

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

October 22, 2021

9:00 A.M.

Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

ACADEMIC AFFAIRS COMMITTEE

Friday, October 22, 2021

Southern University System Board Meeting Room

J. S. Clark Administration Building ~ 2nd Floor

Baton Rouge, LA 70813

9:00 AM

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Action Item(s):
 - A. Request Approval of the College of Agricultural, Family & Consumer Sciences ~ Department of Agricultural Sciences – Minor in Sustainable Agriculture (SUBR)
 - B. Request Approval of the College of Humanities and Interdisciplinary Studies ~ School of Education - 100% Online Minor in African American Experience (SUBR)
 - C. Request Approval of the College of Humanities and Interdisciplinary Studies ~ School of Education - 100% Online Master of Education in Educational Leadership (SUBR)
 - D. Request Approval of the Revised Syllabi for New Courses in the Department of Computer Science and the Undergraduate Certification in Computational Data Engineering and Science (CoDES) (SUBR)
7. Other Business
8. Adjournment

MEMBERS

Mrs. Ann Smith – Chairman, Dr. Leon Tarver, II – Vice-Chair,
Mr. Myron Lawson, Mr. Sam Gilliam, Ms. Christy Oliver Reeves, Dr. Leroy Davis
Atty. Domoine D. Rutledge-- Ex Officio

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

September 6, 2021

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

Dear Dr. Belton:

The items listed below are hereby being submitted for the September 2021 Board of Supervisors Meeting Agenda:

- Chancellor's Report

Action Item(s):

College of Agricultural, Family & Consumer Sciences ~ Department of Agricultural Sciences - Minor in Sustainable Agriculture

College of Humanities and Interdisciplinary Studies ~ School of Education - 100% Online Minor in African American Experience

College of Humanities and Interdisciplinary Studies ~ School of Education - 100% Online Master of Education in Educational Leadership

College of Sciences & Engineering ~ Department of Computer Science -Undergraduate Certification in Computational Data Engineering and Science (CoDES)

Should you have any questions or need additional information, please let me know.

With kindest regards,



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

/rnt

Enclosure(s)



CURRICULUM CHANGE RECOMMENDATION FORM

College/School: College of Agricultural, Family and Consumer Sciences

Department: Agricultural Sciences

Course Title: Minor-Sustainable Agriculture

Course Number:

CIP Code: 01.99

Credit Hours: 18

Course Contact Hours:

Course/Concentration/Minor/Program Description: The sustainable agriculture minor is designed to provide students with an interdisciplinary education emphasizing experiential learning opportunities. This program builds a solid foundation of agricultural science.

Course/Concentration/Minor/Program Description Goal(s): Upon completion of this minor, students will be able to explain a sustainable ag system and its benefits to the community and environment.

Course/Concentration/Minor/Program Description Objectives: Attached

Rationale for the Course/Concentration/Minor/Program: This minor has been designed to give students a look at agriculture and how animals, plants, and economics work together to make a sustainable system that is functional with increased potential for development.

The Sustainable Agriculture minor is designed to provide students with an interdisciplinary education emphasizing experiential learning opportunities. Our program builds on a solid foundation of agricultural science, while providing courses and professional development opportunities in the biological, social, and economic elements of sustainability.

Learning Outcomes

Students will demonstrate:

- An ability to frame problems and ask critical questions concerning agricultural sustainability.
- Knowledge of biophysical as well as socioeconomic aspects of agricultural sustainability.
- An expertise in sustainable agriculture that transcends disciplinary boundaries.
- An appreciation of the intellectual history of efforts to improve agricultural sustainability.
- An ability to work interdependently and collaboratively.
- The capacity to address complex agricultural problems by using systems thinking and other approaches.
- An ability to critique different problem-solving methods and approaches and recognize and display visionary leadership with moral and ethical integrity.

Minor – Sustainable Agriculture

18 credit hours

Sustainable AG Minor Requirements

Course Title	Credits
ANSC 200 Agricultural Communications	3
AGSC 214 Farm Management	3
AGSC 201 Home Veg Gardening	3
AGSC 342 Soil & Water Management	3
AGSC 412 Public Policy	3
AGSC 472 Seminar in Ag Issues	3
Total	18

Signatures:

H. M. J. R.
Chairperson of Department

Date

Bernestine McGee
College Curriculum Committee, Chair

7/27/2021

Date

Lenita Marshall
Dean of College

7/27/2021

Date

Graduate School Dean
(if graduate course/program)

Date

Rosemary C. Spivey
SUBR Curriculum Committee, Chair

08/02/2021

Date

[Signature]
Ex. Vice President – Ex. Vice Chancellor

08/16/2021

Date

[Signature]
President-Chancellor

08/17/21

Date



Office of E-Learning
J.S. Clark Administration Building
Southern University and A&M College
www.subr.edu
subronline@subr.edu
225-771-2304

July 15, 2021

Dr Bijoy Sahoo, Executive Vice Chancellor
Southern University and A&M College
801 Harding Blvd.
Baton Rouge, LA 70813

RECEIVED

AUG 06 2021

Office of the Executive Vice President
for Academic Affairs and Provost

**RE: The African American Experience Minor - An Interdisciplinary Program
Request for Approval and Curriculum Committee Recommendation Change Forms**

Dear Dr Sahoo,

Dean Bryant, Dean Ejigiri, and I are pleased to submit for your consideration a Curriculum Committee Change Recommendation Form, which proposes the creation of an interdisciplinary minor titled *The African American Experience*. The proposed minor will reside in the College of Humanities and Interdisciplinary Studies, which unanimously approved the proposal. In consideration of the complexity of the African American experience, several courses will emanate from the Mandela College, and Dean Ejigiri supports this proposed minor. The proposal was intensely vetted in the college, and all courses are aligned to the new proposed program learning outcomes.

This minor is a holistic study of the paradigms, constructs, and systems that contribute to the African American experience. Its instructional goals are to facilitate students' critical examination of the historic and current contexts of the lived experiences of African Americans as manifested in specific domains and disciplines. Such examination is designed to lead to a conscious awakening that inspires social action, and problem solving. To provide access to all students and instructors, the program will be offered in multiple modalities and initially, only two new courses will be added to the university's course inventory. We would like this presented to the University Curriculum Committee as soon as possible, to offer the minor online beginning fall 2021.

Kindest regards,

A handwritten signature in black ink, appearing to read "Tracy Barley".

Tracy Barley, Director
Office of eLearning

Cc: Dean Cynthia D. Bryant
Dean Damlen Ejigiri



Office of E-Learning
J.S. Clark Administration Building
Southern University and A&M College
www.subr.edu
subronline@subr.edu
225-771-2304

July 15, 2021

Dr Bijoy Sahoo, Executive Vice Chancellor
Southern University and A&M College
801 Harding Blvd.
Baton Rouge, LA 70813

RECEIVED

AUG 05 2021

Office of the Executive Vice President
for Academic Affairs and Provost

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Kindest regards,

A handwritten signature in black ink, appearing to read "Tracy Barley".

Tracy Barley, Director
Office of eLearning

Cc: Dean Cynthia D. Bryant
Dean Damien Ejigiri

Proposed Minor in *The African American Experience* Document Submission List

Program/Department/College	Document	Purpose	Required
College of Humanities and Interdisciplinary Studies and Southern Univeristy Online	College Curriculum Committee Approval Letter	Evidence that College of Humanities and Interdisciplinary Studies has reviewed and approved the Proposal. of approval by the proposed minor	AA
Mandela College	Letter of Support for AAE	To document support for interdisciplinary program	CoHIS, SU Online, AA
College of Humanities and Interdisciplinary Studies and Southern Univeristy Online	UCC Recommendation Form - New Minor	Proposal to create an interdisciplinary minor- The African American Experience	AA
College of Humanities and Interdisciplinary Studies and Southern Univeristy Online	AAE Minor Online Plan of Study	To provide notice of the schedule rotation of courses offered online.	CoHIS, SU Online, AA
College of Humanities and Interdisciplinary Studies and Southern Univeristy Online	UCC Recommendation Form APPENDICES A-C A. Program Learning Outcomes B. Minor Course Offerings C. Courses offered in the Onine Minor	Program Learning Outcomes Map for the Minor	CoHIS, SU Online, AA
College of Humanities and Interdisciplinary Studies and Southern Univeristy Online	UCC Recommendation Form - New Course	Proposal to create <i>HUMN 403 The Black Arts Experience</i>	CoHIS, AA
College of Humanities and Interdisciplinary Studies and Southern Univeristy Online	UCC Recommendation Form - New Course	Proposal to create <i>HUMN 405 Contemporary Issues in the African American Experience</i>	CoHIS, AA



College of Humanities and Interdisciplinary Studies

**College of Humanities &
Interdisciplinary Studies**

W.W. Stewart Hall
P.O. Box 9571

Phone: (225) 771-5260
(225) 771-3631

July 12, 2021

Atty. Tracy Barley
Director, Office of eLearning
J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, LA 70813

Dear Ms. Barley,

I am pleased to inform you that the College of Humanities and Interdisciplinary Studies Curriculum Committee has reviewed the proposal to offer a minor focusing on the African American Experience. The committee is comprised of the following faculty members: John Alleyne, Rasheeda Jenkins, Irma Cobb, Munir Ali, and Judy James. On July 8, 2021, the committee completed submission of their comments and affirmations. The decision to approve the new program was unanimous. The following comments reflect the collective affirmations and concerns regarding the potential program:

- 1. I recommend that this minor be implemented Fall 2021. I also believe the two new courses HUMN 405 and 403 should be strongly recommended to students to take since the courses offer the opportunity to present current trends on the study subject, especially HUMN 405.*
- 2. I support this proposal. Also, I suggest that SPAN 360: Afro-Latino History and Culture be added to the collection of core courses for the minor. Here is the catalog description: This course will be taught in English, may serve as a Spanish elective for Spanish majors and minors, and may also serve as a Humanities elective for students university wide. The general aims of the course are to identify and implement instructional strategies and materials that focus on students' understanding and appreciation of the diverse cultural groups in a pluralistic society. The specific aim of the course is to provide an overview of Latin American culture and civilization with particular emphasis on the historical and cultural conditions and contributions of the descendants of Africans in Latin America. Prerequisite: None.*
- 3. I support the effort to offer a minor focused on the African American Experience to our students and I hope that a proposal to offer the major in this discipline will follow. However, I question the intended title of this program. Most programs that focus on the African American experience are entitled African American Studies, African/African*

American Studies, or something along those lines. The African American Experience sounds the like the title of a course, not an academic minor.

- 4. I fully support the African American Experience minor. This effort is long overdue. My concerns are as follows: (1) Sufficient faculty to teach the courses and (2) the availability of courses listed and newly revised/introduced. There are several African American Experiences listed, but too many of them are not regularly offered. With the minor established, this can certainly change as more students require such diverse offerings. Another slight concern is gaining student support or buy-in for this minor. While requiring an African American experience course as part of the core curriculum has been successfully implemented since 1990, students may not see the value in supplementing their studies with a fuller course load. I also would like to encourage more collaborative teaching since many of these courses are interdisciplinary.*

The committee approves of the variety of teaching modalities to be utilized when offering this course, as it will be very conducive to the needs of adult learners. Again, the vote to implement this program is unanimous. With that said, please move forward with the process to fully approve the new minor. Few HBCUs offer programs focused on the African American Experience. Southern University students and faculty will benefit greatly from the inclusion of this program. Please let me know if the College Curriculum Committee or I can be of any further assistance.

Sincerely,

Cynthia Bryant

Cynthia Bryant, Ph.D.
Dean, College of Humanities and Interdisciplinary Studies

The African American Experience Online Minor

Plan of Study

Fall Semester	
FA I	
HUMN 404	The Black Arts Experience
FA II	
HUMN 405	Contemporary Issues in the African American Experience
Spring	
SP I	
SOCL 435	Sociology of Black Americans
SP II	
HIST 311	African American History
Summer Semester	
PSYC 315	African American Psychology
MCOM 331	African Americans in the Media

OFFICE OF ACADEMIC AFFAIRS CURRICULUM CHANGE RECOMMENDATION FORM

College/School: College of Humanities and Interdisciplinary Studies
Department: Department of English
Course Title/Program: The African American Experience Minor
Course Number:
CIP Code: 05.0201
Credit Hours: 18 Semester Credit Hours
Delivery Format: 100% Online and Traditional
Course Contact Hours: 45 in the traditional delivery modality

Minor Program Description:

This minor is an in-depth multi-disciplinary examination of the constructs, paradigms, institutions, and systems that converged to shape the history, lives, and conditions of African Americans.

The courses within the minor will be delivered in multiple modalities to provide instructional flexibility, increase students' access to different courses, and expand the opportunity for completion of the minor to students in all disciplines.

Minor Program Description Goal(s):

The goal of the minor is to improve the learners' critical intellectual skills, which will enable them to synthesize information from multiple disciplines leading to greater understanding of historical and present-day circumstances and conditions that form the lived experiences of African Americans.

Minor Program Description Objectives:

Upon successfully completing the program:

PLO #2: Interdisciplinary scholarship: Learners will exit the program with knowledge of existing and emergent interdisciplinary scholarship about peoples of African descent throughout the globe.

PLO #3: Social justice engagement: Learners will exit the program with knowledge of social justice issues in African American communities as well as in the larger society, which result from the realities of racism, sexism, and classism in America.

PLO #4: Intersectional awareness: Learners will exit the program with an awareness of the critical ways in which race, gender, and class, intersect to perpetuate and foster disadvantage and isolation in African American communities.

PLO #5: Theory, policy, and practice: Learners will exit the program with the ability to identify theories, policies, practices, concepts, racial perspectives, in various periods in the history and culture of African Americans.

Rationale for the Minor Program:

This minor is an interdisciplinary approach to studying the lived experiences of African Americans. It affords students, from all disciplines, an opportunity to engage in extended studies of the collective systems and institutions that create the internal and external conditions in which African Americans live. By studying the historical, present, and future challenges through multiple lenses, students will be better positioned to create and advocate for solutions that improve the lives of individuals and communities of color.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Has the minor program been reviewed by the Department and College Curriculum Committees?
 - a. YES NO
 - b. Please attach copies of the curriculum committees' reports, if any.

2. Are there similar courses in the present curriculum? YES NO
 - a. Title Number

3. What is the projected enrollment for the course per semester? 25

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

5. Is this a required or elective course and for what curriculum?
 - a. REQUIRED ELECTIVE
 - b. CURRICULUM The African American Experience Minor

6. What is the impact of adding this minor on the total number of credit hours required to complete the existing degree program?
 - a. There will be no impact on the total number of credit hours required to complete the existing program.

7. Do you have faculty on your staff to teach the course? YES NO
 - a. If the answer is no, please state the additional funds needed to hire new faculty members,

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

9. What are the qualifications required of the faculty member who will teach the course (degrees, certifications, professional experience, scholarly research, etc.)?
 - a. In this undergraduate minor a minimum of 18 hours in the discipline is required. Faculty teaching the course will also demonstrate expertise in the subject matter by degree, professional experience, and scholarly research.

10. What is the total amount of funds needed to implement this course/concentration, minor, program?
 - a. No additional funds are required beyond the routine instructional costs for overload and adjunct payments.

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

Comments:

1. The QM Compliant Concourse Syllabus Template is attached hereto; the reading lists will vary depending on the subject matter. This course is designed to be taught using Open Educational Resources (OER) and Affordable Educational Resources (AER).

2. Appendices
 - A. *Minor Program Learning Outcomes*
 - B. *Courses Offered in The African American Experience Minor*
 - C. *The Online African American Experience Minor Courses*
 - These courses are offered for students in the online Bachelor of Interdisciplinary Studies degree program but are open to all students.
 - As other courses within the group of options in Appendix B are developed for online delivery, they will also be available to Online BIS students.

Signatures:

Munir M. Ali 7/30/2021
Department Curriculum Committee Chair Date

Samir S. Cobb 8/2/2021
College Curriculum Committee Chair Date

Cynthia Bryant 8/2/21
College Dean Date

Graduate School Dean (If graduate curriculum change) Date

Richard J. Peters 08/02/2021
SUBR Curriculum Committee, Chair Date

R. J. Sarno 8/11/2021
Ex. Vice President - Ex. Vice Chancellor Date

[Signature] 8/11/2021
President/Chancellor Date

Appendix A Program Learning Outcomes

Program Learning Outcomes	Course Alignment	Course SLO Alignment
Critical intellectual skills: Learners will exit the program with analytical and critical skills that enable a greater understanding of the lives and conditions of African Americans.	HIST 311, SOCL 435, MCOM 331, HUMN 404, PSYC 315, HUMN 405	HIST 311 - SLO 2 SOC 435 - SLO 2, 3, 4 MCOM 331 - SLO 3, 4 HUMN 404 - SLO 1, 2 PSYC 315 - SLO 1, 2 HUMN 405 - SLO 1, 2, 3, 5
Interdisciplinary scholarship: Learners will exit the program with knowledge of existing and emergent interdisciplinary scholarship about peoples of African descent throughout the globe.	HIST 311, SOCL 435, MCOM 331, HUMN 404, PSYC 315, HUMN 405	HIST 311 - SLO 1 SOCL 435 - SLO 5 MCOM 331 - SLO 2, 5 HUMN 404 - SLO 2, 4 PSYC 315 - SLO 1 HUMN 405 - SLO 6
Social justice engagement: Learners will exit the program with knowledge of social justice issues in African American communities as well as in the larger society, which result from the realities of racism, sexism and classism in America.	SOCL 435, MCOM 331, HUMN 405	SOCL 435 - SLO 2, 4 MCOM 331 - SLO 4 HUMN 405 - SLO 3, 4, 5
Intersectional awareness: Learners will exit the program with an awareness of the critical ways in which race, gender, and class, intersect to perpetuate and foster disadvantage and isolation in African American communities.	SOCL 435, MCOM 331, HUMN 404, PSYC 315, HUMN 405	SOCL 435 - SLO 2, 4 MCOM 331 - SLO 1, 4 HUMN 404 - SLO 2, 3 PSYC 315 - SLO 1, 2 HUMN 405 - SLO 2, 3, 5
Theory, policy, and practice: Learners will exit the program with the ability to identify theories, policies, practices, concepts, racial perspectives, in various periods in the history and culture of African Americans.	HIST 311, SOCL 435, HUMN 404, PSYC 315, HUMN 405	HIST 311 - SLO 1, 2 SOCL 435 - SLO 1, 3 HUMN 404 - SLO 2, 4 PSYC 315 - SLO 2, 3 HUMN 405 - SLO 2, 3, 5

Appendix B Courses Offered in the African American Experience Minor

	ARTS 440	African-American Art
	ENGL 203	Introduction to African-American Literature
	ENGL 313	African-American Literature
	ENGL 407	African-American Literature of the South
	ENGL 413	Modern African-American Prose Fiction
	ENGL 485	The Black Writer
Core	HIST 311	HIST 311, African American History
	HIST 401	History of African Americans
	HIST 419	History of African-American Education in America
	HIST 486	African Americans in the Twentieth Century
	HIST 496	African-American Women in America-Colonial Period to Reconstruction
	HIST 497	African-American Women in America-Reconstruction to the Present
	MUSC 352	Music of Black Americans
	MUSC 353	History of Jazz
	HUMN 366	Race Relations
	HUMN 403	The Black Experience
	HUMN 405	Contemporary Issues in the African American Experience
	PSYC 315	The African American Experience
	MCOM 331	African-Americans in the Media
	PHIL 426	African-American Philosophy and Religion
Core	SOCL 435	Sociology of Black Americans
	SOCL 436	African American Sociological Thought
	SOCL 442	Sociology of African Thought
	SOCW 250	African-Americans in U.S. Policy History
	SPTH 399	African-American Arts Seminar
	POLS 402	Black Politics
	POLS 482	Black Political Thought

Appendix C: The Online African American Experience Minor Courses

Course Number	Course Name	Course Description	College of Residence	Student Learning Outcomes
HIST 311 *** This serves as a minor core and satisfies the GenEd	African American History	A survey of the history of African Americans in the United States from their African background to the present. Emphasis on the changing status of African Americans and their contribution to the American society.	Mandela	<p>SLO 1: Demonstrate a general knowledge of Black American History by successfully identifying important facts, topics, situations, personalities, and events.</p> <p>SLO 2: Analyze and interpret how the many contributions and achievements of Black Americans impacted the United States, historically, socially, politically, economically, culturally, and globally.</p> <p>SLO 3: Students will be able to critically read, analyze, and apply primary and secondary sources to major issues influencing the African American experience.</p>
SOCL 435 ***	Sociology of Black Americans	Social-psychological background of black Americans; the evolution of social attitudes; interplay of economics and social forces in successive patterns of race relations with special emphasis on issues such as poverty, health, housing, industry, etc.	Mandela	<p>SLO 1: Analyze historical elements of Black American Culture.</p> <p>SLO 2: Investigate the interplay of culture, power differential and ideology in the development of the body of Black American thought.</p> <p>SLO 3: Analyze current issues and trends and how they have shaped Black American culture utilizing a sociological lens.</p> <p>SLO 4: Assess the critical ways in which race, gender, class, and sexual orientation intersect within African American communities.</p> <p>SLO 5: Students will be able to critically read, analyze, and apply primary and secondary sources to major issues influencing the African American experience.</p>

MCOM 331	African Americans in Media	A survey of African- American publications from the beginning to the present; a study of African-American journalists, their struggles, and impact on journalism. Can fulfill University African- American experience requirement for non-mass communications majors.	CoHIS	<p>SLO 1: Discuss and connect African American in media from the early days of the 18th century to contemporary African American media.</p> <p>SLO 2: To introduce students to historical research, in particular scholarly methods of obtaining primary sources pertaining to African American newspapers and other literature.</p> <p>SLO 3: Identify and recommend specific ways to improve the images of African Americans in popular culture.</p> <p>SLO 4: Understand the origins of racial stereotypes of African Americans through media.</p> <p>SLO 5: Students will be able to critically read, analyze, and apply primary and secondary sources to major issues influencing the African American experience.</p>
HUMN 404	The Black [Arts] Experience	An interdisciplinary study of some of the enduring contributions of Black writers, creative/visual artists, and musicians from the 18th century to the present. This course is designed to provide an interactive space for students to explore artistic, performative, and intellectual expressions of the Black experience and increase their understanding of the Black aesthetic heritage.	CoHIS	<p>SLO 1: Identify and explain the importance of African American artists' contributions to the literary arts, visual arts, theater, and music.</p> <p>SLO 2: Describe how socio-economic factors, historical events, and political conditions have influenced African Americans arts and artists since the 18th century.</p> <p>SLO 3: Analyze the role of the arts in developing identity and self-representation in African American communities.</p> <p>SLO 4: Students will be able to critically read, analyze, and apply primary and secondary sources to major issues influencing the African American experience.</p>
PSYC 315	African American Experience	An in depth analysis of theories and research relative to the nature of African-American psychosocial reality in modern society and throughout the diaspora. Emphasize the Afrocentric perspective and focus on such issues as: concepts of black psychology, models of black personality, black mental health, approaches to the treatment and prevention of mental disorders in African- Americans, and models of Western/European racism. Cannot be used by psychology majors to meet the African-American experience requirement.	Mandela	<p>SLO 1: Analyze theories and research relative to the nature of black psychosocial reality in modern American society and through the diaspora.</p> <p>SLO 2: Identify and synthesize crucial elements of black psychology, black personality, black mental health, and Western/European racism and the historical and contemporary factors influencing their development.</p> <p>SLO 3: Predict the future directions and implications of Black psychology in major areas of concern.</p> <p>SLO 4: Students will be able to critically read, analyze, and apply primary and secondary sources to major issues influencing the African American experience.</p>

<p>HUMN 405</p>	<p>Contemporary Issues in the African American Experience</p>	<p>This seminar course will provide students with an in depth examination of a specific contemporary problem or issue related to the African American Experience. The course will frame the problem through historical, global, current, and future lenses with consideration for policies and practices that create, sustain, or perpetuate the problem. Selected topics will include inequities and disparities in healthcare, education, criminal justice, leadership, business, the environment and land loss.</p>	<p>CoHIS</p>	<p>At the conclusion of the course, students will be able to:</p> <ol style="list-style-type: none"> 1. Define the issue. (Remember) 2. Identify the causes and correlates of the issue framed through historical events in American and world history. (Understand) 3. Demonstrate the impact and pervasiveness of the issue in African American communities. (Apply) 4. Compare and contrast U.S. practices and policies with other countries to evaluate trends and progression among people of African descent around the globe. (Analyze) 5. Analyze specific policies and practices that sustain and perpetuate the issue. (Evaluate) 6. Students will be able to critically read, analyze, and apply primary and secondary sources to major issues influencing the African American experience.
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**College of Humanities &
Interdisciplinary Studies**

W.W. Stewart Hall
P.O. Box 9571

Phone: (225) 771-5260
(225) 771-3631

June 29, 2021

Atty. Tracy Barley
Director, Office of eLearning
J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, LA 70813

RECEIVED

AUG 06 2021

Office of the Executive Vice President
for Academic Affairs and Provost

Dear Ms. Barley,

I am pleased to inform you that the College of Humanities and Interdisciplinary Studies Curriculum Committee has reviewed the proposal to offer a 100% online degree program leading to the Master of Education in Educational Leadership. On June 29, 2021, the committee submitted their comments and affirmations. The decision to approve the new program was unanimous. One committee member approved, but also offered the following concern:

The context and need for the Online Degree Program portion of the document was clearly defined and demonstrated the local and national benefits of such an addition. My only concern is there was no indication of hiring new faculty to meet the demands of the addition.

With that said, please move forward with the process to fully approve the new program. The benefits to be gained by changing the format of this valuable program from traditional to 100% online will be significant to the university. Please let me know if the college curriculum committee or I can be of any further assistance.

Sincerely,

Cynthia Bryant

Cynthia Bryant, Ph.D.
Dean, College of Humanities and Interdisciplinary Studies

Southern University and A&M College
Southern University Online
Online Master of Education in Educational Leadership

Accelerated Plan of Study

Content Area		Course Code	Course Title	Credit Hours	Year, Semester and Session Offered
Leadership (21 SCH)	1	EDLD 520	Ethical Leadership Theory and Practice++	3	FA I
	2	EDLD 560	Leading Effective Schools	3	FA I
	3	EDLD 570	Legal Issues in Education	3	FA II
	4	EDLD 590	Technology Leadership in Schools	3	SU
	5	EDLD 603	School Finance	3	FA II
	6	EDLD 604	Leading for Cultural Sustainability in Schools++	3	SP I
	7	EDLD 580	School and Community Partnerships	3	SU
Instructional and Curriculum Leadership (6 SCH)	8	EDLD 602	Curriculum Development and Improvement	3	SP II
	9	EDLD 550	Analyzing, Assessing, and Improving Instruction	3	SP I
Residency and Research (9 SCH)	10	EDLD 595	Leadership Practicum **	3	Y2 FA I
	11	EDLD 530	Educational Research	3	SP II
	12	EDLD 600	Capstone Seminar/Thesis**	3	SP II
Licensure	13	EDLD 601	Departmental Comprehensive+	0	FA, SP, SU
Total Required Courses				13	
Total Required Credit Hours				36	

PROGRAM REQUIREMENTS

1. + The Departmental Comprehensive Test dates are established by ETS. Consult ETS for dates.
2. ++ EDLD 520 is a pre-requisite for EDLD 604
3. ** Prerequisite: Completion of core courses and approval from Advisor and Department Chairperson.



Office of E-Learning
J.S. Clark Administration Building
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225-771-2304

June 20, 2021

Dr. Cynthia Bryant, Dean
College of Humanities and Interdisciplinary Studies
Southern University and A&M College
Baton Rouge, LA 70813


Dr. Verjanis Peoples, Chair
Department of Education
Southern University and A&M College
Baton Rouge, LA 70813

**RE: The Master of Education in Educational Leadership 100% Online Degree Program
Request for Approval and Curriculum Committee Recommendation Change Forms**

Dear Dean Bryant and Dr. Peoples,

For your consideration, I have attached an Appendix, which lists all the documents that require approval to offer the proposed 100 % online degree program leading to the Master of Education in Educational Leadership. All documents are available in the MS Word version in the event corrections or modifications are required. As you are aware, when preparing this online degree proposal, we engaged in a significant review of the program to facilitate the conversion to an accelerated eight-week course format. Upon approval by your college's curriculum committee, the items are in the format required for submission to Academic Affairs, the Graduate Council, and the University Curriculum Committee.

I am available to attend the college curriculum committee to address any questions related to the online delivery and course design.

Kindest regards,

Tracy Barley, Director
Office of eLearning

Cc: Dr. Alisa Ross

Appendix A

Document List of Academic Affairs Curriculum Change Recommendation Forms

Document	Required By	Document Intent
Request to Deliver Existing Program Through Distance Learning Technology	LA Board of Regents, SU Online, AA	It is the request for approval for the proposed online degree program and highlights any differences in the traditional program.
MEDLD SU Online Plan of Study	BoR, AA, CoHIS, SU Online, UCC, GC,	It outlines the course of study, including when courses will be offered.
MEDLD Online POS Alignment Workbook	SU Online, UCC, GC, AA, CoHIS	It outlines the program review, course revisions, the new courses, revised SLOs, and maps the assessments to alignment applicable standards.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, BoR, CoHIS	EDLD 520: Revised the course title, SLOs, and course description.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, CoHIS	EDLD 530: Revised the course title, SLOs, and course description.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, CoHIS	EDLD 550: Revised the course title, SLOs, and course description.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, CoHIS	EDLD 560: Revised the course title, SLOs, and course description.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, CoHIS	EDLD 580: Revised the course title, SLOs, and course description.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, CoHIS	EDLD 590: Revised the SLOs, and course description.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, CoHIS	EDLD 595: Revised the course title, SLOs, and course description.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, CoHIS	EDLD 600: Revised the course title, SLOs, and course description.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, CoHIS	EDLD 601: Revised the SLOs, and course description.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, CoHIS	EDLD 602: Creates a new course to retire EDLD 500 and EDLD 540.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, CoHIS	EDLD 603: Creates a new course.
Curriculum Committee Recommendation Change Form	UCC, GC, AA, CoHIS	EDLD 604: Creates a new course.

Signatures:

Munir M. Ali 7/30/2021
Department Curriculum Committee Chair Date

Sonya J. Cobb 8/2/2021
College Curriculum Committee Chair Date

Cynthia Bryant 8/2/21
College Dean Date

Rebecca Fester 08/02/21
Graduate School Dean (If graduate curriculum change) Date

Rebecca Fester 08/02/21
SUBR Curriculum Committee, Chair Date

[Signature] 08/11/2021
Ex. Vice President -Ex. Vice Chancellor Date

[Signature] 08/11/2021
President-Chancellor Date



College of Sciences and Engineering
Office of the Associate Dean for Academic Affairs
P.B.S. Pinchback Engineering Building
Post Office Box 9969 Baton Rouge, LA 70813
Office: (225) 771-4484 Fax: (225) 771-5721

August 3, 2021

Dr. Ashagre "Ashe" Yigletu
Office of Graduate and Professional Studies
Southern University and A & M College
Baton Rouge, Louisiana 70813



Dear Dr. Ashagre "Ashe" Yigletu:

Please see the enclosure for the revised *Syllabi* for the listed new courses presented by the Department of Computer Science.

- CMPS 312 - Python in Scientific Applications
- CMPS 322 - Fundamentals of Data Science
- CMPS 565 - Deep Learning

Also included are revisions to the *Proposal to Develop a New Academic Certificate Program* titled "Undergraduate Certificate in Computational Data Engineering and Science (CoDES)". The courses and certificate program proposal have been revised per the University Curriculum Committee directives following the meeting on Wednesday, June 30, 2021. Should you have any questions concerning the requested revisions, please feel free to contact me or Dr. Sudhir Trivedi.

Sincerely,

A handwritten signature in blue ink that reads 'Rachel Vincent - Finley'.

Rachel Vincent - Finley, Ph.D.
Associate Dean for Academic Affairs
College of Sciences and Engineering

Cc: Dr. Patrick Carriere, Dean, College of Sciences and Engineering

Enclosure



Department of Computer Science
Baton Rouge, Louisiana 70813
Voice: (225) 771-2060
FAX: (225) 771-4223

March 11, 2021

Dr. Patrick Carriere
Professor and Dean
College of Sciences and Engineering

Dr. Ashagre Yigletu
Professor and Dean, Graduate School
Chair, University Curriculum
Committee

RECEIVED
AUG 05 2021
SR. ASSOCIATE VC FOR
ACADEMIC AFFAIRS

Re: Adding courses to computer science inventory of courses in data sciences concentration

Dear Deans:

The Department of Computer Science proposes to enhance its educational capability and academic outreach by adding three new courses (CMPS-312, CMPS-322, and CMPS-565) in Data Sciences concentration to the computer science course inventory and a new academic certificate program, namely "Undergraduate Certificate in Computational Data Engineering and Science (CoDES)" to our undergraduate program. This enhancement aligns with the efforts of preparing our students for employment opportunities in various industries and academia.

Attached documentation incorporates inputs from the College Curriculum Committee and Dr. Rachel Vincent-Finley. I thank you and respective committees for time and effort on this matter. Should you have any questions, please contact.

Sincerely,

Sudhir Kumar Trivedi, PhD
Professor and Chair

"A People's Institution Serving the State, the Nation, and the World."

