic and Student Affairs including oversight of fiscal and personnel planning budget over 10 million-dollars.
- Provided leadership to the Academic and Student Affairs Council and provided information to the other councils as deemed appropriate.
- Effectively allocated and managed academic resources and promoted an environment that directly contributed to faculty and student success.
- Responsible for the strategic planning, administration, growth and direction of academic and student affairs on the Southern University and A&M College System member campuses.

Southern University System, Baton Rouge, LA
Chief of Staff (2009-2010)

- Under the direction of the System President, provided solutions for complex project management support of the strategic mission of the institution.
- Provided leadership as second in command to the President of the Southern University System.
- Provided executive assistance and confidential counsel to the President on all legal, institutional, and executive matters.
- Served as the liaison between the President and campus Chancellors and Vice Chancellors.
- Liaison to the Louisiana Board of Regents on all Academic Affairs initiatives.
- Reviewed, interpreted, and analyzed all legislative bills, amendments and resolutions relative to all academic issues (i.e. Grad Act, PERC, Go Grant, TOPS).

- Collected, analyzed and interpreted all statistical data relative to all campuses i.e. enrollment, FTF cohorts, 1st year retention rates, graduation rates, completers, retention, transfer, persistence, student characteristics, etc. to make data informed decisions.
- Liaison with the Board of Regents for the Statewide Articulation Matrix and Transfer Council.
- Assisted in the review and revision of all Southern University System research policies.
- Collected and reviewed all low completer programs for submission to Board of Regents.
- Served as the Liaison for the Access to Success Delivery Initiative - Education Trust and Liaison for NASII initiative for Math Redesign.
- Participated with all Institute for Higher Education Policy (IHEP) initiatives to support student success efforts.
- Direct liaison with Hanover Research Council, monitored and reviewed all grants for distribution to campuses respectively.

Southern University at Shreveport, Shreveport LA
Assistant Vice Chancellor for Student Affairs (2009)

- Provided visionary, thoughtful and strategic leadership for all aspects of student health and well-being including Student Health Services, Counseling Services, Student Accessibility Services, and Campus Recreation.
- Responsible for strategically aligning the University with emerging student success and retention practices for holistic student success efforts.
- Managed a staff 20 department leaders, coordinators and entry to mid-level team members.
- Provided leadership in the implementation of policies and practices that promote assessment.
- Provided oversight and assisted in the day to day operation of the Offices of Retention, Student Activities, Judicial Affairs and Residential Life.
- Worked in conjunction with Assistant Vice Chancellor for Academic Affairs to ensure that all Southern Association of Colleges & Schools (SACSCOC) requirements were met.
- Served as the liaison of the Office of Institutional Advancement to ensure that Institutional Effectiveness Plans were completed.
- Served as representative of the campus on the Southern University System-wide Freshman Year Experience Initiatives.

Southern University at Shreveport, Shreveport LA
Director of Student Activities and Services (2003-2009)

- Responsible for the successful facilitation and planning, implementation and evaluation of campus-wide student development for over 3000 students.
- Managed a revolving budget of over \$170K annually.
- Developed and presented over 15+ educational and developmental workshops for student leaders.
- Negotiated and supervised contracts and reviewed liability issues in accordance with university policy.
- Assisted in the development and implementation of strategic goals and programs for the university.
- Developed and monitored the student government budget, campus activities budget, and student club budgets as well as reviewed and approved club activity requests and contracts.
- Developed leadership and soft skills training programs for over 500+ participating students.
- Facilitated, promoted and assisted with student recognition and award presentation events.
- Developed and maintained student handbook for the institution.

Grambling State University, Grambling Louisiana
Program Advisor (2002-2003)

ABOUT GRAMBLING STATE UNIVERSITY: Grambling State University combines the academic strengths of a major university with the benefits of a small college, the top producer of Computer Information Science graduates in Louisiana, Grambling offers more than 800 courses and 68-degree programs in five colleges, including an honors college, two professional schools, a graduate school, and a Division of Continuing Education. National and local employers recruit graduates from Grambling's excellent nursing, computer science, teacher education, and other programs. *Information courtesy of www.gram.edu.

- Advised all student-related programming for over 7,000 students.
- Planned and organized student cultural events and enhancement activities including leadership conferences, major concerts, convocation, lyceums, and commencement exercises yearly.
- Lectured for planning and priorities workshops as well as facilitated courses in public speaking.
- Planned, organized, coordinated and supervised various educational, recreational, social and cultural student events.
- Assisted student government, student clubs and their sponsors in planning and organizing campus activities.
- Promoted the creation of and development of new clubs and organizations.
- Planned, coordinated and supervised the preparation and dissemination of publications related to student clubs, and activities.
- Participate in the development of marketing strategies to promote campus activities and services to maximize student involvement.

ACADEMIC TEACHING EXPERIENCE

Clark Atlanta University, Atlanta GA (2020-Present)

Visiting Instructor, Understanding the Origin of Trap Music with rapper/entertainer Tip "T.I." Harris

Edward Waters University, Jacksonville, FL (2021- Present)

Visiting Lecturer Understanding the Origin of Trap Music with entertainer Tip "T.I." Harris

Southern University, Shreveport, LA (2007-2019)

Instructor, Ethics in Public Administration

Instructor, Organizational Theory & Design

Hinds Community College, Utica, MS (2007-2008)

Visiting Instructor, Human Resources Management

PROFESSIONAL AFFILIATIONS & BOARD MEMBERSHIPS

PLS	Presidential Leadership Scholars 2016
LTF	Louisiana Teaching Fellows, 2009 Teacher Selector
SRAC	Grants Review Board Member, Shreveport Regional Arts Council
ACPA	American College Personnel Association
ASHE	Association for the Study of Higher Education
LANO	Louisiana Non-Profit Organization
LACUSPA	Louisiana Association of College and University Student Personnel Administrators
SSO	Former Board Member, Shreveport Symphony Organization
SCF	Board Vice President, Shreveport Charter Foundation
AAUW	American Association for University Women

RFC	Board Member, Robinson Film Center
ORT	Selected for the Oxford Round Table- University of Oxford, England
CCOA	Board Member, Caddo Council on Aging
YWCA	Board Member-Young Women's Christian Association
NAUW	National Association of University Women

COMMUNITY AND CIVIC ENGAGEMENT

- Board member for Centenary College of Louisiana
- Founding Board Member and Board Vice President for Magnolia School of Excellence
- Selected as Top Professional of the Year by the Shreveport Chamber of Commerce 2015
- Received the 2017 Athena Award for Top Woman in Business
- Co-Founder of the Higher Education Leadership Foundation (H.E.L.F.).
- Board member for Christus Shumpert Hospital in Shreveport, LA

ACADEMIC & TRAINING PRESENTATIONS

Presented at over 75 higher education, industry and nonprofit conferences and convocations across the United States in areas of: motivation, leadership, student development, access and ministry.

- Presenter
ACPA (American College Personnel Association)
2008 National Convention Topic: "Persistence of Mexican American Females in Higher Education".
- Featured Presenter
Excellence in Leadership Academy 2008 Statewide Student Leadership Conference.
Topic: "The Art of Communication".
- Leadership Training Facilitator 2008: Livingstone College, Salisbury, NC
- Featured Author in The Catalyst: A Journal of Ideas from the Bush Institute on How Educators Can Prime First-Generation College Students for Success
(<https://www.bushcenter.org/catalyst/still-leaving-them-behind/williams-keys-to-success-for-first-generation-college-students.html>)
- Featured Author on the Clinton Foundation website honoring the legacy of Dr. Martin Luther King, Jr. <https://stories.clintonfoundation.org/honoring-the-legacy-of-martin-luther-king-jr-three-leaders-discuss-the-benefits-of-giving-back-fed77d1d0d65>



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 6, 2022

2022 JUN -9 P 12:36

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

RE: Request to approve Leave/Sabbatical for Southern University Law Center
faculty members: Adam Crepelle, Katherine Macfarlane, and Kenya Smith

Dear Dr. Belton:

The Southern University Law Center faculty have been receiving professional development opportunities that will require them to be on leave or sabbatical for part or all the 2022-2023 academic year. Those faculty members include Professors Adam Crepelle, Katherine Macfarlane, and Kenya Smith.

Professor Crepelle received an unpaid professional leave/sabbatical for the 2021-2022 academic year to serve as a visiting professor at the Antonin Scalia School of Law located at George Mason University. George Mason University has again granted him visiting professor status for the 2022-2023 academic year and will pay his full salary for him to continue at the Antonin Scalia School of Law. I am recommending that the Southern University Board of Supervisors approve an unpaid leave for the 2022-2023 academic year. Professor Crepelle and the Southern University Law Center have both benefitted from the opportunity presented to him.

Professor Macfarlane has received an offer for a one-year paid fellowship by the Ford Foundation for the 2022-2023 academic year. She will be collaborating with a team on an important project led by the United States Department of Education to study changes to disability laws enacted in 1973. The Ford Foundation will pay her salary for the 2022-2023 academic year. I am recommending that the Southern University Board of Supervisors approve a one-year unpaid leave/sabbatical for Professor Macfarlane to pursue the opportunity which will be beneficial to her and the Southern University Law Center.

Professor Kenya Smith has received a position offer as a visiting professor for the fall 2022 semester at the University of Idaho School of Law. The University of Idaho will pay his salary for the fall 2022 semester. I am recommending that the Southern University Board of Supervisors approve a one-semester unpaid leave/sabbatical for Professor Smith to spend fall 2022 semester as a visiting professor which will be beneficial to him and the Southern University Law Center.

I respectfully request that my recommendations be presented to the Southern University Board of Supervisors for approval at its June 24, 2022, board meeting.

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

Sincerely,



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



JOB CLASS 3	8	0	4	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

☒ Academic
☐ Temporary
☐ Tenured
☐ Tenured Track
☐ Other (Specify) _____

☐ Non-Academic
☐ Part-time (_____ % of Full Time)
☐ Undergraduate Student
☐ Graduate Assistant
☐ Retiree Return To Work

☐ Civil Service
☐ Restricted
☐ Job Appointment
☐ Probationary
☐ Permanent Status

Previous Employee N/A
 Date Left N/A

Reason Left _____
 Salary Paid 0.00

Sabbatical Without Pay _____

Profile of Person Recommended

Length of Employment 08/01/2022 To 05/31/2023
 Effective Date 08/01/2022

Name Adam Crepelle SS# XXX-XX-1389 Sex M Race* W
 (Last 4 digits only)

Position Title: Associate Professor Department: Law Center - Instruction

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

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

Expiration Date: _____

Years Experience 6 Southern University Experience 4

Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): University of Louisiana, Lafayette, LA Year: 2009
J.D. Southern University Law Center 2013
Master of Law University of Arizona, Tucson, AZ 2018

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 0.00 Salary Budgeted \$ 0.00

Source of Funds General Appropriation

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

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-32020-61003-31000	\$117,416.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor John K. Pierce for Shawna Vance 6/8/22 Date
 Vice Chancellor John K. Pierce for Shawna Vance 6/8/22 Date
 Director/Personnel John K. Pierce for Shawna Vance 6/8/22 Date
 President John K. Pierce for Shawna Vance 6/8/22 Date

Dean John K. Pierce for Shawna Vance 6/8/22 Date
 W/C for Finance & Admin. John K. Pierce for Shawna Vance 6/8/22 Date
 Chancellor John K. Pierce for Shawna Vance 6/8/22 Date
 Vice President/Finance John K. Pierce for Shawna Vance 6/8/22 Date
 Business Affairs/Comptroller John K. Pierce for Shawna Vance 6/8/22 Date
 Chairman/S.U. Board of Supervisors John K. Pierce for Shawna Vance 6/8/22 Date

JOB CLASS 3	8	0	4	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F			
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

<u>X</u> Academic	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 N/A Reason Left Sabbatical Without Pay
Date Left N/A Salary Paid 0.00

Profile of Person Recommended

Length of Employment 08/01/2022 To 05/31/2023
Effective Date 08/01/2022

Name Katherine A. McFarlane SS# XXX-XX-3856 Sex F Race* W
(Last 4 digits only)

Position Title: Associate Professor Department: Law Center - Instruction

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

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

Years Experience 7 Southern University Experience 2

Degree(s): Type/Discipline (BA-Education):
B.A. Northwestern University, Evanston, IL Year: 2002
J.D. Loyola Law School, Los Angeles, CA Year: 2006

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary -0- Salary Budgeted -0-

Source of Funds Strengthening HBGI

Identify Budget: Title III Grant Location 320906-32030-61003-34100
Form Code: I Page 1 Item # 1

Change of: From To

Position _____
Status _____
Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
320906-32030-61003-34100	\$121,680.00

*See Reverse Side

Graduate School signature (if, applicable):

<u>John K. Pierre for Shawn Vance 6/8/22</u> Supervisor Date	<u>John K. Pierre for Shawn Vance 6/8/22</u> V/C for Finance & Admin. Date
<u>John K. Pierre for Shawn Vance 6/8/22</u> Vice Chancellor Date	<u>John K. Pierre for Shawn Vance 6/8/22</u> Chancellor Date
<u>John K. Pierre for Shawn Vance 6/8/22</u> Director/Personnel Date	<u>John K. Pierre for Shawn Vance 6/8/22</u> Vice President/Finance Business Affairs/Comptroller Date
<u>John K. Pierre for Shawn Vance 6/8/22</u> President Date	<u>John K. Pierre for Shawn Vance 6/8/22</u> Chairman/S.U. Board of Supervisors Date

JOB CLASS 3	8	0	4	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
-----------------	--	--	--	--	--	--	--	--	--

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

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

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

Previous Employee N/A Reason Left _____ Sabbatical Without Pay _____
 Date Left N/A Salary Paid 0.00

Profile of Person Recommended

Length of Employment 08/01/2022 To 12/31/2022
 Effective Date 08/01/2022

Name Kenya J.I. Smith SS# XXX-XX-6315 Sex M Race B
 (Last 4 digits only)

Position Title: Associate Professor Department: Law Center - Instruction

Check One ☐ Existing Position ☐ New Position *Visa Type (See Reverse Side): 10
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.) Expiration Date: 6/12/2022

Years Experience 19 Southern University Experience 4
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University at New Orleans Year: 1996
J.D. The University of Wisconsin Law School 1999

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 0.00 Salary Budgeted \$ 0.00

Source of Funds General Appropriation

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

Change of: From To

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-32020-61003-31000	\$118,685.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Shawn Vance Date 6/8/22
 Vice Chancellor Shawn Vance Date 6/8/22
 Director/Personnel Shawn Vance Date 6/8/22
 President Shawn Vance Date 6/8/22
 Dean/Unit Head Shawn Vance Date 6/8/22
 V/C for Finance & Admin. Shawn Vance Date 6/8/22
 Chancellor Shawn Vance Date 6/8/22
 Vice President/Finance Shawn Vance Date 6/8/22
 Business Affairs/Comptroller Shawn Vance Date 6/8/22
 Chairman/S.U. Board of Supervisors Shawn Vance Date 6/8/22

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Affairs Committee)

Friday, June 24, 2022

Southern University at Shreveport

Jesse Stone Lecture Hall

Shreveport, LA 71107

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentations
 - A. Check Presentations (SUSLA)
 - B. Above and Beyond Awards
 - C. President-Chancellor Ray L. Belton
 1. Video Presentation
 2. Board Presentations
6. Action Items
 - A. Request Approval of Minutes of the May 20, 2022, SUS Board of Supervisors Meeting
 - B. Request Approval of Committee Reports and Recommendations
 - C. Request Approval of the Southern University System Sponsorship between Coca-Cola Bottling Company and the Southern University System (SUS)
Approval of this sponsorship agreement will allow Coca-Cola to offer products for sale and/or sampling on the campuses, and to promote their consumption and sale.
 - D. Request Approval of the Cooperative Endeavor Agreement between the Southern University System Foundation and the Southern University System for the Removal and Resurfacing of a New Track (SUS)
Approval of this item will authorize the removal and resurfacing a new track for A. W. Mumford Stadium (2022-2023 Track Season).
 - E. Request Approval of Resolution between Louisiana Energy Partners (LAEP) and Southern University and A&M College Baton Rouge Landmass (SUS)
This proposed resolution will lock-in funding to execute and agreement for thermal energy services.
 - F. Request Approval to Establish the Ray L. Belton Endowed Scholarship Fund (SUSLA)
 - G. Request Approval of Memorandum of Understanding between SULC and Zinpro (SULC)
Approval of this item provides for additional programs and opportunities within the Heirs Property Initiative. Zinpro Corporation has committed to providing \$25,000 for legal services to individuals for wills and successions.

- H. Request Approval of Memorandum of Understanding between Southern University and A&M College and East Baton Rouge Parish School System to Establish the Southern University Teacher Academy and/or a Pathway to Teacher Education Programs

This project is of mutual interest to the parties. Driven by a common desire to provide the gold standard of education, approval of this new academy will better prepare tomorrow's leaders, scientists, researchers, and teachers for challenging careers that impact and require knowledge of the teaching profession.

- I. Request Approval of Contractual Agreement between the Southern University System and Instructure to Implement new Learning Management System (Canvas) (SUS)

Approval of this contractual agreement will allow campuses to implement the new Canvas learning management system. This new system is widely used to enhance the delivery of academic services, while proving a more efficient online learning experience for instructors and students.

- J. Request Approval to Dissolve the October 1,2022 Memorandum of Understanding between the SUNO Foundation and SUNO. Additionally, to Repeal Section 6-4 Southern University at New Orleans Foundation by the Bylaws and Regulations of the Board of Supervisors (SUNO)

Approval of this item will dissolve SUNOs official relationship with the SUNO Foundation and allow it to be an unofficial, independent asset to SUNO's students.

7. Resolutions

8. Informational Item(s)

- A. Legislative Update
- B. President's Report
- C. Chancellor's Report

9. Other Business

10. Adjournment

ACADEMIC AFFAIRS COMMITTEE

Friday, May 20, 2022

Board of Supervisors' Meeting Room

J S Clark Administration Building, 2nd Floor

Baton Rouge, LA

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Attorney Edwin Shorty.

The invocation was given by Dr. Mary Moss who is the Pastor of St. Alma Baptist Church of Lakeland, LA

The Pledge of Allegiance was led by Chloe who is a cheerleader and Salutatorian at Southern University Laboratory School

AGENDA ITEM 3: Roll Call

Roll Call by Dr. Ray L. Belton

Present: Mr. Sam Gilliam- Chairman, Dr. Leon Tarver–Vice-Chair, Ms. Arlanda Williams, Mrs. Ann Smith, Mr. Myron Lawson, Mrs. Christy Reeves
Atty. Edwin Shorty - Ex Officio

Absent: None

AGENDA ITEM 4: ADOPTION OF THE AGENDA

There was a motion by Dr. Leon Tarver and second by Ms. Christy Reeves recommending the agenda for adoption.

Motion Approved.

AGENDA ITEM 5: PUBLIC COMMENTS

None

AGENDA ITEM 6: SPECIAL PRESENTATIONS

A. Recognition of SU Laboratory School Student(s) of the Year & Cheerleaders

Dr. Rani Whitfield introduced the students of the year:

Ja'el Celeste Robins

Brooklyn Alexis Chisley

Reginald Dewayne Ellis, II

Dr. Whitfield also recognized the Southern Lab Cheerleader Team

B. Top Jags Presentation

Mr. Eldred Jackson made a presentation on behalf of the Top Jags. After his presentation, he asked for assistance from the board. Eldred and Ms. Patricia Deamer received kudos from the board members, and he received donations from several board members.

AGENDA ITEM 7: ACTION ITEM(S)

Global Motion Action Item 7A and 7B - Motion by Mr. Myron Lawson and second by Ms. Ann Smith to approve Action Item 7A and 7B in global.

Motion Approved

A. Request Approval of Spring 2022 Commencement Resolutions (SULC)

B. Request Approval to award a Posthumous Juris Doctor Degree to Angelo Corceone (SULC)

Chancellor Pierre gave a brief statement and summary of the degree.

Global Motion Action Item 7C - 7H - Motion by Ms Christy Reeves and second by Dr. Leon Tarver to approve Action Item 7C - 7H in global.

Motion Approved

C. Request approval of the Recommended Curriculum Changes in the College of Agricultural, Family and Consumer Sciences, Humanities and Interdisciplinary Studies and the Nelson Mandela College of Government and Social Sciences (SUBR)

The following are recommended curriculum changes in the College of Agricultural, Family and Consumer Sciences, Humanities and Interdisciplinary Studies, and the Nelson Mandela College of Government and Social Sciences.

- ***In the College of Agricultural, Family & Consumer Sciences there will be a Culinary/Food Management Certificate, along with a Minor in Child Development and a Minor in Apparel and Textiles added to the curriculums.***
- ***The College of Humanities and Interdisciplinary Studies is recommending changing the prefix and credit hours for CRIR 201 (Introduction to Interdisciplinary Studies Seminar) and CRIR 499 (Capstone Seminar). These courses will now be listed under the Department of Interdisciplinary Studies.***
 - ~CRIR 201 to INDS 201 (Introduction to Interdisciplinary Studies Seminar)***
 - ~CRIR 499 to INDS 499 (Capstone Seminar)***
 - The following changes in credit hours correlate with the aforementioned recommendations:***
 - ~Increase credit hours (INDS 201 from 1 to 3 credit hours)***

~Increase credit hours (INDS 499 from 2 to 3 credit hours)

- ***The Nelson Mandela College of Government & Social Sciences is introducing SOCW 397 (Generalist Practice III) as a new course. This new course incorporates the content of three other courses into this one new Generalist Practice III course (Deleting SOCW 310; SOCW 394; and SOCW396).***

Dr. Sahoo provided summary for Item C. He received questions and comments from the board members.