Signatures:


College Curriculum Committee, Chair

08/03/2021

Date


College Dean

08/03/2021

Date

Graduate School Dean (If graduate course/program)

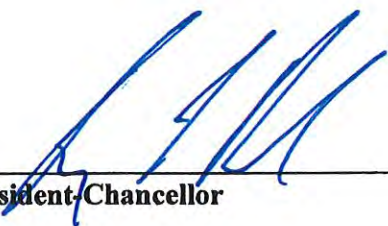
Date


SUBR Curriculum Committee, Chair

08/02/2021
Date


Executive Vice Chancellor and Provost

08/11/2021
Date


President/Chancellor

8/12/2021
Date

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date: 10/30/2020

Campus: Southern University and A&M College, Baton Rouge	Program: Undergraduate Certificate in Computational Data Engineering and Science (CoDES)
Institutional Contact Person & Contact Info	
Dr. Sudhir Trivedi Professor and Chairperson of Computer Science, Southern University and A&M College, Baton Rouge, LA 70813 Office Phone: (225) 771-2060 Office: 101 North Henry Thurman Jr. Hall Email: sudhir.trivedi@sus.edu	Dr. Yaser M. Banadaki Associate Professor of Computer Science, Southern University and A&M College, Baton Rouge, LA 70813 Office Phone: (225) 771-3941 Office: 114, East Henry Thurman Jr. Hall Email: yaser_banadaki@subr.edu

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

**** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. ****

Purpose and Objectives:

Undergraduate Certificate in Computational Data Engineering and Science (CoDES) is an important portion of NSF funded project "Southern University – Computing and Data Education (SU-CoDE)" that align with the NSF objective of preparing diverse STEM professionals with knowledge, computational skills, and competencies in data science and analytics to understand and efficiently solve big data problems in their disciplines [1]. Data science is an interdisciplinary field that generates insights in data to aid decision-making for STEM fields. The objectives of the certificate are to improve STEM education through enhancing the computing and data science education and to enable the underserved students to navigate successful STEM career pathways, placing them on a trajectory for high-potential employment. CoDES certificate encourages underrepresented minority populations in graduate programs and/or careers in computing-based STEM disciplines and broadens the participation of underserved students in the nation's STEM workforce. Our goal is to support computing literacy across all STEM disciplines, as all fields need basic computational thinking, programming, and data analytics to advance knowledge and to engage faculty and students in the adoption of computational techniques for real-world problem solving, including the use of modeling, abstraction, and the management of complexity.

Proposed Curriculum:

The undergraduate certificate (UC) in Computational Data Engineering and Science (CoDES) addresses specific educational competencies that meet a defined industry demand. The certificate would consist of 18 credit hours of senior-level and junior-level courses with prerequisites specified. The certificate includes a series of courses related to specific topics or skills of computing and data science with the primary purpose of providing marketable skills in high demand fields, particularly in technology and big data science. According to the World Economic Forum's The Future of Jobs Report 2020 [2], the top three jobs with increasing demand across industries in the United States—data analysts and scientists, AI and machine learning specialists, and big data specialists—all fall under the data science umbrella. This new certification mechanism will be oriented primarily to STEM majors. The required 18 credit hours will be distributed in the areas of computational and data science and mapped to specific courses below, of which two are new courses and four are existing courses.

- CMPS 312 - Python in Scientific Applications (New Course) (3 hours)
- CMPS 322 - Fundamentals of Data Science (New Course) (3 hours)
- CMPS 360 – Scientific Programming (3 hours)
- CMPS 422 - Introduction to Big Data Analytics (3 hours)
- CMPS 410 - Machine Learning (3 hours)
- CMPS 450 - Capstone Project I (1 hour)
- CMPS 451 - Capstone Project II (2 hours)

The courses materials of existing courses will include advanced modules and real-world assignments from STEM majors and methods to process, manipulate, and visualize domain-specific data. We enhance these CS courses delivery to meet the need of non-traditional CS students who are interested in integrating advanced computational skills and data processing methods with domain specific knowledge from their STEM majors. This ensures the courses serve these new, larger, and more diverse student populations well to use computation across a range of contexts and challenging problems. Also, the capstone project course is intended to follow a practice-oriented approach in computing and data science. The students should complete a computing and data science project related to their discipline capstone design or seminar courses. 15 credit hours include the training and skills development in the classroom and 3 credit hours include capstone senior design to provide the opportunity for students to demonstrate that they have achieved the goals of learning the data science skills by doing assessing the mastering level of the training and skills.

While students need to take 18 credit hours to obtain the UC in CoDES, a student can take an equivalent course of his/her own department evaluated and approved by CoDES administration. We will develop a precise mechanism to frequently update the courses which can be matched with the certificate courses based on the syllabus contents to establish the equivalency of courses formally. Based on the current course balance sheets of STEM disciplines, the equivalent courses have been identified in tables below that could possibly be equivalent to satisfy three required courses of certificates.

(a) Recommended computational science courses that are possibly relevant to CMPS 360: Scientific Programming In the respective disciplines.

	Course Name and Number (R: Required, E: Elective)
Biology	None
Chemistry	CHEM 455B: Microcomputers in Chem,
Computer Science	CMPS 386B: Modeling and Simulation,
	CMPS 372B: Cloud Computing,
	CMPS 445B: Parallel and Distr. Proc.
	CMPS 407B: Numerical Methods,
Physics	PHYS 200B: Programming in Physics,
	PHYS 400B: Computational Physics,
Mechanical Eng.	MEEN 221B: Num Methods for Engr,
	MEEN 430B: Intro to Finite Elements,
Civil Eng.	None
Electrical Eng.	None
Electronics Tech.	None
Mathematics	MATH 474B: Numerical Analysis,

(b) Recommended computational science courses that are possibly relevant to CMPS 422: Introduction to Big Data Analytics in the respective disciplines.

	Course Name and Number (R: Required, E: Elective)
Biology	None
Chemistry	None
Computer Science	CMPS 420: Database Management,
	CMPS 435: Neural Networks,
	CMPS 480: Artificial Intelligence,
Physics	None
Mechanical Eng.	None
Civil Eng.	None
Electrical Eng.	None
Electronics Tech.	None
Mathematics	None

(b) Recommended computational science courses that are possibly relevant to CMPS 450/451 - Capstone Project I/II in the respective disciplines

	Course Name and Number R: Required, E: Elective)
Biology	BIOL 403: Senior Seminar
Chemistry	CHEM 422/423: Research
Computer Science	N/A
Physics	PHYS 491/492: Special Project in Physics
Mechanical Eng.	MBEN 450/451: Senior Design Project I&II
Civil Eng.	CIEN 482/483: Senior Design Project I&II
Electrical Eng.	BLIN 493/494: Senior Design Project I&II
Electronics Tech.	EENT 494/496: Senior Design Project I&II
Mathematics	MATH 499: Seminar in Mathematics

Mode of Delivery:

The existing and new courses for the proposed certificate will be delivered on-site or hybrid (in contingencies such as COVID-19 pandemic).

New Courses (plan for rolling out new courses):

The two new courses have been approved by the departmental curriculum committee and currently under review at college-level curriculum committee. Both courses will be routed to the upper level curriculum committees for approval in compliance with the procedure. The prerequisite courses ensure that students have the required mathematics and programming skills programming skills to understand the new course contents. This foundation will accelerate the delivery of courses to later on the course students use the acquired skills to solve real-world examples in computing and data science.

CMPS 312 - Python in Scientific Applications. This course is designed to focus on the features of Python language and develop skills for creating object-oriented applications. The course teaches programming concepts and problem-solving skills, without assuming any previous programming experience in python. The course is structured to benefit all of the STEM students, including existing computer science (CS) students and other STEM students who are interested in learning Python to integrate advanced computational skills and data processing methods with domain-specific knowledge from their majors. This ensures this new course serves these new, larger, and more diverse student populations well to use python for their computational and data processing across a range of contexts and challenging problems. The student learns how to design the logic of programs then implement those programs using python. The course first introduces the fundamentals of data storage, input and output, control structures, functions, sequences and lists, file I/O, and objects that are created from standard library classes. Then the student learns how to write classes, what are inheritance and polymorphism, and how to make recursive functions in python. Finally, the student learns to develop simple event-driven GUI applications. The student will complete numerous projects and homework to create the opportunity for an in-depth understanding of writing programs in python. The course provides students the required knowledge to design, write, and debug computer programs. The course prepares students for more advanced programming courses as well as for their studies or professional work. At the end of this course, the student should acquire sufficient knowledge of the field and be able to apply principles of computing to design, implement, and evaluate a computing-based solution using python programming language. Prerequisite: CMPS 190B or ENGR 130B for computing skills, and SMAT 211B for mathematics skills; or Consent of Instructor.

CMPS 322 - Fundamentals of Data Science. This course is designed for entry-level students from any major, specifically for any student who has not previously taken computer science courses. The course focuses on the core concepts of computing, while students will work on real hands-on data, including both structured and unstructured data. Unlike traditional computer science courses, the goal of this course is to provide students the opportunity to work hands-on with real data, combine that data with Python programming skills, and tackle real-world issues that students encounter in any field of study, in a future job, and even in everyday life. The course includes lectures, a required weekly lab, homework, and projects. The course is structured to benefit all of the STEM students, including existing computer science (CS) students and other STEM students who are interested in integrating computational skills and data processing methods with domain-specific knowledge from their majors. This ensures this new course serves new, large, and more diverse student populations well to use data science skills for their computational and data processing across a range of contexts and challenging problems. The student learns how to visualize data as a fundamental notion of data analysis, such as distribution and multivariate associations, and emphasizes creating and interpreting visualizations of real-world processes as captured by data analysis techniques. Students will learn how to use numerical summaries to describe distributions and introduce probability through the lens of data scientists. Students will also learn about the various ways of collecting data and how data collection can affect their interpretation of knowledge discovery. Students will learn how to make and use mathematical and statistical models to predict future observations and how data scientists measure the success of these predictions. Prerequisite: CMPS 312, CMPS 190 or ENGR 130 for computing skills and SMAT 211B for mathematics skills; or consent of instructor.

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The CoDES contributes to economic development. All students must have access to and excel in high-quality STEM education to ensure our nation's economic growth [3]. STEM occupations account for more than 50% of the employment in major industries, which outpaces STEM graduates in the United States [4]. It is now abundantly clear that the economic health of the nation depends on a robust infrastructure based on STEM foundations. Yet, we have a vast talent pool comprising underrepresented student groups (minority, female, and low-income) that, unfortunately, remain under-utilized because of the lack of opportunity to have access to high-quality education. The CoDES certificate creates a robust, scalable, and transformative approach for integrating computational and data science skills into STEM curricula. The impact of the CoDES certificate on economic development will be through producing qualified STEM undergraduates with the ability to collaboratively apply computing skills in their domain-specific problems and across a range of contexts and challenging problems in STEM. Improving the quality and number of underrepresented graduates through the CoDES certificate will help fill the needs of more qualified STEM professionals and contributes to economic development of the state of Louisiana and the Nation.

The CoDES certificate contributes to current/evolving needs. The McKinsey Report [5] estimates a shortage of almost 200,000 people with “deep analytical skills,” and “1.5 million managers and analysts to analyze big data and make decisions based on their findings” in the United States. Similarly, the Louisiana Workforce Commission [6] predicts that mathematical and computing occupations will display the largest ten-year growth of any sector by 2022. Furthermore, the National Center for Women and Information Technology [7] projected that up to 77% of future job openings in Louisiana could be filled by people with computing degrees. Despite the job opportunities, Louisiana had only 365 (18% female) and 455 (24% female) computer science (CS) graduates in 2015 and 2017, respectively. Although the trend is positive, these numbers are far from the current 2,333 computing job openings [8]. African Americans fill 5.5% of STEM jobs at levels disproportionate to their overall representation (11%) in the workforce [9].

The CoDES certificate is essential for wellbeing of the state, region, or academy. On top of the small number of CS majors, most science and engineering graduates in Louisiana, especially among underrepresented minorities and African Americans at Southern University, do not acquire the essential skills and dispositions needed to succeed in a computationally-driven world.

Computing and data science make up not only the largest occupation groups in STEM [4] but also enable underserved students to develop and apply the knowledge and skills in STEM disciplines. Judd et al. [10] showed that integrating computing in STEM curricula promotes students’ interest and inspires them to use the power of computing to solve real-world domain-specific problems. Acquiring computing skills is essential for innovation and competitiveness [11] that enables the underserved students to navigate successful STEM career pathways, placing them on a trajectory for high-potential employment [12].

Of equal urgency is the need to improve the role of computing in the undergraduate STEM curriculum at Southern University (SU) [13]. Southern University leads the largest and only historically African American Land-grant university system in the United States. SU’s mission is to provide opportunities for a diverse student population to achieve a high-quality, global educational experience, to engage in scholarly research, and creative activities, and to give meaningful public service to the community, the state, the nation, and the world so that SU graduates are competent, informed, and productive citizens. CoDES certificate aims to improve the computing curricula across STEM disciplines, including data analytics, computational thinking, and computing enabled problem-solving skills among underrepresented students to increase matriculation and graduation rates at Southern University. Under the umbrella of computing, CoDES certificate will transfer the contents of computer science, computational science, and data analytics to CS and STEM students focusing on STEM disciplines.

Similar programs in the state (why the proposed certificate is needed):

There is a few similar undergraduate certificate programs in data science in Louisiana. The Grambling State University offers a new certificate in data analytics that received Board of Regents approval last year [14]. The state’s largest universities, including Louisiana Tech University in Ruston, Tulane University in New Orleans, and Louisiana State University offer students degrees and certificates in such data science concentrations as analytics, biostatistics, and health informatics [15]. The University of Louisiana at Monroe (ULM) offers a graduate certificate in mortgage analytics, encompassing areas ranging from risk management to data analysis. Louisiana State University offer online Graduate Certificate in Analytics [16]. Louisiana Tech University offers UC in INFO ASSURANCE & CYBERSECURITY which is designed for business majors who are “looking to enter the cyber workforce to detect, report, and resolve cyber security threats.” University of Louisiana at Monroe offers UC in COMPUTER PROGRAMMING which is designed for broad subjects focusing on information system.

References Cited

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- [14] Grambling State University News: https://www.gram.edu/news/index.php/2020/10/27/data-analytics-certificate-receives-system-approval/?utm_source=rss&utm_medium=rss&utm_campaign=data-analytics-certificate-receives-system-approval
- [15] Data Science Degree Programs in Louisiana, <https://www.discoverdatascience.org/states/louisiana/>
- [16] <https://online.lsu.edu/online-degree-programs/technology-data-analytics-degrees/>

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

Student interest:

The number of non-CS STEM students registering in freshman and sophomore courses of Computer Science has continuously increased from 10% in Fall 2015 to 32% in Fall 2019. As computing is increasingly central to innovation across a wide range of disciplinary domains, and these students are interested in integrating advanced computational skills and methods with their domain-specific knowledge from their STEM majors. However, the number of non-CS STEM students registering in advanced CS courses is minimal (e.g., one or two students per year) because our standard CS course sequences in upper levels do not always serve these diverse student populations well. Our surveys show that 80% of science and engineering graduates are interested in integrating advanced computational skills and methods with their domain-specific knowledge from their non-CS STEM majors. As such, the 5 years retention and graduation projection of the CoDES certificate is 200 students (Average 20 students per semester).

Justification for projected enrollment:

CoDES certificate address specific educational competencies in data science that meet a growing industry demand. This certification provide status to the students who have proven their knowledge and give employers a benchmark standard for measuring employee candidates. The projection of 20 students per semester is reasonable because of continuous increase in the number of students registering in our CS classes. The new courses and modules developed for the certificate will motivate these new, large, and more diverse student populations to take these upper-level CS courses and use the new educational pathway to obtain the CoDES certificate. The SU-CoDE, funded by NSF, will provide financial support and supervision for 7 students annually and thereby engage and motivate them to get the CoDES certificate. The other 13 students are the estimated numbers based on the number of non-CS students enrolled in the freshman and sophomore courses and the number of CS students who are graduating in Data Science concentration. The retention of students in the certificate courses will be high because the SU-CoDE programs include a computing and programming cyberlearning helpdesk and tutoring center for the CS and STEM students.

4. Accreditation

Describe plan for achieving program accreditation.

N/A

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

The new certificate has no additional instructional needs and the department has all the required resources, including faculty, facilities, equipment, or library resources. Any minor expenses to establish the certificate will be covered under the NSF grant. Computer Science Department will deliver and oversee the proposed certificate.

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating the need for additional appropriations (if any).

The certificate has no additional cost, and any cost to establish the certificate will be covered under the NSF award.

A budget projection for the implementation of the proposed undergraduate certificate program such as budget required for supplies, program marketing materials, advertisement, student support, graduate assistants, and travel will be supported under NSF grant. From this grant, one Graduate Research Assistant has been hired for the project to assist the PI and Co-PIs for data management, purchasing supplies and marketing materials, advertisement, and dissemination of CoDES certificate (\$14,000 annually). The NSF project will also support 7 undergraduate students with monthly stipends (each \$3,200). Students work on their interdisciplinary capstone projects which are indicated as a requirement for the proposed certificate in computational and data science. This grant will also support 7 undergraduate students each year to participate in in-state conferences and one student to attend out-of-state conference in computing and STEM fields (\$6,750 annually). Students' travels to computing conferences and workshops will be supported according to the State of Louisiana's Division of Administration Travel Policy and the General Services Administration (GSA). The NSF grant will also cover the required materials and supplies for daily performance of the CoDES certificate (\$16,900). The students in the CoDES program will have access to 14 new computers with graphic cards purchased from the NSF grant (\$13,700). These computers are specifically designed to handle the labor-intensive tasks of rendering graphics and thereby accelerate computing and data science modelling and training of the deep neural networks. The project will also cover any cost associated with publication, documentation, and dissemination including preparing documents, publishing research findings in journals, printing posters for conferences (\$3,000). The CoDES certificate will also be supported by the project evaluator and consultant services supported from the NSF grant (\$35,400).

Sudhir K. Triand

8-4-2021

CERTIFICATIONS:

Primary Administrator for Proposed Certificate

Date

[Signature]

Provost/Chief Academic Officer

8/12/2021

Date

[Signature]

Management Board/System Office

8/12/21

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: Southern University and A&M College, Baton Rouge

Date: 10/30/2020

Certificate Program, Unit: Department of Computer Science

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$ N/A		\$ N/A		\$ N/A		\$ N/A	
Graduate Assistants	\$14,000	N/A	\$14,000	N/A	\$14,000	N/A	N/A	N/A
Support Personnel								
Fellowships and Scholarships	\$22,400	N/A	\$22,400	N/A	\$22,400	N/A	N/A	N/A
SUB-TOTAL EXPENSES	\$36,400		\$36,400		\$36,400		\$ N/A	
EXPENDITURES								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$1,000		\$1,000		\$1,000		N/A	
Equipment	N/A		N/A		N/A		N/A	
Travel	\$4,200		\$4,200		\$4,200		N/A	
Supplies	\$5,600		\$5,600		\$5,600		N/A	
SUB-TOTAL	\$10,800		\$10,800		\$10,800		\$ N/A	
GRAND TOTAL EXPENSES	\$ N/A		\$ N/A		\$ N/A		\$ N/A	
REVENUES								
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$ N/A		\$ N/A		\$ N/A		\$ N/A	
Federal Grants/Contracts	\$ 94,400		\$ 94,400		\$ 94,400			
State Grants/Contracts								
Private Grants/Contracts								
Tuition								
Fees								
Other (specify)								
TOTAL	\$ 94,400		\$ 94,400		\$ 94,400		\$ N/A	

ATHLETICS COMMITTEE

(Following Academic Affairs Committee)

Friday, October 22, 2021

Southern University System Board Meeting Room

J. S. Clark Administration Building ~ 2nd Floor

Baton Rouge, LA 70813

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 to Lift Suspension of SUNO Athletics (SUNO)
 - B. Request Approval of SUNO Athletic Director (SUNO)
6. Other Business
7. Adjournment

MEMBERS

Mr. John Barthelemy- Chairman, Dr. Rani Whitfield – Vice-Chairman,
Mr. Myron Lawson, Mrs. Ann Smith, Atty. Ed Shorty, Atty. Jody Amedee, III
Atty. Domoine D. Rutledge- Ex Officio



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

Phone: (504) 286-5311 Fax: (504) 286-5000

www.suno.edu

Office of the Chancellor

October 11, 2021

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

Dear Dr. Belton:

Southern University at New Orleans (SUNO) is seeking your approval and support for lifting the suspension of our athletic programs, effective November 1, 2021. As you know, SUNO requested the suspension as a part of our financial remediation program during my interim appointment at SUNO. Having the time to right-size our operations without the overhang of athletics was a major part of our rapid recovery and restoration of financial health. Now that SUNO has a solid financial base, I believe that now is the appropriate time to bring athletics back to the campus.

As we all know, athletic programs are vital to the life of a university and are integral to creating a well-rounded student experience. We have carefully analyzed our operations and consulted with key stakeholders, and we are confident that bringing athletics back at this time is in our strategic best interest. Our students are excited about the prospect of athletics returning to SUNO, and as evidence of their desire, the students met and voted on implementing a student athletic fee that will facilitate development of a revitalized athletic program at SUNO. It can be noted at the upcoming Board Finance Committee meeting that students voted 77.5% in favor of restoring athletics and implementing a fee of \$100 to support athletic programs during a referendum held on October 11, 2021. As key stakeholders, we thought it was very important to listen to our students and to make them a part of the decision-making process.

Currently, we are committed to the University supporting 1/3 of the operations (360k of the available \$544K) from the general fund budget, 1/3 from student fees (\$360k if approved in the Finance Committee), and 1/3 from fundraising as designated by the fundraising commitment/goal. This will give us the revenue base to operate the athletic programs with an allowable contingency if revenues are not met. Investment and first year expenditures will consist of personnel, and operational cost for the athletic department administration, men's basketball and women's basketball.

To support this initiative, SUNO has developed a pro forma that consists of ensuring that revenues drive the expenditures and do not create operational deficits in the athletic program. This positions SUNO in a positive operating fiscal status while maintaining controls over spending, as initially there will only be two sports. From a student activity standpoint, resuming athletics will also provide students with much needed activities on the campus.

"An Equal Educational Opportunity Institution"

While the decision to suspend athletics was a very difficult but necessary one, the University is now in a position to support at least a limited number of sports in a fiscally responsible manner without jeopardizing its operations. With Board approval, the University will reinstate the two basketball programs, submit the application for readmission to the National Association of Intercollegiate Athletics (NAIA) on November 1, 2021, select a conference, hire an athletic director and hire the coaching staffs for the men and women basketball programs. The teams will begin competition during the Fall 2022 semester. Over the next four years, the University will closely monitor the finances of the athletics department and plan to implement four additional sports to qualify for full membership in the NAIA.

Through systematic planning and sound financial management, SUNO is in a position to put forward the recommendation to restore athletics. We are confident that this action will play a major role in assisting SUNO to achieve its strategic goals and help provide a vital component of the student experience. Your consideration of this request is greatly appreciated.

With kind regards,



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

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

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

October 8, 2021

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 submit the name of Mr. George "Tic" Price to become the Athletic Director at Southern University at New Orleans (SUNO). Coach Price is a graduate of Virginia Tech, Blacksburg, VA with progressive leadership positions in intercollegiate sports for over four decades. Coach Price's professional experience includes assistant coaching positions with several universities and as Men's Head Basketball coach at the Lamar University, University of New Orleans and Memphis University. I am recommending an annual salary of \$80,000 and a start date of November 1, 2021.

Coach Price is highly respected among his intercollegiate athletic peers which is perhaps best demonstrated through their selection of him as a Four-Time NABC District VIII Coach of the Year, Division I, Three-Time Louisiana Sport Writers Association Coach of the Year, Court Coach for Men's National Team, Sun Belt Conference Coach of the Year and the Southland Conference Coach of the Year. His accomplishments include coaching the University of New Orleans to a program record three-straight 20 wins seasons and the winningest NCAA Division I Rookie Head Coach, (20-11 record).

In addition to his athletic accomplishments, Coach Price served as Interim Assistant Vice President for Student Engagement at Lamar University and as an Admissions Representative at Roanoke College. Coach Price has also served as host of "High School Hoops with Tic Price" Television Sport's Show and as Television Color Analyst for CSN Sports. He is also the author of "Match-Up Zone" for Winning Hoops publication. His professional affiliations include Big Brothers/Sisters Board Member; National Association of Basketball Coaches; the Black Coaches Association; Vice President, Louisiana Association of Basketball Coaches (LABC), 2004 and President, Louisiana Association of Basketball Coaches (LABC), 2005.

Based on Coach Price's professional experiences and affiliations, I am convinced that he will build a solid foundation for an outstanding department and highly successful athletic programs at SUNO. 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"

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, 2021 To June 30, 2022

Effective Date November 1, 2021

Name George Price SS# xxx-xx- Male _____ Race* Black

Position Title: Athletic Director Department: Athletics

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 _____ Southern University Experience _____

Degree(s): Type/Discipline (BA-Education): Bachelor of Science-Education Institution/Location (SU-Baton Rouge): Virginia Tech, Blacksburg, VA Year: 1979

Current Employer N/A

Personnel Action

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

Recommended Salary \$80,000.00 Salary Budgeted \$80,000.00

Source of Funds _____

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

Source of Funds	Amount
418900 41310 61002 49000	\$80,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: James H. Ammons 10/07/2021
 Supervisor _____ Date _____ Dean/Unit Head _____ Date _____
 DocuSigned by: Dr. Teresa Hardee 10/07/2021
 Vice President _____ Date _____
 Director/Personnel _____ Date _____ Vice President of Finance _____ Date _____
 President _____ Date _____ Chairman/S.U. Board _____ Date _____
 Of Supervisor

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.

X 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 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)

_____ 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>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	

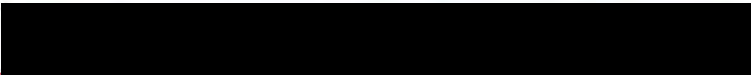
Do Not Write Below This Area
For Human Resource And Budgetary Control Use Only!

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)



GEORGE 'TIC' PRICE



Objective To enhance the development and learning practices of student-athletes through theories and applications.

Education B.S. in Education, 1979
Virginia Tech - Blacksburg, Va.

Virginia Commonwealth, 1974-76
Richmond, Va.

Basketball Coach • Administrator • Proven Leader

Professional Experience

Lamar University May 2014 - March 2021
Head Basketball Coach



Coached and recruited highly skilled athletes. Coordinated and developed a competitive basketball program in all aspects including scheduling, travel, recruiting, on-court coaching, staff and budget management, developed total student-athletes committed to academic and athletic excellence; fostered good public relations with university, alumni and community. Complied with NCAA Rules and Regulations.

Committee on Diversity & Inclusion Sept. 2020 - March 2021
Strategically collaborated with faculty, staff and student-athletes to empower and educate them to bring awareness to social injustice issues.

Lamar University May 2013 - May 2014
Interim Assistant Vice President for Student Engagement



Utilize divisional leadership and strategic planning aligned with university priorities; program development, particularly in leadership, engagement and retention initiatives; facility planning/management; budget management; supervision and development of full and part-time professional staff and a large student paraprofessional staff. Led divisional assessment planning and managed "current student" web pages; develops vibrant campus climate.

Lamar University June 2011 - May 2013
Athletics Coordinator



Coordinator game management for women's soccer, volleyball and women's softball, organize community service projects for student-athletes, develop life skills program, NCAA compliance issues, and monitor Student Athlete Advisory Committee.

Lamar University June 2008 - June 2011
Assistant Basketball Coach



Coordinate recruiting for head coach, development of individual players, scouting opponents via tape and practice/games.

North Texas June 2007 - June 2008
Assistant Basketball Coach



Coordinate recruiting for head coach, development of individual players, scouting opponents via tape and practice/games.

"High School Hoops with Tic Price" November 2006 - March 2007
Television Sport's Show Host



Evaluated talent, discuss game highlights, interviewed athletes/coaches/guests, secured financial sponsors from local business owners, and organized weekly show.

Professional Experience Continued



New Orleans

Television Color Analyst (CSN Sports)

Provided insight on games, break down offense/defense with related personnel, met with players/coaches, and analyzed talent.

December 2006 - February 2007



McNeese State

Head Basketball Coach

Built a championship-level basketball program through coaching and recruiting highly skilled athletes. Coordinated and developed a competitive basketball program in all aspects including scheduling, travel, recruiting, on-court coaching, staff and budget management, developed total student-athletes committed to academic and athletic excellence; fostered good public relations with university, alumni and community, and complied with NCAA rules and regulations.

April 2001 - August 2006



McNeese State

Assistant Basketball Coach

Coordinated recruiting efforts, player development, scouting opponents via tape and practice/games.

April 2000 - April 2001



Memphis

Head Basketball Coach

Coached and recruited highly skilled student-athletes. Coordinated and developed a competitive basketball program in all phases including scheduling, travel, recruiting, on-court coaching, staff, and budget management, developed total student-athletes committed to academic and athletic excellence; fostered good public relations with university, alumni and community. Complied with NCAA, Memphis and C-USA Rules and Regulations. Developed fundraising strategies, organized meetings and other duties as assigned by the director of athletics.

March 1997 - November 1999



New Orleans

Head Basketball Coach

Coached and recruited highly skilled student-athletes. Coordinated and developed a competitive basketball program in all aspects including travel, on-court coaching, staff and budget management, developed total student-athletes committed to academic and athletic excellence; fostered good public relations with university, alumni and community. Complied with NCAA, Memphis and C-USA rules and regulations. Developed fundraising strategies, organized meetings and other duties as assigned by the director of athletics.

August 1994 - March 1997



New Orleans

Associate Head Basketball Coach

Coordinated recruiting for head coach, development of individual players, scouting opponents via tape and practice/games. Preparations, helped train restricted earnings' coach, promoted positive university concept and other responsibilities assigned by head coach.

June 1994 - August 1994



Auburn

Assistant Basketball Coach/Top Assistant

Recruiting coordinator, individual player development, academic counseling, opponent scouting.

September 1993 - June 1994



Old Dominion

Assistant Basketball Coach

Recruiting, coordinated team travel, assisted with player development, scouting and academic counseling.

April 1991 - September 1993



Virginia Tech

Assistant Basketball Coach

Recruiting, assisted with player development, academic counseling, opponent scouting, program management.

May 1989 - May 1991



UT Chattanooga

Assistant Basketball Coach

Recruiting, individual player development and opponent scouting.

August 1984 - March 1989



Roanoke College

Assistant Basketball Coach (Part Time)

Recruiting, scouting, coached JV squad (two years), practice planning, worked specifically with post players.

October 1980 - August 1984

Other Employment

Roanoke College

March 1984 - August 1984

Admissions Representative

Recruiting college students, planning and designing orientation programs, as well as student retention activities (i.e. study skills), and advisor of minority students.

State of Virginia

October 1983 - March 1984

Community Corrections Caseworker

Monitor cases in General District Court, and facilitate the placement of misdemeanor offenders in community service jobs.

City of Roanoke

October 1982 - October 1983

Juvenile Detention Supervisor

Planned and managed activities of youth offenders awaiting court appearances and referrals to state juvenile facilities.