- D. Request Approval to offer the B.A. in Psychology program at SUNO Online (SUNO) ***Approval of this request will authorize the currently approved B.A. in Psychology program at SUNO to now be offered fully online in an exclusive format. No changes to the current curriculum will be made.***
- E. Request Approval for Substantive Change to Offer the Public Administration Degree as a 100% online program (SUNO)
The purpose of this submission is to request approval for substantive change to offer the already approved undergraduate Public Administration (PADM) degree as a 100% online program. The online degree program will provide an additional option to the already existing PADM program.

Dr. Ammons provided summary of Items D and E. Dr. Ammons noted “the online classes won’t replace in person classes.”

- F. Request Approval of Articulation Agreement between Southern University and A&M College (SUBR) and Southern University at Shreveport (SUSLA) for an online Registered Nurse (RN) to Baccalaureate of Science in Nursing (BSN) (2+2) program (SUBR)
The proposed partnership described in the enclosed Articulation Agreement details the pathway for registered nurses who have earned the Associate of Science in Nursing degree at SUSLA to have the opportunity to advance their career by transferring credit hours and seamlessly enrolling in the online RN to BSN program at SUBR. Additionally, the proposed partnership will serve constituency needs, promote the academic development of students, and meet the growing demands for academically prepared clinicians to serve the citizens of our state.
- G. Request Approval of Articulation Agreement between Southern University and A&M College (SUBR) and Baton Rouge Community College (BRCC) for an online Registered Nurse (RN) to Baccalaureate of Science in Nursing (BSN) (2+2) program (SUBR)
The proposed partnership described in the enclosed Articulation Agreement details the pathway for registered nurses who have earned the Associate of Science in Nursing degree at BRCC to advance their career by transferring

credit hours and seamlessly enrolling in the online RN to BSN program at SUBR. Additionally, the proposed partnership will serve constituency needs, promote the academic development of students, and meet the growing demands for academically prepared clinicians to serve the citizens of our state.

H. Request Approval of Tenure Track Faculty Appointments for the 2022-2023 Academic Year (SULC)

Name	Position	Recommended Action of the Committee
1. Michael Bell	Assistant Professor Tenure Track (SULC)	Approved
2. Donna Garbarino Schwab	Assistant Professor Tenure Track (SULC)	Approved
3. E.F. Guerra-Pujol	Associate Professor Tenure Track (SULC)	Approved
4. Michael Harris	Assistant Professor Tenure Track (SULC)	Approved
5. Carlo Pedrioli	Full Professor Tenure Track (SULC)	Approved
6. Judd Sneirson	Associate Professor Tenure Track (SULC)	Approved
7. Jason Thrower	Assistant Professor Tenure Track (SULC)	Approved

AGENDA ITEM 8: OTHER BUSINESS

None

AGENDA ITEM 9: ADJOURNMENT

Ms. Arlanda Williams made motion to adjourn the meeting.

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

Friday, May 20, 2022

Board of Supervisors' Meeting Room
J S Clark Administration Building, 2nd Floor
Baton Rouge, LA

MINUTES

Board Chair Atty. Edwin Shorty announced the convening of the Facilities and Property Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Roll Call by Dr. Belton

Present: Mr. Sam Gilliam- Chairman, Dr. Rani Whitfield–Vice-Chair, Mr. John Barthelemy, Mr. Richard Hilliard, Dr. Leon Tarver, Mr. Myron Lawson, Atty. Edwin Shorty - Ex Officio

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Rani Whitfield and second by Mr. Richard Hilliard the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

Mr. John Barthelemy commented on the Parking area around the dome that need to be striped. He also mentioned that Athletics need improvement for attraction for recruitment.

Mr. Kenneth Dawson gave brief summary and presentation of Item 5. He entertained questions from the board members about the specific projects. He also mentioned staffing. There is a need for additional staff. He made everyone aware of the specific removal of New Southern Laboratory School which was removed from capital outlay bill.

AGENDA ITEM 5: INFORMATIONAL ITEM:

Southern University Agricultural and Research Extension Center

- **A.O. Williams Hall Renovations** – (\$5,600,400) – West wing now occupied. East wing under construction. Estimated construction completion Spring 2023
- **Mega Disaster Relief Shelter** (\$23,375,000) – Design continues. Estimated construction completion TBD

Southern University – Baton Rouge Campus

- **School of Business/Professional Accountancy** (\$35,500,000) - Pre-design Kick-off meeting held March 17th. Requested \$10M in supplemental funding (not included in Capital Outlay bill – Re- engrossed HB2) this legislative session.
- **New STEM Complex Building** (\$68,500,000) – Design continues. \$18M in supplemental funding included in Capital Outlay bill (Original HB2).
- **Stewart Hall Wall Mounted HVAC Units 1st, 2nd and 3rd Floors** (\$1,800,000) – In design -Eyre Engineering
- **Honors Dormitory Project** (\$36,000,000) - Preliminary Programming Underway
- **New Student Life Center/Union** (\$45,000,000) - Preliminary Programming Underway
- **DOTD Ravine Erosion Control & Road Improvements** (\$8,000,000) \$32,000,000 included in HB2 re-re-engrossed- Currently in Progress
- **J.W. Fisher Renovations Phase 1 Classroom & Labs, Mechanical, Electrical, Window Systems, Interior Finishes Upgrades** (\$8,500,000) - Currently in Progress
- **Demolition of Jesse Owens Hall, Dairy Barn** (\$388,202) – Received Notice to Proceed Currently in progress
- **Global Innovation Center** \$5,000,000 -Preliminary programming in progress
- **SU Laboratory School Additions and Upgrades** (\$8,006,400) – Replaced with New Southern University Laboratory School
- **New Southern University Laboratory School** (\$54,000,000) - \$54M in Capital Outlay bill, HB2 re-re-engrossed. Design to proceed in July 2022 provided funding remains in enacted Capital Outlay bill.
- **Administration Building Waterproofing** (\$635,000) – Architect reviewing selective demolition for evaluation of design.
- **Southern University Museum of Art/National Historic District Building** (\$5,625,876) - Construction in Progress
- **Modify or Replace Lift Station #2** (\$1,398,962) – Ready to bid
- **Reroof J.B. Moore Hall & Preservation of Ronald E. McNair Office** (\$515,000) - NTP issued 3/14/22.

Southern University Law Center

- **Renovations and Addition to Existing Law Library** (\$11,400,000) – Designer selection pending; scheduled for May 2022 Architect Selection Board

Southern University – New Orleans Campus

- **ADA Compliant Restroom and Public Accommodations.** (\$1,650,000) – In design phase
- **Campus Exterior Lighting Upgrades \$1,000,000.** New Project

Southern University – Shreveport Campus

- **Louis Collier Hall Science Building Renovation** (\$4,200,000) – In design phase
- **Health & Physical Education Building Demolition** (\$510,000) – Designer direct appointed Newman Marchive Inc.
- **New Workforce training and Technology Center** (\$19,200,000) - \$18.5M in supplemental funding included in the Capital Outlay bill, Re-re-engrossed HB2
- **Restoration of Atrium Glass Dome and Associated Roof Repairs and Waterproofing, Metro Building** (\$635,000) – In design phase

REQUESTED PROJECTS

Projects below are all requested this legislative session. NOT IN CAPITAL OUTLAY BILL HB2 Re-re-engrossed. Projects are in eCorts and Legislative Delegation is working to place in HB2.

Southern University – Baton Rouge Campus

- **Renovation and Additional to J.K. Haynes Hall School of Nursing** (\$ 38,500,000)

Southern University – New Orleans Campus

- **New Cafeteria** (\$7,000,000)
- **New Nursing Building** (\$25,000,000)

- *New Academic Building* (\$22,000,000)

Southern University – Shreveport Campus

- *New Health and Physical Education Building* (\$9,000,000)

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Ms. Arlanda Williams made motion to adjourn the meeting.

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Friday, May 20, 2022
Board of Supervisors' Meeting Room
J S Clark Administration Building, 2nd Floor
Baton Rouge, LA

MINUTES

Board Chair Atty. Edwin Shorty announced the convening of the Finance Committee. Chair Ms. Arlanda Williams called the committee meeting to order.

Roll Call by Dr. Belton

Present: Mrs. Arlanda Williams- Chairman, Mr. Myron Lawson–Vice-Chair, Dr. Leon Tarver, Mrs. Christy Reeves, Atty. Domoine Rutledge, Mr. Sam Gilliam, and Atty. Edwin Shorty - Ex Officio

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Ms Christy Reeves and seconded by Atty Domoine Rutledge the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: INFORMATIONAL ITEM(s):

A. Interim Financial Reports

AGENDA ITEM 6: OTHER BUSINESS:

None

AGENDA ITEM 7: ADJOURNMENT

Ms Christy Reeves made motion to adjourn the meeting.

GOVERNANCE COMMITTEE

(Following Finance Committee)

Friday, May 20, 2022

Board of Supervisors' Meeting Room
J S Clark Administration Building, 2nd Floor
Baton Rouge, LA

MINUTES

Board Chair Atty. Edwin Shorty announced the convening of the Governance Committee. Chair Mr. Myron Lawson called the committee meeting to order.

Roll Call by Dr. Belton

Present: Mr. Myron Lawson, Dr. Leon Tarver, II, Dr. Leroy Davis, Ms. Christy O. Reeves, Mr. Kevin Taylor-Jarrell, II, Atty. Edwin Shorty

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Leroy Davis and seconded by Ms. Christy Reeves the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM(S):

Motion was made by Ms. Christy Reeves and seconded by Dr. Davis to approve Action Items 5A and 5B in global.

Motion passed.

- A. Request Approval of Revised Tuition Waiver for Employees' Immediate Family Members (SUS)
During the February board meeting the Tuition Waiver for Employees' Immediate family members policy was approved with incorrect terms (instituting caps on the credit hours for tuition waivers). Approval of this action would revise the policy to reflect that the total cost of tuition for employees and the employees' immediate family be fully waived. It is important to note that the waiver does not apply to any

applicable fees.

- B. Request Approval of SUS Cybersecurity Plan and Procedures for Management of Cash Assets (SUS)
Approval of this policy would provide enhanced protection of confidential/sensitive online cash management data from malicious digital cyber-attacks which includes accessing, changing, or deleting sensitive data, as well as, gaining access to online banking modules for the purpose of stealing or manipulating cash assets.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Dr. Leroy Davis made motion to adjourn the meeting.

INTERNAL AUDIT COMMITTEE

(Following Governance Committee)

Friday, May 20, 2022

Board of Supervisors' Meeting Room

J S Clark Administration Building, 2nd Floor

Baton Rouge, LA

MINUTES

Board Chair Atty. Edwin Shorty announced the convening of the Internal Audit Committee. Chair Ms. Christy Reeves called the committee meeting to order.

Roll Call by Dr. Belton

Present: Ms. Christy Reeves - Chair, Dr. Leon Tarver, II - Vice Chairman, Mr. Sam Gilliam, Atty Jody Amedee, Atty Domoine Rutledge, Mr. Myron Lawson, and Atty. Edwin Shorty - Ex Officio

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Myron Lawson and seconded by Atty. Domoine Rutledge the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(S)

There was a motion by Dr. Leon Tarver and second by Mr. Myron Lawson to approve action item 5A.

Motion passed

A. Request Approval of the Internal Audit Charter and the Realignment of the Office of Internal Audit (SUS)

Approval of this item will allow for enhanced efficiencies through the realignment of the Office of Internal Audit (IA). The SUSLA IA Director Position will now be responsible for audit functions at the Law Center and the SUNO Director position will take on audit responsibilities at the AgCenter. An additional staff auditor will also be added to the department. The System Director will now have a dual reporting structure to the President-Chancellor and Vice President of Finance and Business Affairs, along with functionally reporting to the Chairperson of the IA Committee.

AGENDA ITEM 6: Other Business

None

AGENDA ITEM 7: ADJOURNMENT

Mr. Myron Lawson made motion to adjourn the meeting.

PERSONNEL AFFAIRS COMMITTEE**(Following Internal Audite Committee)****Friday, May 20, 2022****Board of Supervisors' Meeting Room****J S Clark Administration Building, 2nd Floor****Baton Rouge, LA****MINUTES**

Board Chair Atty. Edwin Shorty announced the convening of the Personnel Affairs Committee. Chair Dr. Leon Tarver, II called the committee meeting to order.

Roll Call by Dr. Belton

Present: Dr. Leon Tarver - Chairman, Ms. Christy Reeves–Vice-Chair, Atty Jody Amedee, Mr. Raymond Fondel, Rev. Samuel Tolbert, Ms. Arlanda Williams, and Atty. Edwin Shorty - Ex Officio

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Ms. Christy Reeves and seconded by Mr. Raymond Fondel the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(S)

There was a motion by Mr. Raymond Fondel and second by Ms. Christy Reeves to approve action item 5A - 5D) in global.

A. Request Approval of Tenure Track Faculty Appointments for the 22-23 Academic Year (SULC)

Name	Position/Campus	Salary	Funding Source
1. Michael Bell	Assistant Professor Tenure Track (SULC)	\$108,000.00	State
2. Donna Garbarino Schwab	Assistant Professor Tenure Track (SULC)	\$112,500.00	State

3.	E.F. Guerra-Pujol	Associate Professor Tenure Track (SULC)	\$117,000.00	State
4.	Michael Harris	Assistant Professor Tenure Track (SULC)	\$112,500.00	State
5.	Carlo Pedrioli	Full Professor Tenure Track (SULC)	\$130,500.00	State
6.	Judd Sneirson	Associate Professor Tenure Track (SULC)	\$121,500.00	State
7.	Jason Thrower	Assistant Professor Tenure Track (SULC)	\$103,500.00	State

**B. Request Approval of Equity Salary Adjustments on Positions equal to or greater than \$60,000
at the Southern University Agricultural Research and Extension Center**

Name	Position/Campus	Salary	Funding Source
1. Krystle Allen	Program Leader, FCS/Assistant Specialist, CED Salary Adjustment (SUAREC)	\$75,500.00	Federal
2. Zanetta Augustine	Program Leader, ANR/Assistant Specialist, ANR Salary Adjustment (SUAREC)	\$78,000.00	Federal
3. Tiffany Franklin	Program Leader, Youth Development/ Associate Specialist, Youth Development Salary Adjustment (SUAREC)	\$78,500.00	Federal
4. Antonio Harris	Director, SARDI Salary Adjustment (SUAREC)	\$85,750.00	State
5. De'Shoin York	Vice Chancellor for Extension and Outreach Salary Adjustment (SUAREC)	\$160,000.00	Federal

C. Request Approval of Personnel Action on Positions equal to or greater than \$60,000

Name	Position/Campus	Salary	Funding Source
1. Tracie Abraham	Director of Residential Life and Housing Additional Duties/Salary Adjustment (SUBR)	\$92,000.00	State
2. Vancesa Ferchaud	Research Assistant Professor New Appointment (SUAREC/SUBR)	\$65,000.00	State/Federal
3. Anthony Jackson	Associate Vice-Chancellor for Student Affairs/ Dean of Students Title Change/Salary Adjustment (SUBR)	\$102,000.00	State
4. Justin James	Director of Internal Audit Additional Duties/Salary Adjustment (SUS)	\$78,000.00	State
5. Yolanda Martin	Real Estate and Housing Clinic Professor New Appointment (SULC)	\$94,500.00	State
6. Tamara Montgomery	Executive Director of Career Services and Business and Industry Cluster Additional Responsibilities/Title Change (SUBR)	\$83,763.00	State
7. Tammy Moore	Director of Internal Audit Additional Duties/Salary Adjustment (SUS)	\$70,000.00	State
8. Cartina Singleton	Director of Admissions and Recruitment New Appointment (SUNO)	\$70,000.00	State
9. Kendric Stewart	Director of Alumni Affairs /Executive Director – SUAF New Appointment (SUS)	\$90,000.00	State

10. Katara Williams	Vice Chancellor for Institutional Advancement and External Relations New Appointment (SUAREC / SUBR)	\$150,850.00	State
11. Greta Wilkes	Director of the Health Center Additional Duties/Salary Adjustment (SUBR)	\$135,000.00	State
12. Constance Woods	Student Success Specialist Additional Responsibilities (1-yr) (SUNO)	\$62,204.00	Federal

D. Request Approval of the Appointment of Special Advisor to the
President-Chancellor and Tenure Professor (SUS/SUBR)

Motion by Mr. Fondel and seconded by Ms. Christy Reeves to approve item 5E.

Motion passed.

Dr. Ammons gave summary on Item 5E.

E. Request Approval of Letter for Family Medical Leave for Ms. Deidrea Hazure
(SUNO)

AGENDA ITEM 6: INFORMATIONAL ITEM

None

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Mr. Raymond Fondel made motion to adjourn the meeting.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Affairs Committee)

Friday, May 20, 2022

Board of Supervisors' Meeting Room

J. S. Clark Administration Bldg. 2nd Floor

Baton Rouge, LA.

9:00 AM

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Atty Edwin Shorty

Roll Call by Dr. Belton

Present:

Atty. Jody Amedee, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Mr. Sam Gilliam, Mr. Richard Hilliard, Mr. Myron Lawson, Ms. Christy Reeves, Atty Domoine Rutledge, Atty Edwin Shorty, Mrs. Ann A. Smith, Dr. Leon R. Tarver II, Mr. Kevin Taylor-Jarrell II, Rev. Samuel Tolbert, Dr. Rani Whitfield, and Ms. Arlanda Williams

Absent:

None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Rani Whitfield and second by Mr. Raymond Fondel, the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: SPECIAL PRESENTATION

A. Above and Beyond Award

Dr. McMeans recognized Dr. Calvin Reuben Walker.

AGENDA ITEM 6: ACTION ITEM(S):

Motion was made by Dr. Leon Tarver, II and seconded by Dr. Leroy Davis to approve Action Items 6A and 6B in global.

Motion passed.

- A. Request Approval of Minutes of the April 18, 2022 SUS Board of Supervisors Meeting
- B. Request Approval of Committee Reports and Recommendations
- C. Request approval of Resolution between Louisiana Energy Partners (LAEP) and Southern University and A&M College Baton Rouge landmass (SUS) ***The proposed resolution will lock-in funding to execute an agreement for thermal energy services.***

Motion was made by Dr. Leon Tarver, II and seconded by Mr. Richard Hilliard to approve Action Items 6D - 6G in global.

Motion passed.

- D. Request Approval of MOU between SUAREC and LSU Ag Center (SUAREC) ***Approval of this request will solidify the partnerships between the SU and LSU Ag centers and the College of Agriculture, Family and Consumer Science. Specifically, the areas of extension, research, and teaching will be enhanced to cooperatively form and execute the mission of the Louisiana Land-Grant Agricultural System (LLAS).***
- E. Request Approval of Cooperative Endeavor Agreement between Southern University at New Orleans and Department of Children and Family Services and Cooperative Endeavor Agreement document. (SUNO) ***Approval of this request will provide access for DCFs in an operational capacity to continue providing services to families that may be impacted by disasters in the Greater New Orleans and surrounding areas.***
- F. Request Approval of Contract between Southern University at New Orleans and Louisiana Department of Veterans Affairs and LaVet Corp Contract (SUNO) ***The LaVet Corp Navigators serve as peer mentors which assist student veterans on campus and veterans***

in the local community. Approval of this action will formalize the agreement between both parties.

- G. Request Approval of Memorandum of Understanding between United States Department of Agriculture, Office of General Counsel and Southern University Law Center (SULC)

The purpose of this MOU is to provide a cooperative framework for the parties to develop and maintain an unpaid legal internship program.

Through this program a number of SULC students will have the opportunity to become USDA legal interns and gain valuable agriculture- related, governmental legal experience under the guidance and tutelage of OGC attorneys.

AGENDA ITEM 7: RESOLUTIONS

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

- Dr. Janita James Bates
 - Mr. Tristan Vessel
 - Mr. James Michael Williams
 - Dr. Milton Laverne Cofield
 - Mr. Johnnie A Jones, Sr.
 - Rev. Lionel Jonson, Sr.
 - Ms. Pearl White Coleman
 - Miss Arlana Janell Miller
 - Dr. Melenda D. Jeter
- Added the following:
- Ms. Sherell Weston (Dr. Rani Whitfield)
 - Ms. Maxine Gaines (Mr. Myron Lawson)
 - Dr. Leslie Maybry (Ms. Ann Smith)

There was a motion by Atty Domoine Rutledge to approve the read resolutions and additional names added and Mr. Raymond Fondel second the motion.

Motion approved.

AGENDA ITEM 8: INFORMATIONAL ITEM(S)

- a. Legislative Update

Legislative Update was given by Dr. Robyn Merrick. She gave a recap of the bills that affected Southern University. She mentioned that the session will end on June 6, 2022, at 5pm.

- b. President's Report
Dr. Belton gave kudos to all graduates for Spring 2022 commencement.
- c. Chancellor's Report
Each chancellor gave a brief report. All reports were detailed in the board packet.

AGENDA ITEM 9: OTHER BUSINESS

None

AGENDA ITEM 10: ADJOURNMENT

Dr. Rani Whitfield made motion to adjourn the meeting.

SOUTHERN UNIVERSITY SYSTEM SPONSORSHIP AGREEMENT

This agreement (the "Agreement") is made by and between Coca-Cola Bottling Company United – Gulf Coast, LLC, a Delaware Limited Liability Company ("Bottler"), The Coca-Cola Company, by and through Coca-Cola North America ("Company") (Bottler and Company are collectively referred to herein as the "Sponsor"), and the Board of Supervisors of Southern University and Agricultural and Mechanical College located in Baton Rouge, LA, including, without limitation, campus locations in New Orleans and Shreveport (the "University"). The parties are entering into this sponsorship agreement because the University wishes to grant to Sponsor, and Sponsor wishes to obtain, the rights (i) to offer Beverages for sale and/or sampling on the Campus, and (ii) to market and associate Beverages with the University and to promote their consumption and sale generally and on the Campus. In consideration of the mutual promises contained herein, the parties agree as set forth below.

1. **Term.** This Agreement shall be in effect for a period of Ten (10) years beginning June 1, 2022 (the "Effective Date") and expires on May 31, 2032, unless (i) mutually extended under the terms hereof or by written agreement of the parties, or (ii) sooner terminated as provided herein (the "Term").