Professional Affiliations

- Big Brothers/Sisters Board Member
- National Association of Basketball Coaches
- Black Coaches Association
- Author of "Match-Up Zone" for Winning Hoops publication
- Vice President, Louisiana Association of Basketball Coaches (LABC), 2004
- President, Louisiana Association of Basketball Coaches (LABC), 2005

Honors

- Winningest NCAA Division I Rookie Head Coach, 1995 (20-11 record)
- Four-Time NABC District VIII Coach of the Year, Division I (1994-95, 1995-96, 1996-97, 2001-02)
- Three-Time Louisiana Sportwriters Association Coach of the Year (1995-96, 1996-97, 2001-02)
- Selected as Court Coach for Men's National Team, 1996-97
- Sun Belt Conference Coach of the Year, 1996-97
- Coached New Orleans to a program record three-straight 20-win seasons
- Southland Conference Coach of the Year, 2001-02

References

Dr. James Simmons

Lamar University President (retired)

(409) 893-0914

Dr. Kevin Smith

Lamar University

Senior Associate Provost

(409) 656-5664

Norman Bellard

Assistant to President for Community Relations/

Athletics Program Liaison

(409) 201-1299

FACILITIES AND PROPERTY COMMITTEE

(Following Athletics Committee)

Friday, October 22, 2021

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item
 - A. Request Approval for SU System Five-year Capital Outlay Plan
6. Informational Item
 - A. Facilities Planning Project Updates (SUS)
7. Other Business
8. Adjournment

MEMBERS

Dr. Rani Whitfield – Chairman, Ms. Arlanda Williams – Vice Chair,
Mr. John Barthelemy, Mr. Richard Hilliard, Mr. Myron Lawson, Dr. Leon Tarver, II
Atty. Domoine D. Rutledge- Ex Officio

SYSTEM NAME: **Southern University and A&M College System**

FY2020-2021 Through FY2024-2025

5 Year Capital Outlay Plan

System Priority	Campus Priority	Yr Originally Requested	Campus	Major Repairs	1 FY21-22	2 FY22-23	3 FY23-24	4 FY24-25	5 FY25-26	Yrs. 2-5 Remaining Subtotal	Project Total
1	1	FY 21-22	SU System 615	SU System - Major Repairs and Deferred Maintenance of Buildings and Facilities/Site Infrastructure, including ADA upgrades, Re-Roofing, Mechanical HVAC & Energy Management Controls, Mechanical Plumbing, Electrical Power/Lighting/Fire protection systems and Construction (for various buildings which has not received funding) (\$76,000,000 requested received \$4,000,000 October 2021)	\$4,000,000	\$18,000,000	\$18,000,000	\$18,000,000	\$18,000,000	\$72,000,000	\$76,000,000
2	1	FY 21-22	SUSLA 618	Gymnasium demolition in lieu of roof replacement	\$500,000	\$0	\$0			\$0	\$500,000
3	1	FY21-22	SUBR 616	Tourgee Dubose Hall Re-roof	\$400,000					\$0	\$400,000
4	2	FY21-22	SUBR 616	Isaac Greggs Band Hall Re-roof	\$400,000	\$0				\$0	\$400,000
5	6	FY 21-22	SUBR 616	Waterproofing Project - J. S. Clark Administration Bldg., Fieldhouse, Press box, Higgins, & Blanks Halls.	\$500,000	\$0	\$0			\$0	\$500,000
6	1	FY 21-22	SUNO 617	Automatic gate arm repair and access control improvements	\$320,000	\$0	\$0			\$0	\$320,000
7	7	FY 21-22	SUBR 616	Air Handler and System Controls Replacement - Isaac Greggs Band Bldg.	\$280,000	\$0				\$0	\$280,000
8	2	FY 21-22	SUNO 617	Underground piping reroute and repair that was laid over existing sewer utility.	\$200,000	\$0	\$0			\$0	\$200,000
9	3	FY 21-22	SUSLA 618	Metro Campus atrium window waterproofing	\$500,000	\$0	\$0			\$0	\$500,000
10	3	FY 21-22	SUBR 616	Subsurface drainage repair and cleanout and mill asphalt overlay at Intramural Sports Complex. Budget for \$100,000.	\$100,000	\$0	\$0	\$0		\$0	\$100,000
11	4	FY 21-22	SUBR 616	Subsurface drainage repair; cleanout and mill asphalt overlay - Student Health Center.	\$200,000	\$0				\$0	\$200,000
12	5	FY 21-22	SUBR 616	Subsurface drainage repair; cleanout and mill asphalt overlay - Jaguar Courts/Dunn Hall	\$360,000	\$0				\$0	\$360,000
13	2	FY 21-22	SUSLA 618	Subsurface drainage and valve repair/replacement	\$240,000	\$0	\$0			\$0	\$240,000
Total Major Repairs Projects					\$4,000,000	\$18,000,000	\$18,000,000	\$18,000,000	\$18,000,000	\$72,000,000	\$76,000,000

System Priority	Campus Priority	Yr Originally Requested	Campus	Self Generated Projects	1 FY21-22	2 FY22-23	3 FY23-24	4 FY24-25	5 FY25-26	Yrs. 2-5 Remaining Subtotal	Project Total
1	1	FY 21-22	SUBR 616	New Student Life Center/Union	\$2,500,000	\$15,000,000	\$27,500,000			\$42,500,000	\$45,000,000
2	2	FY 21-22	SUBR 616	Honors Dormitory	\$2,000,000	\$14,000,000	\$20,000,000			\$34,000,000	\$36,000,000
3	3	FY 21-22	SUBR 616	New Dormitories in Residential Life	\$2,500,000	\$15,000,000	\$18,500,000			\$33,500,000	\$36,000,000
4	4	FY 21-22	SUBR 616	Amphitheater and Outdoor Classroom	\$500,000	\$1,000,000				\$1,000,000	\$1,500,000
Total Self-Generated Projects					\$7,500,000	\$45,000,000	\$66,000,000	\$0	\$0	\$111,000,000	\$118,500,000

System Priority	Campus Priority	Yr. Originally Requested	Campus	Continuing Projects	1 FY21-22	2 FY22-23	3 FY23-24	4 FY24-25	5 FY25-26	Yrs. 2-5 Remaining Subtotal	Project Total
1	1	FY 21-22	SUBR 616	Ravine, Bluff & Riverbank Stabilization		\$1,000,000	\$20,000,000	\$11,000,000		\$32,000,000	\$32,000,000
2	2	FY 17-18	SUBR 616	New Science Complex (140,000 sq. ft.)	\$1,500,000	\$20,000,000	\$25,000,000	\$2,000,000		\$47,000,000	\$48,500,000
3	3	FY 21-22	SUBR 616	New School of Business	\$1,000,000	\$22,000,000	\$12,500,000			\$34,500,000	\$35,500,000
4	8	FY 21-22	SUBR 616	W.W. Stewart Hall Auditorium/J.S. Clark Admin HVAC Replacement	\$480,000					\$0	\$480,000
4	1	FY 21-22	SUAG	A.O. Williams Hall Renovations	\$5,660,400						\$5,660,400
5	12	FY 13-14	SUBR 616	SU Laboratory School Addition and Upgrades - Phase 2 \$6,654,100	\$1,000,000	\$7,006,400				\$7,006,400	\$8,006,400
6	2	FY 21-22	SUAG	Disaster Relief Mega Shelter	\$1,000,000	\$10,100,000				\$10,100,000	\$11,100,000
7	5	FY 21-22	SUBR 616	J.W. Fisher Hall Renovation	\$3,500,000					\$0	\$3,500,000
8	1	FY 18-19	SULC	Renovations and Addition to Existing Law Library	\$650,000	\$10,750,000				\$10,750,000	\$11,400,000
9	1	FY 21-22	SUNO 617	ADA Bathroom Upgrades	\$250,000	\$250,000	\$1,150,000			\$1,400,000	\$1,650,000
10	2	FY 21-22	SULA 618	New Workforce Training and Technology Center	\$676,000						\$676,000
11	7	FY 21-22	SUBR 616	New Information Center - Riverfront	\$3,800,000					\$0	\$3,800,000
12	1	FY 21-22	SUSLA 618	Lewis Collier Hall Science Building	\$225,000	\$3,780,000				\$3,780,000	\$4,005,000
				Roofing System Repairs/Replacements (see SUS Major Repairs Funding from previous years projects)							
		FY 21-22	SUBR 616	1. Navy ROTC 2. Navy ROTC 3. Smith-Brown Memorial Student Union 4. J. B. Moore Hall 5. Augustus C. Blanks Hall 6. Southern University Laboratory School - gym & covered walks	\$559,000	\$1,500,000	\$850,000	\$350,000		\$2,700,000	\$3,259,000
13	9										
15	10	FY 21-22	SUBR 616	Campus fire alarm systems upgrades for 21 buildings - \$1,300,000	\$250,000	\$500,000	\$270,000			\$770,000	\$1,020,000
16	6	FY 21-22	SUBR 616	Jesse Owens Hall Demolition	\$500,000	\$0				\$0	\$500,000
17	4	FY 21-22	SUBR 616	Lift Station No. 2	\$1,200,000					\$0	\$1,200,000
18	11	FY 21-22	SUBR 616	Stewart Hall - Wall Mount HVAC Units	\$1,800,000						\$1,800,000
Total Continuing Projects					\$24,050,400	\$76,886,400	\$59,770,000	\$13,350,000	\$0	\$150,006,400	\$174,056,800

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Friday, October 22, 2021
Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item
 - A. Request approval for FY 2022-2023 Budget Requests and Addenda
 1. Southern University Board and System Administration (SUS)
 2. Southern University and A&M College (SUBR)
 3. Southern University Law Center (SULC)
 4. Southern University New Orleans Campus (SUNO)
 5. Southern University Shreveport Campus (SUSLA)
 6. Southern University Agricultural Research and Extension Center (SUAREC)
 - B. Request Approval to Establish a Student Athletic Fee (SUNO)
 - C. Request Approval to Increase Student Health Fee (SUNO)
6. Informational Item
 - A. Interim Financial Reports
7. Other Business
8. Adjournment

MEMBERS

Dr. Leon R. Tarver, II—Chairman, Mr. Myron Lawson -Vice Chair
Mr. Sam Gilliam, Atty. Ed Shorty, Mr. Richard Hilliard, Dr. Rani Whitfield,
Atty. Domoine D. Rutledge- Ex Officio

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of September 30, 2021

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 51,673,797	\$ 11,739,373	\$ 39,934,424	\$ 51,673,797	\$ -	22.7%
Statutory Dedicated	4,250,997	-	4,250,997	4,250,997	-	0.0%
Federal	6,154,209	888,242	5,265,967	6,154,209	-	14.4%
Self Generated						
Tuition - Fall 2020	35,093,666	33,926,143	1,901,871	35,828,014	734,348	96.7%
Tuition - Spring 2021	31,941,234	60	31,941,174	31,941,234	-	0.0%
Tuition - Summer	7,121,013	288,184	6,832,829	7,121,013	-	4.0%
Out-of-State Fees	13,470,378	8,125,657	6,501,912	14,627,569	1,157,191	60.3%
Other	17,336,279	5,105,702	12,199,960	17,305,662	(30,617)	29.5%
Interagency Transfer	3,869,822	311,646	3,558,176	3,869,822	-	8.1%
Total Revenues	\$ 170,911,395	\$ 60,385,006	\$ 112,387,310	\$ 172,772,317	\$ 1,860,922	35.3%
Expenditures						
Salaries	\$ 79,584,524	\$ 19,226,117	\$ 60,358,407	\$ 79,584,524	\$ -	24.2%
Other Compensation	425,877	25,500	400,377	425,877	-	6.0%
Related Benefits	34,792,842	7,337,882	27,454,960	34,792,842	-	21.1%
Total Personal Services	\$ 114,803,243	\$ 26,589,499	\$ 88,213,744	\$ 114,803,243	\$ -	23.2%
Travel	1,168,170	8,881	1,154,199	1,163,080	(5,090)	0.8%
Operating Services	15,026,069	3,999,966	11,279,274	15,279,239	253,170	26.6%
Supplies	1,901,288	206,786	1,662,325	1,869,111	(32,177)	10.9%
Total Operating Expenses	\$ 18,095,527	\$ 4,215,632	\$ 14,095,798	\$ 18,311,430	\$ 215,903	23.3%
Professional Services	2,954,627	134,474	2,820,993	2,955,467	840	4.6%
Other Charges	18,298,815	48,725	17,957,591	18,006,316	(292,499)	0.3%
Debt Services						
Interagency Transfers	6,762,089	-	6,762,089	6,762,089	-	0.0%
Total Other Charges	\$ 28,015,531	\$ 183,199	\$ 27,540,673	\$ 27,723,872	\$ (291,659)	0.7%
General Acquisitions	241,363	53,954	187,409	241,363	-	22.4%
Library Acquisitions	662,649	273,565	389,084	662,649	-	41.3%
Major Repairs	801,794	-	801,794	801,794	-	0.0%
Total Acquisitions/Major Repairs	\$ 1,705,806	\$ 327,519	\$ 1,378,287	\$ 1,705,806	\$ -	19.2%
Scholarships	8,291,288	6,375,359	3,849,076	10,224,436	1,933,148	76.9%
Total Expenditures	\$ 170,911,395	\$ 37,691,209	\$ 135,077,578	\$ 172,768,787	\$ 1,857,392	22.1%

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of September 30, 2021

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,673,376	\$ 683,672	\$ 2,989,704	\$ 3,673,376	\$ -	18.6%
Statutory Dedicated						
Federal						
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 3,673,376	\$ 683,672	\$ 2,989,704	\$ 3,673,376	\$ -	18.6%
Expenditures						
Salaries	\$ 1,846,338	\$ 409,175	\$ 1,437,163	\$ 1,846,338	\$ -	22.2%
Other Compensation	64,500	13,000	51,500	64,500	-	20.2%
Related Benefits	733,663	125,633	608,030	733,663	-	17.1%
Total Personal Services	\$ 2,644,501	\$ 547,808	\$ 2,096,693	\$ 2,644,501	\$ -	20.7%
Travel	176,000	1,481	174,519	176,000	-	0.8%
Operating Services	171,100	19,535	151,565	171,100	-	11.4%
Supplies	80,000	3,441	76,559	80,000	-	4.3%
Total Operating Expenses	\$ 427,100	\$ 24,457	\$ 402,643	\$ 427,100	\$ -	5.7%
Professional Services	63,000	1,450	61,550	63,000	-	2.3%
Other Charges	473,775	-	473,775	473,775	-	0.0%
Debt Services						
Interagency Transfers						
Total Other Charges	\$ 536,775	\$ 1,450	\$ 535,325	\$ 536,775	\$ -	0.3%
General Acquisitions	65,000	1,030	63,970	65,000	-	1.6%
Library Acquisitions						
Major Repairs						
Total Acquisitions/Major Repairs	\$ 65,000	\$ 1,030	\$ 63,970	\$ 65,000	\$ -	1.6%
Scholarships						
Total Expenditures	\$ 3,673,376	\$ 574,745	\$ 3,098,631	\$ 3,673,376	\$ -	15.6%

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of September 30, 2021**

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 21,703,631	\$ 5,239,861	\$ 16,463,770	\$ 21,703,631	\$ -	24.1%
Statutory Dedicated	1,608,944	-	1,608,944	1,608,944	-	0.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	21,709,761	22,199,574	-	22,199,574	489,813	102.3%
Tuition - Spring 2021	19,487,148	60	19,487,088	19,487,148	-	0.0%
Tuition - Summer	4,963,498	-	4,963,498	4,963,498	-	0.0%
Out-of-State Fees	8,349,603	5,650,176	4,148,725	9,798,901	1,449,298	67.7%
Other	7,671,356	2,081,085	5,590,271	7,671,356	-	27.1%
Interagency Transfer	3,869,822	311,646	3,558,176	3,869,822	-	8.1%
Total Revenues	\$ 89,363,763	\$ 35,482,401	\$ 55,820,472	\$ 91,302,874	\$ 1,939,111	39.7%
Expenditures						
Salaries	\$ 42,454,990	\$ 9,961,506	\$ 32,493,484	\$ 42,454,990	\$ -	23.5%
Other Compensation	201,377	-	201,377	201,377	-	0.0%
Related Benefits	18,796,927	3,751,732	15,045,195	18,796,927	-	20.0%
Total Personal Services	\$ 61,453,294	\$ 13,713,237	\$ 47,740,057	\$ 61,453,294	\$ -	22.3%
Travel	325,870	867	325,003	325,870	-	0.3%
Operating Services	8,080,389	2,611,919	5,468,470	8,080,389	-	32.3%
Supplies	937,411	98,846	838,565	937,411	-	10.5%
Total Operating Expenses	\$ 9,343,670	\$ 2,711,632	\$ 6,632,038	\$ 9,343,670	\$ -	29.0%
Professional Services	1,101,480	-	1,101,480	1,101,480	-	0.0%
Other Charges	5,980,700	44,456	5,936,244	5,980,700	-	0.7%
Debt Services			-			
Interagency Transfers	4,343,650	-	4,343,650	4,343,650	-	0.0%
Total Other Charges	\$ 11,425,830	\$ 44,456	\$ 11,381,374	\$ 11,425,830	\$ -	0.4%
General Acquisitions	62,032	-	62,032	62,032	-	0.0%
Library Acquisitions	137,649	33,068	104,581	137,649	-	24.0%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 199,681	\$ 33,068	\$ 166,613	\$ 199,681	\$ -	16.6%
Scholarships	6,941,288	6,034,215	2,846,183	8,880,399	1,939,111	86.9%
Total Expenditures	\$ 89,363,763	\$ 22,536,609	\$ 68,766,264	\$ 91,302,874	\$ 1,939,111	25.2%

**Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of September 30, 2021**

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 4,927,259	\$ 917,039	\$ 4,010,220	\$ 4,927,259	\$ -	18.6%
Statutory Dedicated	174,344	-	174,344	174,344	-	0.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	4,583,457	5,024,770	-	5,024,770	441,313	109.6%
Tuition - Spring 2021	4,412,842	-	4,412,842	4,412,842	-	0.0%
Tuition - Summer	882,945	-	882,945	882,945	-	0.0%
Out-of-State Fees	4,196,111	2,274,300	1,921,811	4,196,111	-	54.2%
Other	3,749,466	1,963,503	1,785,963	3,749,466	-	52.4%
Interagency Transfer		-	-			
Total Revenues	\$ 22,926,424	\$ 10,179,612	\$ 13,188,125	\$ 23,367,737	\$ 441,313	44.4%
Expenditures						
Salaries	\$ 11,971,842	\$ 3,106,993	\$ 8,864,849	\$ 11,971,842	\$ -	26.0%
Other Compensation	-	-	-	-	-	-
Related Benefits	4,410,564	932,666	3,477,898	4,410,564	-	21.1%
Total Personal Services	\$ 16,382,406	\$ 4,039,659	\$ 12,342,747	\$ 16,382,406	\$ -	24.7%
Travel	515,000	3,008	511,992	515,000	-	0.6%
Operating Services	2,038,567	187,929	2,291,951	2,479,880	441,313	9.2%
Supplies	325,000	42,458	282,542	325,000	-	13.1%
Total Operating Expenses	\$ 2,878,567	\$ 233,394	\$ 3,086,486	\$ 3,319,880	\$ 441,313	8.1%
Professional Services	1,570,590	128,790	1,441,800	1,570,590	-	8.2%
Other Charges	526,186	-	526,186	526,186	-	0.0%
Debt Services				-	-	-
Interagency Transfers	568,675	-	568,675	568,675	-	0.0%
Total Other Charges	\$ 2,665,451	\$ 128,790	\$ 2,536,661	\$ 2,665,451	\$ -	4.8%
General Acquisitions	-	-	-	-	-	-
Library Acquisitions	350,000	144,381	205,619	350,000	-	41.3%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 350,000	\$ 144,381	\$ 205,619	\$ 350,000	\$ -	41.3%
Scholarships	650,000	307,250	342,750	650,000	-	47.3%
Total Expenditures	\$ 22,926,424	\$ 4,853,474	\$ 18,514,263	\$ 23,367,737	\$ 441,313	21.2%

**Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of September 30, 2021**

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,851,532	\$ 1,275,176	\$ 5,576,356	\$ 6,851,532	\$ -	18.6%
Statutory Dedicated	506,477	-	506,477	506,477	-	0.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	5,051,510	3,617,823	1,436,671	5,054,494	2,984	71.6%
Tuition - Spring 2021	4,577,842	-	4,577,842	4,577,842	-	0.0%
Tuition - Summer	429,999	-	429,999	429,999	-	0.0%
Out-of-State Fees	517,807	108,181	409,626	517,807	-	20.9%
Other	4,370,387	1,047,207	3,323,726	4,370,933	546	24.0%
Interagency Transfer						
Total Revenues	\$ 22,305,554	\$ 6,048,387	\$ 16,260,697	\$ 22,309,084	\$ 3,530	27.1%
Expenditures						
Salaries	\$ 10,354,998	\$ 2,462,239	\$ 7,892,759	\$ 10,354,998	\$ -	23.8%
Other Compensation	75,000	-	75,000	75,000	-	-
Related Benefits	4,649,692	1,263,826	3,385,866	4,649,692	-	27.2%
Total Personal Services	\$ 15,079,690	\$ 3,726,065	\$ 11,353,625	\$ 15,079,690	\$ -	24.7%
Travel	21,000	1,900	19,100	21,000	-	9.0%
Operating Services	1,922,500	43,518	1,878,982	1,922,500	-	2.3%
Supplies	180,500	6,085	174,415	180,500	-	3.4%
Total Operating Expenses	\$ 2,124,000	\$ 51,503	\$ 2,072,497	\$ 2,124,000	\$ -	2.4%
Professional Services	3,000	3,000	-	3,000	-	-
Other Charges	3,422,723	3,277	3,419,446	3,422,723	-	0.1%
Debt Services						
Interagency Transfers	1,101,141	-	1,101,141	1,101,141	-	0.0%
Total Other Charges	\$ 4,526,864	\$ 6,277	\$ 4,520,587	\$ 4,526,864	\$ -	0.1%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	96,116	78,884	175,000	-	54.9%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 175,000	\$ 96,116	\$ 78,884	\$ 175,000	\$ -	54.9%
Scholarships	400,000	23,728	376,272	400,000	-	5.9%
Total Expenditures	\$ 22,305,554	\$ 3,903,689	\$ 18,401,865	\$ 22,305,554	\$ -	17.5%

**Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of September 30, 2021**

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,112,438	\$ 1,381,785	\$ 4,730,653	\$ 6,112,438	\$ -	22.6%
Statutory Dedicated	163,377	-	163,377	163,377	-	0.0%
Federal						
Self Generated						
Tuition - Fall 2020	3,748,938	3,083,976	465,200	3,549,176	(199,762)	82.3%
Tuition - Spring 2021	3,463,402	-	3,463,402	3,463,402	-	0.0%
Tuition - Summer	844,571	288,184	556,387	844,571	-	34.1%
Out-of-State Fees	406,857	93,000	21,750	114,750	(292,107)	22.9%
Other	1,545,070	13,907	1,500,000	1,513,907	(31,163)	0.9%
Interagency Transfer		-	-			
Total Revenues	\$ 16,284,653	\$ 4,860,852	\$ 10,900,769	\$ 15,761,621	\$ (523,032)	29.8%
Expenditures						
Salaries	\$ 7,755,534	\$ 1,886,348	\$ 5,869,186	\$ 7,755,534	\$ -	24.3%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,712,410	771,560	2,940,850	3,712,410	-	20.8%
Total Personal Services	\$ 11,467,944	\$ 2,657,908	\$ 8,810,036	\$ 11,467,944	\$ -	23.2%
Travel	35,300	210	30,000	30,210	(5,090)	0.6%
Operating Services	2,342,955	921,389	1,233,423	2,154,812	(188,143)	39.3%
Supplies	153,200	21,023	100,000	121,023	(32,177)	13.7%
Total Operating Expenses	\$ 2,531,455	\$ 942,622	\$ 1,363,423	\$ 2,306,045	\$ (225,410)	37.2%
Professional Services	181,557	840	181,557	182,397	840	0.5%
Other Charges	1,055,074	(4,008)	766,583	762,575	(292,499)	-0.4%
Debt Services						
Interagency Transfers	748,623	-	748,623	748,623	-	0.0%
Total Other Charges	\$ 1,985,254	\$ (3,168)	\$ 1,696,763	\$ 1,693,595	\$ (291,659)	-0.2%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	300,000	10,166	283,871	294,037	(5,963)	3.4%
Total Expenditures	\$ 16,284,653	\$ 3,607,528	\$ 12,154,093	\$ 15,761,621	\$ (523,032)	22.2%

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2022
As of September 30, 2021

	FY22 Budget	Actual	Projected	Total FY22	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 8,405,561	\$ 2,241,840	\$ 6,163,721	\$ 8,405,561	\$ -	26.7%
Statutory Dedicated	1,797,855	-	1,797,855	1,797,855	-	0.0%
Federal	6,154,209	888,242	5,265,967	6,154,209	-	14.4%
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 16,357,625	\$ 3,130,082	\$ 13,227,543	\$ 16,357,625	\$ -	19.1%
Expenditures						
Salaries	\$ 5,200,822	\$ 1,399,856	\$ 3,800,966	\$ 5,200,822	\$ -	26.9%
Other Compensation	85,000	12,500	72,500	85,000	-	14.7%
Related Benefits	2,489,586	492,466	1,997,120	2,489,586	-	19.8%
Total Personal Services	\$ 7,775,408	\$ 1,904,822	\$ 5,870,586	\$ 7,775,408	\$ -	24.5%
Travel	95,000	1,415	93,585	95,000	-	1.5%
Operating Services	470,558	215,675	254,883	470,558	-	45.8%
Supplies	225,177	34,933	190,244	225,177	-	15.5%
Total Operating Expenses	\$ 790,735	\$ 252,024	\$ 538,711	\$ 790,735	\$ -	31.9%
Professional Services	35,000	393	34,607	35,000	-	1.1%
Other Charges	6,840,357	5,000	6,835,357	6,840,357	-	0.1%
Debt Services						
Interagency Transfers	-			-	-	0.0%
Total Other Charges	\$ 6,875,357	\$ 5,393	\$ 6,869,964	\$ 6,875,357	\$ -	0.1%
General Acquisitions	114,331	52,924	61,407	114,331	-	46.3%
Library Acquisitions				-		
Major Repairs	801,794		801,794	801,794	-	0.0%
Total Acquisitions/Major Repairs	\$ 916,125	\$ 52,924	\$ 863,201	\$ 916,125	\$ -	5.8%
Scholarships		-	-	-	-	0.0%
Total Expenditures	\$ 16,357,625	\$ 2,215,163	\$ 14,142,462	\$ 16,357,625	\$ -	13.5%



**Student Affairs
and Enrollment Management**

SOUTHERN UNIVERSITY AT NEW ORLEANS
6400 Press Drive New Orleans, LA 70126
Phone: (504) 286-5040 Fax: (504) 286-5000
www.suno.edu

October 11, 2021

James H. Ammons, Jr., Ph.D.
Executive Vice President-Chancellor
Southern University at New Orleans
New Orleans, Louisiana 70126

RE: Authorization of Athletic Fee

Dear Dr. Ammons:

As stated in the attached correspondence from the Student Government Association (SGA) President, Amber Foucha, the student body of Southern University at New Orleans placed a referendum on a special ballot Monday, October 11, 2021, related to student-assessed fees. The referendum passed with overwhelming support and Ms. Foucha has provided the official election results in her correspondence as reported by the SGA officials Internal Auditor, Mr. Justin James.

The referendum stated:

Athletic Fee: This measure proposes a \$100 Athletic Fee to add intercollegiate programs beginning with Men's and Women's Basketball as well as Women's Volleyball for 2022-2023. Our goal is to provide students with the opportunity to compete at the intercollegiate level. This fee covers the cost of all athletic related activities and allows students to attend sporting events. This fee will be mandatory.

Results: 79 YES 23 NO

As you can see from the elections returns, the students voted favorably to add the Athletic fee to assist with restoring an Athletic program. Therefore, as the Chief Student Affairs Officer, I wholeheartedly support our student body and its Government in their recommendation by way on this election. I applaud the leadership of the SGA for being apart of the Athletics committee and their tireless efforts as this decision will benefit many SUNO students for years to come.

Should my request receive your approval and the approval of the System President/Chancellor, I respectfully request that you forward this matter to the Board of Supervisors for consideration at its next meeting. Thank you in advance for your consideration of this matter.

Sincerely,

Adriel A. Hilton

Adriel A. Hilton
Vice-Chancellor for Student Affairs and Enrollment Management
Southern University at New Orleans

Approved: *James H. Ammons*
James H. Ammons, Ph.D. Chancellor, SUNO

Approved: _____
Ray L. Belton, Ph.D., President-Chancellor, SUS



SOUTHERN UNIVERSITY AT NEW ORLEANS
6400 Press Drive New Orleans, LA 70126
Phone: (504) 286-5040 Fax: (504) 286-5000
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**Student Affairs
and Enrollment Management**

October 11, 2021

James H. Ammons, Jr., Ph.D.
Executive Vice President-Chancellor
Southern University at New Orleans
New Orleans, Louisiana 70126

RE: Authorization of increasing the Student Health Fee

Dear Dr. Ammons:

As stated in the attached correspondence from the Student Government Association (SGA) President, Amber Foucha, the student body of Southern University at New Orleans placed a referendum on a special ballot Monday, October 11, 2021, related to student-assessed fees. The referendum passed with overwhelming support and Ms. Foucha has provided the official election results in her correspondence as reported by the SGA officials Internal Auditor, Mr. Justin James.

The referendum stated:

Student Health Fee: This measure proposes a \$100 fee per semester and a \$50 fee for the summer semester to expand Student Health Services. This will be a Primary Care facility. Outside of a medical emergency, patients who are seeking Primary Care will find care. The list of services that will be offered at the SUNO Health Clinic for students are as follows: disease prevention and screenings, education related to disease prevention and treatment, immunizations, health screenings and treatment, medication prescription, annual physicals, and wellness visits for all students. This fee will be mandatory.

Results: 85 YES 17 NO


As you can see from the elections returns, the students voted favorably to increase the Student health fee from \$13.00 to \$100.00. I commend our SGA for advocating for the necessary increases in health services on our campus.

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An Equal Educational Opportunity Institution

Should my request receive your approval and the approval of the System President/Chancellor, I respectfully request that you forward this matter to the Board of Supervisors for consideration at its next meeting. Thank you in advance for your consideration of this matter.

Sincerely,



Adriel A. Hilton
Vice-Chancellor for Student Affairs and Enrollment Management
Southern University at New Orleans

Approved: _____
James H. Ammons, Ph.D. Chancellor, SUNO

Approved: _____
Ray L. Belton, Ph.D., President-Chancellor, SUS



Southern University at New Orleans
6400 Press Drive, New Orleans, LA. 70126
Student Government Association
University Center, 3rd Floor, Room 315
Phone: (504) 286-5349
Office of the President

Reference to two items: 1. Athletic Fee 2. Increase Student Health Fee

Dear Dr. Hilton,

Please accept this letter on behalf of the student body at Southern University at New Orleans (SUNO). On October 11, 2021, we the students at SUNO overwhelmingly passed two referendums to address two areas of concern Athletics and Student Health.

We would like to institute both initiatives beginning Fall Semester 2022 with a student assessed fee of **\$100.00 per student for each item**. The ballot shall read:

Athletic Fee

This measure proposes a \$100 Athletic Fee to add intercollegiate programs beginning with Men's and Women's Basketball as well as Women's Volleyball for 2022-2023. Our goal is to provide students with the opportunity to compete at the intercollegiate level. This fee covers the cost of all athletic related activities and allows students to attend sporting events. This fee will be mandatory.

Student Health Fee

This measure proposes a \$100 fee to expand Student Health Services. This will be a Primary Care facility. Outside of a medical emergency, patients who are seeking Primary Care will find care. The list of services that will be offered at the SUNO Health Clinic for students are as follows: disease prevention and screenings, education related to disease prevention and treatment, immunizations, health screenings and treatment, medication prescription, annual physicals, and wellness visits for all students. This fee will be mandatory.

This ballot was available to the students via internet (a link was sent to students' email). The online vote for the Athletics Fee was 79[YES] and 23[NO] and 85[YES] and 17[NO] for the Student Health Fee. Both referendums were a success and I support this measure.

With All Respect,

Amber Foucha

A handwritten signature in black ink that reads "Amber Foucha".

Student Government Association President

Oct 11, 2021

SUNO
6400 Press Drive
New Orleans, LA
70126 United States

To Whom It May Concern:

The following election results are certified by Simply Voting to have been securely processed and accurately tabulated by our independently managed service.

Respectfully yours,



Brian Lack
President
Simply Voting Inc.

Results - SGA Special Election

Start: 2021-10-11 09:00:00 America/Chicago
End: 2021-10-11 18:00:00 America/Chicago
Turnout: 103 (7.3%) of 1408 electors voted in this ballot.

Athletic Fee Referendum

Option	Votes
Yes	79 (77.5%)
No	23 (22.5%)

VOTER SUMMARY

Total	103
Abstain	1 (1.0%)

Student Health Fee Referendum

Option	Votes
Yes	85 (83.3%)
No	17 (16.7%)

VOTER SUMMARY

Total	103
Abstain	1 (1.0%)



GOVERNANCE COMMITTEE

(Following Finance Committee)

Friday, October 22, 2021

Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request Approval of the Southern University System Uniform Policy on Power-Based Violence, Sexual Misconduct and Title IX (SUS)
 - B. Request Approval of Tenure Track Faculty Salary Revision due to Promotion Policy (SUBR)
 - C. Request Approval of Data Classification Policy (SUS)
6. Other Business
7. Adjournment

MEMBERS

Mr. Myron Lawson- Chairman, Atty. Ed Shorty–Vice-Chair,
Atty. Jody Amedee, Dr. Leon Tarver, II, Ms. Christy Oliver Reeves, Mr. Sam Gilliam
Atty. Domoine D. Rutledge- Ex Officio



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING
4TH FLOOR
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE
PRESIDENT - CHANCELLOR
(225) 771-4680

FAX NUMBER
(225) 771-5522

October 7, 2021

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

Re: Power-Based Violence Policy

Dear Dr. Belton:

Attached is Southern University System's proposed policy in response to Act 472 of the 2021 Regular Legislative Session and Board of Regents' directive. It addresses the reporting of power-based violence on Southern's campuses, prevention of such violence, communication between other institutions regarding incidents of power-based violence, and the provisions of medical and mental health care for individuals involved.

Approval of this policy is the first of many steps that we are tasked with implementing to ensure continued growth and compliance as it relates to providing a safe environment for our constituents. I ask that you submit the same for consideration by the Board of Supervisors.