2. **Definitions.** All defined terms used in this Agreement and not otherwise defined will have the meanings set forth on Exhibit A.

3. **Beverage Availability Rights.**

3.1 University agrees that all Beverages sold at the Campus will be Company Beverages, subject to the Permitted Exceptions detailed in Section 3.5 below. University further agrees that all Beverages distributed, or sampled (that is, distributed at no cost), advertised or promoted anywhere, anytime on the Campus and in connection with the University and/or the Teams will be Company Beverages. Sponsor and University agree that, at a minimum, the following Company Beverages will be available: Coca-Cola® Classic (or Coke®), diet Coke®, Coke Zero®, Sprite®, Minute-Maid® juices, Dasani® and Powerade®. Except as otherwise provided herein, no Competitive Products will be sold, distributed, sampled, advertised, or promoted anywhere, any time on Campus. All concession Beverage sales will be consistent with the terms of this Agreement, and will include specifically Company 20 oz. carbonated, bottled Company Beverages, including all Powerade and Dasani water brands.

3.2 University and its Concessionaires will comply with all applicable provisions of this Agreement, including purchasing their entire requirements for Company Beverages from Sponsor and using Approved Cups, provided however that certain chilled juice brands may be delivered by Company or by a third-party distributor as shall be designated from time to time by Sponsor.

(i) To the extent University does not as of the commencement of the Term, but does at some point thereafter, have self-operated Beverage concessions, then University shall purchase Company Beverages and Bottler Beverages at the prices set forth in Exhibit B. Such prices shall remain in effect until December 31, 2022. Thereafter, prices are subject to an annual increase of no more than five percent (5%) over the previous Agreement Year's price. Annual price increases generally occur automatically on January 1st of each Agreement Year. Notwithstanding the foregoing, in the event of an increase in a component of Bottler's cost of goods, manufacture or delivery, or increases in taxes, deposits and other government related fees, Bottler may further increase prices to cover such increased costs at other times during the Agreement Year, in which case Bottler will provide thirty (30) days written notice to University prior to such price changes taking effect.

(ii) To the extent University has a Concessionaire operating its facilities on Campus, and that Concessionaire has an agreement with Sponsor that describes the terms for Beverage pricing, equipment and service provided by Sponsor to that Concessionaire, then such terms will apply and the Concessionaire will purchase all such Company Beverages as set forth in Sponsor's current local pricing agreement with the Concessionaire as set forth in Exhibit B. Such prices shall remain in effect until December 31, 2022. Thereafter, prices are subject to an annual increase of no more than five percent (5%) over the previous Agreement Year's price. Annual price increases generally occur automatically on January 1st of each Agreement Year. Notwithstanding the foregoing, in the event of an increase in a component of Bottler's cost of goods, manufacture or delivery, or increases in taxes, deposits and other government related fees, Bottler may further increase prices to cover such increased costs at other times during the Agreement Year, in which case Bottler will provide thirty (30) days written notice to University prior to such price changes taking effect.

(iii) Twenty-ounce sparkling Company Beverages, twenty-ounce Dasani or other mutually-agreed upon bottle/can Company Beverages shall be the only Beverages available at every concession stand location for each Athletic event and anywhere concessions are available.

- 3.3 University will use its reasonable efforts to maximize the sale and distribution of Company Beverages on Campus. University will promote the sale of Company Beverages by causing Company Beverages to be hawked in stands in Approved Cups and plastic bottles (currently twenty-ounce) at all sporting events and during all events when any items of any make or description are hawked on the Campus.
- 3.4 University hereby grants to Bottler the exclusive Beverage vending rights on the Campus, including any unattended retail or Micro Marts. University agrees that Bottler shall have the right to place a minimum of forty-five (45) Beverage vending machines in mutually agreed upon locations on Campus.
- 3.5 Permitted Exceptions:
- 3.5.1 Company Beverages will be the only Beverages sold, served, distributed, sampled, or otherwise made available on Campus, provided however University may, on a non-exclusive basis, serve, sell or dispense the following Competitive Products ("Permitted Exceptions") on Campus, provided that no Competitive Products are sold, vended, distributed, dispensed or otherwise served from Company's Equipment:
- Bottler Beverages;
 - Up to ten percent (10%) of the Beverages sold on Campus may be Dr Pepper® Beverages (where Bottler has the bottle/can territory distribution rights) so long as University or its Concessionaires purchase all requirements for Dr Pepper® beverages from Bottler.
- 3.5.2 Permitted Exceptions, to the extent served or sold in cups, shall not be served or sold in Approved Cups.
- 3.5.3 University may display generic names of unbranded Permitted Exceptions, and the trademarks of any branded Permitted Exceptions, on menus, menuboards, dispensing equipment, and coolers for the sole purpose to indicate availability, but no Permitted Exceptions will be marketed, advertised, promoted, or sampled on Campus, or otherwise in connection with the University, the Campus or the University Marks. No Permitted Exception trademark shall appear on any Beverage vessel, or on any licensed merchandise, sold or distributed on Campus.
- 3.5.4 The private, personal consumption of Competitive Products by players, coaches, musicians, actors, comedians, or other entertainment personalities appearing and performing on the Campus is permitted.

4. **Marketing Rights**

- 4.1 University grants to Sponsor the following promotional rights, which are exclusive as to Beverages, to:
- 4.1.1 Market and promote Company Beverages in connection with the University, the Campus, and the Teams, including the right to recognition of its sponsorship on panels, as further described on Exhibit C.
- 4.1.2 Use, subject to Section 4.4, the University Marks on a royalty-free basis. University acknowledges and agrees that such promotional activities may be conducted in conjunction with Sponsor's customers; and Sponsor will have the right to incorporate its customers' marks, logos and/or branded products with the University Marks on any advertising, point-of-sale, packaging, or premium items or materials. University hereby grants Sponsor a license to use the University Marks on a royalty-free basis for the purposes of promoting Company Beverages as provided herein. University agrees to work with Sponsor on a case-by-case basis to assist in promotions conducted by Sponsor with its customers.
- 4.1.3 Refer to Sponsor in any of Sponsor's marketing materials as a "sponsor" of the Campus, the University, and/or the Teams, and refer to any brand of Company Beverages in any of Sponsor's marketing materials as the "official" or "exclusive" [soft drink, sports drink, tea, juice, or juice drink, etc.] of the Campus, University or the Teams.
- 4.1.4 Undertake Beverage promotions at or in connection with the Campus and/or the Teams, including offering Company Beverages in promotional packaging bearing the University Marks on a royalty-free basis.
- 4.1.5 Create and market for retail sale merchandise incorporating the University Marks and trademarks of Company Beverages. Sponsor will pay a royalty on each item of merchandise consistent with industry standards for sales of such merchandise. Notwithstanding the foregoing, University agrees that the following items shall not be deemed to be licensed merchandise and royalties will not apply in any circumstances to any of the following that bear University Marks: cups; vessels; cans, bottles, commemorative cans, bottles or cups; multipack wraps and all other forms of packaging; beverage dispensing equipment; and point-of-sale, advertising, merchandising or promotional materials.
- 4.1.6 Sample Company Beverages and survey individuals on the Campus with University's prior approval as to location and time.

4.2 University grants to Sponsor the following exclusive merchandising rights:

4.2.1 University agrees that all Beverages served, sold, or dispensed on the Campus in disposable vessels, excluding any Permitted Exceptions (including Beverages sold, served, or made available in locker rooms and players' benches) will be served in Approved Cups. If University desires to make available non-disposable souvenir cups, all such non-disposable souvenir cups will bear only Sponsor's Marks or only Sponsor's Marks and University Marks exclusively with equal share of the exterior cup surface. Account shall only use Images of Sponsor's Marks that have been provided or approved by Sponsor. Sponsor will have the right to approve in advance of publication any materials created by University that incorporate Sponsor's Marks.

4.2.2 Materials promoting the Company Beverages at the point-of-sale on the Campus, which will include translights and pictorials on dispensing equipment depicting Approved Cups and Company Beverages, will be clearly visible to the purchasing public and will be displayed in a manner and location acceptable to Sponsor.

4.2.3 Company Beverage trademarks will be prominently displayed on each menu board and Beverage vending machine on the Campus.

4.3 University will provide Sponsor with the media and other marketing rights set forth on Exhibit C, all of which will be exclusive with respect to Beverages.

4.4 University will have the right to pre-approve: (i) the concept for any promotional activity undertaken hereunder; and (ii) any artwork or other items created by Sponsor for use in promotional activities or otherwise in accordance with the terms of this Agreement and that incorporate any of the University Marks. If University fails to respond to any submission within a period of ten (10) working days subsequent to the actual receipt by University of such submission, then such submission will be deemed approved by University. University agrees that its approval hereunder will not be unreasonably withheld.

4.5 University agrees that it will not, directly or indirectly (nor will University permit anyone to whom University has granted promotional, advertising or other rights), maintain any agreement or relationship pursuant to which any Competitive Products are associated in any manner with University, the Campus, or the Teams in any fashion that creates or tends to create the impression of a relationship or connection between the University, the Campus or the Teams and any Competitive Product. For further specificity, and not by way of limitation, University agrees that no permanent or temporary advertising, signage, or trademark visibility for Competitive Products will be displayed or permitted anywhere on the Campus. Nothing contained herein will prevent on-Campus consumption by students, faculty or their guests of Competitive Products purchased outside the Campus.

4.6 University will use cups, coolers and equipment featuring POWERADE® brand trademarks – or if requested by Sponsor, trademarks for any other Company Beverage – on sidelines and players' benches, and in locker rooms for all intercollegiate athletic events on Campus. Sponsor may also make such Company Beverages available for consumption by players, coaches and staff on the sidelines, player's benches, and in locker rooms.

5. **Consideration.** For the rights described herein, Sponsor agrees to the following (the following collectively the "Consideration"):

5.1 **Sponsorship Fees.** Sponsor agrees to pay University annual sponsorship fees during the Term (the "Sponsorship Fees") of Fifty Thousand Dollars (\$50,000) each Agreement Year. University agrees that the annual Sponsorship Fees shall be used as follows: \$25,000 for University Athletics; \$12,500 for Circle of Excellence Scholarship Fund; \$12,500 for Student Government Association Student Activity Fund.

The first installment of Sponsorship Fees will be paid within sixty (60) days of the date that this Agreement is fully executed and subsequent installments will be due within thirty (30) days from the anniversary of the Effective Date. The Sponsorship Fees shall be deemed earned pro rata on a daily basis over the Agreement Year in which they are paid.

5.2 **Commissions.** Bottler shall pay the University commissions on full-service Beverage vending sales based on the following rates and initial vend prices:

Package	Initial Vend Rate	Commission %
20oz Dasani PET	\$1.75	30

20oz Soda PET	\$1.75	30
20oz Smartwater PET, 23.7oz Body Armor Water	\$2.00	30
20oz Powerade PET	\$1.75	30
20oz Vitamin Water PET	\$2.00	30
18.2oz Gold Peak Tea PET, 23oz Peace Tea	\$2.00	30
18.5oz, 16oz, 16oz Body Armor, 15oz, 15.5oz Energy Can	\$2.50	25
13.7oz Dunkin Donuts	\$3.00	25
11.05oz Core Power Protein	\$3.00	25
14oz Core Power Elite Protein	\$3.00	25
14oz Yup	\$2.00	25

All taxes, deposits, recycling fees, other handling fees, communication charges and credit and debit card fees, if any, may be deducted from funds collected before calculating commissions. Commissions shall not be payable on any sales from vending machines not filled or serviced exclusively by Bottler. Bottler may adjust the vend prices and/or commission rates to recover its costs, including cost of goods, to implement cash discounts, or as it otherwise deems necessary or desirable, in its sole discretion. Commissions will be paid monthly following the month in which they are earned, with an accounting of all sales and monies in a form reasonably satisfactory to the University, and shall become immediate property of University. Vend rate increases will occur in Agreement Year 3 and Agreement Year 7 (if applicable).

- 5.3 Complimentary Product. Each Agreement Year, Bottler shall provide University, upon University's request, with complimentary Company Beverages of Bottler's choosing, with an estimated annual retail value of Twenty Thousand Dollars (\$20,000), as determined in good faith by Bottler. In the event University does not request all complimentary Company Beverages by the end of each Agreement Year, any remaining complimentary Company Beverages shall be retained by Sponsor with no further obligation.
- 5.4 Marketing Support. Each Agreement Year, Sponsor agrees to make available up to Twenty-five Thousand Dollars (\$25,000) (the "Marketing Fund") for mutually-agreed marketing initiatives, which may include, without limitation, upgrades to make the SU1 card usable on Sponsor's vending equipment. The funds will be held in a fund managed by Sponsor for use toward mutually agreed to marketing programs designed to promote and increase Beverage sales on Campus. All funds made available must be spent within the Agreement Year for which they are budgeted. Unused funds shall be forfeited.
- 5.5 POWERADE Sideline Support. Each Agreement Year, Sponsor agrees to make available to University POWERADE sideline support, such as ten gallon coolers, POWERADE powder, cups, squeeze bottles and carriers or other items, with an approximate annual retail value of Three Thousand Two Hundred Dollars (\$3,200), as determined in good faith by Sponsor ("POWERADE Sideline Support"). Such POWERADE Sideline Support will be provided to University upon reasonable advance request. University must request available POWERADE Sideline Support during the course of each Agreement Year. If University does not request all available POWERADE Sideline Support by the end of each Agreement Year, then any POWERADE Sideline Support remaining at the end of each Agreement Year shall be forfeited by University and retained by Sponsor with no further obligation. University understands and acknowledges that it will not receive cash in lieu of POWERADE Sideline Support.
6. Equipment and Service. During the Term, Bottler will loan to University, subject to the terms of Bottler's Equipment Placement Agreement ("EPA") attached hereto as Exhibit D, at no cost, the Beverage dispensing equipment reasonably required and as mutually agreed upon to dispense Company Beverages and Bottler Beverages at the Campus. No Freestyle, ICEE® equipment, ice makers or water filters will be provided. In the event that Freestyle equipment will be made available to University, such equipment will be the subject to a separate equipment agreement between the parties and fees may apply. University hereby agrees to the terms of the EPA set forth in Exhibit D. In the event that University self-operates any beverage services on Campus, any Company fountain equipment loaned free of charge to the University by Company shall be governed by the terms of the lease agreement shown in Exhibit D-2 and incorporated herein by this reference.
7. Remedies for Loss of Rights.

- 7.1 In addition to any other legal or equitable remedy, University will have the right to terminate this Agreement upon forty-five (45) days' written notice to Sponsor at any time if:
- 7.1.1 Sponsor fails to make any payment due under this Agreement, and if such default continues uncured for the forty-five day period referenced in this Section 7.1; or
 - 7.1.2 Sponsor breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in this Section 7.1.
- 7.2 In addition to any other legal or equitable remedy, Sponsor will have the right to terminate this Agreement upon forty-five (45) days' written notice to University at any time if:
- 7.2.1 University breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in this Section 7.2; or
 - 7.2.2 University's right to convey any of the promotional and Beverage availability rights contained in this Agreement expire or are revoked; or
 - 7.2.3 Any material component of the Campus is closed for a period of at least one hundred twenty (120) days, whether or not such closure is due to a cause beyond the reasonable control of University.
- 7.3 Upon early termination of this Agreement for any reason, University will refund the unearned portion of all Sponsorship Fees, Scholarship Funds and a pro rata portion of the costs of refurbishing and installing the Equipment paid with respect to the Agreement Year in which termination occurs. The Sponsorship Fees will be deemed earned pro rata on a daily basis during each applicable Agreement Year, in each case up to the date of termination or, if earlier, the date of any breach hereunder by University.
- 7.4 If any material component of the Campus is closed for more than thirty (30) consecutive days, but less than one hundred twenty (120) consecutive days, Sponsor may extend the Term for a corresponding period at no additional charge to Sponsor, whether or not such closure is due to a cause beyond the reasonable control of University.
- 7.5 If (i) any of the rights granted to Sponsor herein are materially restricted or limited during the Term (including as a result of Ambush Marketing), or (ii) if any material component of the Campus is closed, or substantially closed, (iii) if the volume of Company Beverages and Bottler Beverages combined sold to the University decreases for any reason in any twelve month period by ten percent (10%) or more over the prior twelve month period during which there were no Campus closures or restrictions or (iv) a Team fails to play all of its scheduled home games on the Campus for a period of more than thirty (30) consecutive calendar days during its scheduled season (whether or not due to a cause beyond the reasonable control of University, including a strike or other work stoppage), then in addition to any other remedies available to Sponsor, Sponsor may elect, at its option, to adjust the Consideration to be paid to University for the then remaining portion of the Term (and University will pay to Sponsor a pro rata refund of any prepaid amounts and a pro rata refund of the costs of refurbishing and installing the Equipment) to reflect the diminution of the value of rights granted hereunder to Sponsor. In the event Sponsor elects to exercise its right to such adjustment and refund, University may, at its option, within ten (10) days following receipt of notice of any adjustment, notify Sponsor of its disagreement with the amount of the adjustment. The parties will then attempt in good faith to resolve the disagreement over such adjustment. If the parties cannot, after good faith negotiations, resolve the matter, Sponsor may terminate this Agreement.
- 7.6 The parties acknowledge that the rights granted to Sponsor herein are special, unique and extraordinary, and are of peculiar value, the loss of which cannot be fully compensated by damages in an action at law or any application of other remedies described herein. As a result, University acknowledges and agrees that, in addition to any other available remedies, in the event of a material limitation of any of Sponsor's rights hereunder, Sponsor will be entitled to seek and obtain equitable relief, including an injunction requiring University to comply fully with its obligations under this Agreement.
- 7.7 University recognizes that Sponsor has paid valuable consideration to ensure an exclusive associational relationship with University, the Teams, the University Marks, and the Campus with respect to Beverages and that any dilution or diminution of such exclusivity seriously impairs Sponsor's valuable rights. Accordingly, University will promptly oppose Ambush Marketing and take all reasonable steps to stop Ambush Marketing and to protect the exclusive associational rights granted to Sponsor by University in this Agreement. In the event any such Ambush Marketing occurs during the Term, each party will notify the other parties of such activity immediately upon learning thereof.
- 7.8 Sponsor shall have the right to withhold and not pay further Sponsorship Fees or any other amounts which may become payable to University pursuant to this Agreement if: (i) University has failed to perform its obligations hereunder, (ii) Sponsor's rights hereunder have been lost, limited or restricted, including the existence of Ambush Marketing; or (iii) there exists a bona fide dispute between the parties.

8. Rights of First Negotiation and Refusal.

8.1 Sponsor will have the Rights of First Negotiation and Refusal upon expiration of this Agreement for any similar agreement regarding Beverage availability, merchandising, promotional or advertising rights.

9. **Confidentiality.** University agrees that the terms and conditions provided to University by Sponsor under this Agreement will be kept confidential by University, its agents, employees and representatives and will not be disclosed in any manner except as otherwise required by applicable law. The foregoing obligation regarding confidentiality will remain in effect for a period of three (3) years after the expiration of this Agreement.

10. Representations, Warranties and Covenants.

10.1 University represents, warrants and covenants to Sponsor as follows:

10.1.1 University has full power and authority to enter into this Agreement and to grant and convey to Sponsor the rights set forth herein.

10.1.2 All necessary approvals for the execution, delivery and performance of this Agreement by University have been obtained, and this Agreement has been duly executed and delivered by University and constitutes the legal and binding obligation of University enforceable in accordance with its terms.

10.1.3 University has the exclusive right to license the University Marks.

10.1.4 University has not entered into, and during the Term of this Agreement, will not enter into: (a) any other agreements (including agreements with any Broadcaster or any other sponsors of the Campus and/or any Team) which would prevent it from fully complying with the provisions of this Agreement; or (b) any agreement granting Beverage availability or merchandising or promotional or advertising rights that are inconsistent with the rights granted to Sponsor pursuant to this Agreement, including any agreements with Concessionaires or third party food service operators, vending companies, and/or other entities which sell or distribute Beverages (including agreements with Broadcasters or other sponsors of the Campus and/or any Team).

10.2 Sponsor hereby represents, warrants and covenants as follows:

10.2.1 Sponsor has full power and authority to enter into and perform this Agreement.

10.2.2 All necessary approvals for the execution, delivery and performance of this Agreement by Sponsor have been obtained, and this Agreement has been duly executed and delivered by Sponsor and constitutes the legal and binding obligation of such party enforceable in accordance with its terms.

10.2.3 Sponsor has not entered into, and during the Term of this Agreement will not enter into, any other agreements which would prevent it from fully complying with the provisions of this Agreement.

11. Construction of this Agreement.

11.1 This Agreement and any dispute arising out of or relating to this Agreement will be governed by and construed in accordance with the laws of the State of Louisiana without regard to principles of conflicts of law.

11.2 The captions used in this Agreement are for convenience only and will not affect in any way the meaning or interpretation of the provisions set forth herein.

11.3 This Agreement, including the Exhibits, which are an integral part of this Agreement and are expressly incorporated herein by this reference, and the document(s) referred to herein, shall constitute the final, complete and exclusive written expression of the intentions of the parties hereto with respect to the subject matter hereof and will supersede all previous communications, representations, agreements, promises or statements, either oral or written, by or between any party with respect thereto, including, without limitation, that Sponsorship Agreement between Bottler and University dated effective April 12, 2012, as amended ("2012 Agreement"). The 2012 Agreement shall be automatically terminated and replaced with this Agreement upon the full execution of this Agreement by the parties. This provision will not be read to invalidate or amend any other written agreements between Sponsor and/or any Affiliate of Sponsor and University and/or any Affiliate of University with respect to other subject matter. This Agreement, and each of its terms and conditions, may be amended, modified, or waived only in writing signed by each of the parties hereto. Any such modifications, waivers, or amendments will not require additional consideration to be effective.