Sincerely,

Akai Smith, Ph.D.
System Director for Equity, Inclusion and Title IX

"Five Campuses, One Vision... Global Excellence"

WWW.SUS.EDU



Policy Title:
**SOUTHERN UNIVERSITY SYSTEM UNIFORM POLICY ON
POWER-BASED VIOLENCE, SEXUAL MISCONDUCT AND
TITLE IX**

POLICY NUMBER:
12-001

Responsible Unit: <i>Office of the President-Chancellor</i>	Effective Date: <i>10/15/2021</i>
Responsible Official: <i>System Director of Equity Inclusion and Title IX</i>	Last Reviewed Date: <i>10/14/2020</i>
Policy Classification: <i>Safety and Security Policies</i>	Origination Date: <i>08/2015</i>

I. POLICY STATEMENT AND RATIONALE

The Southern University System (SUS) is committed to the highest quality and most impactful educational experiences for all its students. The inclusion of power-based violence in this uniform policy, promulgated pursuant to Act 472 of the 2021 Regular Legislative Session of the Louisiana Legislature, sets forth processes and procedures to guide the Southern University System stakeholders in maintaining safety and protection for students and employees.

The Southern University System has established this comprehensive policy to address the reporting of power-based violence in addition to sexual misconduct and Title IX violations on all campuses, the prevention of such violence, communication between campuses regarding incidents of all the aforementioned conducts, and the provision of medical and mental health care for these alleged victims. This policy shall be effective October 15, 2021.

Upon the effective date of this Policy, all campuses shall immediately begin complying with this Policy as well as the institutional grievance procedures, once adopted, under the supervision and control of the Board of Supervisors. All policies and processes shall be posted on institutional websites as required in this Policy. Southern University Board of Supervisors shall ensure that its member campuses' policies comply with applicable federal and state laws and regulations and must be amended to reflect any changes to federal and state laws and regulations.

II. NOTICE OF NON-DISCRIMINATION

The Southern University System forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in uniformed services, and all other categories protected by applicable state and federal laws. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration educational programs and policies, scholarship, and loan programs, and athletic or other college administered programs. Discriminatory acts of any kind are strictly forbidden.

III. POLICY SCOPE AND AUDIENCE

The comprehensive scope of this Policy includes procedures to address both power-based violence (which includes sexual misconduct) and Title IX conduct (see Title IX Formal Grievance Procedures). It outlines procedures mandated by state law and identifies best practices that address both Title IX conduct and power-based violence which includes sexual misconduct.

This policy applies to all members of the University community, including faculty, staff, students, volunteers, organizations, or any other affiliate that participates in activities associated with a campus within the Southern University System in accordance with federal and state law, including Act 472 of the 2021 Legislative Session of the Louisiana Legislature (Act 472), Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act of 1964 (Title VII), the Violence Against Women Act (VAWA), The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and other applicable laws.

In this policy, “Southern University” or “University” refers to all campuses within the Southern University System to include Southern University and A&M College, Southern University Law Center, Southern University at New Orleans, Southern University at Shreveport, and Southern University Agricultural Research Extension Center, and any program or activities sponsored by or under the supervision of any of the campuses.

This policy covers conduct that occurs:

- During University operations
- On campus or any other University owned, leased, controlled, or operated location.
- Within the bounds of the United States.
- At any Southern University sponsored event or organizational activity whether on or off campus; and/or
- Where Southern University exercised substantial control over the respondent in the context of where or how the alleged incident occurred.

Students are responsible for their conduct from notice of admission to the University through the awarding of a degree or departure from the University. Employees are covered by this policy when representing Southern University (or deemed to be a representative of Southern University) whether before, during or after work. This policy also applies to any person who is both a student and an employee at Southern University.

Anyone subjected to sexual misconduct is encouraged to file a complaint with the campus Title IX Office. Persons who have experienced sexual misconduct are also urged to utilize supportive measures available through the University whether the person(s) who caused the harm is a university community member. Supportive measures are available regardless of whether a formal complaint is filed.

There is no time limit for reporting allegations of sexual misconduct, however, the University strongly encourages the prompt reporting of sexual misconduct to allow the University to respond promptly and effectively. If the reported Respondent is not a member of the University community or is no longer associated with the University at the time of the report or at the time a resolution process is initiated, the University may be unable to investigate or take disciplinary action and may be required to dismiss the Formal Complaint for a lack of jurisdiction.

Combined, SUS's and Louisiana's public postsecondary education systems and their campuses' policies and procedures are intended to ensure that all students impacted by an incident or Formal Complaint of power-based violence receive appropriate support and fair treatment, and that allegations of power-based violence are handled in a prompt, thorough and equitable manner.

This policy is not intended to infringe on or restrict rights guaranteed by the United States Constitution, including free speech under the First Amendment, due processes clauses of the Fifth and Fourteenth Amendments, or the Fourth Amendment.

IV. POLICY COMPLIANCE

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX prohibits use of federal money to support sex discrimination in education programs and provides individuals protection against such practices. As part of SUS's commitment to maintaining a community free of discrimination, and in compliance with Title IX's mandate, all campuses shall address allegations of power-based violence, including sexual harassment and sexual assault, in a timely and effective manner. Further, campuses will provide resources as needed for affected persons (Reporters, Complainants, Respondents and third parties within a Campus's community), and will not tolerate retaliation against any person who reports or participates in the investigation of alleged power-based violence or sex/gender discrimination.

All campuses subject to this policy shall adopt this policy as its institutional policy in accordance with all applicable laws, this policy, and its campus policy on policies. Each campus Title IX Coordinator is the campus responsible official for implementation of this policy on the campus level.

V. POLICY DEFINITIONS

For purposes of this Policy, the following terms will have corresponding definitions.

- A. **Actual Knowledge**: Any reasonable information of sexual misconduct or allegations of sexual misconduct provided to a Title IX Coordinator, Deputy Coordinator, or any other Responsible Official. Notice would also include personal observation of such conduct by any employee.
- B. **Advisor**: May be any person the complainant or respondent chooses or appointed by Southern University should the party not select someone. The advisor's function shall be to support and/or consult with the party during any proceeding or meeting under this policy. The advisor may, but is not required to, be an attorney.
1. Participation shall be limited as stated herein.
 - a. The advisor may not act as a spokesperson except:
 - b. During a pre-hearing conference or
 - c. During the hearing when conducting questioning of the opposing party or witnesses.
 2. Once a party shares the identity and contact email address for their advisor, that advisor will be copied on correspondence from Southern University on the case in accordance with the procedures section of this policy. A party may change advisors at any time but must provide notice to the campus Title IX Coordinator.
- C. **Burden of Proof**: refers to who has the responsibility of showing a violation has occurred. It is always the responsibility of the University to satisfy the burden of proof. The Respondent does not have the burden to prove that a violation did not occur. Respondents may decide not to share their side of the story or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the University and does not indicate responsibility. Additionally, Decision-Maker(s) shall not make an adverse inference against a Respondent for the Respondent's refusal to participate in an investigation or hearing, nor will Respondent's refusal to participate result in increased sanctions if the Respondent is found responsible for the violation(s).
- D. **Chancellor**: The chief executive officer of a public postsecondary education campus.
- E. **Coercion**: The use of express or implied threats, intimidation, or physical force, which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.
- F. **Complainant**: An individual who is alleged to be the victim of behavior that could constitute power-based violence under this policy (or an individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX) irrespective of whether a Formal Complaint has been filed.
- G. **Confidential Advisor**: A person designated by a campus and trained in accordance to Louisiana law to provide emergency and ongoing support to students who are alleged victims of power-based violence.

- H. **Consent**: Clear, knowing, and voluntary, demonstrated through mutually understandable words or actions clearly indicating willingness to engage in a specific sexual activity, and any conditions on the activity. It is active, not passive, and silence, absent actions evidencing permission, is not consent. Responsibility for obtaining consent lies with the individual initiating the sexual activity.
1. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent is expressed, the sexual activity must immediately cease. Consent is automatically withdrawn by a person incapable of giving consent. A current or previous consensual intimate relationship between the parties does not itself infer consent or preclude a finding of responsibility.
 2. To give consent, a person must be of legal age. Consent cannot be obtained through coercion, fraud, or from a person who the alleged offender knows or should reasonably know is incapacitated. Use of alcohol or drugs does not diminish the responsibility to obtain consent.
- I. **Decision Maker**: An individual selected by the campus and charged with determining responsibility for an allegation of power-based violence or Title IX. If there is a panel, the decision will be made by the panel in whole.
- J. **Disciplinary Sanction**: The penalty imposed on an individual for violating this Policy. For Students, Disciplinary Sanctions are subject to the Student Code of Conduct, up to and including expulsion from the University. For Employees, Disciplinary Sanctions are subject to applicable to University/System policies, up to and including separation from employment. For officials and volunteers, this may include the removal or the request for removal of the Official or Volunteer from their respective position.
- K. **Employee**: An employee is defined as: (a) An administrative officer, or employee of the Southern University System; (b) Anyone appointed to the Southern University Board of Supervisors; and/or (c) anyone employed by a foundation or association related to a campus or the Southern University System Management Board. The employee category does not include a student enrolled within Southern University unless the student works for the campus in a position such as a teaching assistant or residential advisor.
- L. **Final Rule**: The Final Rule issued on May 19, 2020, by the U.S. Department of Education under Title IX of the Education Amendments of 1972.
- M. **Formal Complaint**: A signed document filed by a Complainant or signed by the Title IX Coordinator alleging power-based violence, retaliation, or sexual misconduct against a Respondent and requesting initiation of the process set forth in this Policy to investigate the allegation of sexual misconduct. A third party who knows of or witnessed an incident of power-based violence but who did not suffer such conduct themselves may request that the University treat their third-party Report as a Formal Complaint. At the time of filing, a complainant must be participating in or attempting to participate in an educational program or activity of Southern University.

- N. **Hearing Officer**: Administrative Hearing Officer, Adjudicator, Hearing Officer, or Conduct Board shall mean any person or group given the authority to review and adjudicate disciplinary matters.
- O. **Informal Resolution**: A voluntary process that is separate and distinct from a Campus's investigation and adjudication processes that allows the parties (i.e., Complainant and Respondent) to reach a mutually agreeable resolution.
- P. **Incapacitation**: An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Individuals who are asleep, unresponsive, or unconscious are incapacitated. Other indicators that an individual may be incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.
- Q. **Investigator**: The Title IX Coordinator or the individual designated by the Title IX Coordinator to perform an investigation under this Policy. The Investigator may not have a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general. The Investigator may not serve as a Decision Maker, Appeals Officer or Advisor to any Party in the same matter.
- R. **Mandatory Reporter**: An individual who is obligated by law to report any knowledge they may have of power-based violence. For purposes of this Policy, mandatory reporters include Responsible Employees. (See definition of Responsible Employee.)
- S. **Notice of Allegations**: The written notice the Title IX Coordinator is required to provide to the Parties following receipt of a Formal Complaint. See Notice of Allegations section below.
- T. **Notice of Hearing**: The written notice the Director of Student Conduct and Community Standards or other designee is required to provide the Parties prior to the hearing. See Notice of Hearing section below. Notice is the written communication either by mail or E-mail correspondence that provides information to a student. Notice is conclusively presumed to be final when such communication is sent to the student by official University email, and/or mailed to the address appearing on either the student's current local address or permanent address on record with the University at the discretion of SCCS.
- U. **Parties or Party**: A term that refers to the Complainant and the Respondent collectively or the Complainant or Respondent individually.
- V. **Power-based Violence**: Any form of interpersonal violence intended to control or intimidate another person through the assertion of power over the person, to include the following:
- Dating violence (R.S. 46:2151(C)).
 - Domestic abuse and family violence ([R.S. 46:2121.1\(2\)](#) and [2132\(3\)](#)). For the purpose of this Part, domestic abuse shall also include any act or threat to act that is intended to coerce, control, punish, intimidate, or exact revenge on the other party,

for the purpose of preventing the victim from reporting to law enforcement or requesting medical assistance or emergency victim services, or for the purpose of depriving the victim of the means or ability to resist the abuse or escape the relationship.

- Nonconsensual observation of another person's sexuality without the other person's consent, including voyeurism ([R.S. 14:283.1](#)), video voyeurism ([R.S. 14:283](#)), nonconsensual disclosure of a private image ([R.S. 14:283.2](#)), and peeping tom activities ([R.S. 14:284](#)).
- Sexual assault ([R.S. 14:41](#), [42](#) through [43.5](#), [89](#), [89.1](#), and [106](#)).
 - Sexual Battery ([14:43.1](#))
 - Misdemeanor sexual battery ([14:43.1.1](#))
 - Second degree sexual battery ([14:43.2](#))
 - Oral sexual battery ([14:43.3](#))
 - Female genital mutilation ([14:43.4](#))
 - Intentional exposure to HIV ([14:43.5](#))
 - Crime against nature ([14:89](#))
 - Aggravated Crime against nature ([14:89.1](#))
 - Obscenity ([14:106](#))
- Sexual exploitation means an act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse of another person's sexuality including prostituting another person ([R.S. 14:46.2](#) and [82](#) through [86](#)).
 - Human Trafficking ([14:46.2](#))
 - Prostitution ([14:82](#))
 - Prostitution of person under 18 ([14:82.1](#))
 - Purchase of commercial sexual activity ([14:82.2](#))
 - Solicitation for prostitutes ([14:83](#))
 - Inciting prostitution ([14:83.1](#))
 - Promoting prostitution ([14:83.2](#))
 - Prostitution by massage ([14:83.3](#))
 - Sexual massages ([14:83.4](#))
 - Pandering (sexual) ([14:84](#))
 - Letting premises for prostitution ([14:85](#))
 - Enticing persons into prostitution ([14:86](#))
- Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment or education, unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile, or offensive work or educational environment and has no legitimate relationship to the subject matter of a course or academic research.
- Stalking ([R.S. 14:40.2](#)) and cyberstalking ([R.S. 14:40.3](#)).
- Unlawful communications ([R.S. 14:285](#)).
- Unwelcome sexual or sex- or gender-based conduct that is objectively offensive and has a discriminatory intent.

- W. **Report:** Notification of an incident of sexual misconduct to the Title IX Coordinator by any person.
- X. **Respondent:** An individual who has been accused in a Report or Formal Complaint of conduct that could constitute power-based violence prohibited under this Policy (or, under the Title IX Grievance policy, an individual alleged to be the perpetrator of conduct that could constitute sexual harassment under Title IX).
- Y. **Responsible Employee:** An employee who receives a direct statement regarding or witnesses an incident of power-based violence. Responsible Employees do not include an employee designated as a Confidential Advisor pursuant to R.S. 17:3399.15(B) or an employee who has privileged communications with a student as provided by law.
- Z. **Standard of Proof:** Consistent with requirements set forth in the Louisiana Code pertaining to student disciplinary due process requirements, the University will use the preponderance of the evidence standard in investigations of formal complaints alleging sexual misconduct violations under this Policy. This means that the individual(s) charged with making a finding must determine whether it is more likely than not that a violation of the Policy occurred.
- AA. **Student:** Any person: (1) seeking admission to the University through the formal University application process; (2) admitted to the University, (3) eligible to register or schedule for classes, or (4) living in University or University-affiliated residence halls even though they are not enrolled at the University. The term “Student” shall include Employees, Volunteers and Officials where the Employee, Volunteer or Official otherwise meets the enrollment criteria set forth in this definition.
- BB. **System:** A Louisiana public postsecondary management board.
- CC. **System President:** The president of a public postsecondary education system.
- DD. **Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Campus’s educational environment, or deter sexual harassment. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures.
- EE. **Third Party:** refers to any other participant in the process, including a witness to the incident or an individual who makes a Report on behalf of someone else.

FF. **Title IX Coordinator**: The individual designated by a public postsecondary education campus as the official for coordinating the Campus's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 and Act 472 the 2021 Regular Legislative Session of the Louisiana Legislature.

GG. **Title IX Grievance Procedure**: A process for addressing and resolving a “Formal Complaint” that satisfies requirements set forth in 34 C.F.R. §106.30. See accompanying Title IX Grievance Procedure for key terms.

HH. **Title IX Sexual Harassment**: For the purposes of determining whether power-based violence will be treated as a potential violation of Title IX in accordance with the Title IX Grievance Procedure, Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

II. **Volunteer**: A recognized volunteer or any individual who represents or acts on behalf of the university or whose actions may bind the university, regardless of whether the individual receives monetary or other compensation. For purposes of this Policy, employees and officials of recognized affiliated entities, ROTC instructors, visiting professors and unpaid camps and conference personnel will be considered volunteers.

JJ. **Witness**: A person who has knowledge related to specific aspects of a case and may have reported such aspects to the campus.

VI. SAFETY EDUCATION

A healthy and prevention-minded campus culture allows students to learn to the best of their abilities on a safe and nurturing campus. Robust education and training programs for both students and employees are the cornerstone of these efforts and essential to building a culture in which sexual misconduct is rare and both Complainants and Respondents are well supported. Prevention depends on clear and well-communicated guidelines, underpinned by regular education on understanding of sexual misconduct and power-based violence, positive versus harassing behaviors, tools for reporting harassment and adjudicating disputes, and sanctions for violations.

Each Campus’s Title IX Coordinator is responsible for developing and distributing information to students regarding power-based violence, campus safety, and internet and cell phone safety and online content that is a potential threat to school safety.

The information shall include the following:

1. Instruction on how to identify and prevent power-based violence and how to detect potential threats to school safety exhibited online, including on any social media platform;
2. How to report incidents of power-based violence, crimes on campus, violations of the student code of conduct, and possible threats to campus safety; and
3. Where to find reports regarding campus safety.

The information shall be distributed as part of new student orientation and shall be posted on an easily accessible page of each Campus's website.

This policy requires that for every report of an incident of power-based violence or a safety threat received the actions taken by the campus and the campus law enforcement agency or security officers be documented. The policies shall also provide for guidelines on referring the reports to the appropriate law enforcement agencies.

VII. RETALIATION PROHIBITION

Retaliation is expressly prohibited under this Policy. Retaliation includes, but is not limited to, intimidation, harassment, threats, or other adverse action or speech against the person who reported the misconduct, the parties, and their witnesses.

The Southern University System campuses prohibit retaliation against anyone who: 1) in good faith reports what they believe is power-based violence, 2) cooperates with an investigation or proceeding under this Policy, or 3) opposes conduct that they believe to violate this Policy. However, an individual who reports an incident of power-based violence or participates in an investigation or proceeding and has perpetrated or assisted in the perpetration of committing the power-based violence reported, is still subjected to an investigation for a potential violation of this policy and may be subject to disciplinary action.

Campuses will not only take steps to prevent retaliation but will also take strong corrective action if it occurs. Anyone who believes they have been retaliated against shall immediately report it to the Title IX Coordinator, who will treat it as a Report. Once an assessment is completed and the Title IX Coordinator substantiates the Report, the reporter will be given an opportunity to file a Formal Complaint. Any individual found to have retaliated against another individual will be in violation of this Policy and will be subject to disciplinary action. Employees who are mandatory reporters (i.e., Responsible Employees) under this Policy are required to report retaliation.

Anyone who knowingly makes a false accusation of unlawful discrimination, harassment, or retaliation of any form will be subject to an investigation for a potential violation of this Policy and may be subject to disciplinary action, up to and potentially including termination for employees and expulsion for students.

VIII. DETERMINATION OF APPROPRIATE PROCEDURE & PURVIEW

The accompanying Title IX Formal Grievance Procedure covers a narrow sub-set of conduct (i.e., Title IX Conduct) that must be addressed under the formal grievance policy required by the U.S. Department of Education under the new Title IX regulations, effective August 14, 2020. When power-based violence meets the criteria specified in the Title IX regulations, the complaint must be addressed under the Title IX Formal Grievance Procedure and not under the Power-Based Violence Policy.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.

Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX applies to schools, local and state educational agencies, and other institutions that receive federal financial assistance from the Department. These recipients include approximately 17,600 local school districts, over 5,000 postsecondary institutions, and charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories of the United States.

Louisiana State Laws on Power-Based Violence states:

Act 472 of the 2021 Legislative Session of the Louisiana Legislature set forth the mandatory establishments of processes and procedures should an incident reported, fall under the more expansive definition of Power-based violence as defined by this policy. Power-based violence is defined as any form of interpersonal violence intended to control or intimidate another person through the assertion of power over the person. (See Section V. Policy Definitions)

Upon Actual Knowledge of a Report of alleged conduct, the Title IX Coordinator shall perform an initial assessment which includes making initial contact with the potential Complainant of the Report and offering the following information:

1. The process for filing a formal complaint;
2. The availability of supportive measures; and
3. The complainant's wishes with respect to filing a complaint or seeking supportive measures

If the initial assessment reveals that the alleged conduct does meet the definition of sexual harassment as contained within the USDOE's Title IX Regulations, the investigation must proceed pursuant to the Title IX Formal Grievance Procedures below. If the alleged conduct does not meet the USDOE's definition of sexual harassment, the investigation will proceed pursuant to the institution's Power-Based Violence Policy or move the complaint to Human Resources for evaluation or to the institution's Student Code of Conduct.

IX. REPORTING POWER-BASED VIOLENCE AND TITLE IX

This Policy provides that anyone can report an incident of power-based violence (to include Sexual Misconduct and Title IX Conduct).

A report can be made by any individual who has:

1. Experienced or been affected by power-based violence (i.e., First-Party Reporter);
or
2. Knowledge of or witnessed power-based violence happening to or affecting someone else (i.e., Third-Party Reporter).

Southern University System strongly encourages all individuals to report incidents of power-based violence even if the individual does not intend to pursue a Formal Complaint. In addition, the

Campus shall take prompt action to provide Supportive Measures for the safety and well-being of any affected person as well as the system community.

A. Reporting Incidents of Power-Based Violence

Any individual, including a third party, may make a report concerning sexual misconduct. Complainants and third parties are encouraged to report sexual misconduct as soon as possible to allow the University to respond promptly and effectively.

To make a Report, a reporting individual shall report the incident to the **Title IX Coordinator or Deputy Coordinator**. Campuses are required to make available contact information for the Title IX Coordinator and any Deputy Coordinator(s), as well as methods for reporting power-based violence. Reporting methods may vary slightly by campus but shall include, at a minimum;

1. in-person reporting,
2. reporting by mail, and
3. reporting via email or some other digital format.

After making a Report, an individual may choose to file or request a Formal Complaint and pursue resolution (under this Policy or the Title IX Formal Grievance Procedure, as applicable) or, if applicable, an Informal Resolution involving the Respondent; may choose to be involved or not be involved in a Campus's investigation and any related proceedings; or may choose to end involvement in the process.

The University's Title IX Coordinator is trained to work with individuals who report sexual misconduct and have knowledge about resources and services, both on and off campus, including the availability of Supportive Measures. If a report of misconduct discloses a serious or immediate threat to the campus community, the University will issue a timely warning to the community to protect the health or safety of the community. The timely warning will not include any identifying information about the Complainant.

Please Note: Title IX Coordinators are not a confidential source of support. While they will address matters reported with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. To speak with individuals designated as having confidentiality, please contact campus Counseling Services or reference the campus website for Confidential Advisors.

Please Also Note: Making a report is different from filing a Formal Complaint. A report may be accompanied by a request for

1. Supportive Measures;
2. no further action;
3. filing a Formal Complaint, a request to initiate an informal resolution process; and/or
4. a request to initiate an informal resolution process after filing a Formal Complaint. Filing a Formal Complaint initiates, the University's formal investigation process.

B. Online reporting

Each SUS campus provides an online reporting system to collect anonymous disclosures of incidents of power-based violence and crimes, and track patterns of power-based violence and crimes on campus. The online system shall also include information regarding how to report an incident of power-based violence or crime to a Responsible Employee and law enforcement and how to contact a Confidential Advisor.

C. Mandatory Reporting for Employees

An employee who receives a direct statement regarding or witnesses an incident of power-based violence committed by or against a student is a Responsible Employee (unless they are designated specifically as a Confidential Advisor). A Responsible Employee shall promptly report the incident to the Campus's Title IX Coordinator.

A Responsible Employee must report the following to the Title IX Coordinator:

1. The identity of the alleged victim;
2. The identity of the alleged perpetrator;
3. The type of power-based violence or retaliation alleged to have been committed;
4. Any other information about witnesses, location, date, and time that the incident occurred; and
5. Any other relevant information.

However, according to state law a Responsible Employee is not required to make a report if information involving power-based violence was received in the following circumstance:

1. During a public forum or awareness event in which an individual discloses an incident of power-based violence as part of educating others;
2. Disclosure made in the course of academic work consistent with the assignment; or
3. Disclosure made indirectly, such as during the overhearing of a conversation.

If an individual chooses to make an initial report to an employee other than the Title IX Coordinator, that employee must refer the information to the Title IX Coordinator because the Title IX Office bears responsibility for responding to reports of power-based violence. Once the information is received by the Title IX Coordinator, it shall constitute a Report.

SUS recommends as a best practice that, if an employee believes an individual may intend to share any information regarding an instance of power-based violence, the employee shall seek to confirm that the reporting party understands the employee's obligations as a mandatory reporter. If the reporting party would prefer to speak with a confidential resource, the employee shall direct the reporting party to a confidential resource. Campuses must provide a list of confidential resources.

D. Confidential and Anonymous Reporting

In accordance with state law, unless waived in writing by the alleged victim, the identity of an alleged victim of an incident reported under R.S. 17:3399.13 is confidential and not subject to disclosure except to:

1. A person employed by or under contract with the Campus to which the report is made, if the disclosure is necessary to conduct the investigation of the report or any related hearings;
2. A law enforcement officer as necessary to conduct a criminal investigation of the report;
3. A person alleged to have perpetrated the incident, to the extent required by law; or
4. A potential witness to the incident as necessary to conduct an investigation of the report.

Note: Consistent with FERPA's prohibition on re-disclosure of confidential information, any person who receives another person's confidential information solely as a result of participation in any investigation or proceeding under this Policy is prohibited from using or disclosing such confidential information outside of such forums without express consent or for any improper purpose. This provision only applies to other people's confidential information, as a party is never restricted from discussing their own experience. This provision does not apply to any information learned outside of an investigation or proceeding under this Policy.

An alleged victim shall be advised of the right to seek a Confidential Advisor.

E. Administrative Reporting

In accordance with state law, a Campus' Title IX Coordinator, Chancellor, System President, and System Management Board are required to submit summarized reports on power-based violence incidents and to publish those reports on their respective websites.

1. Not later than October Tenth (10) and April Tenth (10) of each year, the Title IX Coordinator of the campus shall submit to the Chancellor a written report on the reports received in accordance with the information required in the BOR Policy.

The Title IX Coordinator of the campus shall immediately report to the Chancellor an incident reported to the Title IX Coordinator if the Title IX Coordinator has cause to believe as a result of the incident that the safety of any person is in imminent danger.

2. The Chancellor of each Campus shall submit a report to the Campus's Management Board and System President within fourteen (14) days of receiving the report from the Title IX Coordinator in accordance with the BOR Policy. The report shall be posted on the Campus's website.
3. The System President shall submit a system-wide summary report within fourteen (14) days of receiving the reports from the Chancellors to the System Management Board in accordance with the information required by the BOR. The report shall be published on the website of the system.
4. The Board of Supervisors shall send an annual system-wide summary report to BOR by December 31st. The report shall be published on SUS's website.

5. BOR shall annually submit a report to the Governor, the president of the Senate, the January Fifteenth (15) which shall include the statewide information. The report shall also include any recommendations for legislation.

Note: *Truthfulness*

All participants in the reporting and resolution processes have the responsibility to be truthful with the information they share at all stages of the process. A report of a violation under this Policy is not considered a bad faith report merely because the evidence does not ultimately support the allegation. Individuals are prohibited from knowingly making a false report, filing a false Formal Complaint, or making misrepresentations. If an investigation results in a finding that a person has willfully filed a bad faith report, filed a false Formal Complaint, or made misrepresentations as part of the reporting or resolution process, the person may be subject to appropriate Disciplinary Sanctions under the Code of Conduct in the case of Students or other relevant University policy and in the case of Officials, Employees or Volunteers.

F. Employee's Failure to Report or False Reporting

A Responsible Employee who is determined by the Campus's disciplinary procedures to have knowingly failed to make a Report or, with the intent to harm or deceive, made a Report that is knowingly false **shall be terminated**.

G. Student's False Reporting

Any student who knowingly and in bad faith makes a false accusation of power-based violence or retaliation of any form will be subject to an investigation for a potential violation of this Policy and may be subject to disciplinary action.

H. Immunities and Amnesty

An individual acting in good faith who reports or assists in the investigation of a report of an incident of power-based violence, or who testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a report of such an incident may not be subjected to any disciplinary action by the Campus in which the individual is enrolled or employed for any violation of the Code of Conduct and/or other applicable university policies reasonably related to the incident for which suspension or expulsion from the campus is not a possible punishment.

Immunity shall not apply to an individual who perpetrates or assists in the perpetration of power-based violence.

Each Campus shall provide amnesty for any student who reports, in good faith, power-based violence to the Campus. Such student shall not be sanctioned by the Campus for a nonviolent student conduct violation, such as underage drinking, that is revealed in the course of making such a report.

X. POWER-BASED VIOLENCE GRIEVANCE PROCEDURES

This Section describes the investigation and resolution process for cases in which the Respondent is a student, employee, and/or both in which the conduct alleged does not fall within the scope of the Title IX Conduct.

Each Campus shall investigate all Reports of power-based violence reported to the Title IX Coordinator regardless of whether the Report becomes a Formal Complaint. The investigation and adjudication procedures (if needed) will be prompt, fair, and impartial.

A. Initial Contact with Potential Complainant

After receiving a Report of power-based violence, a Campus's Title IX Office will notify the individual who is the alleged victim in the Report of the option to have an Advisor accompany them to any meeting or interview related to the power-based violence process.

In initial contact with a potential Complainant, the Title IX Office shall also:

1. Give the potential Complainant a copy of the relevant policies;
2. Explain the process for filing a Formal Complaint with the Title IX Office;
3. Provide the potential Complainant with information regarding the rights/responsibilities as a party in this matter;
4. Explain the process for investigating and resolving a power-based violence Formal Complaint (including the available appeal procedures);
5. Explain the procedural differences based on Title IX vs power-based violence conduct;
6. Instruct the potential Complainant not to destroy any potentially relevant documentation in any format;
7. Inform the individual of the availability of Supportive Measures with or without the filing of a Formal Complaint;
8. Discuss the potential Complainant's expressed preference for manner of resolution and any barriers to proceeding (e.g., confidentiality concerns);
9. Explain the prohibition against retaliation; and
10. Communicate necessary details of the report to the campus police department for entry into the Campus's daily crime log.

B. Supportive Measures

If the Title IX Coordinator receives notice of alleged power-based violence, whether through online reporting or other reporting methods, the Title IX Coordinator or designee shall contact the Complainant to discuss the availability of Supportive Measures with or without the filing of a Complaint (or Formal Complaint under the Title IX Grievance Procedure) and consider the Complainant's wishes with respect to Supportive Measures. Supportive Measures shall also be made available to the Respondent.

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent regardless of whether a Complaint (or Formal Complaint) has been filed. Such measures may include counseling, extensions of deadlines or other course-related

adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, and increased security and monitoring of certain areas of the campus, and other similar measures.

Supportive Measures shall be designed to restore or preserve access to the Campus's education program or activity, including measures designed to protect the safety of all parties and the Campus's educational environment.

C. Formal Complaints

If a potential Complainant wishes to pursue an incident of power-based violence beyond simply reporting it, they may file a Formal Complaint. The filing of a Formal Complaint means that the individual is asking a Campus to take further steps, such as a full investigation and possibly an adjudication to resolve the alleged issue. Any Complainant (i.e., an alleged victim or survivor or someone who has otherwise been directly affected by power-based violence) may file a Formal Complaint, and the Campus will treat it as such.

An individual who is alleged to have been subjected to an incident of power-based violence (i.e., a victim or a person who has been directly affected by power-based violence) and subsequently files a Formal Complaint will be referred to as a Complainant.

Any Third-Party Reporter (i.e., someone who has knowledge of or witnessed power-based violence) may request for a Campus to treat their Report as a Formal Complaint, but that request would not make the Third-Party Reporter into a Complainant.

Similarly, the fact that the Title IX Coordinator converts a Report to a Formal Complaint does not make the Title IX Coordinator a Complainant. However, the Title IX Coordinator reserves the right to initiate a Formal Complaint in order to meet a Campus's Title IX obligations to provide a safe and nondiscriminatory environment and if the Campus determines that it must take additional steps to protect the campus community. Depending on the conduct alleged and the location of the incident, a Formal Complaint and subsequent investigation will be governed by either this Policy or the Title IX Formal Grievance Procedure.

D. How to File a Formal Complaint

Individuals seeking to file a Formal Complaint may do so with the Title IX Coordinator. Formal Complaints shall be in writing, signed and include all information the individual believes to be relevant (e.g., time, location, and nature of incident, names of individuals involved, witnesses to the incident, names of other persons affected by the incident, etc.).

Individuals seeking to file a Report shall be allowed to submit in electronic form, or in person, whereby the individual can file a Formal Complaint by meeting with the Title IX Coordinator (or Deputy Coordinator) to provide a verbal description of the power-based violence which the Title IX Office will use to draft a written document that the individual will review, verify, and sign to constitute a Formal Complaint.

Note: If the Complaint filed satisfies the requirements of a Title IX Formal Complaint as defined by 34 CFR §106.30, the Title IX Office *shall proceed under the Title IX Formal Grievance Procedure*.