- 11.4 Each of the parties hereto agrees that it will, in its performance of its obligations hereunder, fully comply with all applicable laws, regulations and ordinances of all relevant authorities and shall obtain all licenses, registrations or other approvals required in order to fully perform its obligations hereunder.

12. **Miscellaneous.**

12.1 **Indemnification Rights**

12.1.1 University Indemnification Obligations. Except as otherwise provided by Section 12.1.15 below, University agrees to defend, indemnify, and hold Sponsor harmless from and against all claims, suits, liabilities, costs, and expenses, including reasonable attorneys' costs and fees related to: (i) University's material breach of this Agreement; (ii) for injury to, including death of, persons (whether they be third persons or employees of any of the parties hereto) or any loss of or damage to property in any manner arising from, the rights conveyed herein; and (iii) all claims, demands or litigation alleging that any of the University Marks violates or infringes on trademarks, tradenames, copyrights, or other proprietary rights provided that such tradenames, trademarks, and copyrights have been used in the exact manner provided by University.

12.1.2 Bottler Indemnification Obligations. Except as otherwise provided by Section 12.1.5 below, Bottler agrees to defend, indemnify, and hold University and Company harmless from and against all claims, suits, liabilities, costs, and expenses, including reasonable attorney's costs and fees related to: (i) Bottler's material breach of this Agreement; and (ii) for injury to, including death of, persons (whether they be third persons or employees of any of the parties hereto) or any loss of or damage to property in any manner arising from the negligence of Bottler, or its employees or agents in the course of their duties to Bottler.

12.1.3 Company Indemnification Obligations. Except as otherwise provided by Section 12.1.5 below, Company agrees to defend, indemnify, and hold harmless each of University and Bottler, and each of their respective officers, directors, employees, and agents, from and against all claims, suits, liabilities, costs, and expenses (including reasonable attorneys' fees and expenses) related to (i) Company's material breach of this Agreement, (ii) the injury or death of any person, or the loss of or damage to any property, arising from the negligence of Company, or its employees or agents in the course of their duties to Company, or (iii) allegations that any of the Company Marks violates or infringes any rights of third parties, provided that the indemnified party has used the Company Marks in the exact manner provided or approved by Company.

12.1.4 Indemnification Procedures. Whenever any party entitled to indemnification (the "Indemnified Party") pursuant to the previous paragraphs receives notice of any potential claim which may be subject to indemnity, such party shall promptly notify the party obligated to indemnify (the "Indemnifying Party"). The Indemnifying Party shall have the obligation to assume the defense of such claim by counsel designated by it and reasonably acceptable to the Indemnified Party, provided that the Indemnifying Party shall not settle or compromise any such claim, or consent to the entry of any judgment, without the written consent of the Indemnified Party, which consent shall not be unreasonably withheld. The Indemnified Party, its affiliates, employees and representatives, shall fully cooperate with and timely assist the Indemnifying Party with the defense of such claim. If the Indemnifying Party fails to assume the defense of such claim as soon as reasonably possible, in any event prior to the earlier of twenty (20) days after receipt of notice of the claim or five (5) days before the date an answer to a complaint or similar initiation of legal proceeding shall be due, the Indemnified Party shall have the right to undertake, at the Indemnifying Party's expense, the compromise or settlement of any such claim on behalf of and at the risk and expense of the Indemnifying Party.

12.1.5 Limitation on Obligations. No party has any obligation to indemnify, defend, or hold harmless another party for any claims, suits, liabilities, costs, or expenses to the extent caused by the acts, omissions, or negligence of the party seeking indemnification.

12.2 Bottler and University each agree to maintain sufficient insurance to adequately protect the respective interests of the parties hereto. Minimum insurance requirements are attached as Exhibit E. The limits of coverage, as mutually agreed among the parties, will not be construed as a limitation of any potential liability to any of the parties, and failure to request evidence of this insurance will in no way be construed as a waiver of each party's obligation to provide the agreed insurance coverage.

12.3 Any notice or other communication hereunder will be in writing, will be sent via registered or certified mail, overnight courier, or confirmed facsimile transmission and will be deemed given (i) if mailed, when deposited, postage prepaid, in the United States mail, (ii) if sent by overnight courier, one business day after delivery to such courier, and

(iii) If sent by facsimile, when transmitted. Any notice or other communication will be addressed as set forth below, or to such other address as any party will advise the others in writing:

If to Company:

The Coca Cola Company,
acting by and through its Coca-Cola North America division
One Coca Cola Plaza
Atlanta, Georgia 30313
Attention: Vice President, Strategic Marketing Finance and Business Affairs

Copy to: Group Counsel, Coca-Cola North America
legaldocuments@coca-cola.com

If to Bottler:

Coca-Cola Bottling Company United -- Gulf Coast, LLC
1300 Martin Luther King Jr. Drive
Monroe, LA 71202
Attention: Sales Center Manager (tickets)
Phone: 318-331-8578

With a copy to:

Patrick Grieme, On-Premise Division Manager
1300 MLK BLVD
Monroe, LA. 71202

and

Coca-Cola Bottling Company United, Inc.
4600 East Lake Boulevard
Birmingham, AL 35217
Attention: General Counsel

If to University:

Southern University Agricultural and Mechanical College at Baton Rouge
3rd Floor, J.S. Clark Administration Building
P.O. Box 9374
Baton Rouge, LA 70813-0400
Attention: Chancellor

With a copy to:

General Counsel
Office of the President
4th floor, J.S. Clark Administration Building
Baton Rouge, LA 70813

- 12.4 Assignment. (i) By University. Because this Agreement is for rights unique to University, none of University's rights or obligations may be assigned, by operation of law or otherwise, without Sponsor's prior written consent. Any assignment that violates the terms of this provision is void. (ii) By Sponsor. Sponsor may assign all or part of its rights and obligations under this Agreement to any licensed Coca-Cola Company bottler, The Coca-Cola Company or any of Sponsor's or The Coca-Cola Company's subsidiaries.
- 12.5 The parties are acting herein as independent contractors and independent employers. Nothing herein contained will create or be construed as creating a partnership, joint venture or agency relationship between the parties and no party will have the authority to bind the other in any respect.
- 12.6 Jury Waiver. EACH PARTY, TO THE EXTENT PERMITTED BY LAW, KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVES ITS RIGHT TO A TRIAL BY JURY IN ANY ACTION OR OTHER LEGAL PROCEEDING ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT AND THE TRANSACTIONS IT CONTEMPLATES. THIS WAIVER APPLIES TO ANY ACTION OR LEGAL PROCEEDING, WHETHER ARISING IN CONTRACT.

12.7 No party will obtain, by this Agreement, any right, title, or interest in the trademarks of the other parties, nor, except as provided herein, will this Agreement give any party the right to use, refer to, or incorporate in marketing or other materials the name, logos, trademarks or copyrights of the other parties.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed.

**Coca-Cola Bottling Company United – Gulf Coast,
LLC**

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

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

**The Coca-Cola Company,
by and through Coca-Cola North America**

By: _____

Printed Name: _____

Title: _____

Date: _____

**EXHIBIT A
GLOSSARY OF DEFINED TERMS**

"Affiliate" means, as to any entity, any other entity which is controlled by, controls, or is under common control with such entity. The term "control" (including the terms "controlled," "controlled by" and "under common control with") will mean the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of an entity.

"Agreement Year" means each twelve-month period during the Term beginning with the Effective Date and subsequent anniversaries thereof.

"Ambush Marketing" means an attempt by a third party, including any Broadcaster, without Sponsor's consent, to associate Competitive Products with the Campus, the University, the University Marks, or any Team, or to suggest that Competitive Products are endorsed by or associated with University, the Campus, the University Marks, and/or any Team by referring directly or indirectly to University, the Campus, or the University Marks, and/or the Teams.

"Approved Cups" means disposable cups the design of which is approved by Sponsor from time to time as its standard trademark cups and/or vessels and/or other (disposable and non-disposable) containers approved by Sponsor from time to time, all of which shall prominently bear the trademark(s) of Coca-Cola® and/or other Company Beverages (as herein defined) on all of the cup surface.

"Athletics Facilities" means all of University's athletic facilities and surrounding grounds, including without limitation, A.W. Mumford Stadium, A.J. Clark Activity Center and all associated press boxes, players' benches and locker rooms but does not include areas and facilities where only intramural sports are conducted.

"Beverages" means all non-alcoholic beverages (i.e. anything consumed by drinking), whether or not such beverages (i) contain nutritive, food, or dairy ingredients, OR (ii) are in a frozen form. This definition applies without regard to the beverage's labeling, marketing or packaging. Powders, syrups, grounds (such as for coffee), herbs (such as for tea), concentrates, K-Cups® pods and all other beverage bases from which Beverages can be made and brands and products of water purification and beverage making systems (e.g. Brita®, Soda Stream®, Keurig®), are deemed to be included in this definition. For the avoidance of doubt "flavor enhancers", "liquid water enhancers", drinking water dispensing systems and non-alcoholic beverages sold as "shots" or "supplements" are considered Beverages.

"Bona Fide Offer" means a proposed agreement concerning rights and obligations with respect to Beverage availability, merchandising, promotional, and/or advertising, which agreement, if executed by University and the third party, would be legally binding.

"Bottler Beverages" means Beverage products that are not Company Beverages that are purchased, or available for purchase, directly from Bottler or sold through vending machines owned and stocked exclusively by Bottler.

"Broadcaster" means any entity which for any business purpose publishes, prints, syndicates, televises or broadcasts any photograph, film, videotape or other recording or rendering of the Campus (or any portion thereof) and/or of any event held on the Campus including any Team games.

"Campus" means all buildings and grounds owned, leased, controlled by or operated by the University during the Term, whether currently existing or built or acquired during the Term, including without limitation, the main campus located in Baton Rouge, Louisiana and any satellite or successor campus locations (including, without limitation, the New Orleans and Shreveport campuses). References to Campus include all buildings and grounds associated with the University including branded or unbranded food service outlets, vending locations, auditoriums, theatres, housing and medical facilities, convenience stores, retail outlets, areas and facilities where intramural sports are conducted and all Athletic Facilities (including, without limitation, press boxes, players' benches and locker rooms).

"Company" means The Coca-Cola Company.

"Company Beverages" means Beverages (i) manufactured, distributed, or marketed by Company; or (ii) sold under trademarks or brand names owned or controlled by or licensed for use by Company.

"Competitive Products" means any and all Beverages other than Company Beverages (as defined herein).

"Concessionaire" means any current or future third-party food service provider under agreement with University at the Campus that directly or indirectly relate to the service of Beverages.

"Micro Mart" shall mean any unattended retail location on the Campus where Beverages may be purchased using self-checkout kiosks, coolers, or other forms of self-service equipment provided by Sponsor.

"Rights of First Negotiation and Refusal" means that University will negotiate exclusively with Sponsor (i) for a period of ninety (90) days before the termination of this Agreement for any similar agreement regarding Beverage availability, merchandising, promotional or advertising rights and/or (ii) for a period of ninety (90) days following the date new forms of signage or advertising become available. After such exclusive negotiation period, University will be free to negotiate with any person or entity. If University receives a Bona Fide Offer regarding such rights from a third party, then University will be obligated to notify Sponsor of such offer, provide Sponsor with a copy of such offer and Sponsor will have thirty (30) business days from the date of such notice to offer to contract with University on terms no less favorable to University than those contained in the Bona Fide Offer of a third party. In no event will University enter into a contract with a third party upon terms and conditions more favorable to such third party than those previously offered to Sponsor.

"Team" or "Team(s)" means all intercollegiate athletic teams associated with the University.

"University Marks" means the University's name, each Team's name, colors and uniforms, and emblems, and all tradenames, trademarks, service marks, designs, logos, mascots, characters, identifications, symbols and other proprietary designs that are in existence on the Effective Date or which will be created during the Term and which are owned, licensed or otherwise controlled by the University.

"University Athletics" means the University Athletic department, all University intercollegiate athletic teams and events, University varsity athletic coaches, and the University Athletic Director.

**EXHIBIT B
INITIAL PRICE LIST**

Segment	Package Configuration	Sellable Units Per Case	Net Cost
Sparkling/MM Fruit Drink/FUZE			
8oz Glass	Loose	24	\$16.85
10oz Glass	6pk	4	\$19.50
12oz Glass - Barq's	6pk	4	\$25.00
12oz Glass - Dr Pepper	Loose	24	\$25.00
355ml Mexican Coke (incl. 4pk)	Loose	24	\$25.00
500ml Mexican Coke	Loose	24	\$29.00
.5 Liter (incl. 24pk)	6pk	4	\$21.35
12oz PET (incl. 24pk)	8pk	3	\$14.60
1 Liter Mixers	Loose	12	\$22.00
1 Liter FUZE	Loose	12	\$18.65
1.25 Liter	Loose	12	\$22.00
2 Liter Core	Loose	8	\$11.25
2 Liter Flavors	Loose	8	\$11.25
13.2z/390m 1LS 24	Loose	24	\$48.00
20oz Core	Loose	24	\$22.70
20oz Flavors	Loose	24	\$22.70
24oz Sparkling	Loose	24	\$60.00
16oz 24ct Cans	Loose	24	\$20.50
16oz 12ct Cans	Loose	12	\$10.25
8.5oz Aluminum	Loose	24	\$60.00
7.5oz Cans	6pk	4	\$10.80
7.5oz Cans	10pk	3	\$10.80
12oz Cans Core	6pk	4	\$10.80
12oz Cans Flavors	6pk	4	\$10.80
12oz Cans Core	12pk	2	\$10.80
12oz Cans Flavors	12pk	2	\$10.80
12oz Cans	24pk	1	\$10.80
Sports			
Powerade 12oz	6pk	4	\$16.85
Powerade 20oz	All	24	\$23.60
Powerade Ultra 20oz	Loose	12	\$20.00
Powerade 28oz	Loose	15	\$21.00
Powerade 5 Gallon Powder	Loose	12	\$96.00
Body Armor 12oz	8pk	3	\$21.00
Body Armor 16oz	Loose	12	\$20.00
Body Armor 28oz	Loose	12	\$25.00
Body Armor Edge 20oz/591m	Loose	12	\$25.00

Water			
Dasani 20oz	Loose	24	\$18.65
Dasani 1-Liter	Loose	12	\$17.50
Dasani 1.5-Liter	Loose	12	\$48.00
Dasani 12oz PET (incl. 12p & 24p)	8pk	3	\$10.75
Dasani .5L	6pk	4	\$8.25
Dasani .5L	12pk	2	\$42.00
Dasani .5L	24pk	1	\$8.25
300ml	Loose	24	\$16.00
Smartwater 20oz	Loose	24	\$26.30
Smartwater 700ml	Loose	24	\$29.30
Smartwater 700ml	6pk	4	\$29.30
Smartwater 700ml Flavors	Loose	12	\$14.65
SmartWater Wellness 23.7z/700m	Loose	12	\$14.65
Smartwater .5 Liter	6pk	4	\$38.00
Smartwater 1-Liter	Loose	12	\$19.80
Smartwater 1-Liter	6pk	2	\$19.80
Smartwater 1.5-Liter	Loose	12	\$27.00
Sparkling Water Aha 12oz	8pk	3	\$10.50
Sparkling Water Aha 16oz	Loose	24	\$19.00
Body Armor SportWater 1L	Loose	12	\$21.40
Body Armor SportWater 700ML	Loose	24	\$29.30
Body Armor SportWater 20oz	6pk	4	\$26.30
Powerade PowerWater 20oz	Loose	12	\$20.00
Powerade PowerWater .5L	6pk	2	\$20.00
Enhanced Water			
Vitamin Water 20oz	Loose	12	\$16.10
Vitamin Water .5 Liter	6pk	4	\$38.00
Monster Hydro 20oz/591m	Loose	12	\$21.00
Juice			
Minute Maid 6.75oz Juice Box	Loose	20	\$28.00
Minute Maid 10oz	Loose	24	\$18.25
Minute Maid 12oz	Loose	24	\$27.50
Minute Maid Smoothies 46oz	Loose	12	\$95.00
Tea			
Gold Peak 18.5oz	Loose	12	\$19.00
Gold Peak 59oz	Loose	8	\$19.00
Gold Peak .5 Liter	6pk	4	\$38.00
Honest Tea .5 Liter	Loose	12	\$22.00
Peace Tea 23oz Can	Loose	12	\$10.00
Tum E Yummies			
Tum E Yummie 300ml PET	Loose	12	\$10.00
Energy			
Monster 15.5/16oz Can	Loose	24	\$44.00
Monster 15.5/16oz Can	4pk	6	\$44.00

Monster 16oz Can	10pk	2	\$50.00
Monster 16oz Can	12pk	2	\$44.00
Monster Reign 16oz Can	Loose	12	\$22.00
Monster Reign 16oz Can	4pk	6	\$44.00
Monster 23/24oz Can	Loose	12	\$28.00
Monster Nitrous 12oz Can	Loose	12	\$30.00
Monster Energy 12oz/355m	Loose	24	\$38.00
Monster Import 18.6oz Can	Loose	12	\$28.00
Coke Energy 12oz	Loose	24	\$28.00
Coke Energy 12oz/355m	4pk	6	\$28.00
NOS 16oz Can	Loose	24	\$44.00
NOS 16oz Can	Loose	12	\$25.00
NOS 16oz Can	8pk	3	\$44.00
NOS 24oz Can	Loose	12	\$28.00
Full Throttle 16oz Can	Loose	24	\$44.00
Full Throttle 16oz Can	8pk	3	\$44.00
Coffee			
Monster JAVA 15oz Can	Loose	12	\$25.00
Monster JAVA 11oz Can	4pk	6	\$50.00
Dunkin Donuts Coffee 13.7oz	Loose	12	\$27.00
Dunkin Donuts Coffee 9.4oz PET	4pk	6	\$72.00
Coke Coffee 12oz	Loose	12	\$19.00
Coke Coffee 12oz	4pk	6	\$38.00
Enhanced Dairy			
Core Power 14oz PET	Loose	12	\$18.50
Core Power Elite 14oz PET	Loose	12	\$25.00
Core Power 8oz/240m	4pk	6	\$48.00
YUP! 14oz PET	Loose	12	\$20.00
Chocolate Drink			
Yoo Hoo 11.5oz Can	6pk	4	\$24.00
In & Out Products			
Body Armor 16oz/473m Vpk	12pk	1	\$25.00
New Products			
Monster 12oz/355m	6pk	4	\$38.00
Monster JAVA 12oz Can	6pk	4	\$38.00
Monster True North Seltzer 12oz/355m	4pk	6	\$38.00
Monster True North Seltzer 12oz/355m	Loose	12	\$19.00

EXHIBIT C

1 Sponsorship Recognition Panels

- 1.1 Sponsor will have the right to the following sponsorship recognition panels during the Term:

Menuboards and concession panels as detailed in Section 4.2 of the Agreement along with all signage and other recognition panels covered under that separate agreement between Sponsor and the Southern University System Foundation which is executed contemporaneously with this Agreement.
- 1.2 Sponsor's relative proportion of the sponsorship recognition and/or advertising available on the Campus will not during the Term, become less than 33 percent (33%) of all panels available on the Campus, and University will ensure that this percentage is maintained at no additional cost to Sponsor. University shall ensure that no Competitive Product signage will be present in any facilities on Campus throughout the term of the Agreement. Sponsor will also have the first right to negotiate for any new panels or other forms of sponsorship recognition and/or advertising added on the Campus during the Term. If Sponsor Changes or rebrands its logo during this contract it will be the Sponsor's cost to replace any signage on campus.
- 1.3 Without the express written consent of Sponsor, Sponsor's signage on the Campus will not be altered or obscured in any way or draped at any time or for any reason by any person or entity, including any Broadcaster. Without the express written consent of Sponsor in its sole discretion, University will not permit Sponsor's signage on the Campus to be electronically altered, deleted or covered by any person or entity, including any Broadcaster, during any photographing of the Campus or during the broadcast of any event held on the Campus (including Team games).
- 1.4 University will maintain all scoreboards, signs and other advertising for Company Beverages in good order and repair.
- 1.5 All lighted signs and panels advertising or promoting Company Beverages (including lighted concession advertising) will be fully illuminated at all events on the Campus for which any signs are illuminated.
- 1.6 Sponsor will have the right of access to its permanent signage at all reasonable times for the purpose of replacement or removal of the same or to modify, change or alter the promotional messages appearing thereon at Sponsor's cost and discretion.
- 1.7 If at any time during the Term, University elects to replace or upgrade any scoreboards or other structures containing or supporting Sponsor's acknowledgment panels, then University will provide to Sponsor, without any additional charge, new acknowledgment panels on the replacement or upgrade scoreboard or structure, being equal in size and prominence to Sponsor's panels on the original scoreboard or structure.

EXHIBIT D

EQUIPMENT PLACEMENT AGREEMENT

In consideration of the mutual promises set forth below, Coca-Cola Bottling Company United – Gulf Coast, LLC ("Bottler") and Board of Supervisors of Southern University and Agricultural and Mechanical College ("Customer") hereby agree to the following terms and conditions of this Equipment Placement Agreement ("Agreement"):

1. Installation and Use Restrictions. Bottler may, from time to time, deliver and install the "Equipment" (which term encompasses all equipment provided by Bottler at any time, including, without limitation, vending machines, coolers, fountain equipment, racks and/or any replacement parts, replacements, additions or accessories) at the location(s) to which such Equipment is actually delivered. Customer shall use the Equipment only at the particular location to which such Equipment is actually delivered unless otherwise agreed by Bottler. At all times during the term of this Agreement, Customer shall maintain records of the location of all Equipment and promptly provide copies of such records to Bottler upon request. This Agreement, in addition to any additional documents and/or records by and/or between the parties describing the Equipment and the location(s) where such Equipment is placed, shall be maintained by Bottler and shall constitute the official book of record pertaining to the Equipment. Customer hereby agrees that: (i) no logo, trademark, advertisement, or other indication of Bottler's ownership of the Equipment shall be obstructed, defaced, or removed, and no other logo, trademark, or advertisement shall be attached to the Equipment; (ii) the Equipment shall not be obstructed, moved, or removed without the prior written consent of Bottler; (iii) the Equipment shall not be sold, reassignment, loaned, leased, or rented to any other party except as authorized by Bottler; in which case, Customer shall remain fully responsible for the Equipment as per the terms of this Agreement; (iv) no racks, merchandise, or any other objects shall be placed on top of or attached to the Equipment unless expressly authorized by Bottler; and (v) Customer will not attach the Equipment, or allow the Equipment to be attached, in such a manner as to become part of the realty as a fixture or otherwise, and that the Equipment will be maintained so that it may be easily removed without damage to buildings or realty.
2. Operation. In consideration of the provision of the Equipment by the Bottler to Customer pursuant to this Agreement, Customer agrees to purchase from Bottler and store in, or sell through, the Equipment only products supplied by Bottler. In Bottler's sole discretion, a review of Customer's product purchase volume and Equipment usage may justify ongoing Equipment placement or Equipment removal.
 - a. If Bottler is providing full-service vending, Customer agrees to permit Bottler to place the vending Equipment on Customer's premises. Bottler shall stock such vending Equipment and shall collect all vending proceeds from the sale of beverages. If Bottler has agreed to pay Customer a commission on sales through the Equipment, all taxes, deposits, recycling fees, other handling fees, communication charges and credit and debit card fees, if any, may be deducted from funds collected before calculating any commissions due to Customer.
 - b. Bottler hereby loans the Equipment to Customer; however, during the term of this Agreement, Bottler reserves the right, upon prior notice to Customer, to lease or rent the Equipment to the Customer and, upon commencement of the lease or rental program, Customer agrees to pay a monthly rental/lease amount. Bottler may change the rental/lease rate charged under this Agreement by sending notice of such change to Customer at its present address. Customer may terminate this Agreement as set forth herein if it objects to such change.
 - c. If the Equipment includes a fountain beverage dispenser, Customer agrees to permit Bottler to install the fountain Equipment on Customer's premises. Customer agrees such fountain Equipment will be used only for the purpose of dispensing fountain beverage products of The Coca-Cola Company ("Company"), such as Coca-Cola® classic (or Coke®), diet Coke® and Sprite®, and other fountain products distributed by Bottler with the understanding that no product of PepsiCo, Inc. or of an affiliate thereof may be dispensed. Customer further agrees not to dispense any product whose pungency could affect the normal taste or quality of the Company's fountain beverage products.
3. Ownership. Bottler is and, at all times, shall remain, the exclusive owner of the Equipment. Customer shall protect Bottler's title and keep the Equipment free from all claims, liens, and encumbrances arising from the actions or inactions of Customer. Customer's obligation under this paragraph remains until such time as Bottler or Bottler's designee picks up the Equipment. Customer authorizes Bottler to execute and file any additional instruments in all jurisdictions where it deems it necessary to perfect and maintain Bottler's interest in the Equipment. Bottler shall have the right, during Customer's regular business hours, to inspect the Equipment at Customer's premises or wherever the Equipment may be located and to review all records that reasonably relate to the Equipment upon reasonable notice to Customer. Customer shall promptly notify Bottler of all details arising out of any alleged encumbrances thereon or any accident allegedly resulting from the use or operation thereof.
4. Service and Repair. Customer shall take reasonable care of the Equipment. Bottler agrees to provide reasonable service and repair for the Equipment during the term hereof. Customer shall allow Bottler to enter its premises for the purpose of inspection or performance of such service and repair, or necessary replacement or return or removal of the Equipment. In the event additional service and repair is requested by Customer or reasonably necessary as a result of Customer's negligence or willful misconduct, Bottler may bill Customer its standard rate per service call. All service and repair calls must be exclusively handled or authorized by Bottler. Customer's sole recourse against Bottler with respect to service and repair provided by Bottler or its agents to the Equipment is that Bottler will correct any defective workmanship at no additional charge to Customer, provided that Bottler is given prompt notification of any defective workmanship. Customer shall promptly notify Bottler of any Equipment malfunction and take reasonable steps to mitigate any risk of injury to person or property arising from such malfunction. For example, if a piece of Equipment is not cooling properly, Customer will unplug that piece of Equipment until it is repaired or replaced by Bottler.

5. Disclaimer of Warranties, Liability and Costs. Customer acknowledges that Bottler is not the manufacturer of the Equipment. BOTTLE MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND AND EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES AS TO THE FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, DESIGN, CONSTRUCTION, CONDITION, SPECIFICATIONS, OR PERFORMANCE OF THE EQUIPMENT. Customer accepts no warranties and expressly waives any implied warranties as to the fitness for a particular purpose, merchantability, design, construction, condition, specification, or performance of the Equipment. Except to the extent attributable to the gross negligence or willful misconduct of Bottler, Customer hereby assumes liability for any and all damage to (normal wear and tear excepted), or loss of, the Equipment from the time the Equipment is delivered to Customer until returned to or removed and accepted by Bottler. Customer assumes responsibility to report any damage to, or loss of, Equipment to Bottler immediately. To the extent any payment is due from Bottler to Customer under this Agreement or otherwise, Bottler may deduct from such payment the cost of repair or replacement of Equipment due to damages for which Customer is responsible hereunder. Customer shall pay all taxes, licenses, charges, or other fees which may be imposed on Customer's sales of products through the Equipment or in connection with this Agreement by any taxing authority. In the event of a default by Customer under this Agreement, including non-payment of lease/rental charges, if any, Customer shall be liable for reasonable attorneys' fees and other costs incurred by Bottler in enforcing its rights hereunder by litigation or otherwise.
6. Exculpation; Indemnity. CUSTOMER ACKNOWLEDGES THAT INSTALLATION, USE, OR OPERATION OF EQUIPMENT CARRIES INHERENT RISKS INCLUDING BUT NOT LIMITED TO FLOODING AND DAMAGE TO FIXTURES AND OTHER PROPERTY. Bottler shall not be liable to Customer for any claims based on or arising out of injury to person or property in any way relating to the installation, use, repair, or operation of the Equipment, except such claims as might arise solely out of Bottler's gross negligence or willful misconduct. In no event and under no circumstances shall Bottler be liable to Customer for any claims based upon or arising out of lost profits or prospective profits, loss of product, or consequential, special or incidental damages in any way relating to the installation, use, repair, or operation of the Equipment. Customer shall indemnify and hold Bottler and Bottler's officers, agents, employees, directors, shareholders, affiliates, successors, and assigns (hereinafter the "Indemnified Parties") harmless from all losses, damages, claims, suits, proceedings, damages and liabilities of whatever nature, and all costs and expenses, including indemnified Parties' reasonable attorneys' fees resulting from any and all claims, demands, or rights of action that may be asserted at any time against Bottler which are caused by or result from Customer's negligence or willful misconduct in the possession, use or operation of the Equipment or due to Customer's breach of any provision of this Agreement. Customer represents and warrants that plumbing and electric service on the property is proper and adequate for the installation and use of the Equipment, and Customer will not use extension cords or other electrical connections not expressly approved by Bottler. Customer agrees to indemnify and hold harmless Bottler from any damages arising out of defective plumbing or electrical hook-up or service. Notwithstanding anything herein to the contrary, the provisions of this section will survive termination of this Agreement.
7. Term and Termination. The term of this Agreement shall commence on the date of initial delivery of any Equipment and shall continue until terminated by either party. Either party may terminate this Agreement for any or no cause upon 10 days' written notice to the other; provided however, Bottler may immediately terminate this Agreement upon the failure by Customer to perform or comply with any one or more terms, conditions, or provisions of this Agreement or if Customer is adjudicated insolvent by any court or tribunal or files voluntary petition in bankruptcy or enters into an arrangement with its creditors. In the event of any termination, Customer shall promptly return all Equipment to Bottler, and this Agreement shall survive with respect to any Equipment remaining in the Customer's possession. In the event of default, Bottler shall have the immediate right to exercise any one or more of the following remedies: (w) to terminate the Agreement; (x) to declare the entire amount of any rent immediately due and payable, without notice to or demand of Customer; (y) to take possession of any or all of the Equipment without demand or notice wherever the same may be located, without any court order or other process of law; or (z) to pursue any other remedy at law or in equity. If the Equipment is not made accessible by Customer, then Customer shall pay all costs and expenses relating to the removal of the Equipment. If this Agreement is terminated with respect to any piece of Equipment for any reason prior to one year from the commencement date hereof, then Customer shall pay Bottler all costs and expenses for installation, removal and refurbishment of the Equipment. All rights and remedies provided herein may be exercised exclusively, concurrently, or cumulatively with any other right or remedy hereunder, or as otherwise provided by law.
8. Casters (if applicable). If Customer requests, at any time during the term of this Agreement, that Bottler provide the Equipment equipped with casters, the following provisions shall apply. Customer represents and warrants that the Equipment is required by a governmental authority pursuant to applicable health, safety, sanitary or other applicable codes or ordinances, or the Customer desires the Equipment, to be equipped with casters to permit the efficient and thorough cleaning of the Equipment and surrounding areas. Customer recognizes and acknowledges that the casters provided on the Equipment are not designed or intended to allow for the movement of the Equipment beyond the minimal distances required for cleaning of the immediate area and are not designed for movement from room to room or other similar distances. Customer agrees that it shall not, and shall not permit its employees, agents, or subcontractors to use the casters to move the Equipment beyond the short distances necessary to adequately clean and maintain the Equipment and immediately surrounding areas. Customer agrees not to otherwise move or displace the Equipment from the area in which it was placed by Bottler. Any violation of this section by Customer shall constitute a breach of this Agreement.
9. Miscellaneous. This Agreement shall not be transferred, subleased, or assigned, in whole or in part, by Customer without the prior written consent of Bottler, except that Bottler may assign this Agreement to any affiliate or any U.S. Coca-Cola bottler. This Agreement constitutes the entire agreement between the parties with respect to the Equipment and may be amended only in a writing signed by both parties. To the extent that any of the terms of this Agreement conflict with the terms set forth in any other agreement between the parties (and the effect of such conflict diminishes the rights of Bottler under this Agreement), the terms of this Agreement will control; provided further that removal of any Equipment will not affect the terms of any other agreement between the parties. No modification or waiver shall be enforceable unless in writing and signed by the party against whom enforcement is sought. Bottler shall be entitled to recover from Customer its reasonable attorneys' fees incurred in enforcing this Agreement. Any notices permitted or required by this Agreement will be in writing and mailed by certified mail or hand delivered, addressed to the respective addresses of the parties. The parties hereby waive trial by jury in any matter concerning this Agreement or the Equipment.

EXHIBIT D-2
COCA COLA NORTH AMERICA FOUNTAIN EQUIPMENT LEASE AGREEMENT

1. LEASE AGREEMENT AND TERM. The Coca-Cola Company, through its Coca-Cola North America division, ("Company") hereby leases to the account identified on the attached Sponsorship Agreement ("Lessee") all fountain beverage dispensing equipment provided to Lessee (the "Equipment"), subject to the terms and conditions set forth in this Lease Agreement. Each piece of Equipment is leased commencing on its installation date (the "Commencement Date"). Company may remove any piece of Equipment for any reason upon thirty (30) days prior written notice to Lessee. If this Lease is terminated with respect to any piece of Equipment for any reason, other than Company removing a piece of Equipment without cause under this section, prior to 100 months from the Commencement Date for that piece of Equipment unless Lessee has terminated the Sponsorship Agreement for an uncured breach by Company or unless a concessionaire has assumed the Lease Agreement, Lessee will pay Company the actual cost of removal of that Equipment, as well as the unamortized portion of the costs of (i) installation, (ii) non-aerIALIZED parts (e.g., pumps, racks and regulators) and other ancillary equipment, (iii) remanufacturing, and (iv) standard shipping and handling charges. The terms of this Lease will continue in effect with respect to each piece of Equipment until the Equipment has been removed from Lessee's premises and will survive the expiration or termination of the Sponsorship Agreement. Company agrees that it will not charge Lessee for any removals or reinstallations of equipment removed and relocated due to remodeling on campus if Lessee agrees to store Company's equipment on campus until the equipment can be reinstalled in new locations.

2. TITLE TO THE EQUIPMENT. Title to the Equipment is, and will at all times remain, vested in Company. Lessee will have no right, title, or interest in or to the Equipment, except the right to quiet use of the Equipment in the ordinary course of its business as provided in this Lease. THE PARTIES AGREE, AND LESSEE WARRANTS, THAT THE EQUIPMENT IS, AND WILL AT ALL TIMES REMAIN, PERSONAL PROPERTY OF COMPANY NOTWITHSTANDING THAT THE EQUIPMENT OR ANY PART THEREOF MAY NOW BE, OR HEREAFTER BECOME, IN ANY MANNER AFFIXED OR ATTACHED TO, OR EMBEDDED IN, OR PERMANENTLY RESTING UPON, REAL PROPERTY OR IMPROVEMENTS ON REAL PROPERTY.

3. USE OF EQUIPMENT. Lessee agrees that the Equipment will be used to dispense only Company Beverages.

4. WARRANTY DISCLAIMER: LESSEE ACKNOWLEDGES THAT COMPANY IS NOT A MANUFACTURER OF THE EQUIPMENT AND THAT COMPANY HAS MADE NO REPRESENTATIONS OF ANY NATURE WHATSOEVER PERTAINING TO THE EQUIPMENT OR ITS PERFORMANCE, WHETHER EXPRESS OR IMPLIED, INCLUDING (WITHOUT LIMITATION) ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER WARRANTIES RELATING TO THE DESIGN, CONDITION, QUALITY, CAPACITY, MATERIAL OR WORKMANSHIP OF THE EQUIPMENT OR ITS PERFORMANCE, OR ANY WARRANTY AGAINST INTERFERENCE OR INFRINGEMENT, OR ANY WARRANTY WITH RESPECT TO PATENT RIGHTS, IF ANY, PERTAINING TO THE EQUIPMENT. COMPANY SHALL NOT BE RESPONSIBLE FOR ANY LOSS OF PROFITS, ANY DIRECT, INCIDENTAL OR CONSEQUENTIAL LOSSES, OR DAMAGES OF ANY NATURE WHATSOEVER, RESULTING FROM THE DELIVERY, INSTALLATION, MAINTENANCE, OPERATIONS, SERVICE OR USE OF ANY EQUIPMENT OR OTHERWISE.

5. MAINTENANCE AND REPAIRS. Lessee's sole recourse against Company with respect to service provided by Company or its agents to the Equipment is that Company will correct any defective workmanship at no additional charge to Lessee, provided that Company is given prompt notification of any defective workmanship. Company shall not be otherwise liable for negligent acts or omissions committed in regard to maintenance or repair of the Equipment and Company assumes no responsibility for incidental, consequential or special damages occasioned by such negligent acts or omissions.

6. RISK OF LOSS. All risk of loss, including damage, theft or destruction, to each item of Equipment will be borne by Lessee. No such loss, damage, theft or destruction of Equipment, in whole or in part, will impair the obligations of Lessee under this Lease, all of which will continue in full force and effect.

7. DEFAULT AND REMEDIES. The failure of Lessee to comply with any provision of this Lease, and the failure of Lessee to remedy, cure, or remove such failure within ten (10) days after receipt of written notice thereof from Company shall constitute a "Default." Upon the occurrence of any Default or at any time thereafter, Company may terminate this Lease as to any or all items of Equipment, may enter Lessee's premises and retake possession of the Equipment at Lessee's expense, and will have all other remedies at law or in equity for breach of this Lease.

8. LIQUIDATED DAMAGES. If Lessee is unable or unwilling to return the Equipment to Company in good working order, normal usage wear and tear excepted, at the expiration or termination of the Lease, Lessee shall pay as liquidated damages the total of: (i) the value of Company's residual interest in the Equipment, plus (ii) all tax indemnities associated with the Equipment to which Company would have been entitled if Lessee had fully performed this Lease, plus (iii) costs, interest, and attorneys' fees incurred by Company due to Lessee's violation of Section 2 or its failure to return the Equipment to Company, minus (iv) any proceeds or offset from the release or sale of the Equipment by Company.

9. OTHER TERMS. Lessee acknowledges and agrees to comply with all equipment manufacturers' specifications and product dispensing and preparation instructions and specifications. No failure by Company to exercise and no delay in exercising any of Company's rights hereunder will operate as a waiver thereof; nor shall any single or partial exercise of any right hereunder preclude any other or further exercise thereof or of any other rights. THIS LEASE WILL BE GOVERNED BY THE LAWS OF THE STATE OF Louisiana.

EXHIBIT E
Insurance Requirements

INSURANCE

1. Bottler, consistent with its status as an independent contractor will carry and will cause its subcontractors ("Subcontractors") to carry, at least the following insurance in the form, with companies admitted to do business in the State of Louisiana and having an A.M. Best Rating of A-:VII or better, and in amounts (unless otherwise specified), as University may require:

2. Workers Compensation Insurance with statutory limits, and Employer's Liability Insurance with limits of not less than \$1,000,000.00:

Policies must include (a) Other States Endorsement to include LOUISIANA if business is domiciled outside the State of Louisiana

3. Commercial General Liability Insurance with limits of not less than \$1,000,000.00:

- A. Each Occurrence Limit
- B. Fire Legal Liability
- C. Medical Expenses (any one person)
- D. Personal & Advertising Injury
- E. General Aggregate
- F. Products - Completed Operations Aggregate

Policy will include independent contractor's liability, covering, but not limited to, the liability assumed under the indemnification provision of this contract, fully insuring Bottler's (or Subcontractor's) liability for bodily injury (including death) and property damage.

4. Business Auto Liability Insurance covering all owned, non-owned or hired automobiles, with limits of not less than \$1,000,000 Combined Single Limit Bodily Injury and Property Damage;

5. Umbrella/Excess Liability Insurance with limits of not less than \$2,000,000 per occurrence and aggregate with a deductible of no more than \$10,000, and (i) providing coverage in excess of the coverage's of, and (ii) "following form" subject to the same provisions as, the underlying policies required in Section 11.1.1 Employers Liability Insurance, Section 11.1.2 Commercial General Liability Insurance, and Section 11.1.3 Commercial Auto Liability Insurance; and

6. Third Party Employee Crime Insurance to protect the assets and property of University with limits of not less than \$1,000,000 per claim. Independent contractors insurance will be primary to any insurance carried by The University Louisiana System or any of its Institutions.

7. Bottler will deliver to University:

Evidence satisfactory to University in its sole discretion, evidencing the existence of all insurance after the execution and delivery of this Agreement and prior to the performance or continued performance of any services to be performed by Bottler under this Agreement.

Additional evidence, satisfactory to University in its sole discretion, of the continued existence of all insurance not less than thirty (30) days prior to the expiration of any insurance. Insurance policies, with the exception of Workers' Compensation and Employer's Liability, will be endorsed and name University as an Additional Insured. All policies with the exception of Workers' Compensation and Employer's Liability will be endorsed to provide primary and non-contributory coverage. Bottler will endeavor to provide thirty (30) days' unconditional written notice to University prior to expiration of cancellation or non-renewal.

Bottler will be responsible for providing to University immediate notice of its receipt of a notice of cancellation, termination, material change, or non-renewal relating to any insurance policy required herein. This requirement may be satisfied by providing a copy of the notice received by the Bottler to the University within two business days or by endorsement of the policy to require notice to the University to be provided by the insurer.

Contract Renewals, Multi-Year Contracts

This agreement effective date is _____ through _____, (tentative)

Upon agreement of Southern University and the Contractor, contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions.

Payment Terms

Payment is to be made within thirty (30) days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. Delinquent payment penalties are governed by L.R.S. 39:1695.

Auditors

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of contractor which relate to this contract.

Remedies for Default

Any claim or controversy arising out of this contract shall be resolved by the provisions of Louisiana Revised Statute- R.S. 39:1524 - 1526.

Governing Law

All activities associated with this agreement shall be interpreted under Louisiana Law. All Applications and contracts submitted are subject to provisions of the laws of the State of Louisiana including but not limited to La. R.S. 39:1551-1736 ; purchasing rules and regulations; executive orders; standard terms and conditions; special terms and conditions; and specifications. Venue of any action brought with regard to the contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

Termination for Non-Appropriation of Funds

The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Louisiana legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

Termination of the Contract for Cause

a.) The University may terminate the contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided that the State shall give the Contractor written notice specifying the Contractor's failure.

b.) The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of the contract,

provided that the Contractor shall give the State of Louisiana written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

Termination for Convenience

The University may terminate the Contract at any time by giving thirty(30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

Mutual Indemnification

Each party hereto agrees to indemnify, defend and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

Discrimination Clause

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

Continuing Obligation

Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the contract and debarment from future contracts.

Discriminatory Boycotts of Israel (Executive Order JBE-18-15)

This section applies to procurements with a value of \$100,000 or more and for vendors with five (5) or more employees. Consistent with existing Louisiana non-discrimination provisions and regulations governing purchases executive branch agencies may not execute a procurement contract with a vendor if that vendor is engaging in a boycott of Israel. Further, executive branch agencies shall reserve the right to terminate any procurement contract with a vendor that engages in a boycott of Israel during the term of the contract. Contractor for the duration of its contractual obligations shall refrain from a boycott of Israel.

Taxes

Southern University is exempt from taxes as provided by Louisiana Revised Statute 47:301.
Louisiana Department of Revenue Registration Number 72-6000817.

COOPERATIVE ENDEAVOR AGREEMENT

by and between

SOUTHERN UNIVERSITY SYSTEM FOUNDATION

and

**BOARD OF SUPERVISORS FOR THE
SOUTHERN UNIVERSITY SYSTEM, on behalf of
SOUTHERN UNIVERSITY AND A&M COLLEGE**

The BOARD OF SUPERVISORS FOR THE SOUTHERN UNIVERSITY SYSTEM (the "Board") a public constitutional corporation organized and existing under the laws of the State of Louisiana, represented herein by the President of the Southern University and A&M College and Board Secretary, Dr. Ray L. Belton, acting herein on behalf of **Southern University and A&M College** (the "University") wishes to execute a Cooperative Endeavor Agreement with **Southern University System Foundation ("SUSF")** (the "Corporation") a Louisiana Non-profit corporation represented by its Executive Director, Alfred Harrell, for the purposes of removing old and resurfacing a new track (the "Track") for A. W. Mumford Stadium (the "Stadium") for use in the 2022-2023 Track Season.