E. Withdrawal of Formal Complaint

Campuses shall allow for a Complainant to withdraw their Formal Complaint. If a Formal Complaint is withdrawn, the Title IX Office shall assess the information provided and proceed accordingly. Withdrawal of the Formal Complaint shall ordinarily end the Formal Complaint and resolution process. However, the Title IX Office shall reserve the right to proceed with the Formal Complaint, even after the Complainant withdraws it, in order to protect the interests and safety of the Campus's community. In such cases, the Complainant shall be notified immediately of the Campus's decision to proceed.

F. Notice to Respondent

The person alleged to have committed power-based violence is called the Respondent. The Respondent shall be notified in writing that a Formal Complaint alleging power-based violence has been filed against them. The Respondent shall be advised that they may have an Adviser accompany them to any meeting or interview related to the investigation and resolution process.

Within seven (7) business days of receiving notice of the Formal Complaint, the Respondent shall arrange to meet with the Title IX Office. The Title IX Office is required to provide the same information that was presented to the Complainant during their initial contact.

After reviewing the Formal Complaint and meeting with the Title IX Office and appropriate decision makers, the Respondent may choose to end the resolution process by accepting responsibility for the conduct alleged in the Formal Complaint. If the Respondent accepts responsibility for the conduct alleged in the Formal Complaint, the appropriate decision makers shall determine the appropriate sanction for the Respondent. If the Respondent disputes the allegations in the Formal Complaint, the matter will proceed to an investigation.

G. Investigation Process

The Title IX Office shall designate Investigators specifically trained in power-based violence investigations to conduct a prompt, thorough, and fair investigation. Assigned Investigators shall not be the Title IX Coordinator or the Decision Makers.

The process shall begin with intake meetings conducted by the Title IX Coordinator. The investigation phase shall include recorded interviews the Complainant or Reporter, the Respondent, and any witnesses; reviewing law enforcement investigation documents if applicable; reviewing relevant student or employment files; and gathering and examining other relevant documents and evidence.

As a part of the investigation, the Campus shall provide an opportunity for all parties to present written statements, identify witnesses, and submit other evidence.

Both Complainants and Respondents shall be advised of the utilization of Advisors throughout the investigation process. Parties shall be advised that Advisors are not permitted to participate directly in Resolution Hearings or Informal Resolution Conferences, except to the extent an Advisor's participation is required during Title IX grievance hearings; they may be present solely to advise or support the party and are prohibited from speaking directly to the Investigator, the power-based violence Decision Maker, other parties, or witnesses. An audio or audiovisual recording, or transcript, shall be created and available to the parties for inspection and review in the investigative report.

H. Findings and Investigative Report

At the conclusion of the investigation, Investigators shall prepare a report (the "Investigative Report") summarizing and analyzing the relevant facts determined through the investigation, with reference to any supporting documentation or statements. The report shall be delivered to the Title IX Coordinator, who shall analyze the report to ensure that the investigation was prompt, impartial, thorough, and consistent with this Policy. Before the Investigative Report is finalized, the Complainant and Respondent shall be given the opportunity to review one another's statements and may also be provided with a written summary of other information collected during the investigation if the information is requested and the Title IX Office deems it appropriate to disclose.

A Complainant or Respondent shall submit any comments about their own statement, or on any investigation summary that might be provided, to the Investigators within five (5) calendar days after the statement or summary was provided. Following the receipt of any comments submitted, or after the five-day comment period has lapsed without comment, the Investigators shall address any identified factual inaccuracies or misunderstandings, as appropriate.

The final Investigative Report shall provide a summary of the Investigators' impressions, including context for the evidence collected, but shall not make a final determination as to whether a violation of the Power-Based Violence Policy occurred, reserving that decision (and any sanctions) for the appropriate decision maker(s). The parties shall be provided with a copy of the final Investigative Report simultaneously.

I. Resolution

1. Informal Resolution

For Formal Complaints with a student Respondent, at the discretion of the Title IX Coordinator, the parties shall be advised of their option to pursue an Informal Resolution as an alternative to a Formal Resolution. An Informal Resolution shall involve a remedies-based, non-judicial process designed to eliminate or address potential power-based violence. This process shall aim to assure fairness, to facilitate communication, and to maintain an equitable balance of power between the parties. Campuses shall not compel face-to-face confrontation between the parties or participation in any particular form of Informal Resolution.

The Title IX Coordinator shall make an initial decision about whether a case qualifies for an Informal Resolution. If both parties then agree to pursue that path, the Campus will halt any investigation or scheduled Resolution Hearing so that the parties can explore the possibility of Informal Resolution. Participation in an Informal Resolution is voluntary, and either party can request to end the Informal Resolution process at any time and commence or resume the investigation process. If the parties agree to a resolution during an Informal Resolution process, the Title IX Coordinator shall oversee its implementation, the Formal Complaint shall be deemed withdrawn, and the matter shall be terminated. An appeal of the process and its result shall not be permitted. The resolution shall be considered binding, and its breach would give rise to a new Formal Complaint.

2. Formal Resolution

The Formal Resolution process is the procedure by which allegations are investigated and presented in a formal hearing for a determination as to whether this policy was violated.

Each campus provides for a process to resolve Formal Complaints outlined in this policy for all power-based violence complaints and in the accompanying document titled “Title IX Grievance Procedural Manual” for all formal Title IX complaints. Campuses shall avoid the “single investigator” or “sole investigator” model and ensure that the Title IX Coordinator and investigator(s) do not serve as the decision-maker(s) for a Formal Complaint. The formal resolution process commences after the finalization of the investigation report.

After the final report is submitted, a hearing panel will be convened to hear the complaint. The hearing panel will consist of three (3) trained members with one member selected by the Title IX Coordinator to serve as the Chair of the hearing committee. The hearing panel will be convened no later than thirty (30) days after the final report has been submitted to both parties unless there are documented circumstances that prevent the hearing from moving forward within that time frame.

The Hearing

The hearing panel will receive a copy of the final investigative report within seven (7) days before the hearing is to occur.

- Pre-Hearing Conference: A pre-hearing conference shall be coordinated by the campus Title IX Coordinator and chaired by a hearing panel chair. Parties and advisors are encouraged, but not required, to be present.
- This conference shall be conducted at least two business days prior to a scheduled hearing panel and 10 business days post the finalized investigative report being sent to the parties and advisors, if applicable.
- The purpose of the pre-hearing conference shall be to: (1) Identify the panelists and address any objections to members of the panel; (2) Address evidentiary issues or questions to be posed at the hearing (i.e. numbers of

witnesses, use of documents, expected length of hearing, etc.); (3) Ensure parties will have advisors available to conduct cross examination and that the advisor is familiar with the hearing process under this policy; (4) Provide a forum to address any questions related to the hearing panel process and procedures.

- Hearing Panel: The panel shall consist of one chair and two other campus employees trained in adjudication. It shall be recorded or transcribed and afford each party an opportunity to present evidence and question opposing parties and witnesses.
- Advisors: The parties are permitted to be represented by an advisor. If a party does not have an advisor at the hearing, one shall be provided by Southern University at no cost to the party. The advisor may be, but is not required to be, an attorney. The advisor is the only person who may conduct direct or cross examination on behalf of a complainant or respondent.
- Direct and Cross Examination:
 - At the hearing, the questioning of witnesses or opposing parties must be conducted directly, orally and in real time by the party's advisor and never by a party personally.
 - Each party's advisor will be permitted to ask the other party and any witness's relevant questions and follow-up questions, including those challenging credibility.
 - Only questions relevant to determining the veracity of the allegations will be allowed.
 - Questions or evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless: (1) offered to prove that someone other than the respondent committed the conduct alleged in the complaint, (2) concern specific incidents of the complainant's prior sexual behavior with respondent and are offered to prove consent.
 - The panel chair will have the sole authority to determine whether the question is relevant and whether it will be permitted. The chair must explain any decision to exclude a question as not relevant.
- Failure to Appear/Answer: The panel cannot draw an inference about the determination regarding responsibility based solely on: (1) A party's or witness's absence from the hearing or (2) Refusal to answer questions. However, the panel can consider any evidence even if not presented at the live hearing. This evidence can include prior interview statements, written reports, or any other relevant evidence available in the case.
- Deliberations
 - The panel shall deliberate in closed session with only panelists present.
 - The panel shall make a finding of responsible, not responsible, or insufficient evidence based on the preponderance of the evidence.
 - Upon reaching a decision, the panel will invite the parties and advisors to return to hear of the panel's finding regarding responsibility for a violation of this policy.

- If the respondent is found in violation, the panel shall move to address sanctions.

J. Decisions

Each Campus shall describe the range of sanctions for employees and students.

1. If the respondent is found responsible, the panel may choose to hear from the parties or ask questions of the parties in evaluating possible sanctions. Prior conduct history of the respondent will be considered in sanctioning.
2. Upon reaching a sanctioning decision, the panel will share with the parties and advisors any sanctions imposed. The panel will prepare and provide to the campus Title IX Coordinator, within five business days of the hearing, a written determination which must include:
 - Identification of the allegations constituting sexual misconduct;
 - A description of the procedural steps taken from receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, evidence gathered, and hearings held;
 - Findings of fact supporting the determination;
 - Conclusions regarding the application of the policy to the facts;
 - A statement explaining the sanction for each policy violation found “responsible”;
 - Whether additional remedies designed to restore or preserve equal access will be provided by Southern University to the complainant.
3. The campus Title IX Coordinator is responsible for effective implementation of any remedies and sharing of outcomes. The written determination prepared by the panel chair shall be shared electronically by the Campus Title IX Coordinator with the parties and advisors within 3 business days of receipt from the panel chair.
4. The determination regarding responsibility and sanctions becomes final either:
 - If appealed, the date written notice is provided to the parties of the appeal result, or
 - If not appealed, the date on which an appeal would no longer be considered timely.

K. Possible Corrective Actions

1. Students found responsible for violating this policy may expect the range of sanctions to include, but not be limited to, disciplinary probation, deferred suspension, suspension, expulsion, psychological assessment, counseling, social restrictions, limited presence on campus, revocation of admission. Additional sanctions may also be imposed when appropriate.
2. An employee found responsible for violating this policy may expect the range of sanctions to include, but not be limited to, suspension, administrative leave, demotion, psychological assessment, counseling, restricted presence on campus or termination of employment.

3. Both the Complainant and Respondent will be informed of the outcome of any corrective action or disciplinary process.

XI. POWER-BASED VIOLENCE PROCEDURE FOR APPEALS

Any party may appeal a hearing panel determination, a dismissal of a Complaint or an emergency dismissal. Appeals shall only be raised on one or more of the following grounds:

- a. a procedural irregularity that affected the outcome of the matter;
- b. to consider new facts or information that were not known or knowable to the appealing party before or during the time of the resolution and that are sufficient to alter the decision;
- c. the Title IX Coordinator, Investigator, or Adjudicator(s) had a conflict of interest or bias that affected the outcome of the matter;
- d. the decision reached was not supported by a preponderance of evidence; or
- e. the sanctions were disproportionate to the findings.

Written Notice of Appeal shall be forwarded to the Campus Title IX Coordinator within ten (10) business days of email notification of the hearing panel decision, any dismissal of the claim. The Notice of Appeal shall contain the following information:

- Name of the complainant and respondent;
- A copy of the hearing panel outcome report or any written documentation of the decision;

As to all appeals the campus shall, at a minimum:

- Notify the other party in writing when the appeal is filed and implement appeal procedures equally for both parties;
- Ensure the decision maker(s) for the appeal is/are not the same individual(s) who reached the determination regarding responsibility or dismissal, the Investigator(s), or the Title IX Coordinator;
- Give both parties a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome;
- Issue a written decision describing the result of the appeal and the rationale for the result; and
- Provide a written decision simultaneously to both parties.

The Associate Vice Chancellor of Equity, Inclusion and Title IX on each campus or if no such person exists on the campus, the System Executive Director of Compliance and Ethics, or designee, (herein referred to as reviewer) shall, within ten (10) business days of notice, review the Notice of Appeal and determine if grounds for appeal exists. If no grounds for appeal exist, the designee shall notify the parties and advisors and close the file. If grounds for appeal exists, the reviewer shall:

- Determine scope of review;

- Notify the parties of the scope of review; and
- Provide the parties five (5) days to challenge for conflict of interest or bias. (The General Counsel, or designee in conjunction with the respective campus Title IX Coordinator will determine if cause exists to excuse the System Executive Director of Compliance and Ethics, or designee.)

The Campus Title IX Coordinator shall forward the appellate record to the reviewer within five (5) business days. The record shall include, but is not limited to:

- All evidence introduced at the hearing;
- Any pre-hearing determinations from the hearing officer;
- The written findings of the hearing panel; and
- The recording or transcript of the formal hearing.

Within ten (10) business days of receipt of the record, reviewer shall consider the appellate record, render a written decision including finding and rationale and forward to the campus Title IX Coordinator. The reviewer may:

- Uphold the Hearing Panel outcome; or
- Modify the Hearing Panel outcome for responsibility and/or sanctions; or
- Overturn the Hearing Panel outcome and remand for a new hearing.

The reviewer, or designee shall notify the respective Campus Title IX Coordinator who shall then notify the parties and advisors within two business days of receipt of the decision.

Appeal decisions are final. In the event of remand for rehearing, the subsequent hearing panel outcome may be appealed in accordance with the provisions herein. Any appeal right exercised under this policy shall complete the process.

For a transferring student for whom a final decision has been rendered, and the student has been found to be responsible for power-based violence, the notation on the transcript shall read: “STUDENT FOUND RESPONSIBLE IN VIOLATION OF CODE OF CONDUCT”.

XII. TRANSCRIPT NOTATION AND COMMUNICATION

In accordance with state law, the Southern University System has implemented a transcript notation and communication procedure to effectuate communication regarding the transfer of a student who is the subject of a power-based violence Formal Complaint or who has been found responsible for an incident of power-based violence pursuant to an Institution's investigative and adjudication process. The following Section(s), which include procedures relative to the withholding or notation of transcripts during the investigative and adjudication processes, were developed by BOR in consultation with the System Management Boards.

A. Notating Student Transcripts

For any student who is the subject of a power-based violence Formal Complaint that also constitutes sexual harassment under Title IX, the Sending Institution should commence an investigation and place a notation on the student’s transcript, rather than withholding the

transcript. The notation on the transcript shall read: “**ADMINISTRATIVE MATTER PENDING**” or other notation sufficient to place the receiving institution on notice and trigger an inquiry regarding the notation directed to the Campus.

For a transferring student for whom a final decision has been rendered, and the student has been found to be responsible for power-based violence, the notation on the transcript shall read: “**STUDENT FOUND RESPONSIBLE IN VIOLATION OF CODE OF CONDUCT**” or other notation sufficient to place the receiving institution on notice and trigger an inquiry regarding the notation directed to the Campus.

For a transferring student found to be responsible for power-based violence, the Campus will determine how long the notation will remain on the student’s transcript.

If a student is not found responsible, the Campus must remove the notation and must send an updated version of the student’s transcript to the receiving institution (if known).

B. Notation Appeals Process

A student whose transcript has been withheld or notated as described above may request a release of the hold or an expungement of the notation for good cause shown. Cause may include, but is not limited to, when (1) a student who transferred while under investigation was found not responsible or (2) a student was initially found responsible and later evidence showed that the student was in fact not responsible. In the second instance, the Campus must send an updated version of the student’s transcript.

Such request shall be submitted in writing to the appropriate campus designee. Each campus has identified those designees as Associate Vice Chancellor for Equity, Inclusion, and Title IX or Vice Chancellor for Student Affairs (SUSLA and SUNO campuses only). The Campus shall notify the requesting student of its decision no later than seven (7) business days from the date that the appeal request is made.

XIII. RIGHTS OF COMPLAINANT AND RESPONDENT

Reports and Formal Complaints are different, and any individual has a right to make a report of sexual misconduct to the Campus, which may be accompanied by a request for Supportive Measures. An individual also has a right to make a Formal Complaint of sexual misconduct, which is a request to initiate the Campus’s informal resolution process or a formal disciplinary process, which includes an investigation and may proceed to a hearing.

A. Both the complainant and the respondent have EQUAL rights as defined by the following actions:

- To be treated with dignity and respect by Southern University officials;
- To take advantage of Supportive Measures;
- To receive timely notice of proceedings, processes, and outcomes under this policy;
- To have an advisor present at any meeting or hearing under this policy;

- To refuse to engage in informal resolution of a complaint;
 - To present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
 - To receive amnesty for certain student misconduct, such as drug or alcohol violations, that occurred ancillary to the complaint at hand and consistent with this policy;
 - To be free from retaliation for reporting violations of this policy or cooperating with an investigation;
 - To be informed in writing of the outcome or resolution of the complaint, any sanctions, and the rationale for the outcome, where permissible;
 - To exercise a right of appeal as afforded in this policy; and
 - To file civil actions in court or with administrative agencies.
- B. The Complainant shall have the right to at all times decide if or when to file a complaint, report to law enforcement, and determine whether to proceed with a complaint, at the individual's discretion.

Prior to the conclusion of a sexual misconduct investigation, the Complainant may request to withdraw the Formal Complaint by contacting the Title IX Coordinator/designee who will determine whether to close the case or conclude the investigation without the Complainant's continued participation.

- C. The Respondent shall have the right to be presumed not responsible of all allegations until found responsible for the alleged conduct by a hearing panel under this policy.

XIV. MISCELLANEOUS PROVISIONS

- A. **Title IX Coordinators:** The System President has designated the System Director for Equity Inclusion, and Title IX, who shall oversee, on all Southern University campuses, the implementation, enforcement, and coordination of Title IX policies and procedures. Each campus Chancellor shall designate, a campus Title IX Coordinator to oversee on-campus Title IX compliance for their respective campus that reports directly to the Chancellor. Campuses may appoint Deputy Title IX Coordinator(s) to assist the Title IX Campus Coordinator in their duties. A listing of campus designees must be found on the campus Title IX webpage.
- B. **Confidentiality:** Southern University shall maintain the confidentiality, as permitted by FERPA, required by law, or to carry out the purposes of any proceeding arising under this policy; of any individual under this policy who:
- Has made a report or complaint;
 - Has been named as a perpetrator;

- Has been named as a respondent; or
- Has been named as a witness.

Southern University may be required to disclose information on a need-to-know basis in order to properly address a complaint, when there is a threat to others, pursuant to subpoena, or other court or administrative order, or as may be required by applicable law. Violations of confidentiality or privacy by any other persons involved in the resolution, investigation, or administration of the complaint, including any employee, faculty, staff, or student may result in disciplinary or corrective action.

- C. **Preemption:** To the extent a conflict exists between state or local law and Title IX, the obligation to comply with Title IX is not obviated or alleviated by any state or local law. To the extent other Southern University or campus-based policies may conflict with this policy, the provisions of this policy shall supersede and govern.
- D. **Task Force:** Each campus shall establish a task force to address sexual misconduct. Each task force shall invite student members to be represented through their respective student government body or other student organizations. The Task Force shall be chaired.
- E. **Campus Climate Survey:** Each campus shall administer a Campus Climate Survey every three years (2022-2023, 2025-2026, etc.) to assess the knowledge, perceptions and behaviors of its students, faculty, and staff regarding sexual misconduct. Each campus is encouraged to supplement the statewide survey with additional information specific to its unique characteristics that may assist in preventing sexual misconduct and administering strategies dealing with sexual misconduct. The annual Campus Climate Survey shall be submitted to the System Director for Equity, Inclusion, and Title IX by June 1 of each year the survey is required.
- F. **Sex Crimes Data Report:** By **February Fifteenth (15)** of each year, each Campus's campus police department shall submit a report containing the information required to the System President, the Campus's Chancellor, and the Campus's Title IX Coordinator. The System Director for Equity, Inclusion, and Title IX shall ensure the report is posted on the Campus's website.
- G. **Record Keeping:** Records created or received under this Policy will be maintained for seven (7) years from the date each case is closed. The following shall be kept as a part of the record:
- Each investigation including any determination regarding responsibility;
 - Any audio or audiovisual recording or transcript of a hearing;
 - Any disciplinary sanctions imposed on the respondent;
 - Any remedies provided to the complainant designed to restore or preserve equal access to Southern University's education program or activity;
 - Any appeal and result therefrom;
 - Any informal resolution and result therefrom;
 - All materials used to train campus Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process; and

- Records of any actions, including supportive measures, taken in response to a report or formal complaint.

H. **Website Compliance:** Each campus must include the following information on its website:

- Contact information for Confidential Advisors;
- Reporting options for allegations of power-based violence;
- Process of investigation and disciplinary proceedings;
- Potential reasonable accommodations that the institution may provide to an alleged victim;
- The name and location of the nearest medical facility where an individual may have a rape kit administered by an individual trained in sexual assault forensic medical examination and evidence collection, and information on transportation options and available reimbursement for a visit to such facility;
- MOU between Campus and law enforcement/criminal justice agency; and
- Data publications (e.g., climate survey, semi-annual crime statistics, Campus reports, etc.)

XV. MEMORANDUM OF UNDERSTANDING

Campus, law enforcement and any criminal justice agency located within the parish of each Campus, including the campus police department, if any, the local district attorney's office, and any law enforcement agency with criminal jurisdiction over the campus, shall enter into and maintain a written memorandum of understanding (MOU) to clearly delineate responsibilities and share information in accordance with applicable federal and state confidentiality laws, including but not limited to trends about power-based violence committed by or against students of the Campus. This MOU must be signed by all parties and shall include:

- A. Delineation and sharing protocols of investigative responsibilities;
- B. Protocols for investigations, including standards for notification and communication and measures to promote evidence preservation;
- C. Agreed-upon training and requirements for the parties to the MOU on issues related to power-based violence for the purposes of sharing information and coordinating training to the extent possible;
- D. A method of sharing general information about power-based violence occurring within the jurisdiction of the parties to the MOU in order to improve campus safety; and
- E. A requirement that the local law enforcement agency include information on its police report regarding the status of the alleged victim as a student at a Campus.

Each executed MOU shall be reviewed annually by each Campus's Chancellor, Title IX Coordinator, and the executive officer of the criminal justice agency, and shall be revised as considered necessary.

Nothing in this Section or any MOU shall be construed as prohibiting an alleged victim or Responsible Employee from making a Formal Complaint to both the Campus and a law enforcement agency.

XVI. POLICY RELATED INFORMATION

A. *United States Department of Education, Office of Civil Rights:*

- Title IX Regulations Addressing Sexual Harassment (Unofficial Copy)
<https://www2.ed.gov/about/offices/list/ocr/docs/titleix-regs-unofficial.pdf>
- Title IX: Fact Sheet: Final Title IX Regulations
<https://www2.ed.gov/about/offices/list/ocr/docs/titleix-fact-sheet.pdf>
- Title IX: Summary of Major Provisions of the Department of Education's Title IX Final Rule
<https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>
- Title IX: Summary of Major Provisions of the Department of Education's Title IX Final Rule and Comparison to the NPRM
<https://www2.ed.gov/about/offices/list/ocr/docs/titleix-comparison.pdf>
- Title IX Regulations Addressing Sexual Harassment (Length: 01:11:29) 05/06/2020
<https://www.youtube.com/watch?v=TdfT5R8ibm4&feature=youtu.be>

B. *Louisiana Board of Regents' Uniform Policy on Power-Based Violence:*

- https://regents.la.gov/wp-content/uploads/2021/08/BOR-POLICY-ON-POWER-BASED-VIOLENCE_-1.pdf

C. *Campus Title IX Grievance Process*

XVII. POLICY HISTORY AND REVIEW CYCLE

This is an existing policy that has been modified pursuant to state guidance and regulations. This policy was created in August 2015, amended on August 14, 2020, and October 15, 2021. This policy is subject to a five-year policy review cycle or as needed by legislative or regulatory changes.

XVIII. POLICY URL(s)

- *Southern University System Uniform Title IX policies and procedures*
<http://www.sus.edu/page/su-board-policies>
- *Southern University and A&M College Title IX website (include SUAREC & SULAB)*
<http://www.subr.edu/subhome/64>

- *Southern University Law Center Title IX website*
<http://www.sulc.edu/page/title-ix-policies-procedures>
- *Southern University at New Orleans Title IX website*
<http://www.sunu.edu/page/title-ix>
- *Southern University at Shreveport Title IX website*
<http://www.susla.edu/page/title-ix>

XIX. POLICY APPROVAL

The effective date of this policy October 15, 2021, pursuant to federal and state guidelines and pending final approval of the President-Chancellor of the Southern University and A&M College System and the Board of Supervisors of the Southern University and A&M College System.

Ray L. Belton, Ph.D.
President-Chancellor
Southern University and A&M College System

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.
Chairman
Southern University System Board of Supervisors

Effective Date of Policy



Office of the Executive Vice Chancellor and Provost

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

October 12, 2021

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

Dear Dr. Belton:

Salaries are an important factor in the recruitment and retention of quality faculty members and can be incentivized to encourage meritorious performance in research, scholarship, creative activities, teaching, and service. Promotion in academic rank serves as recognition of a faculty member's professional achievements and is accompanied by an increase in salary at most, if not all, higher education institutions. Currently, Southern University does not have an approved policy that outlines the process of awarding salary increases for faculty that rise in rank. Instead, there exists an unwritten and inconsistent practice of increasing promoted faculty members' salaries to the lowest salary of the faculty member of equal rank within the promoted faculty member's academic program. Hence, salary distributions vary greatly among university programs and this reality has been a source of consternation for many SUBR faculty, especially faculty whose academic programs do not command the higher salaries of those enjoyed in the sciences and business programs upon hiring. Thus, there is an urgent need to regulate how faculty members achieve salary increases upon promotion.

The lack of a coherent and consistent policy also causes other difficulties. Presently, in the university no funds are allocated toward promotion and tenure. This is not an oversight except for a recognition that an amount cannot be forecasted. Similarly, there is great difficulty in determining the salary of a promoted faculty when there is no faculty of the next higher rank in the relevant department. The ad hoc measures used from year to year vary and, in most cases, does not lead to faculty satisfaction.

To develop an equitable policy for increasing faculty salaries upon promotion, I appointed a taskforce to research prevailing salary promotional raise policies at other similar institutions and provide a recommendation leading to the development of a policy for Southern University-Baton Rouge. The taskforce was well represented consisting of academic leaders, professionals in support areas and more importantly in consultation with the Faculty Senate President, and Vice President, the service and input of the Faculty Senate Vice President was availed by the task force.

The findings and final recommendation were provided to me. I reviewed and accepted the committee recommendations and I am subsequently presenting them to you for your review and approval. The recommendation of the task force is enclosed. It should be noted that the raises that are being proposed are better than the group of institutions included in the study. Further, I will be grateful if you will present this request to the Board of Supervisors for review and approval also.

With Kind Regards,



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

Approval:

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

Date

April 30, 2021

Dr. Bijoy K. Sahoo
Interim Executive Vice-Chancellor and
Senior Associate Vice-Chancellor for Academic Affairs
Southern University and A&M College
Baton Rouge, Louisiana 70813

Dear Dr. Sahoo:

Salaries are an important factor in the recruitment and retention of quality faculty members and can be incentivized to encourage meritorious performance in research, scholarship, creative activities, teaching, and service. Promotion in academic rank serves as recognition of a faculty member's professional achievements and is accompanied by an increase in salary at most, if not all, higher education institutions. Currently, Southern University does not have an approved policy that outlines the process of awarding salary increases for faculty that rise in rank. Instead, there exists an unwritten and inconsistent *practice* of increasing promoted faculty members' salaries to the lowest salary of the faculty member of equal rank within the promoted faculty member's academic program. Hence, salary distributions vary greatly among university programs and this reality has been a source of consternation for many SUBR faculty, especially faculty whose academic programs do not command the higher salaries of those enjoyed in the sciences and business programs upon hiring. There is an urgent need to regulate how faculty members achieve salaries increases upon promotion.

To develop an equitable policy for increasing faculty salaries upon promotion, you appointed a taskforce to research promotional raise policies at other institutions and provide a recommendation for the development of a policy for Southern University-Baton Rouge. The taskforce was comprised of three academic deans (Dr. Sandra Brown, Dr. Cynthia Bryant, and Dr. Damien Ejigiri), and representatives from Human Resources (Ms. Dawn Harris); the Faculty Senate (Dr. Anthony Igiede); the Budget office (Ms. Candis Joseph); and Academic Affairs (Ms. Beatrice Armstrong). Our group reviewed the policies employed at multiple Louisiana universities, as well as comparable institutions outside of Louisiana. Our findings and final recommendation are indicated in the following table:

**Base Salary Increase Upon Promotion at Select Institutions an
Recommendation for Southern University-Baton Rouge**

	Instructor to Assistant Professor	Assistant Professor to Associate Professor	Associate Professor to Full Professor
Southeastern University	\$2000	\$3000	\$4000
Nicholls State University	\$1500	\$2000	\$2500
UL Monroe	n/a	\$2500	\$3000
New Mexico State University	7% increase	7% increase	11% increase
Delta State University (MS)	n/a	\$4000 increase	\$6000 increase
East Tennessee State University	5% increase	8% increase	10% increase
Southern University- BR	\$2000 to base salary	\$4000 to base salary	\$5000 to base salary

Our recommendations for increasing the base salary of faculty upon promotion are presented in blue and gold above. We contend that these amounts reflect a reasonable financial acknowledgement of faculty members' contributions to their respective disciplines, as well as the Southern University community. Each taskforce member agreed that the implementation of a promotional raise policy will provide much needed transparency, improve faculty morale, and infuse the awarding of promotional salary increases with responsible fairness. We hope that you will support our recommendation as you move forward with gaining full approval for the implementation of this policy. If you have questions that have not been addressed via this correspondence, we welcome the opportunity to discuss this important matter further.

Sincerely,

Cynthia Bryant, Ph.D.
Dean, College of Humanities and Interdisciplinary Studies



POLICY TITLE
FACULTY BASE SALARY INCREASES UPON ACADEMIC RANK PROMOTION

POLICY NUMBER
SUBR: 1-016

Responsible Unit: <i>Office of Academic Affairs</i>	Effective Date: <i>July 1, 2021</i>
Responsible Official: <i>Interim Executive Vice-Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>May 5, 2021</i>

I. POLICY STATEMENT AND RATIONALE

Southern University and A&M College (SUBR) understands that salaries are an essential factor in recruiting and retaining quality faculty members and recognizing and encouraging meritorious performance. Progression in academic rank acknowledges a faculty member's professional achievements and should be accompanied by an increase in salary. There is an urgent need to regulate how faculty members achieve salary increases upon promotion; therefore, standardized policies and procedures must govern this initiative.

II. POLICY SCOPE AND AUDIENCE

Upon approval by the Southern University Board of Supervisors, probationary tenure-tracked faculty, who made applications for tenure and promotion, will be promoted from assistant professor

to associate professor or from associate professor to full professor. This policy is also applicable to tenured faculty who will progress from associate to full professor.

There is no salary revision associated with receiving tenure only.

The proposed salary increases are as follows:

- Promotion from assistant professor to associate professor will increase \$4,000.00 to the faculty member's base salary.
- Promotion from associate professor to full professor will increase \$5,000.00 to the faculty member's base salary.

After approval, the salary increase goes into effect the following academic year.

III. POLICY COMPLIANCE

Responsibilities of the Office of Academic Affairs:

- Upon approval by the Southern University Board of Supervisors, the Office of Academic Affairs will send a confirmation letter to the faculty member acknowledging their respective promotion with the stated salary increase.

Responsibilities of the Academic Department:

- Upon receiving a copy of the confirmation letter, the relevant academic department must initiate and submit an Electronic Personnel Action Form (EPAF) for the faculty member who has been promoted, indicating an effective date for the beginning of the next academic year.

IV. POLICY DEFINITIONS

▪ Promotion

Promotion is the movement from one academic rank to another based on merit following established criteria.

▪ Tenure

Tenure is the earned protection of faculty against unwarranted dismissal.

▪ Probationary Tenure-Track Faculty

Probationary faculty members are those with tenure-tracked appointments who are not yet tenured. Each probationary tenure-tracked faculty member goes through an evaluation process to be considered for tenure and promotion.

- **Probationary Tenure-Track Appointment**

The university provides probationary tenure-track appointments as an assistant professor, associate professor, and full professor.

- **Electronic Personnel Action Form (EPAF)**

EPAF is used to implement the change in faculty salary caused by promotion.

V. **POLICY IMPLEMENTATION PROCEDURES**

- Upon receiving the confirmation letter, after the approval by the Southern University Board of Supervisors, the faculty members' respective departments will submit an EPAF, indicating the approved salary increase for the individual promotion.
- The Office of Human Resources will implement the salary increase at the beginning of the next academic year.

VI. **POLICY RELATED INFORMATION**

There is no additional policy-related information.

VII. **POLICY HISTORY AND REVIEW CYCLE**

Currently, Southern University does not have an approved policy that outlines awarding salary increases for faculty that rise in rank. Instead, an unwritten and inconsistent *practice* of increasing promoted faculty members' salaries to the lowest salary of the faculty member of equal status within the upgraded faculty member's academic program exist. Hence, salary distributions vary greatly among university programs. This reality has been a source of consternation for many SUBR faculty.

There is an urgent need to make faculty salary increases caused by promotion consistent and uniform at the institutional level. To develop an equitable policy for increasing faculty salaries upon promotion, the Office of Academic Affairs appointed a task force comprised of the following members:

- Three Academic Deans
- Representatives from Human Resources
- A Representative from the Faculty Senate
- A Representative from the Budget Office
- A Representative from the Office of Academic Affairs
- A Representative from the Office of Institutional Advancement

The group reviewed the policies employed at multiple Louisiana universities and comparable institutions outside of Louisiana. This proposed policy represents the task force's recommendations and is endorsed by the Office of Academic Affairs.