WITNESSETH

WHEREAS, the Board is a public Constitutional Corporation organized and existing under the laws of the State of Louisiana and the University is a university under its management pursuant to Louisiana Revised Statutes 17:3216;

WHEREAS, the Track around the Pete Richardson Field at A.W. Mumford Stadium (the "Track") located at the University is in disrepair and the University wishes to renovate it for future use ("the Project");

WHEREAS, the Board, with and on behalf of the University, owns the ground on which the Corporation proposes to execute a Ground Lease to renovate the Track (as defined herein) around the Field for the estimated cost of \$953,000 Dollars;

WHEREAS, the Corporation is a nonprofit corporation organized and existing under the Louisiana Nonprofit Corporation Law (La. R.S. 12:201 *et seq.*), affiliated with the University who wishes to Lease the Track and finance renovations;

WHEREAS, pursuant to La. R.S. 17:3361 through 17:3365, the Board is authorized to lease to a nonprofit entity, such as the Corporation, any portion of the campus or other immovable property of the University for the Corporation;

WHEREAS, the Board desires to proceed in accord with the Cooperative Endeavor Agreement, to lease the Track (as defined herein) to the Corporation for the removal and

resurfacing of the Track around the Field at the University. Upon completion of the Project estimated to be completed in Fall of 2022, the Cooperative Endeavor Agreement will terminate and the property will revert back to the Board;

WHEREAS, the Board and the Corporation have agreed to enter into the Cooperative Endeavor Agreement dated of even date herewith whereby the Board will lease the Leased Property to the Corporation to proceed with the Project for renovation of the Track; and

WHEREAS, the Corporation and the Board have agreed that the Corporation shall replace the surfacing of the Track and make additional upgrades on the Leased Property, as approved by the Board.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, upon execution of the Cooperative Endeavor Agreement the parties hereto agree as follows:

Section 1. Ground Lease; Term of Agreement. The Board hereby leases the Track, with existing improvements to be renovated, to the Corporation, effective as of the Commencement Date of this Cooperative Endeavor Agreement and agrees upon completion of the Project as indicated herein to accept possession of the Leased Property, as renovated.

Section 2. Acknowledgments, Representations and Covenants of the Board. The Board represents and covenants as follows:

(a) The Board has full power and authority to enter into this Agreement, and the transactions contemplated thereby and agrees to perform all of its obligations hereunder.

(b) The Board has been duly authorized to execute and deliver this Agreement and further represents and covenants that this constitutes the valid and binding obligations of the Board and that all requirements have been met and procedures have occurred in order to ensure the enforceability and the Board has complied with all constitutional and other statutory requirements as may be applicable to the Board in the authorization, execution, delivery and performance of this Agreement.

(c) The execution and delivery of this Agreement, and compliance with the provisions hereof and thereof, will not conflict with or constitute on the part of the Board a violation of, breach of, or default under any constitutional provision, statute, law, resolution, bond indenture, or other financing agreement or any other agreement or instrument to which the Board is a party or by which the Board is bound, or any order, rule or regulation of any court or Governmental Authority or body having jurisdiction over the Board or any of its activities or properties with respect to the Facilities; and all consents, approvals or authorizations required of the Board for the consummation of the transactions contemplated hereby have been obtained or timely will be obtained.

(d) The Board simultaneously will enter into a ten year sponsorship agreement with Coca-Cola.

Section 3. Representations and Covenants of the Corporation. The Corporation makes the following representations and covenants:

(a) The Corporation has been validly created under the Louisiana Nonprofit Corporation Law, is currently in good standing under the laws of the State, has been qualified as a federally designated 501(c)(3) organization, has the power to enter into the transactions contemplated by, and to carry out its obligations under this Cooperative Endeavor Agreement. The Corporation is not in breach of or in default under any of the provisions contained in any contract, instrument or agreement to which it is a party or in any other instrument by which it is bound. By proper action of its Agreement, the Corporation has been duly authorized to execute and deliver this Agreement;

(b) The execution and delivery of this Cooperative Endeavor Agreement, and compliance with the provisions thereof and hereof, will not conflict with or constitute on the part of the Corporation a violation of, breach of, or default under any statute, indenture, mortgage, declaration or deed of trust, loan agreement or other bound or any order, rule or regulation of any court or governmental agency or body having jurisdiction over the Corporation or any of its activities or properties; and all consents, approvals and authorizations which are required of the Corporation for the consummation of the transactions contemplated thereby and hereby have been or timely will be obtained;

(c) The Corporation will finance the Project with donations received from its Coca-Cola agreement.

Section 4. Waiver and Disclaimer of Warranties.

(a) The Board acknowledges that the Corporation has not made any representations or warranties as to the suitability or fitness of the Facilities for the needs and purposes of the Board or for any other purpose. The Board affirmatively reserves its rights against all parties except the Corporation in this regard.

(b) The obligations and liabilities of the Corporation undertaken in this Agreement do not give rise to any personal obligation or liability of the officers, directors, members or other persons or entities affiliated with the Corporation.

Section 5. Operation, Alterations, Maintenance, Repair & Replacement.

(a) The Board or the University shall be responsible for procuring and maintaining or cause to be procured or maintained all services necessary or required in order to adequately operate A.W. Mumford Stadium; and

(b) The Board or the University shall be responsible for maintaining the Track and shall make or contract or cause to be made or contracted with a suitable contractor selected in accordance herewith for the making of all alterations, repairs, restorations, and replacements to the Track as needed.

Section 6. Utilities.

(a) All utilities which are used or consumed in or upon or in connection with the removal and resurfacing of the Track and upgrades during the Term, including, without limitation water, gas, electricity, sewerage, garbage, or trash removal, light, power, and other utilities necessary for the operation of the Track ("Utility Service") shall be the responsibility of the Board and/or the University. Payments for Utilities Services provided to the entire Facilities (or to the

common area of the Facilities) under such contract or contracts thereof as the Board or The University may make shall be made by the Board or The University directly to the respective utility companies furnishing such Utility Services.

(b) The Corporation shall have no responsibility to the Board for the quality or availability of Utility Service to the Facilities, or for the cost to procure the Utility Service. The Board shall reimburse the Corporation for all utilities used in the Facilities to the extent such utilities are procured at the expense of the Corporation. The Corporation shall not be in Default under this Agreement or be liable to the Board or any Other Person for direct or consequential damage, or otherwise, for any failure in supply of any Utility Service identified herein.

Section 7. Insurance. A.W. Mumford Stadium is self-insured through the Office of Risk Management, Division of Administration, and State of Louisiana. The Board will insure continuation of that policy.

Section 8. Environmental Compliance. The Board or the University shall operate or cause to be operated the Track in compliance with all Environmental Requirements continuously during the Term, and for such periods of time prior to the Commencement Date and after the Expiration Date, as long as the Board is in possession of the Leased Property, in whole or in part. The Board shall not cause or permit any Hazardous Substance to be brought upon, kept, or used in or about the Facilities, except for such Hazardous Substance as is necessary or useful to the operation of the Facilities.

Section 9. The Corporation's Reservation of Rights. The Corporation hereby reserves all of its rights to recover from the Board for any and all Claims asserted against the Corporation, including Litigation Expenses arising out of or by reason of any injury to or death of any person or damage of property occurring on or about the Facilities occasioned by or growing out of or arising or resulting from any tortious or negligent act on the part of the Board in connection with the Agreement, the operation and management of the Leased Property.

Section 10. Severability. If any provisions of this Agreement shall be invalid inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all jurisdictions, or in all cases because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained invalid, inoperative or unenforceable, to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses or Sections contained in this Agreement shall not affect the remaining portions of this Agreement, or any part thereof.

Section 11. Execution. This Agreement may be simultaneously executed in any number of counterparts, each of which when so executed shall be deemed to be an original, and all of which together shall constitute one and the same Agreement.

Section 12. Law Governing. This Agreement is made in the State of Louisiana under the Constitution and laws of the State of Louisiana and is to be governed by the laws of the State of Louisiana.

Section 13. No Construction Against Drafting Party. The Corporation and the Board

acknowledge that each of them and their counsel have had an opportunity to review this Agreement and that each Party was responsible for the drafting thereof.

Section 14. Time of the Essence. Time is of the essence of each and every provision of this Agreement.

Section 15. Written Amendment Required. No amendment, alteration, modification of, or addition to the Agreement will be valid or binding unless expressed in writing and signed by the Corporation and the Board.

Section 16. Entire Agreement. This Agreement and the exhibits and addenda, if any, contain the entire agreement between the Corporation and the Board. No promises or representation, except as contained in this Agreement, have been made to the Board respecting the condition or the manner of operating the Facilities.

Section 17. Signs. The Board or the University may attach any sign on any part of A.W. Mumford Stadium, or in the halls, lobbies, windows, or elevator banks within the Stadium, without the Corporation's approval. The Board may name the Field/Track and change the name, number, or designation of the Field/Track, without the Corporation's prior consent.

Section 18. Binding Effect. The covenants, conditions, and agreements contained in this Agreement will bind and inure to the benefit of the Corporation and the Board and their respective permitted assigns.

Section 19. Rules of Interpretation. The following rules shall apply to the construction of this Agreement unless the context requires otherwise: (a) the singular includes the plural and the plural includes the singular; (b) words importing any gender include the other genders; (c) references to statutes are to be construed as including all statutory provisions consolidating, amending or replacing the statute to which reference is made and all regulations promulgated pursuant to such statutes; (d) references to "writing" include printing, photocopy, typing, lithography and other means of reproducing words in a tangible visible form; (e) the words "including," "includes" and "include" shall be deemed to be followed by words "without limitation;" (f) references to the introductory paragraph, preliminary statements, articles, sections (or subdivision of sections), exhibits, appendices, annexes or schedules are to those of this Agreement unless otherwise indicated; (g) references to agreements and other contractual instruments shall be deemed to include all subsequent amendments and other modifications to such instruments; (h) references to Persons include their respective successors and assigns to the extent successors or assigns are permitted or not prohibited by the terms of this Facilities Agreement; (i) any accounting term not otherwise defined has the meaning assigned to it in accordance with generally accepted accounting principles; (j) "or" is not exclusive; (k) provisions apply to successive events and transactions; (l) references to documents or agreements which have been terminated or released or which have expired shall be of no force and effect after such termination, release, or expiration; (m) references to mail shall be deemed to refer to first-class mail, postage prepaid, unless another type of mail is specified; (n) all references to time shall be to Baton Rouge, Louisiana time; (o) references to specific persons, positions, or officers shall include those who or which succeed to or perform their respective functions, duties, or responsibilities; and (p) the terms "herein," "hereunder," "hereby," "hereof," and any similar terms refer to this Agreement as a whole and not to any particular articles, section or subdivision hereof.

Section 20. Relationship of Parties. The relationship of the Parties shall not be considered a partnership, joint venture, license arrangement or unincorporated association. The Corporation is not controlled by the Board or under the control of any Person also in control of the Board.

Section 21. Law Between the Parties. This Agreement shall constitute the law between the Parties, and if any provision of this Agreement is in conflict with the provisions of "Title IX – Of Lease" of the Louisiana Civil Code, Articles 2669 through 2777, inclusive, the provisions of this Agreement shall control.

Section 22. Notices. All notices, filings and other communications ("*Notice*") shall be in writing and shall be sufficiently given and served upon the other party if delivered by hand directly to the persons at the addresses set forth below, or shall be sent by first class mail, postage prepaid, addressed as follows:

The Corporation:	Southern University System Foundation, Inc. 598 Harding Blvd. Baton Rouge, LA 70807 Attention: Executive Director
The Board:	Board of Supervisors for the Southern University System J.S. Clark Administration Building, 4 th Floor Baton Rouge, Louisiana 70813 Attention: Chairperson
The University:	Southern University A&M College J.S. Clark Administration Building, 4 th Floor Baton Rouge, LA 70813 Attention: General Counsel

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IN WITNESS WHEREOF, the undersigned representatives have signed this Cooperative Endeavor Agreement on behalf of the Board of Supervisors for the University of Louisiana System and the Corporation on the _ day of _, 2022.

BOARD OF SUPERVISORS FOR
THE SOUTHERN UNIVERSITY
SYSTEM

By: _____

Dr. Ray L. Belton, President-Chancellor
Southern University System
Board Secretary

WITNESSES:

SOUTHERN UNIVERSITY SYSTEM
FOUNDATION

By: _____

Alfred Harrell, Executive Director

WITNESSES:

STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE

BE IT KNOWN, that on this ____ day of ____, 2022, before me, the undersigned authority, duly commissioned, qualified and sworn within and for the State and Parish aforesaid, personally came and appeared:

Ray L. Belton

to me known to be the identical person who executed the above and foregoing instrument, who declared and acknowledged to me, Notary, in the presence of the undersigned competent witnesses, that he is the duly appointed Secretary of the Board of Supervisors for the Southern University System (the "*Board*"), that the aforesaid instrument was signed by him, on this date, on behalf of the Board and that the above named person acknowledges said instrument to be the free act and deed of the Board.

WITNESSES:



Dr. Ray L. Belton, President-Chancellor
Southern University System
Board Secretary

NOTARY PUBLIC

Print Name: _____

Notary ID # _____

My Commission expires: _____

STATE OF LOUISIANA

PARISH OF

BE IT KNOWN, that on this ____ day of _____, 2022, before me, the undersigned authority, duly commissioned, qualified and sworn within and for the State and Parish aforesaid, personally came and appeared:

Alfred Harrell

to me known to be the identical person who executed the above and foregoing instrument, who declared and acknowledged to me, Notary, in the presence of the undersigned competent witnesses, that he is the duly appointed Board Representative of Southern University System Foundation (the "*Corporation*"), that the aforesaid instrument was signed by him, on this date, on behalf of the Board and that the above named person acknowledges said instrument to be the free act and deed of the Corporation.

WITNESSES:

Alfred Harrell, CEO
Southern University System Foundation

NOTARY PUBLIC

Print Name: _____

Notary ID # _____

My Commission is for Life



Southern University and A&M College System

J.S. Clark Administration Building

4th Floor

Baton Rouge, Louisiana 70813

Office of The
President-Chancellor
(225) 771-4680

Fax Number
(225) 771-5522

June 22, 2022

Southern University Board of Supervisors
J.S. Clark Administration Building
4th Floor
Baton Rouge, LA. 70813

Re: *Request for approval of resolution between Louisiana Energy Partners (LAEP) and
Southern University and A&M College Baton Rouge landmass*

Dear Honorable Board Members:

During the October 2020 Board of Supervisors meeting, you authorized myself, along with legal counsel, to negotiate an agreement for thermal energy services and when appropriate, and with the Chairman's concurrence, authority to execute an agreement for thermal services. On behalf of Southern University and A&M College Baton Rouge landmass, I am requesting that the Board approve a formal resolution memorializing its decision during the October 2020 Board meeting.

The resolution is needed in order to lock-in funding for the endeavor, if the terms can be agreed upon. It is for these reasons that I request the Board's approval of the resolution to memorialize previous authority to execute an agreement for thermal services.

Sincerely,

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

RESOLUTION
BY THE BOARD OF SUPERVISORS OF THE SOUTHERN UNIVERSITY
SYSTEM AUTHORIZING KEY PERSONNEL TO NEGOTIATE AND EXECUTE THERMAL
ENERGY CONTRACT

WHEREAS, the Board of Supervisors of the Southern University System (the “Board”) has the responsibility and authority to manage and direct the affairs of Southern University and A&M College (the “University”); and

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that “for a public purpose, the state and its political subdivisions may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual”;

WHEREAS, University issued a request for proposal (“RFP”) for energy services and accepted the proposal from Louisiana Energy Partners (“LAEP”), but never formalized an agreement;

WHEREAS, the Division of Administration (“DOA”) executed a Cooperative Endeavor Agreement (“CEA”) with LAEP for energy services that included an opt-in provision for other state-owned buildings;

WHEREAS, the University has been performing its due diligence in determining which agreement would best fulfill the University’s thermal service needs; and

WHEREAS, during the October 2020 Board of Supervisors meeting, the Board authorized President-Chancellor Belton with legal counsel to negotiate an agreement for thermal energy services and when appropriate, and with the Chairman’s concurrence, authority to execute an agreement for thermal services.

THEREFORE, BE IT RESOLVED, by the Board as follows:

The University, acting through its President-Chancellor and legal counsel is hereby authorized to continue negotiations for a thermal service contract, and when appropriate, and with the Chairman’s concurrence, execute an agreement for thermal services.

CERTIFICATE

I, Secretary of the Board of Supervisors of Southern University System, hereby certify that the foregoing Resolution was adopted by the Board, at its regular meeting on the 20th day of May, 2022, such Resolution has not been rescinded or modified, and is still in full force and effect.

Baton Rouge, East Baton Rouge Parish, Louisiana, this ____ day of _____, 2022.

Dr. Ray L. Belton, Secretary
Board of Supervisors of Southern University System



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



Office Of The Chancellor

June 8, 2022

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

RE: Dr. Ray L. Belton "Pathway Forward" Two-Year Workforce Endowed Scholarship

Dear Dr. Belton:

It gives me great pleasure to establish the **Dr. Ray L. Belton Two-Year Workforce Endowed Scholarship**, a need-based scholarship designed to provide financial assistance, improve access to a quality education, and remove financial barriers to entry for students interested in attending Southern University at Shreveport.

Currently, we have raised a total of \$50,000.00 to support the scholarship fund. The goal is to raise \$100,000.00 in the next two years to leverage the solicitation of corporate, foundation and Louisiana Board of Regents funds.

Your approval and that of the Southern University System Board of Supervisors at the upcoming June Board Meeting is appreciated.

Respectfully submitted,

Vladimir A. Appeaning, Ph.D.
Interim Chancellor and SU Vice President

Approved:

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

Date:

Attachments: Scholarship Criteria and Application Process

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

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

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

www.SUSLA.EDU

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Tuesday W. Mahoney, Fine Arts Building, Room C14, (318) 670-9201. Section 504 Coordinator: Dr. Anjelica Hart, NCR Building, Room 125, (318) 670-9367.



TO: Dr. Vladimir A. Appeaning, Interim Chancellor

FROM: Mr. Frank Williams, Jr. CEO, Southern University Shreveport Foundation *[Signature]*
Mrs. Stephanie Rogers, Chief Advancement Officer, Southern University at Shreveport *[Signature]*

DATE: JUNE 8, 2022

SUBJECT: LASTING TRIBUTE TO DR. RAY L. BELTON FROM SOUTHERN UNIVERSITY AT SHREVEPORT: \$50,000 Dr. Ray L. Belton "Pathway Forward" Two-Year Workforce Endowed Scholarship

NAME OF FUND: Dr. Ray L. Belton "Pathway Forward" Two-Year Workforce Endowed Scholarship

GOAL: To provide financial assistance that will provide access by removing financial barriers that threaten a student's ability to enter or continue their path to higher education at Southern University at Shreveport.

CRITERIA: Student must be enrolled at the full-time level and in need of assistance which, is not covered by Financial Aid. Student must be enrolled in a major designated by Louisiana Board of Regents as a Two-Year Workforce High-Demand Career Field. Student must possess a 2.5 GPA minimum and must not be on academic probation. Student must be a Louisiana resident with current I.D.

MAJOR: Any academic major designated by Louisiana Board of Regents as a Two-Year Workforce High-Demand Career Field that is offered at Southern University at Shreveport.

AWARD AMOUNT: \$500 - \$1,000 (based on need)

NUMBER OF AWARDS: FOUR at \$500 each OR
TWO at \$1,000 each

AWARD PERIODS MARCH 10 (for fall enrollment) NOVEMBER 10 (for spring enrollment) Beginning in spring 2024.

APPLICATION PROCESS, REVIEW, APPROVAL PROCESS:

- This award would be housed in the Office of Financial Aid and Scholarships with special designation for approval from the Office of the Chancellor, Dr. Vladimir A. Appeaning, Interim Chancellor
- Applications and required supporting documentation should be submitted to the Office of Financial Aid prior to the deadline (see above)
 - o Applications should include: application form, transcripts, current I.D. verifying residency, three letters of support from instructors/teacher (one each) or employer, esteemed member of community (i.e. minister) if first-time college student.
 - o Special circumstances surrounding the need should be clearly stated on application.
- Financial Aid and Scholarships Coordinator will review all applications for eligibility.
- Eligible applications will be forwarded to the Office of the Chancellor for review/approval.
- Recipients will be notified by the Office of Financial Aid regarding decision.

FUNDING SOURCE TO ESTABLISH, MAINTAIN AWARD

CONTRIBUTOR	AMOUNT	FREQUENCY	TOTAL
SU Shreveport Foundation	\$10,000	Initial Gift	\$10,000
SUSLA Advancement Office (General Scholarships gifts raised)	\$10,000	Initial Gift	\$20,000
SUSLA T-III Endowment Funds	\$10,000	Initial Gift	\$30,000
LA Board of Regents Match	\$20,000	Jan - Feb. 1, 2023 (application due)	\$50,000



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 13, 2022

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

RE: Memorandum of Understanding between Southern University Law Center and Baton Rouge Community College

Dear Dr. Belton:

Southern University Law Center (SULC) and Zinpro Corporation wish to enter a memorandum of understanding to work together on mutually beneficial programs and projects designed to educate, engage, and otherwise empower SULC students and SULC Alumni concerning opportunities connected to the network of the Heirs Property Initiative.

Zinpro Corporation has committed to providing \$25,000 to the Heirs Property Initiative to provide legal services to individuals for wills and successions.

SULC, through its Office of Innovation and Strategic Partnerships and Initiatives, will work to help the community to alleviate the cost barriers associated with the transmission of property.

I hereby request that this proposed MOU is presented for approval to the Southern University System Board of Supervisors at its June 2022, board meeting. If you have any questions, please feel free to contact me.

Sincerely,

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN SOUTHERN UNIVERSITY LAW CENTER AND
ZINPRO CORPORATION**

This Memorandum of Understanding (this "MOU") is made and entered into by and between Zinpro Corporation, having an address at 10400 Vikings Dr. Suite 240, Eden Prairie, Minnesota, 55344, and Southern University Law Center ("SULC"), whose address is 2 Roosevelt Steptoe Drive, P.O. Box 9294, Baton Rouge, Louisiana 70813. SULC and Zinpro Corporation may each be referred to individually as a "Party", or collectively, as "Parties" hereinafter. Each Party shall be deemed to include any of its subsidiaries, affiliates, officers, directors, employees, agents, representatives, and advisors.

WHEREAS, the Parties are interested in working together on mutually beneficial programs and projects designed to educate, engage, and otherwise empower SULC students and SULC Alumni concerning opportunities connected to the network of the Heirs Property Initiative;

WHEREAS, the Parties each have potential access to resources and opportunities that can prove beneficial in aiding efforts to achieve the aforementioned interests and objectives;

WHEREAS, in connection with ongoing discussions concerning opportunities to collaborate on programming and other initiatives consistent with the stated mission and goals of the Parties, the Parties desire to articulate certain parameters of their initial relationship framework.

NOW THEREFORE, the above recitals are hereby incorporated into the body of this MOU by reference, and in consideration of the foregoing and for the mutual understandings herein contained or as may be later clarified, the Parties agree as follows:

1. **Purpose.** The purpose of this MOU is to outline the general parameters of the collaborative working relationship being established between the relating to the Heirs Property Initiative.
2. **Contributions of SULC.**
SULC will use its best efforts to ensure the allocations of the funds to the Heir Property Initiative and keeping Zinpro Corporation abreast of the initiative within one year of this agreement.
3. **Contributions of Zinpro Corporation.**
Zinpro Corporation will use its best efforts to support the best interest of the Heirs Property Initiative by the financial support and other support deemed applicable.
4. **Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the Parties to this MOU and shall remain in full force and effect for not longer than one (1) year unless otherwise agreed to in writing by all Parties. This MOU may be terminated, without cause, by either Party upon thirty (30) days

written notice, which notice shall be delivered by hand, electronic mail, or by certified mail to the official business addresses listed above.

5. Other Terms

It is mutually understood, and agreed between the Parties that:

- A. Each Party takes legal and financial responsibility for the actions of its respective employees, officers, agents, representatives and volunteers ("Representatives"). Each Party agrees to indemnify, defend and hold harmless the other to the fullest extent permitted by law from and against any and all demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney's fees, arising out of or resulting from the indemnifying Party's acts or omissions (or the acts or omissions of its Representatives) related to its participation under this MOU and each Party shall bear the proportionate cost of any damages attributable to the fault of such Party and its Representatives. It is the intention of the Parties that, where fault is determined to have been contributory, principles of comparative fault will be applied.
- B. SULC and Zinpro Corporation hereby agree to use their best efforts to ensure the success of this MOU. This MOU will become effective once it is approved by the Southern University System Board of Supervisors.

6. General Provisions.

- A. **Amendments.** Either Party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the Parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all Parties to this MOU.
- D. **Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Louisiana. The courts of the State of Louisiana shall have jurisdiction over any action arising out of this MOU and over the Parties.
- C. **Entirety of Agreement.** This MOU represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- D. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of this MOU shall continue in full force and effect, and either Party may renegotiate the terms affected by the severance.
- E. **Sovereign Immunity.** The Parties and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all

immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

- F. **Third Party Beneficiary Rights.** The Parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the Parties to this MOU and shall inure solely to the benefit of the Parties to this MOU. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. The Parties to this MOU intend and expressly agree that only Parties' signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a Party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.
- G. This MOU may be signed in any number of counterparts, each of which will be deemed to be an original for all purposes and all counterparts when taken together (copies or originals of each or any in any combination) will constitute one and the same original MOU.

In witness whereof, the Parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

Zinpro Corporation

Southern University Law Center

LaToya Burrell, General Counsel Date

Chancellor John K. Pierre Date

MEMORANDUM OF UNDERSTANDING

Between

Southern University and A&M College

Baton Rouge, Louisiana, USA

and

EAST BATON ROUGE PARISH SCHOOL SYSTEM

Baton Rouge, Louisiana, USA

PARTIES

Southern University and Agricultural & Mechanical College, hereinafter referred to as “SU”, and East Baton Rouge Parish School System, hereinafter referred to as “EBRPSS”, enter into the following terms of this Memorandum of Understanding (MOU) with respect to implementing a Southern University Teacher Academy using the Focus Choice Schools concept to serve students interested in a career in teacher education.

Focus Choice Early College Schools is a model concentrating on implementing choice schools that are innovative and provide a stimulating and challenging curriculum while capitalizing on integrating a postsecondary partnership. The centralized goal of this school is to increase the number of students who want to be a teacher and pursue a degree in education. The program will provide opportunities for middle to high school students (6th-12th grade) to earn college credits focused on teaching and learning during the years in the SU Teacher Academy. The purpose of this plan is to provide innovative programs, and enhanced opportunities to systematically implement a teacher themed-based program for students interested in becoming a teacher. Programs are aligned with the district’s Strategic Plan to increase available seats, add, or enhance innovative programs, promote systemic recruitment strategies and to increase seats at schools with capacity. In alignment with the Pathways to Bright Futures academic programming design, Focus Choice Schools specialized programs will provide students with the opportunity to participate in dual enrollment programs that will allow them to graduate from high school with an Associate of Science in Teaching degree with a partner institution.

Rationale: The United States Secretary of Education, Miguel Cardona, has placed a special focus on increasing the number of teachers choosing education, especially after the devastating effects of the pandemic. By creating base models to encourage students to enter the teaching field, the trend that has impacted school districts, especially in Louisiana, will hopefully stabilize in the next five years. To that point, the East Baton Rouge Parish School System (EBRPSS) will develop

a program jointly with the Southern University (SU) System to establish a Teacher Academy at Southern University for students in 6-12 grades. School System teachers serve as “teachers-on-record” with SU professors to promote, prepare and guide prospective teacher candidates. The program will design to nurture and provide support during a variety of pre-student teaching field experiences as well as during student teaching. SU teacher candidates taking these courses also assist classroom teachers by tutoring students and helping design thematic workstations.

PURPOSE AND SCOPE

Creating and implementing sustainable partnerships has always been a focus of the EBRPSS with a vision that promotes specialized and resilient collaborations with applied research and postsecondary institutions. Consequently, the aforementioned parties will engage in collective activities to create and implement a dynamic, career-focused dedicated focus choice school to advance education and research needed to confront the lack of teachers which is a challenge in Louisiana.

Recognizing true partnerships constitute mutual, meaningful and collaborative relationships, the School of Education at Southern University will play a key role in addressing the current and future needs of career pathways in teacher education. As a PK-12 learning institution, EBRPSS will create and implement a dedicated focus choice school for teacher candidates in grades 6-12, starting with grade six through ninth in the 2023-2024 school year and adding one grade per year thereafter. The partnership SU will provide EBRPSS with specialized knowledge, resources and assistance to develop a rigorous, project-based teacher academy model designed to engage students in a career in a teaching field. Students will be given the tools that they need to be successful in a college-level teacher education program with a focus on the knowledge, skills and dispositions needed to become an effective teacher.

The ultimate goal of the program is to develop and implement an instructional model that increases student awareness of the teaching profession, and expand the pipeline of potential future teachers and researchers for educator preparation, academia, and the government who are knowledgeable about the teaching and learning challenges in Louisiana.

MUTUAL INTEREST OF THE PARTIES

This project is of mutual interest to the parties. Driven by a common desire to provide the gold standard of education, both EBRPSS and SUBR are committed to preparing tomorrow's leaders, scientists, researchers, and teachers for challenging careers that impact and require knowledge of the teaching profession.

Each party recognizes that success will be achieved through a close, collaborative working relationship among the partners, and progress will be driven through collaboration, teamwork, and accountability at all levels. The parties share a common commitment to student success, understanding that students' self-confidence will be a critical element of success. The parties also acknowledge that having teachers trained on the curriculum and in leadership development are also essential components of the project's success. The parties are committed to measuring and analyzing the program results and continually updating best practices.

Additionally, the parties share similar visions and missions. EBRPSS' vision is to be a premier educational institution and the cornerstone of the community by inspiring, cultivating, and producing a modern workforce prepared to create a robust and thriving economy. EBRPSS has a mission of inspiring humanity through transformational learning in the classroom and in the community.

Southern University's Mission

The mission of Southern University and A&M College, an Historically Black, 1890 land-grant institution, in Baton Rouge, Louisiana, is to provide a student-focused teaching and learning environment that creates global leadership opportunities for a diverse student population where

teaching, research, service, scholarly and creative expectations for students and faculty are achieved through the bachelor's, master's, and doctoral programs offered at the institution via different instructional modalities and via public service.

The School of Education Vision

The School of Education prepares diverse professionals who foster learning by utilizing technology and best practices in diverse educational and clinical environments.

GUIDING PHILOSOPHY

According to an article published in The Advocate, Louisiana like much of the nation, is facing a teacher shortage that has expanded from math, science, and special education to include virtually all subjects. The state has the fifth highest rate of uncertified teachers in the nation. According to research, increasing the average years of teacher experience and the percentage of teachers who are certified may improve the effectiveness of Louisiana's teaching workforce and consequently improve the quality of the education that students in the state receives. Through a unique partnership between the EBRSS and SU, students in grades 6-12, starting with grade six through nine in the academic year 2023-2024 and adding a grade per year thereafter, will receive educator preparedness through the lens of highly qualified teachers in Louisiana.

Effective August 2023, EBRSS students will have the opportunity to participate in a focus choice model that prepares students for careers in teacher education. These jobs range from elementary education with a concentration in special education (1-5), middle school education with a concentration in special education (4-8), secondary education (7-12) with a concentration math, biology, chemistry, general science, social studies, English, K-12 music (vocal & instrumental) and a host of other opportunities. Using real-world experiences, students will apply their knowledge of the teaching profession to address various challenges in urban settings.

The curriculum and study pathways will be based on the Louisiana scope and sequence of the curriculum in grades 6-12 and will include end-of-year culminating opportunities for students to present their work in a presentation format in preparation for a poster symposium. These

opportunities will allow students to apply their classroom knowledge to real-life scenarios. At the end of the student's senior year, students will summarize their research project into a single poster and present it in a poster symposium judged by subject matter experts. Through these processes, students acquire communication, organization, preparation, public speaking, and time management skills in addition to increasing their knowledge of content specific areas.

Throughout this program, students learn concepts, evaluate data, and make decisions based on their observations and knowledge gained through the curriculum.

APPENDIX

Focus Choice Early College Schools

Implementation Year: August 2023

Grades: 6-12

Pre-planning Team: Although the focus choice model is fostered by a steering committee, the initial planning committee is designed to quickly and efficiently implement a framework that may require board approval. Therefore, the pre-planning team is comprised of educators from the East Baton Rouge Parish School System and, which includes Dr. Sito Narcisse, Ms. Theresa Porter, Ms. Caron Smith and Ms. Amanda Fandal and from Southern University, Dr. Verjanis Peoples, and Dr. Emily Jackson-Osagie.

Student Enrollment: To build sustainable capacity, the goal of the program is to enroll 75 students per grade level in 6th through 9th grades, and enroll additional students based on seats available in other grades as students matriculate after the inaugural year. The initial cohort is designed to ensure that behavioral and academic expectations are embedded culturally in the program.

Admissions Requirements-Students must be on grade level to enter the program and must maintain a grade point average of 2.5 to remain in the program.

Facilities: Students enrolled in the program will primarily attend classes on Southern University's campus, in a building that will be determined. The partnership will also include students participating off-campus in opportunities such as visits to classrooms, field experiences and observations, as appropriate and agreed upon between EBRPSS and Southern University.

RESPONSIBILITIES OF THE PARTIES

Joint Activities

1. Establish an Governance Committee consisting of representatives from EBRPSS, Southern University, the Community and member of the Alumni. The Committee will be comprised to reflect the following configurations:

- a. EBRPSS- Executive Director of Innovation, Director of Focus Choice and the regional Executive Director
 - b. Industry-Appointed
 - c. Community-Appointed
 - d. Alumni-Appointed
2. Develop marketing materials for the recruitment of potential students into this program, retention of existing students, and recognition of EBRPSS and SU as educational leaders about the Teaching Academy.
3. Establish a committee that designs and continually updates curriculum to support the disciplines outlined in the Guiding Philosophies, including but not limited to, the design and development of a research-based model program focusing on Teaching Academy.
4. Establish an internship committee, chaired by a paid internship coordinator, that identifies grade-specific opportunities for the students, including job shadowing and partnerships.
5. Develop and implement a professional development plan for EBRPSS teachers to increase knowledge and confidence in the curriculum.

EBRPSS

EBRPSS agrees to perform the following activities and provide the following resources in support of this focus choice school:

1. Implement a program for students in grades 6-12, beginning with grade 6 for the 2023-2024 school year and adding a grade each year thereafter,
2. Ensure that a systemic pathway into the teaching academy is promoted.
3. Provide advanced coursework opportunities for students enrolled in grades 9-12
4. Allocate resources for appropriate specialized instructional materials, as necessary
5. Provide staff with appropriate professional development training for success with this curriculum
6. Create and implement an action plan to ensure that the individualized needs of students are met.
7. Create opportunities for service learning projects for students enrolled in this school
8. Prepare students for internship opportunities.
9. Special consideration will be given to students who meet school criteria and whose parents are affiliated with programs that apply.

Southern University

Southern University agrees to perform the following activities and provide the following resources in support of the focus choice school:

- Assign one or more subject-matter expert(s) to be on call to assist with specialized instruction
- Provide curriculum and professional development support for teachers including but not limited to hosting a summer teaching institute for teachers of grades 6-12
- Create opportunities for grade-appropriate service learning projects, mentorships, and internships for students in the focus choice school

- Admit students who graduate from this program with a GPA of 2.5 or higher to SUBR.
- Create a pathway for high school graduates that certifies students as job-ready, with specialized knowledge of the teaching profession.
- Assign student teachers to this focus choice school to prepare, plan, and teach lessons on their own
- Support EBRPSS to ensure that students who graduate from the academy are prepared to enter a post-secondary teaching program.

CONTACTS

The contacts of each party to this Agreement are:

EBRPSS

Caron Smith
Chief of Staff
1050 South Foster Drive
Baton Rouge, LA 70806
225-922-5618
Csmith1@ebschools.org

SU

Verjanis Peoples
Professor & Dean

Emily Jackson-Osagie
Assistant Professor
801 Harding Boulevard
Baton Rouge, LA 70807

Term

This **MOU** shall be for the initial term of five (5) years, beginning on the effective date of January 2023.

The program will begin during the 2023-2024 school year and will continue through the mutual benefit of both institutions.

CANCELLATION FOR CONFLICT OF INTEREST

This **MOU** may be canceled pursuant to Louisiana Statutue Annotated LSA-R.S. 42:1101, et seq., the pertinent provisions of which are fully incorporated herein by reference.

Termination of Agreement

Either party may terminate this agreement at any time without cause. Both **Parties** agree that termination of this **MOU** requires (90) ninety days written notice to the other.

- I. **Severance and Savings.** If any paragraph contained in this **MOU** is hereafter construed to be invalid or unenforceable, the same shall not affect the remainder of this **MOU**, which shall be given full force and effect without regard to the invalid portion. Additionally, if any covenant is adjudicated to be invalid, illegal or unenforceable in any one jurisdiction or state, this section shall be deemed to be amended to delete from the portion thus adjudicated to be invalid, illegal, or unenforceable, such deletion or reformation to apply only with respect to the operation of this section within the particular jurisdiction in which adjudication is made.
- II. **Capacity.** Each Party declares this **MOU** is made and executed by and of its own free will and that it knows and understands all of the facts and rights in connection herewith, either upon the same having been explained by its counsel or having the opportunity to discuss with its counsel, and that it has not been influenced or induced to enter this **MOU**.
- III. **Entire Agreement.** This **MOU** constitutes the entire agreement and understanding between the **Parties** with respect to the subject matter hereof. This **MOU** replaces in full any prior contracts, agreements and/or understandings of the **Parties**, and any and all such prior contracts, agreements and understandings are hereby rescinded by mutual agreement of the **Parties**. This **MOU** may be modified, varied, or amended only by a written instrument signed by both **Parties**.
- IV. **Default.** In the event it is necessary to enforce any of the terms of this **MOU** by litigation, the Party found to be in default of this **MOU** shall be responsible to the other Party for payment of all reasonable attorney's fees, court costs, and other expenses incurred in connection with such litigation or in connection with the violation of this **MOU**. However, before any legal expenses are incurred, both **Parties** agree to an arbitration process with a mutually acceptable third party.
- V. **Indemnification.** Both **Parties** agree that they shall indemnify, defend and hold harmless the other, and its respective Board members, employees, agents, officers, and officials from and against liabilities, losses, penalties, damages, and expenses, including costs and attorney fees, arising out of all claims, liens damages, obligations, actions, suits, judgments or settlements, or causes of action, of every kind, nature, and character arising or alleged to arise out of the negligence, acts, or omissions of the Agency, its officials, agents and employees and subcontractors in the performance of this Agreement.
- VI. **Insurance.** Each Party shall secure and maintain adequate insurance coverage.
- VII. **Binding Effect.** This **MOU** shall be interpreted in accordance with the laws of the State of Louisiana and shall be binding upon the **Parties** hereto, their successors and assigns, provided that neither this **MOU** nor any of its obligations hereunder shall be assignable by either Party without the prior written consent of the other Party.

NON-ASSIGNABILITY

Neither Party listed herein may assign any right or delegate a duty or responsibility under this MOU without the prior written consent of the other Party.

COMPLIANCE WITH NON-DISCRIMINATION LAWS

The East Baton Rouge Parish School System and all of its entities (including Career and Technical Education Programs) does not discriminate on the basis of age, race, religion, national origin, disability or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794).

NOTICES

All notices, requests for payment, or other correspondence between the Parties regarding this MOU shall be mailed United States postage prepaid or delivered personally to the respective contacts listed above.

FERPA

To the extent that Company may obtain information or records that could be considered a part of a Student's Educational Record, Company agrees to collaborate with School to fully comply with the Family Education Rights and Privacy Act, as amended (FERPA). Any protected educational records obtained/retained by Company will not be redistributed to any third-party without consent of the Student.

OTHER PROVISIONS

Should disagreement(s) arise on the interpretation of the provisions of this Agreement, or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other party for consideration. If agreement on interpretation is not reached within thirty days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution.

Specific joint program initiatives not covered in this Agreement may be presented as addenda to this document, contingent on approval by both parties.

SIGNATURES**EAST BATON ROUGE PARISH SCHOOL BOARD**

By: _____
David Tatman, President, EBRPSS

Date

SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

Dean, Southern University- College of Education

Date

Vice Chancellor and Provost, Southern University and A&M College

Date

President and Chancellor, Southern University System

Date



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING
4TH FLOOR
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE
PRESIDENT - CHANCELLOR
(225) 771-4680

FAX NUMBER
(225) 771-5522

June 21, 2022

Attorney Edwin Shorty, Chairman
Southern University System Board of Supervisors
J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, LA 70813

Re: Request for Approval of Multi-year Contract for Instructure's Canvas Learning Management System

Dear Chairman Shorty,

In keeping with our collective priority of ensuring a more resilient Southern University System in this post pandemic environment, I am pleased to request approval of the multi-year contract between the Southern University System and Instructure for the Canvas Learning Management System. Canvas is the North American market leader among higher education institutions. This request for adoption of Canvas is based on the recommendation from the SUS Learning Management System Review Team after an exhaustive and comprehensive sixteen-month review. A diverse LMS Review Team coordinated a review process that was inclusive, transparent, and comprehensive. It conducted campus surveys, hosted public information sessions for each campus, hosted LMS vendor demonstrations for the campuses, coordinated vendor technical reviews with the Division of Information Technology, and evaluated the vendors based on established objective criteria. The full Summary Report of the Review and the Frequently Asked Questions are available separately.

The benefits of transitioning to Canvas from Moodle are numerous and several are outlined briefly here. The adoption of Canvas is aligned with the SUS Strategic Plan and facilitates achievement of individual campuses strategic goals. Chiefly among proven benefits to our front-end users are its ability to dramatically improve the teaching and learning experience, unparalleled resolute 24/7 US-based technical support, the highest rated mobile application, and real time access to data analytics to assess outcomes achievement to improve retention. From the back-end user perspective, "white-glove" course migration to eliminate instructional disruption for faculty, multiple modalities for continuous training for faculty, students and staff, and improved operational efficiencies through better automation with the SIS. The additional technical reasons related to continuity of service, security, and data preservation that support this transition to Canvas are:

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- Instructional and business continuity: Canvas is a true cloud-native learning platform spread across availability zones and geographic regions to ensure that failure at a single data center does not stop service.
- Automated adjustment during peak usage: Canvas is auto-provisioned for consistent, peak performance to detect usage spikes as they happen and immediately spin up additional servers to provide optimal use even during periods of high demand and peak load.
- Data preservation: Canvas institutions' data is backed-up both in near-real-time in multiple distinct locations, and additionally on periodic schedules (e.g., daily, weekly, and monthly). The near-real-time backup happens automatically, meaning that there are always up-to-date copies of an institution's data. Canvas is also self-healing across multiple geographic locations.
- Disaster recovery and redundancy: Canvas provides the best available system of data redundancy and disaster recovery.