VIII. POLICY URL

Southern University Policies and Procedures: <https://www.sus.edu/page/su-board-policies>

IX. POLICY APPROVAL

Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Attorney Domoine D. Rutledge
Chair - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE
Data Classification Policy

POLICY NUMBER 8-003

Responsible Unit: <i>Division of Information Technology</i>	Effective Date: <i>4/16/2021</i>
Responsible Official: <i>Associate Vice President for Information Technology</i>	Last Reviewed Date: <i>3/2/2021</i>
Policy Classification: <i>Information Technology</i>	Origination Date: <i>10/28/2016</i>

I. POLICY STATEMENT AND RATIONALE

This Data Classification Policy provides a framework for securing data from risks including, but not limited to unauthorized destruction, modification, disclosure, access, inappropriate use and removal. This policy outlines measures and responsibilities required for securing data resources. It shall be carried out in conformity with state and federal laws.

This policy serves as a foundation for Southern University's Information Security Policy, and is consistent with the University's data management and records management standards. In effect, this policy supports data access or use for those individuals who use the data in support of University business or approved academic endeavors.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all university administrative and academic data and to all user-developed data sets and systems that may access these data, regardless of the environment where the data reside (including cloud systems, servers, personal computers, mobile devices, etc.). The policy applies regardless of the media on which data resides (including electronic, microfiche, printouts, CD, etc.) or the form they may take (text, graphics, video, voice, etc.). This policy applies to all university systems in each college, school or department regardless of geographic location.

This policy applies to all faculty, staff and third-party agents of the Southern University System as well as any other Southern University affiliate who is authorized to access institutional data. In particular, this policy applies to those who are responsible for classifying and protecting institutional data.

III. POLICY COMPLIANCE

Data remains the most important asset an enterprise possesses. The need for adequate security is an overarching concern that pervades all aspects of daily operations and with reporting mandates, adds a compliance obligation as well. Adherence to this policy will ensure that the Southern University System maintains absolute integrity over its data and processes. Violations may result in the loss of Southern University System and network usage privileges, and/or disciplinary action, up to and including termination or expulsion as outlined in the applicable user policies.

IV. POLICY DEFINITIONS

- *Restricted.* Data is classified as restricted when there are legal, contractual, or regulatory requirements regarding the storage and disclosure of the data.
- *Confidential.* Data is classified as Confidential when the unauthorized disclosure, alteration or destruction of that data could cause a significant level of risk to the University System or its affiliates.
- *Internal.* Data which the Data Trustee or Stewards may choose to publish or make public and data protected by contractual obligations.
- *Public.* This information can be freely shared with individuals on or off-campus in accordance with state and federal regulations without any further authorization by the appropriate Data Trustee, Data Steward, or designee.

V. POLICY IMPLEMENTATION PROCEDURES

As part of the information security program, information assets must be identified, classified, tracked and assigned guardianship to ensure that they are protected against unauthorized exposure, tampering, loss, or destruction and that they are managed in a manner consistent with applicable federal and state law, the University System's contractual obligations, their significance to the University System, and their importance to any individual whose information is collected. In order to achieve this objective, information must be classified to convey the level of protection expected by all employees or agents who are authorized to access the information.

1. Information Asset Collections. For purposes of managing information, the University System's various types of information must be segregated into logical collections, e.g. student records, financial records, employee benefit data, payroll data, medical records, personal information regarding alumni, etc. The security requirements for each collection are defined by the information's needs for confidentiality, integrity and availability.
2. Information Asset Classification. To implement security at the appropriate level, establish guidelines for legal/regulatory compliance, and reduce or eliminate conflicting standards and controls over data, data will be classified into one of the following categories. By default, all institutional data that is not explicitly classified should be treated as confidential data.
 - a. *Restricted.* Data is classified as restricted when there are legal, contractual or regulatory requirements regarding the storage and disclosure of the data. Unauthorized disclosure or

modification of restricted data would necessitate notifying federal or state authorities and/or the affected individuals. Examples of Restricted data include Personal Health Information, Personally Identifiable Information (Social Security Numbers), financial account or payment card information, authentication or authorization information to electronic resources.

- b. *Confidential*. Data is classified as Confidential when the unauthorized disclosure, alteration or destruction of that data could cause a significant level of risk to the University System or its affiliates. This information can be shared only on a “need to know” basis with individuals who have been authorized by the appropriate Data Trustee, Data Steward or designee, either by job function or by name. The disclosure of confidential data to unauthorized persons may be a violation of federal or state laws or University System contracts. Examples of Confidential data include data protected by state or federal privacy regulations and data protected by confidentiality agreements. The highest level of security controls should be applied to confidential data.
 - c. *Internal*. Data which the Data Trustee or Stewards may choose to publish or make public and data protected by contractual obligations. Sharing such information with individuals outside the University community requires authorization by the appropriate Data Trustee, Data Steward, or designee.
 - d. *Public*. This information can be freely shared with individuals on or off-campus in accordance with state and federal regulations without any further authorization by the appropriate Data Trustee, Data Steward or designee. Data should be classified as Public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the University System and its affiliates. Examples of Public data include press releases, course information and research publications. While little or no controls are required to protect the confidentiality of Public data, some level of control is required to prevent unauthorized modification or destruction of Public data.
3. Data in all categories will require varying security measures appropriate to the degree to which the loss or corruption of the data would impair the business or research functions of the University System, result in financial loss, or violate law, policy or University System contracts.
 4. Information integrity and availability. For purposes of integrity and availability, information systems will be classified as follows:
 - a. *Non-Critical Systems*. Information systems fall into this category if the unavailability, unauthorized modification, loss or destruction of the data residing on the system would cause little more than temporary inconvenience to the staff and user community and incur limited recovery costs. Reasonable measures to protect information deemed non-critical include storing information in locked office spaces or cabinets, using standard access control mechanisms to prevent unauthorized individuals from altering digital information, and making regular backup copies.

- b. Critical Systems. Information systems fall in this category if unavailability, unauthorized access/modification, loss or destruction through accident, malicious activity or irresponsible management could potentially cause the University System to: 1) be unable to conduct a portion of its required business for an extended period, 2) suffer significant damage to its reputation, 3) endure major financial loss, 4) fall out of compliance with legal, regulatory or contractual requirements, or 5) adversely impact members of the extended University System community.
 - 1. Additional Safeguards.
 - a. Data elements in systems should be sampled and checked for validity on a regular basis.
 - b. A business continuity plan to recover critical information that has been lost must be developed, documented, deployed and tested annually.
 - 2. Security. Security measures for data are set by the data custodian, working in cooperation with the data stewards.
 - 3. Responsibilities. The following roles and responsibilities are established for carrying out this policy:
 - a. Data Trustee: Data trustees are senior University System officials, or designees who have planning and policy-level responsibility for data within their functional areas and management responsibilities for defined segments of institutional data. Responsibilities include assigning data stewards, participating in establishing policies, and promoting data resource management for the good of the entire University System.
 - b. Data Steward: Data stewards are University System officials having direct operational level responsibility for information management - usually department directors. Data stewards are responsible for data access and policy implementation issues. Procedures for performing data validation should be developed and implemented by data stewards in responsible departments
 - c. Data Custodian: Information Technology (IT) is the data custodian. The custodian is responsible for providing a secure infrastructure in support of the data, including, but not limited to, providing physical security, backup and recovery processes, granting access privileges to system users as authorized by data trustees or their designees (usually the data stewards), and implementing and administering controls over the information.
 - d. Data User: Data users are individuals who need and use University System data as part of their assigned duties or in fulfillment of assigned roles or functions within the University System community. Individuals who are given access to non-public data have a position of special trust and as such are responsible for protecting the security and integrity of those data sets.

4. Clarification and communication of roles in data classification are responsibilities of the Southern University System's Data Standards Committee.

VI. POLICY RELATED INFORMATION

The policies below serve as related information to this policy.

- Cybersecurity Policy
- Information Security Policy Plan
- Acceptable Use of Technology Resources

VII. POLICY HISTORY AND REVIEW CYCLE

This is a revised policy. The effective date of this revision is determined by the approval dates of both the Chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System. Additionally, the policy last review and origination dates are identified. This policy is subject to a five-year policy review cycle.

VIII. POLICY URL

The approved policy will be posted on the Southern University System website under Board Policies at www.sus.edu.

IX. POLICY APPROVAL

Ray L. Belton, Ph.D.

President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Attorney Domoine D. Rutledge

Chair - Southern University System Board of Supervisors

Effective Date of Policy

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

Friday, October 22, 2021

Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

AGENDA

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

A. Update on HR Onboarding Process

6. Action Items

A. Request Approval of Personnel Actions for Additional Duties germane to technological upgrades and enhancements - Federal Title III (SUBR)

Name	Position/Campus	Salary	Funding Source
1. Marcus Brown	Video/Multimedia Specialist Additional Duties (SUBR)	\$70,000.00	Federal
2. Rachel Carriere	Director of Web Applications Additional Duties (SUBR)	\$78,966.00	Federal
3. Chiaching Jason Chang	Coordinator of Academic Support Services Additional Duties (SUBR)	\$75,000.00	Federal
4. Alice Douzier	IT Project Manager Additional Duties (SUBR)	\$78,110.00	Federal
5. Elijah Jno-Baptiste	ERP Solutions Specialist Additional Duties (SUBR)	\$73,000.00	Federal
6. Kadrica Tillotson	ERP Programmer Analyst Additional Duties (SUBR)	\$75,000.00	Federal
7. Clourth Wilson	Assistant Director of Information Technology Additional Duties (SUS)	\$75,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. David Alijani	Professor of Computer and Information Systems Salary Adjustment (SUNO)	\$80,154.00	State
2. Kimberly Andrews	Associate Vice Chancellor for Academic Affairs New Appointment (SUNO)	\$115,000.00	Federal/State
3. Marina Biragova	Director of Southern University Law Center Technology and Entrepreneurship Legal Clinic Additional Duties (SULC)	\$96,000.00	Federal/State
4. Joelle Carter	Associate Vice Chancellor for Student Affairs and Enrollment Management New Appointment (SUNO)	\$90,000.00	State
5. Kenneth Dawson	System Director of Facilities Planning New Appointment (SUS)	\$110,000.00	State
6. Aimane Ederouich	Data Scientist Division of Administration and Finance New Appointment (SUNO)	\$80,000.00	Federal
7. Charletta Forston	Director of Common Law Bar Program and Assistant Professor of Law Additional Duties (SULC)	\$193,000.00	Federal/State
8. Demetria George	Associate Vice Chancellor for Finance and Business Affairs Additional Duties (SULC)	\$140,000.00	Federal/State
9. Ariana Hollins	Mental Health Therapist II New Appointment (SUBR/SULC)	\$60,000.00	Federal
10. Jasmine Hunter	Minority Business Development Center Director of External Relations Additional Duties (SULC)	\$84,000.00	Federal/State
11. Zackeus Johnson	Assistant Vice Chancellor for Academic Affairs New Appointment (SUBR)	\$105,000.00	State
12. Runell King	Director for Data, Assessment and QEP New Appointment (SUBR)	\$72,500.00	Federal
13. Maurice Pitts	Director of Facilities Additional Duties (SUBR)	\$104,943.00	State
14. Andrea Simien	Director of Institutional Research New Appointment (SUNO)	\$80,000.00	Federal/State

15. Akai Smith	System Director for Equity and Inclusion and Title IX / Associate Vice Chancellor (SUBR) New Appointment (SUS/SUBR)	\$130,000.00	State
16. Jovan Thomas	Executive Director for Student Success Additional Duties (SUBR)	\$72,500.00	Federal
17. Andrea Travis	Mental Health Therapist II New Appointment (SUBR/SULC)	\$60,000.00	Federal

7. Clarification of Faculty Appointment Relative to Dr. Luria Young (SUBR)

8. Other Business

9. Adjournment

MEMBERS

Mr. Sam Gilliam–Chairman, Ms. Christy Oliver Reeves–Vice Chair,
Dr. Leon Tarver, II, Mr. John Barthelemy, Dr. Rani Whitfield, Atty. Jody Amedee
Atty. Domoine D. Rutledge- Ex Officio

DIVISION OF INFORMATION TECHNOLOGY



Southern University and A&M College

P. O. Box 12891
Baton Rouge, Louisiana 70813
(225) 771-3935 (Voice)
(225) 771-2883 (Fax)

MEMORANDUM

TO: Dr. Ray Belton, President-Chancellor
Southern University & A&M College

FROM: Dr. Gabriel Fagbeyiro, AVP/CIO *GF*
Division of Information Technology

DATE: October 7, 2021

RE: SUBR DoIT Personnel Request

I will like to resubmit the attached PAFs for personnel under Title III. As you will recall, we created and revised these IT positions and responsibilities to support host of newer services a couple of years ago. The personnel assumed the respective roles at that time. The attached PAFs are in support of the adjustments needed for the additional responsibilities appertaining to the positions. The salaries were already approved in the current funding cycle under Title-III.

Your favorable endorsement of this request and that of the Board will be greatly appreciated. I am available to clarify any inquiries you may have. Thank you.

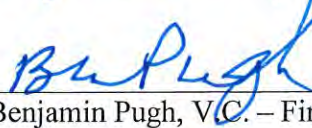
Approved:



Dr. Ray Belton, President-Chancellor



Date



Mr. Benjamin Pugh, V.C. – Finance



Date

Xc: Mr. Flandus McClinton, Vice President for Finance

DIVISION OF INFORMATION TECHNOLOGY
TITLE III – PERSONNEL SALARY ADJUSTMENTS

NAME	POSITION	SALARY	FUNDING SOURCE
Carriere, Rachel	Director of Web Application Services	\$ 78,966.00	Title III
Chang, Jason	Coordinator of Academic Support Services	\$63,000.00	Title III
Douzier, Alice	IT Project Manager	\$78,110.00	Title III
Jno-Baptiste, Elijah	ERP Solutions Specialist	\$73,000.00	Title III
Tillotson, Kadrica	ERP Programmer Analyst	\$75,000.00	Title III
Brown, Marcus	Video/Multimedia Specialist	\$65,000.00	Gen. Fund

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	4	9	1
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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 July 1, 2021 To June 30, 2022

Effective Date October 1, 2021

Name Marcus K. Brown SS# U01690388 Sex Male Race* Black
(Last 4 digits only)

Position Title: Video/Multimedia Specialist Department: Division of Information Technology

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

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

Years Experience 22 Years Southern University Experience 22 Years

Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer Southern University & A&M College - Baton Rouge, LA

Personnel Action

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

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

Source of Funds Gen. Fund 211001 26201 61002 26000

Identify Budget: 211001 26201 61002 26000 Location _____
Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____
Status _____
Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:







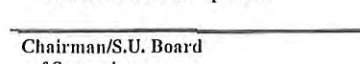
Source of Funds	Amount
Gen. Fund 211001 26201 61002 26000	\$65,000.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

 10/7/2021
 Supervisor _____ Date _____
 10/11/21
 Vice Chancellor _____ Date _____

 Director/Personnel _____ Date _____

 President _____ Date _____
 10/7/2021
 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: The Video/Multimedia Specialist is responsible for providing expert level customer support to students, faculty, and staff of the University and System at Baton Rouge campus, and over 10,000 users. The support to be provided is technology in classrooms, inclusive of desktops, mobile devices, smart classroom systems, etc. Other essential duties as assigned.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am – 5:00pm Monday thru Friday (On Call)

EMPLOYEE DIRECT SUPERVISOR: Dr. Gabriel Fagbeyiro, AVP

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5091

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)

Marcus Kendrick Brown

Marcus_Brown@subr.edu

Background Summary

Video Network Technician with extensive experience (22 years) in the installation, maintenance, and operation of audio video services; (H.320, H.321, H.323, H.324, Tele-presence, IOCOM, Access Grid, and next generation IP conferencing)

- Project Management
- Facilities Design for Universities
- Distance Education
- Public Video Conferencing
- Statewide Multimedia Support
- Louisiana Optical Network Initiative (LONI)
- Multimedia Classroom Utilization Training
- Help Desk Support

Professional Experience

Southern University A&M College **2012 – present**

Video Multimedia Specialist

The Office of Technology and Network Services

- Provide technical creativity, knowledge, and know how in support of planning, delivery, and support services of media services and smart classroom systems for the University and System at Baton Rouge.
- Plans and executes all aspects of video and audio production in support of various academic and administrative events within smart classrooms, lecture halls, and similar venues.
- Serves as a technical lead to other technologists within the IT organization in support of smart teaching technology, computer teaching labs, Capable of assisting business areas in producing digital media content, both live and recorded, for all potential means of delivery, inclusive of internet, mobile, and traditional media.
- Plans and executes all aspects of video and audio production in support of various academic and administrative events within smart classrooms, lecture halls, and similar venues.
- Serves as a technical lead to other technologists within the IT organization in support of smart teaching technology, computer teaching labs
- Assisting business areas in producing digital media content, both live and recorded, for all potential means of delivery
- Analyze and resolve technical issue
- Manage Audio Visual resources for the Southern University Board of Supervisors Meetings
- Assist with the management of Audio-Visual Resources for the southern University Home Football Game
- Other duties as assigned by manager

Professional Experience (cont'd)

Southern University A&M College

2000 – 2012

Video Network Technician

The Office of Technology and Network Services

- Participated in the Installation Video Services; (H.320, H.321, H.323, H.324, Access Grid, and next generation IP conferencing), on SUBR NGI_VCB video network, Bellsouth Public ISDN Network, Southern University at New Orleans network, Southern University at Shreveport network, and multiple other video network activities.
- Reviewed the design of existing video classrooms located on the SUBR campus and completely refurbished the rooms to meet Board of Regents specifications, for a functional video classroom used for Distance Education.
- Maintain (25) Multimedia classroom, five (5) of which of them have video conferencing capabilities on a daily basis. These rooms service student's faculty, and administrators.
- Assisted with the implementation and management of policy and procedures on usage of video conferencing resources.
- Manage Proctors for SUBR Distance Education Courses.
- Operator for the largest Access Grid Node in the State of Louisiana
- Knowledgeable of smart classroom technologies, inclusive of digital projection systems, sound delivery systems, digital video systems, and their interfacing with computer systems.
- Maintain up-to-date knowledge of AV equipment contracts and supervise contract –based installations.
- Advise purchase of new AV equipment and assist with its installation.
- Conduct research and make recommendations for AV products in support of procurement and development efforts.
- Place orders for AV equipment and consumables; inspect and verify AV deliveries upon receipt.
- Project Manager for major renovations to JB Moore Hall Room 218 (Old Engineering Retention Center), now Access Grid room/45 multimedia testing area, and TT Allain Rooms 319, 320, 324, 325 (Foreign Language Computer Lab, Library, Chairperson's office, and Receptionist area.)
- Currently Project Manager For twenty-nine 29 additional multimedia classrooms in the last two years. Of the twenty-nine (29), fourteen (14) are completed and fifteen (15) are emerging.
- Provide technical support for emergency preparedness facility.
- ADHOC Multimedia Technician for SUBR Campus
- Participates in Maintenance repair and updating of personal computers on the SUBR Campus.
- Strong analytical skills
- Strong interpersonal skills

Professional Experience (cont'd)

Southern University A&M College 1998 – 2000

Network Administrator

Southern University School of Nursing (SUSON).

- Administration and maintenance of SUSON workstations, servers, and network devices.
- Assigned and managed user accounts, e-mail accounts and IP addresses for workstations located in the school of nursing. This provided SUSON faculty, staff, and administrators with user accounts, e-mail accounts, and remote access accounts, to utilize resources on the SUBR WAN.
- Provided training for, students, faculty, staff and administrators

Education 1990 – 1994 Diploma, Zachary High School, Zachary, Louisiana
1995 – Present Southern University and A&M College, Baton Rouge, Louisiana
Intended Major: Bachelors of Science in Mechanical Engineering

Certification/Training/Conferences

February 2009 – Extron School of AV Technology for Higher Education
Certification

May 2006 – FEMA/HBCU Conference

November 2003, 2004, & 2005 – LS-LAMP Student Research Conference

Professional Recognition May 2018 – Above and Beyond Award – SUBR
April 2003 – Nominated for Non-Academic Professional Award

Technical Proficiencies

Completely upgraded Board of Supervisors' Conference Room – SUBR Campus

Major Renovations to Room 205 TT Allain (A General-Purpose Computer Lab), where audiovisual technologies will be implemented

Completed the installation of multimedia technologies into 22 classrooms on the SUBR Campus Summer 2015. These rooms are capable of projecting both wired and wireless audio-visual capabilities

Completed Audio Visual Technology Upgrade with lecture capture capabilities for The College Education Accreditation Summer 2015

Completed Audio Visual Technology Upgrade with lecture capture capabilities for The Department of Speech Language Pathology Accreditation April 2015

Completed Southern University's First Lecture Capture Implementation February 2014

Installed audio visual technologies into the Donald Wade Presidents House Feb. 2013

Current Projects

Serving as Technical Lead for the implementation of 145 new multimedia classrooms located on SUBR Campus during the COVID-19 Pandemic

Assisting with technical operations of the Board of Supervisors' meetings

Retro-fitted fifty-five multimedia classrooms (SUBR) during the COVID-19 Pandemic

Major Renovations to the JB Moore Hall Auditorium, where Window Wall Technologies will be implemented

Implementing Multimedia technologies into forty-five additional Multimedia Classrooms

Major renovations to the entire Fourth Floor of the John B Cade Library, where this area will be utilized as a Collaborative Learning Center. This space will be designed centered around the use of Multimedia technologies

References

Furnished Upon Request

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	0	3	1
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CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

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

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

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

Profile of Person Recommended

Length of Employment October 1, 2021 To September 30, 2022
 Effective Date October 1, 2021

Name Rachel Carriere SS# U01264293 Sex Female Race* Black
(Last 4 digits only)

Position Title: Director of Web Application Services Department: Division of Information Technology

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

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

Years Experience 27 Years Southern University Experience 23 Years

Degree(s): Type/Discipline (BA-Education): B.A. -Business Administration Institution/Location (SU-Baton Rouge): Texas A&M University, Corpus Christi, TX Year: 1992

Current Employer Southern University & A&M College - Baton Rouge, LA

Personnel Action

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

Recommended Salary \$78,966.00 Salary Budgeted \$78,966.00

Source of Funds Title III - 220429-21091-61002-24100

Identify Budget: 220429-21091-61002-24100 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:



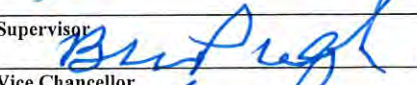
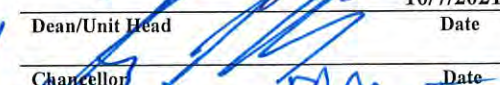



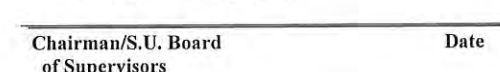
*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
Title III 220429-21091-61002-24100	\$78,966.00

*See Reverse Side

Graduate School signature (if, applicable):

	<u>10/7/2021</u>		<u>10/7/2021</u>
Supervisor	Date	Dean/Unit Head	Date
	<u>10/11/21</u>		_____
Vice Chancellor	Date	Chancellor	Date
	_____		_____
Director/Personnel	Date	Vice President/Finance	Date
	_____		_____
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Provides technical creativity, knowledge, and management knowhow in support of the University web presence and online application services. This position is responsible for the administration and dissemination system, the electronic digital marquc display, email system, etc. Provide leadership to a team of web applications developers/administrators. Other essential duties as assigned.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am – 5:00pm Monday thru Friday (On Call)

EMPLOYEE DIRECT SUPERVISOR: Dr. Gabriel Fagbeyiro, AVP

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5091

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)

Rachel Abraham Carriere

Email: rachel_carriere@subr.edu

PROFESSIONAL EXPERIENCE

5/17-Pres. Director of Web Applications Services. Division of Information Technology, Southern University and A&M College, Baton Rouge, Louisiana.

The Director of Web Applications Services provides technical creativity, knowledge, and management know-how in support of the University web presence and online application Services. This position is responsible for the administration and dissemination of vital information via the University's web portal, and Jag News Channel closed-circuit television announcement system, the campus electronic digital marquee display, email system, etc. Provide leadership to a team of web applications developers/administrators in support of the enterprise as it relates to the day-to-day operations of the University websites and enterprise web applications. Manage the planning, development, and operations of applications by evaluating current and future business requirements. Coordinate and work with academic and administrative units in the progress of specific websites and ensure that web application services solutions delivered to meet the University's current and future business needs. Identifies, evaluates and resolves business issues. Work on abstract problems across all functional areas within IT. The Director of Web Applications Services also serves as a supervisor of the SUBR's Moodle team comprised of two employees: the LMS/Web Services Coordinator and the LMS Technical Analyst.

7/00-5/17 Coordinator of Web Services. Office of Technology and Network Services, Southern University and A&M College, Baton Rouge, Louisiana.

This position manages and maintains all aspects of Southern University's electronic communications system and its online presence. It works with internal and external content providers (i.e., editors and designers) to ensure an organized collection and dissemination of information important to the University and its constituents. It also coordinates and oversees all information stored on the University's web server and assigns accounts to departmental web content providers.

Responsibilities include:

- Plan, implement, and operate SUBR online communications including the SUBR website and other electronic dissemination system such as digital signage and email.
- Work with University departments and units in creating and formatting web content to best communicate with the University stakeholders such as students, faculty, staff, administrators, and area community.
- Train departmental web content providers in updating and maintaining their unit websites using the content management system (CMS).
- Serve as the liaison between the Office of Media Relations and the Division of Information Technology.
- Periodically assess and ensure the usability and functionality of all sections of the University's website. Also review the site's styles, navigation, and structure.
- Work with the university's different departments and their committees to help resolve any issues pertaining to the website.
- Identify Web Services' needs, review proposals and budgets and facilitate the finalization of any transactions.
- Manage content and design for the University's digital signage system (Jag News Channel) and the campus electronic marquee.
- Manage student employees for web content and design needs for the Jag News Channel and the University marquee.
- Serve in the University's Business and Industry Cluster planning committee
- Serve in the University's Emergency Operations Team.
- Serve as the primary contact for vendors of any initiatives pertaining to production of the website and the campus digital signage system (Jag News Channel).

- 9/98-7/00 **Webmaster.** Office of Technology and Network Services, Southern University and A&M College. Baton Rouge, Louisiana.
- 5/95-6/98 **Lead Production Associate.** Envision Development Group, Inc., Publication Department. Morgantown, West Virginia.
- 9/94-5/95 **Graduate Teaching Assistant.** Department of Foreign Languages, West Virginia University. Morgantown, West Virginia.
- 6/93-8/94 **African American Student Advisor & Program Coordinator.** Center for Black Culture and Research, West Virginia University. Morgantown, West Virginia.

KEY CONTRIBUTIONS

- Lead author, developer, and manager of Southern University-Baton Rouge's most widely read publication starting in Fall 1998 to present.
- Video Producer responsible for providing web streaming of all commencement ceremonies since Spring 2011.
- Developer--Assistant in the creation and development of the first Banner Payment Gateway portal page at Southern University-Baton Rouge campus. Fall 2011.
- Contributor--**mySUBR Mobile App now mySU Mobile App**--Member of the team responsible for developing and implementing Southern University-Baton Rouge's first mobile application designed for facilitating online admissions and registration.
- Social Media Manager--Established multiple lines of communications for the Division of Information Technology (DoIT) thru Social Media outlets such as Facebook and Twitter.

EDUCATION

- 12/92 **Bachelor of Arts in Business Administration.** Texas A&M University at Corpus Christi, College of Business Administration, Corpus Christi, Texas. December 1992.

FURTHER EDUCATION

- Presently** Southern University Department of Mass Communications, Baton Rouge, Louisiana. Working on a Master's of Arts in Public Relations. Expected completion date: Fall 2021.
- 9/94-12/95 West Virginia University, Department of Foreign Languages, Morgantown, West Virginia. Major: Teaching English to Speakers of Other Languages (TESOL).

QUALIFICATIONS

Software Applications

- WordPress Content Management Systems (CMS) for websites and blogs
- Customized Content Management Systems (CMS) based on PHP and Cold Fusion Technologies
- Adobe Photoshop, Dreamweaver, Fireworks, Acrobat, InDesign
- Microsoft 365 Professional Suite
- Quark Xpress and comparable desktop publishing applications

LANGUAGES

Proficient in French and Spanish.

REFERENCES

Available upon request.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	7	9	6	6
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CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

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

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

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

Profile of Person Recommended

Length of Employment October 1, 2021 To September 30, 2022
 Effective Date October 1, 2021

Name Chiaching Jason Chang SS# U01268542 Sex Male Race* Asian
 (Last 4 digits only)

Position Title: Coordinator of Academic Support Services Department: Division of Information Technology

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

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

Years Experience 16 Years Southern University Experience 16 Years
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
M.S. - Computer Science Southern University, Baton Rouge, LA 2007
B.S. Computer Science - Tech Cert. Southern University, Baton Rouge, LA 2002

Current Employer Southern University & A&M College - Baton Rouge, LA

Personnel Action

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

Recommended Salary \$75,000.00 Salary Budgeted \$75,000.00

Source of Funds Title III - 220429-21091-61002-24100

Identify Budget: 220429-21091-61002-24100 Location _____
 Form Code: _____ Page _____ Item # _____

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

Financial Aid signature (if, applicable):



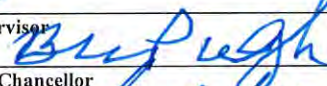
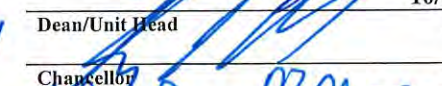


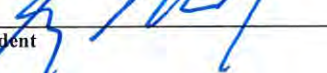

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
Title III 220429-21091-61002-24100	\$63,000.00
	\$12,000.00

*See Reverse Side

Graduate School signature (if, applicable):

	<u>10/7/2021</u>		<u>10/7/2021</u>
Supervisor	Date	Dean/Unit Head	Date
	<u>10/11/21</u>		
Vice Chancellor	Date	Chancellor	Date
			
Director/Personnel	Date	Vice President/Finance	Date
			
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Provides expertise in multi-user multi-OS (Windows, UNIX, MacOS) platforms client support, support of internet applications, hardware and software setup and maintenance. Standard day-to-day support of desktops, computer labs, remote and off-site offices for faculty, staff, and students. Supports multimedia, IT education, and outreach as it relates to media systems, smart classrooms, and training of students, faculty, and staff in the use of IT technologies.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am – 5:00pm Monday thru Friday (On Call)
EMPLOYEE DIRECT SUPERVISOR: Dr. Gabriel Fagbeyiro, AVP
SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5091
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)

JASON CHANG, CVE, CVDE, CVSE, MCSE, MCSA, MCP

Service, Operations and Infrastructure Excellence with Customer-Centric Approach

Proven Technological and Leadership Expertise in a Career Spanning 18 years

Technically sophisticated and business-savvy IT professional with a career reflecting strong leadership qualifications coupled with "hands-on" IT and networking expertise. Maintained focus on achieving and implementing advanced technology and education solutions to meet a variety of needs. In the past 5 years alone, delivered oversight, for the enterprise to mitigate threat, diagnosed issues and managed staff to perform corrective action by leveraging technology and/or processes to prevent IT security, regulatory issues, network distress and ensure data integrity. Superior record of delivering simultaneous, large-scale, mission-critical projects on time and under budget.

PROFESSIONAL HISTORY

Director of Computing & Networking

August 2012 – Present

College of Sciences and Engineering, Southern University and A&M College Baton Rouge, LA

Recruited to manage the day-to-day operation of the College of Sciences and Engineering (COSE) computer network, which includes 16 programs with two PhD programs. Responsible for providing leadership, team supervision, project management and stewardship of COSE's network system's solutions and processes. Scope of position is expansive and includes departmental direction and full design, installation, engineering, implementation, support, training, administration, and management authority for:

- LAN/WAN Network Service
- PC Desktop Systems
- Database Administration
- Applications Systems
- Multiple High-End, commercial and desktop 3D Printers
- Help Desk Operations
- Web/Internet Operations
- Physical/VM Servers
- High-Tech Room & Multimedia Classroom
- Commercial Poster Printer

Key Projects & Achievements:

- Managed the installation/rebuild of the Entergy funded project in the COSE multi-media infused Hi-Tech Classroom and the Division of Information Technology's (DoIT) Multi-purpose Auditorium in James Moore Hall.
- Design and installation/rebuild of two large multi-media classrooms with reconfigured hardware, peripherals, and user-friendly web-based software and services.
- Installation/rebuild of new/existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with COSE standards and project/operational requirements.

- Administration, troubleshooting, service and support of enterprise virtual machines and a wide variety of manufacturers' products.
- Develop, maintain and perform installation, configuration, maintenance, and operation of equipment, enterprise UPS systems, enterprise backup systems, and monitoring systems and provide support of IT hardware, software and networks.
- Research and recommend innovative, and where possible automated, approaches for system administration tasks. Identify approaches that leverage resources and provide economies of scale.
- Work with customers/employees to identify computer problems and advise a solution - ability to handle the most irate clients and situations.
- Manage work on special IT projects & reimage machines with Dell KACE imaging software

System Administrator

March 2005 – December 2010

Department of Mathematics, Southern University and A&M College, Baton Rouge, LA

Scope of work included provision of support for end-users and technical support to faculty and student users based in the Department of Mathematics and Foreign Languages.

Duties/skills included, but were not limited to the following:

- Manage computers & Servers for two different departments.
- Apply OS patches & upgrades on a regular basis - upgrade administrative tools, utilities & upgrade & configure system, software, repair/recover from hardware or software failures.
- Manage & set up different IT projects & events.
- Trouble shooting, administration & support of Windows 2003/2008 R2 Server on Dell hardware at all levels.
- Set up, design, manage & maintain Math website, as well as, Math & Foreign Languages computer labs.
- Install, manage & maintain Math online testing system for students, campus-wide.

EDUCATION & CREDENTIALS

SOUTHERN UNIVERSITY AND A&M COLLEGE – Baton Rouge, LA

- **M.S.** – Computer Sciences, 2007
- **B.S.** – Computer Sciences, 2002

Technical Certifications:

- **CVE** – Certified Virtualization Expert 6.0, 2016
- **CVDE** – Certified Virtualization Desktop Expert, 2016
- **CVSE** – Certified Virtualization Security Expert, 2016
- **MCSE** – Microsoft Certified System Engineer, 2003
- **MCSA** – Microsoft Certified System Administrator, 2000
- **MCP** – Microsoft Certified Professional, 2000

REFERENCES AVAILABLE UPON REQUEST

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	2	2	71
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment October 1, 2021 To September 30, 2022
Effective Date October 1, 2021

Name Alice Douzier SS# U01298161 Sex Female Race* Black
(Last 4 digits only)

Position Title: IT Project Manager Department: Division of Information Technology

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

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

Years Experience 24 Years Southern University Experience 21 Years
Degree(s): Type/Discipline (BA-Education): M.S. Computer Science Institution/Location (SU-Baton Rouge): Southern University, Baton Rouge, LA Year: 1996
B.S. Electrical Engineering Louisiana State University, Baton Rouge, LA 1993

Current Employer Southern University & A&M College – Baton Rouge, LA

Personnel Action

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

Recommended Salary \$78,110.00 Salary Budgeted \$78,110.00

Source of Funds Title III – 220429-21091-61002-24100

Identify Budget: 220429-21091-61002-24100 Location _____
Form Code: _____ Page _____ Item # _____

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



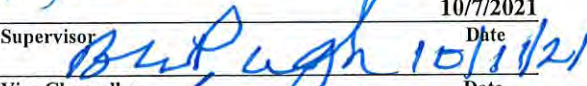
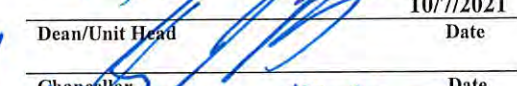


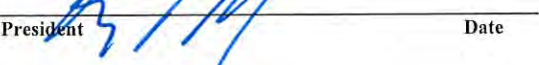

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
Title III 220429-21091-61002-24100	\$78,110.00

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

	<u>10/7/2021</u>		<u>10/7/2021</u>
Supervisor	Date	Dean/Unit Head	Date
	<u>10/11/21</u>		
Vice Chancellor	Date	Chancellor	Date
			
Director/Personnel	Date	Vice President/Finance	Date
			
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: This position prioritizes and monitors projects to ensure accuracy, completeness and adherence to established procedures and standards. Management of all project budgets to ensure that spending is on track and in adherence to project goals and initiatives. Procurement of required hardware and software for agency use.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am – 5:00pm Monday thru Friday (On Call)

EMPLOYEE DIRECT SUPERVISOR: Dr. Gabriel Fagbeyiro, AVP

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5091

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.

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F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)	F0	

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- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
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- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Alice M. Douzier

An accomplished professional with expertise in a diverse range of technologies within multiple industry settings. Demonstrated success managing multiple projects, networking, software design, and internet technology. A results oriented individual with proven ability to implement standards, procedures and processes that improve business functionality. Solid management skills, capable of leading and motivating individuals to maximize levels of productivity, while forming cohesive team environments.

Qualification Highlights

PROFESSIONAL EXPERIENCE:

Southern University and A&M College, Baton Rouge, LA

April 2014 – present

IT Project Manager

- ◆ Prioritizes and monitors projects to ensure accuracy, completeness and adherence to established procedures and standards.
- ◆ Utilization of third party tools for project tracking and coordination with stakeholders and contractors; including scheduling, budgeting and task completions.
- ◆ Facilitating issue resolution and information sharing in a multi-task environment.
- ◆ Preparation and processing of contracts for augmentation of services and for state contract review.
- ◆ Participates in the planning and development of division goals and objectives for the purpose of ensuring that the technology-related mission and goals of the Division are realized.
- ◆ Assists in the development, recommendation, and preparation of budget request documents for submission to the Title III office.
- ◆ Management of all project budgets to ensure that spending is on track and in adherence to project goals and initiatives.
- ◆ Procurement of required hardware and software for agency use.

Southern University System, Baton Rouge, LA

Sept. 2009 – March 2014

Assistant Director

- ◆ Assistant in planning, monitoring and tracking of projects to ensure compliance and adherence to established deadlines.
- ◆ Assists in the development, recommendation, and preparation of the department's budget documents for submission to state budget office and strategic documents for planning.
- ◆ Responsible for contract preparation and submission to state agencies for approval.
- ◆ Team lead in the development cycle of an application for the iPhone mobile device and continued maintenance as needed.
- ◆ Ensure software licenses and security certificates are up to date.
- ◆ Train users on the use of various software applications, email client and OWA interface, and web CMS application.
- ◆ Manage local and wide-area data network by providing access to network resources, maintaining equipment, and monitoring network performance.
- ◆ Performing updates and additions for all areas on the system website.
- ◆ Configuration and maintenance of Windows servers, anti-virus, file storage, web, and network peripherals.

- ◆ Administration and overall internal network security.
- ◆ Software and hardware technical support for various systems as needed.
- ◆ Conduct computer diagnostics to determine nature of hardware and software problems.
- ◆ Install hardware, software, and peripheral equipment.
- ◆ Train workers in use of computer and related equipment.
- ◆ Performance monitoring for security application implemented for network protection of clients and servers.

Webmaster

Aug. 2000 – Aug. 2009

- ◆ Design and maintenance of the websites including information storage and updates.
- ◆ Responsible for quality and content control of the websites.
- ◆ Utilizing IIS as a tool for website maintenance and organization.
- ◆ Design templates and banners for websites by utilizing Dreamweaver, Flash and Photoshop.
- ◆ Configuration and maintenance of servers, switches, routers, and hubs within the network infrastructure.
- ◆ Configure client accounts, directory structures, access rights, and security.
- ◆ Monitoring use of stored data to safeguard information.
- ◆ Software and hardware technical support for various system and university campus offices as needed.
- ◆ Configuration and Maintenance of client/server databases.
- ◆ Creation of databases for use with documentation tracking and correspondence address storage.
- ◆ Development of a Graphical User Interface for accessing databases and providing queries and reports.

Aegis Mortgage Corporation, Baton Rouge, LA

Aug. 1999 – Aug. 2000

Programmer/Analyst

- ◆ Scripting procedures for display, via an intranet application, of loan processing quality control data.
- ◆ Design and coding updates of web pages for intranet applications to provide additional data related to the loan process and leads tracking.
- ◆ Design and implementation of an automated interface to the Mortgage Electronic Registration System (MERS) for loan registration and transfer of rights.
- ◆ Feature enhancement and implementation of a loan tracking system for use in monitoring and updating loan and document status.
- ◆ Coding of application features and creation of stored procedures for handling of data retrieval from database tables.

Alcatel USA, Plano, TX

Jan. 1997 – July 1999

Software Development Engineer

- ◆ Development using C++ in a UNIX environment for feature specific programming.
- ◆ Utilizing software suites for version control of files, debug tracking, and design documentation.
- ◆ Analysis and design of real-time software to be used in multi-threaded systems.
- ◆ Design a translation system that will handle industry compliant message conversions for Alcatel's Next Generation Signaling Server.
- ◆ Development of an optical carrier transmission system interface agent for handling communication between an OC-3 system and the 'Megahub 600E' telephone switching network.
- ◆ Development of interfaces for translation of switch traffic reports used for billing and data collection.
- ◆ Evaluation of customer requirements and coordination of feature specific tasks.
- ◆ Analyses of existing switch functionality for determination of new feature enhancement requirements.

- ◆ Documentation of feature additions including concise descriptions, impact statements, scenarios, application programming interfaces, and event traces.
- ◆ Coding of objects for subsystem interfaces.
- ◆ Scheduled independent inspections at the completion of each phase of the software development lifecycle.
- ◆ Lead team in maintenance of interface agent software after delta deliveries to system.
- ◆ Testing feature specific drivers for software used in the operations environment.
- ◆ Design and coding of client/server interfaces for real-time multi-task messaging systems using CORBA.
- ◆ Performed regression, unit and integration testing of features before release to system.
- ◆ Design and coding of objects for provisioning, testing, and auditing of switching devices.

Education:

M. S. Computer Science

1996, Southern University, Baton Rouge, LA

B. S. Electrical Engineering

1993, Louisiana State University, Baton Rouge, LA

Certification:

Certified ScrumMaster®

References:

Available Upon Request.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	7	9	6	7
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment October 1, 2021 To September 30, 2022

Effective Date October 1, 2021

Name Elijah Jno-Baptiste SS# U01676127 Sex Male Race* Black
(Last 4 digits only)

Position Title: ERP Solutions Specialist Department: Division of Information Technology

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

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

Years Experience 23 Years Southern University Experience 16 Years

Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer Southern University & A&M College – Baton Rouge, LA

Personnel Action

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

Recommended Salary \$73,000.00 Salary Budgeted \$73,000.00

Source of Funds Title III – 220429-21091-61002-24100

Identify Budget: 220429-21091-61002-24100 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:


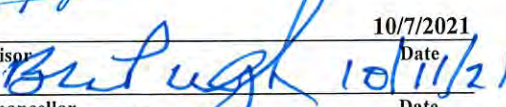



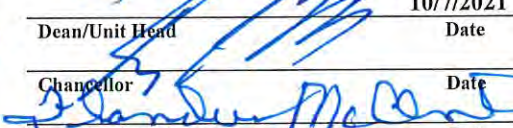
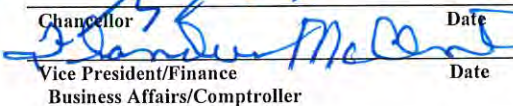

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
Title III 220429-21091-61002-24100	\$73,000.00

*See Reverse Side

Graduate School signature (if, applicable):

 10/7/2021
 Supervisor _____ Date _____
 10/11/21
 Vice Chancellor _____ Date _____
 _____
 Director/Personnel _____ Date _____
 _____
 President _____ Date _____
 10/7/2021
 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 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: Will provide consultation services to University department leaders and supervisors to understand business requirements for streamlining operations, systems development, and solution implementation. Provides technical support for all Banner/Oracle Administrative Systems. Other essential duties as assigned.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am – 5:00pm Monday thru Friday (On Call)

EMPLOYEE DIRECT SUPERVISOR: Dr. Gabriel Fagbeyiro, AVP

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5091

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
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- _____ 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)

ELIJAH JNO-BAPTISTE



Certified System Engineer

Profile: System engineer with numerous certifications (Dell DCSE master, Compaq, HP server, Toshiba, EMC, MCSE 2003 A+, and countless others (available upon request). 15 years of progressively enhancing and gaining Vital experience from staging single network environments to installing, Reconfiguring, and troubleshooting large Storage Area Networks in both the Public and private sector. Expertise includes RAID configurations on SAN and NAS systems on both existing and new environments also building and managing VMs on both IBM Z and VMWare.
Led tech on 3rd party Applications associated with Banner ERP system. Created Workflows for Admission, Registrar's Office, Graduate School, Human Resource, and Financial Aid. Developed official campus app to aid with Registration. Enabling students to use the mobile devices to created schedules, view classes availability add\drop classes, check on Financial Aid status all in real time. Assisted in TDC\client automation though UC4\Atomic.

Key Skills: Technical

- * 2012 Server Installation
- * 3rd Party ERP Applications
- * PL/SQL
- * Oracle 11C SQL
- * Oracle 12C OEM Cloud Control
- * SAN/NAS/VM Ware Installation
- * MS SQL 2003 2008

Managerial

- * GIS6 Supervisor & TAMtech
- * Training & IT Instructor
- * Client Relations Coordinator
- * Research & Lead Analysis
- * Helpdesk Manager

Experience: Unisys Austin, Texas; Baton Rouge, Louisiana

Certified Global Infrastructural Rep. 7, (GIS) August 1998 - February 2000

Provided second level and field support for Dell, HP, and NEC global desktop support. My duties also included technical phone support for Hiberina National Bank local and regional branch employees. Also, FRU replacements for all 32 Louisiana/Mississippi branch locations. In second and third quarter of 1999 I assisted in the implementation of a Y2K 4 char code correction on OS\Warp and Unix managed OS designed by Unisys engineers.

Certified Global Infrastructural Rep. 6, (GIS) February 2000 - February 2002

Installation/configuration of LAN/WAN across multiple platforms. Perform system setup ; daily backups; connectivity, hardware, and software troubleshooting; network virus inoculation; and file/print/terminal server and workstation performance optimization, repair, and configuration, install and troubleshooting SAN and NAS. Experience in servers, part replacement from Dell to Unisys high end products.

Certified Global Infrastructural Rep. 5, (ESF) February 2002 - December 2004

Served as the regional member of Dell\Unisys Enterprise Server Force(ESF). Duties included but not limited to, assist in designing and implementing the most efficient ways to meet the client's expectations by introducing PowerEdge and PowerVault Dell product lines. Also worked as a handful of EMC certified service rep in Louisiana. Those duties included both Best practice upgrades\ scaling up SAN and NAS storage and break\fix assistance. Clients included Public sectors such as: Social Security Administration Louisiana/Mississippi, TSA, US Marshall(downtown Baton Rouge Office), DHH\DOTD, State Police, LSU(Baton Rouge), BRCC, and Southern University(Baton Rouge Campus) and EBR School System. Private sector Clients were Exxon, BASF, DOW, Capital One, and Pitney Bowes Inc.

Southern University Baton Rouge, Louisiana

Helpdesk Manager-System Administrator (January 2005-June 2009)

Managed 15-20 staff and students at the Helpdesk on the Baton Rouge Campus. Addressed many of the challenging issues that a growing service center would have on a college campus (time sensitive break/fixes, research requirements for various departments and grants, also the ongoing risk of viruses) while training and guiding the student workers new and creative methods on taking on such task. In addition, provided assistance in the continuation of building our System Infrastructure by creating a smaller hardware footprint and increasing resources and services.

System Administrator (January 2009-June 2012)

Planned, built, staged and maintained servers requested for various services needed for the Baton Rouge campus. Was part of a team dedicated to move and create servers to our new virtual VMware environment. Addition duties were managing the storage cluster, which consisted of Dell power-vaults, EMC, IBM DS series, and Storage IO. In 2010, was tasked in creating, implementing and maintaining a VDI solution for the computer labs on campus and eventually the arena registration process.

Business Assurance Specialist (July 2012-August 2017)

Assess and gauge issues in order to find the most effect and efficient way to address the technology shortfalls that exist at Southern University and present it to the CIO/VP of Information of Technology. My duty is also to lead and or aide projects assigned and to give my recommendations on finding ways to automate traditional functions and processes. Summer 2013 completed SUBRmobile using Java/Xpath platform. SUBRmobile is a mobile app for the university whose function is a mobile alternative for area registration. In the Fall of 2013 introduced and started building Workflows through Ellucian for the Baton Rouge campus. Built countless SQL base trigger enable Workflows for various functional areas on campus including Registrar's, Financial Aid, Admissions, Graduate School, and the EPAF email notifications for the Human Resource Department. In the spring of 2016, launched our second mobile app ,mySUBR, which incorporated Moodle and our QLess system.

ERP Solution Specialist (September 2017-Present)

Task with the consolidation of most 3rd Party applications associated with the upcoming SUS Banner ERP. Responsible for developing a System Mobile solution for registration and other key products used in the Academic arena. mySUMobile was the result of that effort. It included Geo-mapping for all 3 landmass, a systemwide Moodle environment, Microsoft Teams app integration, and the JagQ app using Xpath. Duties included introducing the VP of IT vision for a Paperless environment and one of the keys to accomplish this is NextGen's Dynamic forms. My task was to help stage and build forms using Ethos APIs, Dynamic HTMLs and Java Script to allow mapping for key Google fields. Spring 2020, Dynamic forms was used System wide to address the CoVID-19 pandemic. Also in the Spring 2020 Banner Workflow was made available to both SUNO and SUSLA. This allowed the respective campuses to inform applicants and students alike to get notified of updates on their enrollment and registration status using custom PL/SQL and HTML.

Key Contributions:

Resolved systems slow down issues through reconfigurations, integrations, and troubleshooting. Helpdesk Manager from 2005-2011 at Southern University (Baton Rouge Campus). Wrote Scripts to automate processes for varies applications and patches. Converted the way imaging computers is handle to a more efficient method. Aided in implementing VMware 4.1 and moved over 30 servers from its physical state to a storage friendly virtual solution. Introduced a virtual desktop environment using VMware as a backend using different customer facing I/O solution. Upgraded the existing mailing system, Exchange 2003 to Office2016 with a local 2010 exchange on premises, including 2 federation servers. Created and maintained 10 SQL instances including Exchange, Campus EIA, Follett Connect Once, SoftDocs, Doc-u-Sign form repositories, Atomic (UC4), and the campus mobile app media query repository. Worked on various projects including: Banner Applications and components Touchnet, UC4, Workflow, Netilla, The ComPass Initiative, multiple Accreditation, and an array of various department specific applications and projects. . I also introduced key improvements, from a traditional onsite DVD OS install to a single click PXE install. In the Summer 2014 released SUBRmobile

providing an alternative way in how students register at Southern University Baton Rouge Campus. In spring 2016 aided with the Campus newest mobile Solution mySUBR. Summer 2016 started the campaign to create an electronically environment for the day-to-day forms Southern University use.

Elijah Jno-Baptiste

Education: Louisiana Technical College—Baton Rouge, LA 1997-1998
Southern University A&M – Baton Rouge, LA 1992-1994

Training: EMC Certification, 12/02
ESF Certification, 11/01
DCSE Master, 11/02
DCSE Associate Server, 6/01
DCSE Desktop, 3/00
Master Server Certification, 7/00
MCSE, 7/99 10/03
A+, 5/98
Oracle SQL, 5/08
Banner Workflow, 12/13
UC4, 3/2014
SoftDocs, 4/2014
Banner Degree Works 5/2014

System

Expertise: Operating Systems & Hardware

- *Windows Hyper V
- *Windows 2000/XP/7 Workstations
- *Raspberry PI
- * Linux/Unix
- *CentOS
- *VM Ware
- *Android OS
- * IBM Z/os VSEESA

Software Packages\Development tools

- *Oracle SQL Developer
- * KACE(deli)
- *Banner Workflow
- *UC4\Atomic
- *Xpath\XML\HTML
- *VCenter
- * Java Script
- * PERL

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	7	4	2
-----------------	---	---	---	---	---	---

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

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

_____ Academic	<u>X</u> Non-Academic	_____ Civil Service
_____ Temporary	_____ Part-time (_____ % of Full Time)	_____ Restricted
_____ Tenured	_____ Undergraduate Student	_____ Job Appointment
_____ 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 October 1, 2021 To September 30, 2022

Effective Date October 1, 2021

Name Kadrica Tillotson SS# U01505144 Sex Female Race* Black
(Last 4 digits only)

Position Title: ERP Programmer Analyst Department: Division of Information Technology

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

U	S
---	---

_____ New Position Expiration Date: _____

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

Years Experience 10 Years Southern University Experience 9 Years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.S. - Database Management</u>	<u>Southern University, Baton Rouge, LA</u>	<u>2012</u>
	<u>B.S. - Information Systems</u>	<u>Southern University, Baton Rouge, LA</u>	<u>2008</u>

Current Employer Southern University & A&M College - Baton Rouge, LA

Personnel Action

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

Recommended Salary \$75,000.00 Salary Budgeted \$75,000.00

Source of Funds Title III - 220429-21091-61002-24100

Identify Budget: 220429-21091-61002-24100 Location _____
Form Code: _____ Page _____ Item # _____

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:



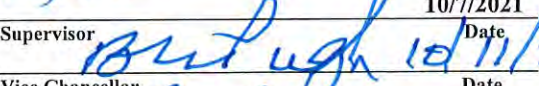





*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
Title III 220429-21091-61002-24100	\$75,000.00

*See Reverse Side

Graduate School signature (if, applicable):

	<u>10/7/2021</u>		<u>10/7/2021</u>
Supervisor	Date	Dean/Unit Head	Date
	<u>10/11/21</u>		
Vice Chancellor	Date	Chancellor	Date
			
Director/Personnel	Date	Vice President/Finance	Date
			
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Provides technical support and maintenance for all Banner/Oracle Administrative Systems Modules (Student Administration, Human Resources, Payroll, Financials and General). Technical support includes analysis and design; communication with functional leads/users; business knowledge development; etc. Other duties as assigned.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am – 5:00pm Monday thru Friday (On Call)
EMPLOYEE DIRECT SUPERVISOR: Dr. Gabriel Fagbeyiro, AVP
SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5091
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/Unel 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)

Kadrica D. Tillotson

Kadrica_Tillotson@subr.edu

IT Professional with over 8+ years of experience working with a diverse range of Information Systems. Knowledgeable in the design and implementation process of Enterprise Resource Planning systems and user applications. I possess a strong expertise in data and business analysis along with the capability of bridging the communication gap between functional and technical areas. I am profoundly expert in deploying end user trainings for software applications ensuring all users are current and familiar with upgraded and/or newly implemented applications. I am highly skilled in providing technical trainings that are simple for non-technical users to understand and have a high success rate in trainees retaining and applying the knowledge obtained upon the conclusion of each training.

TECHNICAL SKILLS & ABILITIES

- **SOFTWARE:** Banner, Oracle, Oracle SQL Developer, Evisions Argos, Ellucian Workflow, ERP Management Software, Microsoft Office, SharePoint InfoPath, SharePoint Designer, Doc E Serve, Camtasia, Adobe Creative Suite, Macromedia Studio, Laserfiche, Dynamic Forms
- **LANGUAGES:** SQL, PL/SQL, HTML, XML, VB Script, Java, C++
- **OPERATING SYSTEMS:** Windows XP, Vista, 7, 8, 10; Windows Server 2003, 2008, 2012; Mac OS, Ubuntu, Android, IOS
- **OTHER:** Customer Service, Communication, Training, Application Development, Data Analysis, Technical Support, Graphic Design, Multitasking, Time Management, Leadership, Self-Motivation, Strong Communication & Interpersonal Skills, Mentoring, Troubleshooting

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY A&M COLLEGE DEPARTMENT OF INFORMATION TECHNOLOGY **Baton Rouge, LA**
ERP Programmer Analyst *July 2013 – Present*

- Provide technical support and maintenance for the Banner ERP system
- Propose ways of improving campus wide processes and enhancing the ERP System to ensure its operating at its fullest capability
- Automate daily processes for the Banner HR/Payroll and Student Administration functional areas with the use of several software tools/applications
- Construct business process flows and analysis procedures to aid in generating automated processes that provide more efficiency for various functional area routines
- Develop several Oracle triggers/workflows utilizing Ellucian Workflow & SQL Developer for the Banner HR/Payroll & Student modules
- Support the HR/Payroll functional areas with day to day reporting needs by providing each area with essential reports with the use of Argos & SQL Developer
- Work with Banner Implementation Team and functional areas to aid in the development of digitizing manual/paper documents that are specific to each area
- Help assist and troubleshoot any HR/Payroll banner related technical issues
- Create and run SQL scripts to extract/update/upload information on the database
- Provide support in the testing of major database upgrades and releases to ensure system efficiency
- Maintain and manage any updates required for automated processes and electronic forms

SOUTHERN UNIVERSITY A&M COLLEGE DEPARTMENT OF HUMAN RESOURCES

Baton Rouge, LA

HR Information Systems Analyst

May 2012 – July 2013

- Provide leadership in the design and implementation of the HR Information System
- Serve as a liaison to Information Technology functions
- Provide consistent explanation of HR policies and procedures across the system wide campuses
- Implement & deploy Banner Web-time entry and Electronic personnel action forms components
- Educate and provide system wide guidance on HR System processes and functionalities
- Create training media and materials with the use of various software application tools
- Schedule, coordinate, and oversee trainings
- Provide training to end users on newly developed software applications/systems
- Prepare training evaluations to distribute to trainees in order to assess the quality of training received
- Work with IT personnel to develop plans for proposed systems, functionalities, and enhancements
- Develop, implement, modify, and manage Banner system requirements to support and lead processes/projects
- Identify optimal solutions that meet the needs of the Human Resources functions
- Recommend process improvements, system enhancements, and alternatives based on specific needs as defined by HR practices
- Serve as Web Administrator for Human Resources website
- Audit system capabilities for accuracy, integrity, and functionality by performing system testing
- Provide data input and special reports to supply the HR functions with data management support
- Advise HR personnel on design and utilization of all information systems
- Provide problem resolution and develop solutions for system issues
- Translate HR requirements and document specifications to communicate needs to IT personnel

NASA (GSFC) DEPARTMENT OF ENVIRONMENTAL TEST ENGINEERING & INTEGRATION

Greenbelt, MD

Software Developer Intern

May 2011 – August 2011

- Develop Cost Estimates for overall test programs and perform a variety of field tests
- Create work directives for approval that provide the funding for performing the I&T tasks
- Manage schedules to help in test facility planning and identify schedule conflicts between projects
- Develop design fixes for excessive electrical noise generation
- Develop software that gives a visual representation of the magnetic field surrounding the Device under test using data collect from a Dipole Moment Test (DMT) and one that integrates into current Traveling Magnetics Software
- Setup the applicable software and hardware components used to perform DMTs
- Monitor test progress and I&T costs

EDUCATION

SOUTHERN UNIVERSITY A&M COLLEGE

Baton Rouge, LA

Master of Science Degree in Database Management and Software Engineering

July 2012

Thesis: The Implementation, Analysis, and Evaluation of a Humanized Information Retrieval Chat-bot

- GPA 3.7/4.0

Bachelor of Science Degree in Information Systems

December 2008

- Cumulative GPA 3.1/4.0
- Major GPA 3.5/4.0

HONORS & AWARDS

NASA's Certificate of Achievement



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM
Division of Information Technology

Office of the Associate Vice President for Technology
J.S. Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Telephone (225) 771-5150
Fax (225) 771-2807

7 October 2021

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

RE: Salary Adjustment for Assistant Director of Information Technology

Dear President Belton,

This correspondence comes to request an equity adjustment for Mr. Clourth Wilson, Assistant Director of Information Technology. Mr. Wilson has assumed expanded responsibilities over the years far beyond his original scope of duties. He was initially hired to manage datacenter servers and the Local Area Network supporting the Systems Office. Those responsibilities have since broadened to include technology support for the Board of Supervisors, the SU System Foundation, and host of other tasks around the campus.

Mr. Wilson is notable for bringing the SU Board meetings, commencement exercises, and various events on campus to SU constituents around the world via broadcast-quality web streaming. He was instrumental in the implementation of the multimedia technology in the Valdry Center for Philanthropic in 2019. Working along with Mr. Marcus Brown, they implemented and continually manage the technology powering the Board room and other events. He has assisted with implementing numerous Smart Classrooms on the SUBR campus for hybrid learning, in the wake of COVID-19 pandemic.

In looking forward, the sheer volume of workload involved will continue to place greater demand on his responsibilities to support these services. A merit-based equity adjustment is in order to retain his services at the Systems Office. Your favorable endorsement of this request and that of the Board of Supervisors will be greatly appreciated. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gabriel Fagbeyiro", enclosed in a rectangular box.

Gabriel Fagbeyiro, Ed.D.
Associate Vice President & Chief Information Officer

Approved: _____ Date: _____
Vice President for Finance

Approved: _____ Date: _____
President/Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	4	9	1
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CAMPUS: SUS X SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
 Effective Date October 1, 2021

Name Clourth Wilson SS# U01532130 Sex Male Race* Black
 (Last 4 digits only)

Position Title: Assistant Director – Information Technology Department: Division of Information Technology

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

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

Years Experience 7 Years Southern University Experience 7 Years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.S. Computer Science</u>	<u>Capella University</u>	<u>2013</u>
	<u>B.S. Computer Science</u>	<u>Southern University and A&M College</u>	<u>2010</u>

Current Employer Southern University & A&M College – Baton Rouge, LA

Personnel Action

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

Recommended Salary \$75,000.00 Salary Budgeted \$75,000.00

Source of Funds Gen. Fund 211001 111005-11304-16000

Identify Budget: 211001 111005-11304-16000 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

Source of Funds	Amount
Gen. Fund 211001 111005-11304-16000	\$75,000.00

Comments: (Use back of form)

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

	<u>10/7/2021</u>		<u>10/7/2021</u>
Supervisor	Date	Dean/Unit Head	Date
Vice Chancellor	Date	Chancellor	Date
Director/Personnel	Date	Vice President/Finance Business Affairs/Comptroller	Date
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: The Video/Multimedia Specialist is responsible for providing expert level customer support to students, faculty, and staff of the University and System at Baton Rouge campus, and over 10,000 users. The support to be provided is technology in classrooms, inclusive of desktops, mobile devices, smart classroom systems, etc. Other essential duties as assigned.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am – 5:00pm Monday thru Friday (On Call)
EMPLOYEE DIRECT SUPERVISOR: Dr. Gabriel Fagbeyiro, AVP
SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5091
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 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

October 8, 2021

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:

This letter is to request approval to provide a salary increase to Dr. David Alijani, Professor of Computer and Information Systems. As part of the overall salary increases granted by the State Legislature this year, Southern University at New Orleans (SUNO) issued the recommended 7.5% increase to all faculty. In addition, with our goal of moving faculty salaries to the Southern Regional Education Board (SREB) average, SUNO allocated \$1,150 from the residual funds that were left in the salary increase pool to full professors with salaries that remain below the SREB average. Since Dr. David Alijani's salary is above \$75,000, the additional increase requires approval by the Board of Supervisors. Therefore, I am requesting \$1,150 be approved as a salary increase for Dr. David Alijani. This increase will bring his salary to \$80,154.

Thank you for your consideration.

With kind regards,

A handwritten signature in blue ink that reads 'James H. Ammons, Jr.'.

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

APPROVED: _____

A handwritten signature in blue ink that reads 'Ray L. Belton, Ph.D.'.
Ray L. Belton, Ph.D.
President - Chancellor
Southern University System

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 2001 July 1, 2021 To Present June 30, 2022 Old

Effective Date October 1, 2021

Name David Alijani SS# xxx-xx- Sex Male Race* Asian

Position Title: Professor 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 22 ysDz Southern University Experience 22 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Bachelor of Science - Physics.	University of Esfahan	1970
	Master of Science.- Sys. Sci&Elec. Eng.	Michigan State University-East Lansing, MI	1979
	Master of Science - Applied Mathematics	Michigan State University	1981
	Doctor of Philosophy	Computer Science, .	1988

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary 80,154.00 Salary Budgeted \$80,154.00

Source of Funds State

Identify Budget: General Location 411001-42330-61003-41000
 Form Code: _____ Page _____ Item # _____

Change of: _____

Position _____ From _____ To _____
 Status _____
 Salary Adjustment \$79,004.00 \$80,154.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
411001-42330-61003-41000	80,154.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Designated by: <u>IGWE UDEH</u> 10/07/2021 Date Supervisor: <u>Gregory D. Ford</u> 10/07/2021 Date Vice Chancellor: <u>Dr. Teresa Hardee</u> 10/07/2021 Date Director of Personnel: <u>[Signature]</u> _____ Date President: <u>[Signature]</u> _____ Date	Dean/Unit Head <u>James H. Ammons</u> 10/8/2021 Date Chancellor: <u>Dr. Teresa Hardee</u> 10/07/2021 Date 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.

_____ 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 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) 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>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	

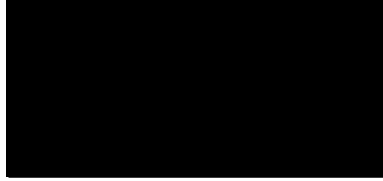
**Do Not Write Below This Area
For Human Resource And Budgetary Control Use Only!**

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)

Ghassem (David) S. Alijani

Southern University at New Orleans
College of Business and Administration
Computer Information Systems

**Education:**

- Ph.D. Computer Science, Wayne State University, Detroit, Michigan, 1988
- M.Sc. Applied Mathematics, Michigan State University, East Lansing, Michigan, 1981
- M.S. System Science and Electrical Engineering, Michigan State University, 1979
- B.Sc. Physics, University of Esfahan, 1970

Additional Education Achievements:

- 1- Basic CISCO Network workshop completion
- 2- Excellence in Customer Service (Part I and II), the Louisiana Department of State Civil Service and Governor's Office Division of Administration, 2006
- 3- Network Security, SKI Institution, 2006
- 4- Industrial Management Bureau, Policy and Management, 1975-76
- 5- United Nations Development Programs, Center for Research and Training in Regional Planning, Regional Planning, Plan and Budget, 1974

Primary Research Area

Business Intelligence and Technology, Information Systems Security, E-learning and visualization, Design and Analysis of Large-scale Information Systems, Communications and Networking, Real-time Distributed Information Systems and Critical Missions, and GIS Applications for Small Businesses.