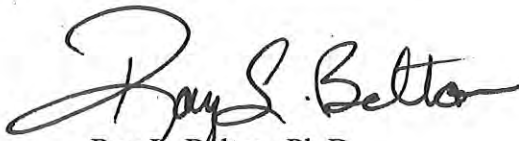
With the transition, the Southern University System will join an impressive list of institutions that have transitioned to Canvas. The list includes over 60 HBCUS, the overwhelming majority of the R2 research institutions, 17 Louisiana institutions including the LCTCS school, and the largest national providers of online degree programs. Over the last two years, Canvas has transitioned over one thousand institutions from other systems. Table 1 below includes the disaggregated cost by campus for the five-year contract period. The cost per campus is based on the FTE and each campus will enjoy the full suite of service and options.

Table 1 Southern University System Canvas Contract Five Year Cost

Year	SUBR	SUNO	SUSLA	SULC	TOTAL
1	\$ 176,253.42	\$ 86,032.62	\$ 90,602.86	\$ 28,650.01	\$ 381,538.91
2	\$ 159,091.25	\$ 65,022.35	\$ 69,787.52	\$ 29,937.86	\$ 323,838.99
3	\$ 165,983.57	\$ 67,876.07	\$ 72,845.82	\$ 31,285.32	\$ 337,990.80
4	\$ 173,269.43	\$ 70,894.73	\$ 76,080.64	\$ 32,712.46	\$ 352,957.26
5	180,876.44	74,044.04	79,455.76	34,199.20	368,575.46
Total	\$ 855,474.11	\$ 363,869.81	\$ 388,772.60	\$ 156,784.85	\$ 1,764,901.42

For the reasons cited above, I request the Board's approval to enter the multi-year contract with Instructure to purchase the Canvas license and subscription services as described in the Terms of Service and Agreement.

Respectfully submitted,



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

Approved:

Edwin Shorty, Chairman
Southern University Board of Supervisors



Services Order Form

Order #: Q-249453-16
Date: 2022-06-20
Offer Valid Through: 2022-06-28

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For Southern University-Board and System

Address: JS Clark Admin Bldg 4th Floor
City: Baton Rouge
State/Province: Louisiana
Zip/Postal Code: 70813
Country: United States

Order Information
Billing Frequency: Custom
Payment Terms: Net 30

Billing Contact

Name: _____
Email: _____
Phone: _____

Primary Contact

Name: Gabriel Fagbeyiro
Email: gabriel_fagbeyiro@sus.edu
Phone: _____

Billing Notes:

Southern University System will be invoiced upon start date 10/1/22.
Contract value will be invoiced in yearly installments: Installment 1 invoiced on the effective date of the contract, i.e., October 1, 2022, and subsequent installments invoiced every October 1 for the term of the contract.

Year 1						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2022-10-01	2023-09-30	FTE	11,638	USD 14.93	USD 173,755.34
Basic Support	2022-10-01	2023-09-30	Included	1	USD 0.00	USD 0.00
24x7 Support	2022-10-01	2023-09-30	20% of Subscription (Minimums Apply)	1	USD 34,751.07	USD 34,751.07
Studio Cloud Subscription	2022-10-01	2023-09-30	FTE	11,638	USD 3.00	USD 34,914.00
Impact Cloud Subscription	2022-10-01	2023-09-30	FTE	11,638	USD 2.25	USD 26,185.50
Tier 1 Support	2022-10-01	2023-09-30	FTE	11,638	USD 3.50	USD 40,733.00
Recurring Sub-Total						USD 310,338.91
Canvas - Implementation HE Essential Bundle			Per Implementation	1	USD 9,000.00	USD 9,000.00

Description	Start Date	End Date	Metric	Qty	Price	Amount
Studio Standard Implementation			Per Implementation	3	USD 4,500.00	USD 4,500.00
Impact Standard Implementation			Per Implementation	4	USD 11,700.00	USD 11,700.00
Technical Consulting			Per Hour	15	USD 150.00	USD 2,250.00
Course Migration			Per Course	5,000	USD 5,000.00	USD 5,000.00
Training - Canvas Training Q&A			Per Each	9	USD 250.00	USD 2,250.00
Canvas Training Virtual Session			Per Each	12	USD 500.00	USD 6,000.00
Canvas - Tier 1 Support Setup			One Time Fee	1	USD 500.00	USD 500.00
Canvas - Implementation HE Essential Bundle			Per Implementation	1	USD 9,000.00	USD 9,000.00
Onsite Training (2 Day) Travel Expenses Included			Per Each	3	USD 7,000.00	USD 21,000.00
Non-Recurring Sub-Total						USD 71,200.00
Year 1 Total						USD 381,538.91

Year 2

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2023-10-01	2024-09-30	FTE	11,638	USD 15.68	USD 182,483.84
Basic Support	2023-10-01	2024-09-30	Included	1	USD 0.00	USD 0.00
24x7 Support	2023-10-01	2024-09-30	20% of Subscription (Minimums Apply)	1	USD 36,496.77	USD 36,496.77
Studio Cloud Subscription	2023-10-01	2024-09-30	FTE	11,638	USD 3.15	USD 36,659.70
Impact Cloud Subscription	2023-10-01	2024-09-30	FTE	11,638	USD 2.36	USD 27,465.68
Tier 1 Support	2023-10-01	2024-09-30	FTE	11,638	USD 3.50	USD 40,733.00
Recurring Sub-Total						USD 323,838.99
Year 2 Total						USD 323,838.99

Year 3

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2024-10-01	2025-09-30	FTE	11,638	USD 16.46	USD 191,561.48
Basic Support	2024-10-01	2025-09-30	Included	1	USD 0.00	USD 0.00
24x7 Support	2024-10-01	2025-09-30	20% of Subscription (Minimums Apply)	1	USD 38,312.30	USD 38,312.30

Description	Start Date	End Date	Metric	Qty	Price	Amount
Studio Cloud Subscription	2024-10-01	2025-09-30	FTE	11,638	USD 3.31	USD 38,521.78
Impact Cloud Subscription	2024-10-01	2025-09-30	FTE	11,638	USD 2.48	USD 28,862.24
Tier 1 Support	2024-10-01	2025-09-30	FTE	11,638	USD 3.50	USD 40,733.00
Recurring Sub-Total						USD 337,990.80
Year 3 Total						USD 337,990.80

Year 4

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2025-10-01	2026-09-30	FTE	11,638	USD 17.29	USD 201,221.02
Basic Support	2025-10-01	2026-09-30	Included	1	USD 0.00	USD 0.00
24x7 Support	2025-10-01	2026-09-30	20% of Subscription (Minimums Apply)	1	USD 40,244.20	USD 40,244.20
Studio Cloud Subscription	2025-10-01	2026-09-30	FTE	11,638	USD 3.47	USD 40,383.86
Impact Cloud Subscription	2025-10-01	2026-09-30	FTE	11,638	USD 2.61	USD 30,375.18
Tier 1 Support	2025-10-01	2026-09-30	FTE	11,638	USD 3.50	USD 40,733.00
Recurring Sub-Total						USD 352,957.26
Year 4 Total						USD 352,957.26

Year 5

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2026-10-01	2027-09-30	FTE	11,638	USD 18.15	USD 211,229.70
Basic Support	2026-10-01	2027-09-30	Included	1	USD 0.00	USD 0.00
24x7 Support	2026-10-01	2027-09-30	20% of Subscription (Minimums Apply)	1	USD 42,245.94	USD 42,245.94
Studio Cloud Subscription	2026-10-01	2027-09-30	FTE	11,638	USD 3.65	USD 42,478.70
Impact Cloud Subscription	2026-10-01	2027-09-30	FTE	11,638	USD 2.74	USD 31,888.12
Tier 1 Support	2026-10-01	2027-09-30	FTE	11,638	USD 3.50	USD 40,733.00
Recurring Sub-Total						USD 368,575.46
Year 5 Total						USD 368,575.46
Grand Total:						USD 1,764,901.42

Deliverable	Description	Expiration
24x7 Support	24x7 support per year (20% of subscription - minimums apply)	N/A
Tier 1 Support	Tier 1 Support per user (minimums apply)	N/A
Canvas - HE Essential Implementation	As prescribed by your purchased implementation package, your implementation will include the following: • Access to Canvas consultants to guide your project, perform some tasks, and answer questions. • One Canvas instance • Access to API information, guides, public courses, and best practice documentation.	12 Months
Training Portal Essential - Core On-Demand Content	Unlimited access to core on-demand training content for teachers and admins through the Training Portal.	12 Months
Canvas Instance Configuration	Configuration of one Canvas instance, including URL and administrators. You will need to provide your desired URL and at least one name and email for an administrator.	12 Months
Canvas Onboarding Course	A six-part Canvas course provides guidance and instruction about implementation topics and tasks. The course is paced to six weeks but may be completed faster/slower, depending on your needs and Instructure resource availability.	12 Months
Essential Project Management	• You will join a cohort which includes other new Canvas customers and is led by designated Canvas consultants. • Weekly webinars with your cohort leaders offer best-practice advice, processes, and Q&A regarding the weekly topic. Attendance is recommended but optional; all webinars are recorded. • No project plan is provided, so you will need to monitor your team's progress to ensure you stay on track. • All project management will be performed remotely and communication will be conducted by email and webinars, with occasional calls at the consultants' discretion. • Technical implementation/activation is completed during the first 6 weeks of the cohort. Our CSM team will work with your cohort for 5 additional weeks (11 weeks total per cohort) to help you complete onboarding.	N/A
Essential Technical Consulting / Data Provisioning for Canvas Instance	Data provisioning support to get your user data into Canvas, through one of the following methods: manual creation, CSV import, or a limited set of SIS integrations. Access to API documentation and Community guides will be provided. Excludes API-related coding/development and CSV file creation, maintenance, or updates. • Valid SIS integrations which require direct API access are: Aeries, Aspen, Aspire, Blackbaud (ex. Education Edge), Clever, Focus, Infinite Campus, Powerschool, Progressbook (DASL), Q (Aequitas), Qmlativ, Sapphire, Skyward, Synergy. SIS integration will include the base mapping set. Additional fees may be required for complex customization or changes, at Instructure's discretion. • Additional SIS integrations that are fully supported by your SIS provider may be available, most of which use leverage CSV import and may have grade passback options. You and/or SIS provider perform this configuration. • Manual provisioning and CSV imports are configured and tested by you with basic guidance from your Canvas consultants; your consultants and you will both perform tasks to establish SFTP access (if desired) or perform SIS integration. • Technical implementation/activation is completed during the first 6 weeks of the cohort. Our CSM team will work with your cohort for 5 additional weeks (11 weeks total per cohort) to help you complete onboarding. Additional technical consulting as needed for SSO, etc.	N/A
Instructional Design - Ready Made Template	Select one pre-built template from our collection of designs. Templates are built with a variety of audience needs in mind. Instructions are included to modify design elements as needed. This course template and all of the content and assets within it are licensed for use on one instance of Canvas. Please do not share this course template in whole or in part outside of the licensed instance for which this course template and associated contents were purchased.	12 Months
Studio Implementation	Implementation will include the following: * Creation of Studio Instance * Integration with Canvas via LTI * Admin creation and walkthrough	12 Months
Studio Webinar Training	Two hours of remote training content on utilizing Studio.	12 Months
Impact Implementation	Customer's SaaS environment (Production & Beta) set up, configuration, and adjusting look and feel of support dashboard to match style of Customer's Canvas environment.	12 Months
Impact Online Consulting	Impact consultants will provide Customer's Impact users with online consultation on how to use Impact for a maximum of five (5) expert users per consultation. Consultations will be divided into the following sessions: one(1) session of one(1) hour for use case definition one (1) session of two (2) hours for use case development workshop and one (1) hour for use case review and go-live. The consultant will spend up to six (6) hours developing a campaign and configuring the system to align to identified use case. Customer will receive access to the online 'ImpactAcademy' where training videos and instructions are available.	12 Months
Technical Consulting	Technical Consulting provides the client-dedicated time with an Implementation Consultant up to the contracted number of hours (minimum of 5 hours) per 12 months. The 12 month time period will begin upon the later of the signing of Order Form or subscription start date (if purchased on this Order Form) unless otherwise noted. Time spent will be tracked by the Implementation Consultant in increments of 15 minutes (with a minimum of 15 minutes per request) and reported back to the client throughout the 12 month period. Unused hours at the end of the 12 month time period will not roll over and are non-refundable. If additional hours are required in the 12 month time period, the client must purchase additional hours at the standard rate. Services that may be delivered include consultation on data provisioning, content migration strategy, theming and branding, authentication configuration, API documentation, integrations and LTI, general account structure and organization, and project management. Services rendered are on an as-needed basis. This agreement does not include future maintenance of any solutions proposed during consultation. Scheduling and usage of consulting services are subject to consultant availability and capacity. Consultant assigned to work will be selected based on scheduling need and available capacity. Working hours are limited to Instructure normal operating business hours including company holidays.	12 Months

Deliverable	Description	Expiration
Course Migration	Migration of courses (minimum of 1,000 courses) from currently supported formats. The following content packages are supported for bulk import into Canvas: Angel, Blackboard 6/7/8/9, Blackboard Vista/CE, WebCT 6+ Course, Common Cartridge 1.0/1.1/1.2/1.3 Package, D2L, Moodle 1.9/2.x/3.x .zip/.mbz file, eCollege, native Canvas format.	12 Months
Training - Canvas Training Q&A	One hour with a Canvas trainer to answer questions about product functionality. This can be delivered asynchronously preparing written answers to questions or synchronously answering questions via phone or video conference. This hour does not have a formal agenda and is for informal questions that can be covered in one hour by a trainer. Questions that cannot be covered in one hour will not be answered. No kickoff call, agenda build, or followup is included.	12 Months
Canvas Training Virtual Session	One session of remote customized Canvas training of up to 90 minutes.	12 Months
Canvas - Tier 1 Support Setup	One-time fee for Tier 1 Support	N/A
Onsite Training (2 Day) Travel Expenses Included	2 consecutive days onsite training inclusive of all costs. Institutions choose from a variety of hands-on workshop and presentation topics to create a personalized training agenda. A typical day includes six hours of training. Instructure reserves the right to deliver onsite service deliverables remotely or substitute with alternative remote formats due to company, state, local or other travel restrictions.	12 Months

The items above must be completed during the time period beginning on the later of the Effective Date or the initial Start Date specified in this Order Form and ending pursuant to the time frame set forth in the Expiration column above.

Metrics and Descriptions:

FTE: FTE Metric is measured by the unduplicated 12-month full-time equivalent students in accordance with the definition published by the Integrated Postsecondary Education Data System.

The FTE fees set forth above are based on typical user usage patterns ("Typical Use") for access to the Service and do not account for excess usage of the Service. To the extent the Users' usage of the SaaS Service, in the aggregate, exceeds the Typical Usage at any given time, Instructure reserves the right, at its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days' of receipt.

Product	Description
Canvas LMS Cloud Subscription	Storage included in the annual subscription fee is (i) Unlimited files and database storage, and (ii) 500 MB per (FTE/User/Enrollment/Seat) multimedia storage. Additional multimedia storage can be purchased for USD \$1.00 per 1GB per year.
Canvas Studio Cloud Subscription	1 GB/subscription per FTE of storage is included in the annual subscription fee. Additional storage can be purchased for \$3,000 per 1 TB per year.
Impact Cloud Subscription	1 GB/subscription per FTE of storage is included in the annual subscription fee. Additional storage can be purchased for \$3,000 per 1 TB per year.

Duration: The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

Miscellaneous: Instructure's support terms are available as follows:
Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>
Portfolium: <https://portfolium.com/support-terms>
MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

Terms and Conditions

This Order Form shall be governed by the Master Terms and Conditions which can be found here:
<https://www.instructure.com/policies/master-terms-and-conditions>

In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

Any requests to change service deliverables as defined on the order form may incur a fee of ten percent (10%) of the remaining fees for the service.

Notes

As of 06/01/2022, this Services Order Form supersedes the previously signed Services Order Form (Q-125610-3), executed on 12/3/2020.

The choice of law provision in Section 18 of the Instructure Terms and Conditions shall be changed from the State of Delaware to the State of Louisiana, without regard to principles of conflict laws.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?	Check here if your company is exempt from US state sales tax : _____
Please Enter (Yes or No): _____	<i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>
If yes, please enter PO Number: _____	

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Southern University-Board and System

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc.

Signature:	_____
Name:	_____
Title:	_____
Date:	_____



Services Order Form

Order #: Q-264507-1
Date: 2022-06-17
Offer Valid Through: 2022-06-30

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For Southern University at New Orleans

Address: 6400 Press Dr.
City: New Orleans
State/Province: Louisiana
Zip/Postal Code: 70126
Country: United States

Order Information

Billing Frequency: Annual Upfront
Payment Terms: Net 30

Billing Contact

Name: _____
Email: _____
Phone: _____

Primary Contact

Name: Teresa Hardee
Email: thardee@suno.edu
Phone: +1 504 286 5000

Billing Frequency Term:

Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS - Implementation HE Essential Bundle			Per Implementation	1	USD 9,000.00	USD 9,000.00
Non-Recurring Sub-Total						USD 9,000.00
Year 1 Total						USD 9,000.00
Grand Total:						USD 9,000.00

Deliverable	Description	Expiration
Canvas LMS - HE Essential Implementation	As prescribed by your purchased implementation package, your implementation will include the following: • Access to Canvas LMS consultants to guide your project, perform some tasks, and answer questions. • One Canvas LMS instance • Access to API information, guides, public courses, and best practice documentation.	12 Months
Training Portal Essential - Core On-Demand Content	Unlimited access to core on-demand training content for teachers and admins through the Training Portal.	12 Months
Canvas LMS Instance Configuration	Configuration of one Canvas LMS instance, including URL and administrators. You will need to provide your desired URL and at least one name and email for an administrator.	12 Months

Deliverable	Description	Expiration
Canvas LMS Onboarding Course	A six-part Canvas LMS course provides guidance and instruction about implementation topics and tasks. The course is paced to six weeks but may be completed faster/slower, depending on your needs and Instructure resource availability.	12 Months
Essential Project Management	- You will join a cohort which includes other new Canvas LMS customers and is led by designated Canvas LMS consultants. - Weekly webinars with your cohort leaders offer best-practice advice, processes, and Q&A regarding the weekly topic. Attendance is recommended but optional; all webinars are recorded. - No project plan is provided, so you will need to monitor your team's progress to ensure you stay on track. - All project management will be performed remotely and communication will be conducted by email and webinars, with occasional calls at the consultants' discretion. - Technical implementation/activation is completed during the first 6 weeks of the cohort. Our CSM team will work with your cohort for 5 additional weeks (11 weeks total per cohort) to help you complete onboarding.	N/A
Essential Technical Consulting / Data Provisioning for Canvas LMS Instance	Data provisioning support to get your user data into Canvas LMS, through one of the following methods: manual creation, CSV import, or a limited set of SIS integrations. Access to API documentation and Community guides will be provided. Excludes API-related coding/development and CSV file creation, maintenance, or updates. - Valid SIS integrations which require direct API access are: Aeries, Aspen, Aspire, Blackbaud (ex. Education Edge), Clever, Focus, Infinite Campus, Powerschool, Progressbook (DASL), Q (Aequitas), Qmlativ, Sapphire, Skyward, Synergy. SIS integration will include the base mapping set. Additional fees may be required for complex customization or changes, at Instructure's discretion. - Additional SIS integrations that are fully supported by your SIS provider may be available, most of which use leverage CSV import and may have grade passback options. You and/or SIS provider perform this configuration. - Manual provisioning and CSV imports are configured and tested by you with basic guidance from your Canvas LMS consultants; your consultants and you will both perform tasks to establish SFTP access (if desired) or perform SIS integration. - Technical implementation/activation is completed during the first 6 weeks of the cohort. Our CSM team will work with your cohort for 5 additional weeks (11 weeks total per cohort) to help you complete onboarding. Additional technical consulting as needed for SSO, etc.	N/A
Instructional Design - Ready Made Template	Select one pre-built template from our collection of designs. Templates are built with a variety of audience needs in mind. Instructions are included to modify design elements as needed. This course template and all of the content and assets within it are licensed for use on one instance of Canvas LMS. Please do not share this course template in whole or in part outside of the licensed instance for which this course template and associated contents were purchased.	12 Months

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Metrics and Descriptions:

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If yes, please enter PO Number: _____	

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Southern University at New Orleans

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc.

Signature:	_____
Name:	_____
Title:	_____
Date:	_____



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

Phone: (504) 286-5311 Fax: (504) 286-5000

www.suno.edu

Office of the Chancellor

June 9, 2022

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

Re: Dissolution of Relationship between Southern University at New Orleans Foundation (SUNO Foundation) and Southern University at New Orleans

Dear President Belton:

The Southern University at New Orleans Foundation (SUNO Foundation) has been in existence for 46 years; however, the Office of General Counsel was tasked at the April Board Meeting to determine a possible merger of the SUNO Foundation with the System Foundation or a dissolution of the SUNO Foundation as the System consolidates its fundraising efforts. The SUNO Foundation has indicated that it will not merge with the System Foundation nor dissolve. Therefore, the only option is for SUNO to dissolve its official relationship with the SUNO Foundation and allow it to be an unofficial, independent asset to SUNO's students.

Therefore, I am seeking your approval and the approval of the Board to:

- Dissolve the October 1, 2022 Memorandum of Agreement between the SUNO Foundation and SUNO.

Additionally, I am requesting the Board to:

- Repeal Section 6-4 Southern University at New Orleans Foundation of the Bylaws and Regulations of the Board of Supervisors of Southern University and Agricultural and Mechanical College.

Upon approval, I along with the Office of General Counsel will work with Marla Jefferson, President/CEO of the SUNO Foundation, to amicably dissolve the official relationship between SUNO and the SUNO Foundation while allowing what is currently known as the SUNO Foundation to still be an unofficial, independent asset to the SUNO community.

Respectfully submitted,

James H. Ammons

James H. Ammons, Jr., Ph.D.
Executive Vice President-Chancellor
Southern University at New Orleans

APPROVED: _____

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

"An Equal Educational Opportunity Institution"