Teaching Positions

- 2016-Present Professor and Chair, Computer Information Systems Department, Southern University at New Orleans
- 2001-2016 Professor, Graduate Studies Program, Computer Information Systems Department, Southern University at New Orleans
- 2000-2005 Adjunct Professor, Electrical Engineering and Computer Science Department, Tulane University
- 1997-99 Director, Graduate Studies Program, Computer Information Systems, Southern University at New Orleans
- 1995-97 Associate Professor and founder of the Graduate Studies Program, Computer Information Systems, Southern University at New Orleans
- 1987-94 Assistant Professor, Computer Science Department, University of Wyoming
- 1986-86 Lecturer, Ford Motor Company, Research and Development Center, Dearborn, Michigan
- 1983-87 Lecturer, Wayne State University

1981-83 Graduate Assistant, Computer Science Department, Wayne State University
1971-81 Graduate Assistant, Mathematics Department, Michigan State University

Grants and Contracts

2018-19 Co-PI, SUS Intelligence Community-Center for Academic Excellence (SUS IC-CAE).
The proposal includes the members of Consortium SUBR, SUNO, and SUSLA, 2019.
FOA# HM402-19-FOA-399.

2018-19 PI: Yanjun Yu, Co-PI: Ghassem Alijani, Submitted to: Louisiana Board of Regent, 2018-
2019. Not funded.

2011-13 PI, BRSF, \$64,240, Traditional Graduate Fellows Subprogram MS-MIS, not funded
because of institution insufficient matching fund

2009-11 PI, LEQSF, ENH-TR-54, \$45,000

2006-08 PI, LEQSF, ENH-TR-69, \$67,784

2005-07 PI, LEQSF, ENH-TR-68, \$52,500

2006-07 Co-PI, LEQSF, ENH-UNDR, \$199,595 (Not Funded)

2001-05 Co-PI, NSF, HRD-0102620, \$2,430,659

1997-98 PI, LEQSF, ENH-TR-62, \$90,000

1997-98 Co-PI, LEQSF, ENH-TR- 64, \$70,000

1997 PI, Title III, Southern University at New Orleans, \$22,000

1996-99 PI, Prairie View A&M Research Foundation/NASA, S600006, \$100,000

1996 PI, Faculty Organized Research Award, Southern University at New Orleans, \$2,000

1996 PI, Title III, Southern University at New Orleans, \$2,000

1989 PI, Faculty Basic Research Grant, University of Wyoming, \$2,000

1989 Co-PI, General Dynamic, Detroit, Michigan, #DEY-605089, \$45,000

1987-88 Co-PI, IBM Endicott, RA# 6073-86, \$250,000

1987-88 Co-PI, State of Michigan, IMR-87-146751, \$120,000

Course Taught (Graduate)

- Adaptive Systems
- Client-server
- Communication Networks
- Computer Information Systems
- Information Organization
- Information Security
- Information Technology Management
- Database Management Systems
- Data Structure and Programming Design
- Decision-support Systems
- Distributed Real-time Systems
- E-commerce
- Guided Study in Computer Information Systems
- Languages (Ada, C, C++, CSS, FORTRAN, HTML, JAVA, Java Script, PHP,...)

- Network and Computer Security
- Objective-oriented Development Techniques
- Operating Systems (UNIX, NOS, and object-oriented)
- System Analysis and Design
- Web Design and Development

Thesis Supervision

Supervised over 100 M.S. and Ph.D. candidates at University of Wyoming and Southern University at New Orleans.

Curriculum Development

Southern University at New Orleans

As the founder of the CIS Graduate Studies Program, I have developed the entire MS-CIS Program. Some of the courses are:

- Advanced application Development
 - Computer Security
 - E-commerce
 - Client-server Development
 - Communication Networks I & II
 - Computer System Organization
 - Decision-support Systems
 - Supply Chain Management
 - Multimedia and Distance Learning
 - Object-oriented Modeling and Design
 - Database Management System
 - Programming Languages (C, C++ and Java)
- #### ***University of Wyoming***
- Distributed Operating Systems
 - Distributed Real-time Systems
 - Computer Networks and Communications
 - System Programming Languages

Invited Talks

"A Graphical Interface to Multi-tasking Programming Problems," MU-SPIN Tenth Anniversary User's Conference and MURED Second Annual Education Conference, Atlanta, Georgia, 2000.

"Human Re-interfacing Methodology," Louisiana Academy of Science, 69th Annual Meeting, Louisiana Tech University, 1995.

"Perspective on Real-time Applications and Multiprocessor Systems," National University, School of Management and Technology, San Diego, CA, 1995.

Refereeing

- Southwest Decision Science Institute Proceedings, 2004-2008
- Information System Education Proceedings, ISECON 2001-2007
- Information System Education Proceedings, ISECON 2001-2005

- Decision Science Institute Proceedings, DSI, 2004
- Security and Management (SAM'03) Proceedings, Multi-International Conference of Security and Management, 2003
- Journal of Information Systems Education, 2001-2003
- The 7th DoE EPSCoR and LS-LAMP Student Research Conference
- Journal of Biological and Information Processing Science, 2001
- The IEEE Transaction on Evolutionary Computation, 1997, 1998, and 1999
- World Automated Congress (WAC'99), 1999
- The 21st and 22nd International Conference on Parallel Processing, 1992 and 1993
- The First and the second Great Lake Computer Science Conference, 1990 and 1991
- The Second IEEE Symposium on Parallel and Distributed Processing, 1990
- The 8th Real-time Systems Symposium, 1987

Workshops and Conferences

a. Academic and Professional, hosted/participated in over 40 workshops and conferences including:

▪ **Hosted/Chair:**

- Session Chair, the International Academy of Business and Public Administration Disciplines (IABPAD), New Orleans, 2016.
- Session Chair, the 2015 IABPAD Conference, Las Vegas, NV, 2015.
- Session Chair, Allied Academies, Spring International Conference, 2013.
- Session Chair, the International Academy of Business and Public Administration Disciplines, New Orleans, LA, 2010.
- Session Chair, the 2008 International Conference in International Conference on e-Learning, e-Business, Enterprise Information Systems, and e-Government (EEE'08), Las Vegas, 2008.
- Session Chair, the International Academy of Business and Public Administration Disciplines, New Orleans, LA, 2007
- Session chair, The 2003 International Conference in Security and Management (SAM'03), session: "Design and Analysis of Protocols and Performance Evaluation Systems," Las Vegas, 2003.
- Host, Spring'97 Internet Workshop, MU-SPIN (Minority University-Space Interdisciplinary Network) and PVAMU/NASA at Southern University at New Orleans, April 24-25, 1996.
- Host, Workshop on Local Area Network, Southern University at New Orleans, April 27-29, 1996.

▪ **Presenter/ Participator:**

Professional Meetings/Conferences

In addition to the conferences which as first author presented papers, I attended in the following professional meetings and many others.

- Allied Academies Spring 2015 International Conference, New Orleans, LA, March 29-31, 2016.
- Allied Academies Spring 2015 International Conference, New Orleans, LA, April 8-10, 2015.
- Allied Academies Fall International Conference, St Antonio TX, October 9-11, 2014.
- Allied Academies Spring 2013 International Conference, New Orleans, LA, March 27-30, 2013.
- FDIB-Globalization Seminars, Wang Center for International Business (CIBER), University of

- Memphis, TN, June 7-10, 2013.
- Allied Academies Spring 2012 Conference, New Orleans, LA, April 4–6, 2012.
 - AACSB “ Teaching Effectiveness” Seminar, Tampa, FL, March 22-23, 2012
 - Academy of Business Research Spring International Conference, New Orleans, LA, March 14-16, 2012.
 - AACSB Orientation, College retreat, Biloxi, MS, March 3-4, 2012.
 - Allied Academies Summer 2010, International Conference, Las Vegas, Nevada, July 28-31, 2010.
 - International Conference, Academy of Health care Management, Las Vega, NV, October 13-16, 2010
 - The International Academy of Business and Public Administration Disciplines (IABPAD), New Orleans, LA, October 21st – 24th, 2010.
 - Allied Academies, Proceedings of 2009 Spring International Conference, New Orleans, LA, April 8-11, 2009.
 - South West Decision Institute (SWDSI) 2008, Houston, TX.
 - International Conference on e-Learning, e-Business, Enterprise Information Systems, and e-Government (EEE’08), July 2008, Las Vegas, NV.
 - AACSB Assessment Conference, Dallas, Texas, December 2008.
 - Southwest Decision Institute, Thirty-Ninth Annual Conference, March 2008, Huston, TX.
 - Federation of Business Disciplines- Association of Business Information Systems Conference. San Diego, CA. March 13-17, 2007.
 - National Science Foundation Data, New Orleans, LA. January 26, 2007.
 - Management Information Systems Future Council, New Orleans, LA. February 8, 2007.
 - The IABPAD Conference, 793-80, May 3-6, Dallas, TX 2007.
 - The IABPAD 2006 Conference, Orlando, FL, January, 2007.
 - The 7th Annual DoE/EPSCoR and Louis Stokes Louisiana Alliance for Minority Participation (LS-LAMP) Student Research Conference " Integrating Technology for a Competitive Edge," New Orleans, November 2003.
 - Information System Education Conference (ISECON) 2003, San Diego, CA, November 6-9, 2003.
 - International Conference on Security and Management (SAM'03), Las Vegas, June 2003.
 - The 5th Annual DoE/EPSCoR and LS-LAMP Conference, New Orleans, LA February 11-13-2001.
 - International Conference in AI and ISE, Las Vegas, 11-13-2001.
 - Oracle APPSWORLD, New Orleans, 2001.
 - Information System Education Conference (ISECON), Philadelphia, November 9-12, 2000.
 - The 2nd Annual Race, Gender, and Class Conference, New Orleans, October 19-21, 2000.
 - The MU-SPIN 10th Anniversary User's Conference and MURED Second Annual Education Conference, Atlanta, September 11-16-2000.
 - The MU-SPIN PI Meeting, NASA Headquarter, Washington, D.C., January 15-17, 1999.

- Decision Science Institute Conference, New Orleans, LA, November 20-23, 1999.
- The MU-SPIN 8th Annual User's Conference, Albuquerque, October, 20-23, 1998.
- NASA University Research Center Technical Conference (URC-TC), Huntsville, February, 22-25-1998.
- URC-TC Conference, NASA Center for Autonomous Control Engineering and University of New Mexico, Albuquerque, February 16-19, 1997.
- The MU-SPIN 7th Annual Users' Conference, City College of New York, September 8-11, 1997.
- Advanced Network Strategies, hosted by the MU-SPIN and PVAMU/NASA South Regional Network Resources and Training Site (NRTS), Texas A&M University at Corpus Christi, July 21-26, 1996.

b. Technical/Professional Workshops

Participated at almost every technical workshop organized by the following organizations in the New Orleans area:

- Basic CISCO Networking
- Network Security
- Information Builder
- Microsoft Small Business Developers
- Oracle Apps

Committees

Chair:

- Graduate Curriculum Committee, 2002- present
- Tenure and promotion committee 2010 - present
- Faculty Search Committee, 2006 – 2008
- Research and Development, 2000 – present
- Admission and Financial Aid committee, 1999 – present
- The CIS Retention, Tenure and Promotion Committee, 2004-2006
- The College Tenure and Promotion Committee, 2006- present

Member:

- Member of LGCA committee, 2007-- present
- Member of Faculty Senate Executive Committee, 2006 -- present
- Senator at Large, 2006 – present
- University Curriculum Committee, 2005 – Present
- University Selecting Department Chair Committee, 2007
- Internal Review Board subcommittee, 2005
- Self-study (AACSB) Committee, 2005-Presnt
- Information Technology Committee, 2003 – Present
- Banner Implementation Committee, 2003- present
- Faculty and Staff Search Committee, 2004
- CIS/MIS Graduate Curriculum Committee, 1997- present
- Ad Hoc Committee for reviewing academic programs, 1996 – present
- Self-study Committee (SACS), Distance Learning, 1998 – Present

- NCATE Redesign Committee, 2001-2003
- Honors and Awards Day Committee, 1999 – 2003
- University Curriculum Committee, 1998 – 2000
- Faculty Search Committee, M.A.T. Program, 2000.
- Graduate and Executive Councils, 1998-99.
- MIS Committee, 1996-97
- Internet Sub-committee, 1996- present
- Advisory Committee – Honors Program (Beta Epsilon Sigma Tau), 1996 – present
- Graduate School Dean Search Committee, 1996

Awards

- Grant writing Award:

- Grantsmanship award, Southern University at New Orleans, 2014-2015
- Grantsmanship award, Southern University at New Orleans, 2013-2014
- Grantsmanship award, Southern University at New, 2008-2010
- Grantsmanship award , College of Business, 2007 – 08
- Grantsmanship award , College of Business, 2006 – 07
- Research and Development ward, School of Graduate Studies, 2006-07
- Grantsmanship award for most submitted proposals and honorable mention, Southern University at New Orleans, 2005
- Grantsmanship award for most funded proposals, Southern University at New Orleans, 2005
- Grantsmanship award, School of Graduate Studies, Southern University at New Orleans, 2004
- Grantsmanship award, Southern University at New Orleans, and 2003-04

- Academic Awards

- Certification of Appreciation Award, International Students Association 2015.
- Certification of Appreciation Award, in recognition of years of services to students 2013
- Outstanding Scholarship Award, Southern University at New Orleans 2010-11
- Outstanding Educator Award, Southern University at New Orleans 2010-11
- Outstanding Scholarship Award, Southern University at New Orleans 2009-10
- Outstanding Educator Award, Southern University at New Orleans 2009-10
- The Global Excellence Award, Southern University and A&M College System

- 2009-10
- Outstanding Service Award, Southern University at New Orleans
2007-08
- Research and Development Award, School of Graduate Studies
2006-07

- **Publication Award**
 - Research Award, International Academy of Business and Public Administration Disciplines, October 2015
 - Academy of Management Information and Decision Sciences, 2015.
 - Academy of Educational Leadership, 2015.
 - Distinguished Research Award , Academy of Health Care Management
October 2010
 - Research Award, International Academy of Business and Public Administration Disciplines, October 2010
 - Distinguished Research Award, Academy of Entrepreneurship,
April, 2010
 - Service Award, International Academy of Business and Public Administration Disciplines, October 2010
 - Distinguished Research Award, Academy of Educational Leadership
April, 2010
 - Distinguished Research Award, Academy of Marketing Studies
July, 2009
 - Distinguished Research Award, Allied Academy
April, 2009
 - Certification of Recognition, Reviewer, SWDSI
March, 2008
 - Service Award, International Academy of Business and Public Administration Disciplines, October 2007
 - Research Award, International Academy of Business and Public Administration Disciplines
October 2007
 - Meritorious Writing Award, ISECON
2004
- **Mentoring Award**, in recognition of outstanding mentoring accomplishments, Southern university at New Orleans, 2002.
- **Mentoring Award**, in recognition of outstanding mentoring accomplishments, Southern university at New Orleans, 2001.
- **Research Award**, for excellence in research, Southern University at New Orleans, 2000.
- **Achievement Award**, in recognition for contributions to the MU-SPIN NRTS/NASA (Network Resource and Training Site) Program, 1995 – 2000.
- **Teaching Award**, sponsored by the Cap and Gown Chapter of Mortar Board, a teaching award in recognition of outstanding service to the students, University of Wyoming, 1992 – 1993.

- **Faculty Development Award**, in recognition for developing a noble solution to the Query Polygon Matching Problem, University of Wyoming, 1988 – 1989.

Industry/Business Experience

- 2003-04 Network Security certified
- 1993-95 Consultant and project director, Professional Network (ProNet), Laramie, Wyoming
- 1994-94 Consultant, Ford Motor Company, Certification Test Laboratory, Dearborn, Michigan
- 1972-1975 Chair of the budget department at the Astan Razavi institution, Mashhad, Iran

Memberships

- Academy of Management Information and Decision Sciences
- Academy of Educational Leadership
- AIS (Association for Information System)
- NIS (National Institute of Science)
- AITP (Association of Information Technology Professionals)
- Member of Evolutionary Computation, referee, since 1996
- Member of Sigma Beta Delta Society in Business, Management and Administrative

Other Professional Activities

- Member of the Advisory Board of the Nunez College, 2003 – Present
- Co-chair of 25 Master Project in CIS/MIS programs.
- Mentoring undergraduate research project “Forecasting Trends: Analyzing Traditional and E-commerce Market Behavior using Regression Analysis and Weighted Moving Average,” presented at the Undergraduate Research Conference, Tuskegee, AL, November 2003.
- Serving as a judge in Annual DoE EPSCoR and LS-LAMP Student Research Conference, 2003.

PUBLICATIONS

a) Refereed Journal Articles

- Kwun, O., Alijani, G.S., and Kahleel, M., (2019). Adoption of Virtual Reality in Learning among HBCU Students. Accepted for publication, *Global Journal of Business Pedagogy*.
- Alijani, G.S., Louis C. Mancuso, Crystal S. Bass, and Larry D. Smith, (2018). Enhancing Information Security Using a Biometric Feature. Submitted for publication, *Journal of Business and Economics* (SSN 2155-7950), 2019.
- Harrell-Carter, A and Alijani, G.S., (2017). Entrepreneurship: Perception of Obstacles and Opportunities, to be appeared in the *International Journal of Business Research and Information Technology* (IJBRIT), Vol. 4, No. 1, 2017.
- Alijani, G.S. Kwun, O., Mancuso, L. and O. Omar, A., (2016). User perception of Database Management, *Technology Management Journal: Critical Thinking Series*, Vol. 2016, No.2,
- Omar, A. Ambika, A., and Alijani, G.S., (2016). Community App - Mobile Application. *International Journal of Advanced Engineering Research and Science (IJAERS)*, Vol. 3, No., pp.128-134.
- Alijani, G.S. Kwun, O. Omar, A. and Arthur, L.C., (2015). A Study of Community Technological Needs and Academic Resources, *the International Journal of Business Research and Information Technology*, Vol. 2, No.1, pp. 78-91.

- Alijani, G.S., Kwun, O. Omar, A., and Williams, J.(2015). The Effect of Emergency Waiting Time on Patient Satisfaction, *Journal of Management Information and Decision Sciences (JMIDS)*, Vol. 18, No. 2, pp. 1-15.
- Kwun, O., Fulk, H., Alijani, G.S. , and Kim, H. (2015). Understanding Successful use of Smartphones in an Academic Context: HBCU Students' Perspective, *Academy of Educational Leadership Journal (AELJ)*, Vol. 19, No. 3, pp 175-185.
- Alijani, G.S., Omar, A., Fulk, H. K., and Tulsii, R. (2014). Cloud Computing Effects' on Small Business, *Journal of Entrepreneurial Executive (EE)*, Vol. 19, pp. 35-45.
- Alijani, G.S., Mancuso, L. Kwun, O., and Topcuoglu, G., (2014). The Role of Integrated Web-based Business Characteristics in Consumers Selections, *Journal of Academy of Marketing Studies (AMSJ)*, Vol. 16, NO. 2, pp. 99-110.
- Alijani, G.S., Kwun, O., Yu, Y., and Jones, B. (2014), Effectiveness of Blended Learning in KIPP New Orleans Schools, Accepted for publication in the *Academy of Educational Leadership Journal*, 2014.
- Fulk, H., Kwun, O., and Alijani, G., (2013). Scapegoating Humans, Scapegoating Technologies: Examining another Side of Information System project Control. *Academy of Information and Management Sciences Journal*, Vol. 16, No.2, pp. 31-48.
- Alfreda, S., Omar, A., Belmasrou, R., and Alijani, G.S., (2013). Strategic Plan for Enhancing Online Learning, *Journal of Information Systems Education* 11(2), pp. 36-39.
- Alijani, G.S., Mancuso, L.C., Omar, A., and Ordogne, N.G.(2012), A Gumbo of Catastrophic Effects – The Effects of the BP Oil Spill Measured During The Oil Spill and Six Months After The Oil Spill On Three Towns In South Louisiana, *Entrepreneurship Executive Journal*, Vol. 17, pp. 1-12, 2012.
- Kwun, O., Alijani, D., Mancuso, L., and Fulk, H. (2012), Student Perceptions of Online Courses in Historically Black Colleges and Universities (HBCU). *Franklin Business & Law Review Journal*, Vol. 2012 Issue 2, pp. 99-120.
- Mancuso, L., Alijani, D., Kwun, O., (2011), The Effects of the BP Oil Spill and Hurricane Katrina on Businesses in South Louisiana, *Journal of Entrepreneurial Executive*, Vol.16, 71-79.
- Omar, A., Kalulu, D., and Alijani, G.S.(2011), Management of Innovative E-learning Environments, *The Academy of Educational Leadership Journal*, Vol.15, No. 3, 37-64.
- Alijani, G.S., Mancuso, L., Kwun, O., and Barika, E., (2010), Enhancing Drugs Access in Normal and Critical Circumstances, *Academy of Health Care Management Journal*, 6(2), 75-86.
- Omar, A., Alijani, D., and Mason, R. (2009), Information Technology Disaster Recovery Plan: Case Study *the Academy of Information and Management Sciences Journal*, Vol.10, No. 2, 127-141.
- Alijani, G.S., Mancuso, L, Kwun, O., and Omar, A. (2010), Effectiveness of Online Advertisement Factors in Recalling a Product, *Academy of Marketing Studies Journal*, Vol.14, No.1, 1-10.
- Alijani, G.S., Kwun, O., Omar, A., and Kemah, C. (2010), Developing a Prototype for Determining Alternative Sources of Natural Gas Supply (Accepted to *the Academy of Information and Management Sciences Journal*).
- Kwun, O., Mancuso, L., Alijani, D., and Nickels, D.(2010), Increasing Fairness Perceptions of Government Grant Applicants: an Investigation of Justice Theory in Small Business in Post-Katrina New Orleans , *Academy of Entrepreneurship Journal*, Vol. 16,No. 2, 43-56.

- Kwun, O, Nickels, D., Alijani, G., and Omar, O., (2010), The Perceived Strategic Value of E-Commerce in the Face of Natural Disaster: E-Commerce Adoption by Small Businesses in Post-Katrina New Orleans, *International Journal of Entrepreneurship*, 14(1), 71-84
- Mancuso, L., Alijani, G., Kwun, O., and Smith L., (2010), Successful Outcomes of Teaching Minority Undergraduate Students Entrepreneurial Business Planning Concepts Using Andragogy and Service Learning , *Journal of Entrepreneurship Education*, Vol.13, 37-44.
- Alijani, G.S, Kwun, O., Nickels, D., and Coulon, M., (2009). Design and Implementation of a Prototype for Telemedicine (accepted to the *Academy of Telemedicine*).
- Kwun, O., Mancuso, L., Alijani, D., and Nickels, D., (2009). Procedural Fairness and Small Business Owner Satisfaction with Grants during Post-Hurricane Katrina Recovery, *Franklin Business & Law Journal*, Vol. 2009, No. 4, 55-74.
- Welsh, J.S. Alijani, G.S., Singleton, S. (2008), The Adoption and Acceptance of Business-Based Security Measures for Child Safety, *International Journal of Economics Perspective (IJBEP)*, Vol. 5, No. 1, 26-36.
- Eweni, S., Alijani, G.S., Okpechi, S.O., and Oraclasi, O.G. (2008), An Assessment of Distributed Denial of Services Attacked in The Internet Service, *International Journal of Development Studies*, Vol. 5, No.1, 7-23.
- Alijani, G.S., Welsh, J.S., Omar, A., and Selvaganapathy, V. (2007), Increasing the Competitive Position of Small Businesses Using Global Data Access, *International Journal of Economics Perspective*, Vol. 2, No.1, pp. 74-84.
- Alijani, G.S. Wood, S.C., Omar, A., and Eweni, S. (2007), A Study of Graduate Ratios in Higher Education, *Journal of Urban Education Focus on Enhancement*¹, Vol.4, No.1, 67-72.
- Omar, A., Kwanbunbumpen, A., and Alijani, D. (2007), Forecasting Computer Crime Complaints, *Information Systems Education Journal*, Vol. 5, No.14. 3-11.
- Eweni, S., Alijani, G.S. Okpechi, and Wolumoli, G. (2007), Mobile Phone Services in Rural Areas of Uganda, *International Journal of Development Studies*, Vol. 4, No.1, 25-35.
- Sarmini, M., Omar, A., G.S. Alijani, and Altalib, O.H.(2007), "Design and Testing of Data warehouse Software for Decision Making in Small Business," *International Journal of Economics Perspective (IJBEP)*, Vol. 1, No. 1, 77-90.
- Alijani, G.S., Christy, Craft, H., Mok, P., and Welsh, J.S. (2006), Design and Implementation of an Information Security Model for E-Business, *Journal of Information Systems Education*, Vol.4, No.4, February 8, 2006.
- ¹Alijani, G.S., N. A. Amugo, and et. al., (2004), "Electronic Commerce: An Alternative for Small Businesses," *Information Systems Education Journal*, Vol. 2, No. 29, May 2004.
- Gilyot, B.T., W. Zhang, G.S. Alijani, and D. Thangada, (2004) "Decision Support System: A Study of Telework Initiatives," *Information Systems Education Journal*, Vol. 2, No 16, February 2004.
- Alijani, GS., (1991) "Nearly Continuous Operational Task Scheduling Scheme in Hard Real-time Distributed Systems," *Real-time Newsletter*, Vol. 7, No. 2, pp. 5-10, 1991.
- ³Alijani, G.S. and H.F. Wedde, (1991) "DRAGON SLAYER/MELODY: A Highly Adaptive Distributed Operating System for Mission Critical Computing," *Mission Operating Systems, Studies in Computer and Communication Systems*, Vol. 1, IOS Press, 1991.

³ Wedde, H.F. and G.S. Alijani, (1990) "MELODY: A Completely Decentralized Adaptive File System for Handling Real-time Tasks in Unpredictable Environments," *Journal of Real-time Systems*, Vol. 2, No. 4, pp. 347-364, 1990.

³ Alijani, G.S. and H. F. Wedde, (1989) "Adaptive Real-time File Handling in Local Area Networks," *Euromicro '89, Workshop on Real-time Systems*, 1989.

³ Alijani, G.S., H.F. Wedde, and et al., "Operating System Support for Adaptive Distributed Real-time Systems in DRAGON SLAYER," *ACM Operating Systems Reviews*, Vol. 23, No. 3, pp. 126-140, 1989.

b) Refereed Proceedings Articles

Alijani, G.S., Louis C. Mancuso, Crystal S. Bass, and Larry D. Smith, (2018). Enhancing Information Security Using a Biometric Feature, *Proceedings of the Southeastern Chapter of the Institute for Operation Research & the Management Sciences (SEINFORMS) Conference*, Electronic Version, Myrtle Beach, SC, October 4-5, 2018.

Harrell-Carter, A and Alijani, G.S., (2017). Entrepreneurship: Perception of Obstacles and Opportunities, International Academy of Business and Public Administration Disciplines (IABPAD) Conference, Memphis, TN, July 26-29, 2017.

Alijani, G.S. Kwun, O., Mancuso, L. and O. Omar, A., (2016). User perception of Database Management, *Allied Academies, Proceedings of 2016 Spring International Conference*, Electronic Version, New Orleans, LA, March 29-30, 2016.

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Alijani, G.S. Kwun, O. Omar, A., and Williams, J. (2015). The Effect of Emergency Waiting Time on Patient Satisfaction, *Allied Academies, Proceedings of 2015 Spring International Conference*, Electronic Version, New Orleans, LA, April 8-10, 2015.

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² This research was partially supported by the Office of Grants, Sponsored Research, and Faculty Development under the Faculty Organized Research funds at Southern University at New Orleans and Louisiana Education Quality Support Fund (LEQSF)

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³ This project was partially supported by IBM Endicott (Research Agreement No. 6073-86), by the State of Michigan (IMR-87-146751), and by General Dynamic Land Systems (#DEY-605089).



SOUTHERN UNIVERSITY AT NEW ORLEANS

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New Orleans, LA 70126
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www.suno.edu

Office of the Chancellor

October 8, 2021

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 Kimberly R. Andrews, Ph.D. for the position of Associate Vice Chancellor for Academic Affairs at Southern University at New Orleans (SUNO). The recommended salary is \$100,000 with a \$15,000 supplement through Title III as the Director of CARES with an effective start date of December 1, 2021.

Dr. Andrews currently serves as Dean of the University College and Assistant Professor of Business Administration at Fort Valley State University. She advises all first and second year students, oversees the first/second year experience and freshman orientation class. She serves as Director of the Quality Enhancement Plan (QEP) Implementation Team. Dr. Andrews has also served as Associate Vice President for Student Retention at Edward Waters College in Jacksonville, Florida.

Dr. Andrews holds a Ph.D. in Leadership Studies from Our Lady of the Lake University in San Antonio, Texas and completed her Master of Management in Public Administration at the University of Phoenix in Phoenix Arizona. In addition, she has provided leadership as well as coordinated programs for students with disabilities, and TRIO Student support programs.

Based on her academic background and administrative experience, I recommend Dr. Andrews as Associate Vice Chancellor for Academic Affairs at Southern University at New Orleans. I seek your approval and submittal to the Southern University and A&M College System Board of Supervisors for consideration at the October 22, 2021 meeting.

With kind regards,

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

APPROVED: _____

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

“An Equal Educational Opportunity Institution”

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 July 1, 2021 To June 30, 2022

Effective Date December 1, 2021

Name Kimberly R. Andrews SS# xxx-xx- Sex Female Race* Black

Position Title: Associate Vice Chancellor for Academic Affairs/Director of CARES Department: Academic Affairs.

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

New Position Expiration Date: _____

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

Years Experience _____ Southern University Experience _____

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Bachelor of Science-Spanish	Prairie View A&M University, Prairie View, TX	1995
	Master of Management, Public Administration	University of Phoenix, Phoenix Arizona	2010
	Doctor of Philosophy-Leadership Studies	Our Lady of the Lake University, San Antonio TX	2017

Current Employer Fort Valley State University, Fort Valley Georgia

Personnel Action

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

Recommended Salary \$100,000.00 Salary Budgeted \$100,000.00 - \$15,000.00
 \$15,000.00 Supplement - Director of CARES Supplement

Source of Funds _____

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

Change of: _____

From _____ To _____
 Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001 42110 61002 46000	\$100,000.00
	\$15,000.00 Supplement

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: <i>Gregory D. Ford</i> 10/07/2021	Date	Dean/Unit Head <i>James H. Ammons</i> 10/7/2021	Date
Supervisor <i>Gregory D. Ford</i> 10/07/2021	Date	Chairman by: <i>Dr. Teresa Hardee</i> 10/07/2021	Date
Vice President <i>Dr. Teresa Hardee</i> 10/07/2021	Date	Vice President/Finance Business Affairs/Comptroller	Date
Director/Personnel <i>Ray S. Belta</i> Date	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 American, 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)

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

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ 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)

Kimberly R. Andrews, Ph.D.

Email: bmotivated2change@me.com

(832) 392-4757

PROFESSIONAL SUMMARY

Dynamic and experienced student success administrator with more than 15 years of progressive leadership in higher education. Highly relational professional dedicated to building and maintaining a reputation built on service, quality, and growth. Proven supervisor of faculty, professional level staff, and student workers. Dedicated to providing opportunities to allow others achieve their full potential. Highly skilled, student – centered, and results – oriented workshop facilitator and grant writer, securing more than **\$10 Million** in funding. Strong advocate for higher education opportunities for low- income, first-generation, and traditionally underserved populations. Respected relational leader dedicated to building solid relationships across campus communities.

AREAS OF EXPERTISE

Leadership/Team Growth
Culture Change
Diversity/Inclusion
Data Analysis

Student Success
Non-Profit/Grant Writing
Relationship Management
Process Improvement

Budget Management
Strategic Planning
Policy Development
Training and Development

EDUCATION

Doctor of Philosophy, Leadership Studies, *Our Lady of the Lake University, San Antonio, Texas*

Master of Management, Public Administration, *University of Phoenix, Phoenix, Arizona*

Bachelor of Arts, Spanish, *Prairie View A&M University, Prairie View, Texas*

PROFESSIONAL EXPERIENCE

Asst. Professor, Business (Tenure Track)

July 2021 - Present

Dean of the University College (UC)

August 2020 – Present

Fort Valley State University

Responsible for providing leadership in implementing comprehensive student academic assistance, student engagement, experiential learning, study abroad, first-year transition, and academic advising to facilitate the successful retention and persistence of students.

- Administer the Title III activity that supports programs administered by the UC.
- Develop the agenda for the UC in relation to the strategic priorities of the university related to student success, engagement, transfer matriculation, and retention and graduation.
- Supervise staff who lead academic, student success and engagement programs and services in the areas of academic advising; study abroad; honors program; writing center; academic counseling and disability services; assessment and tutorial services; TRIO Student Support Services; and learning support.
- Oversee the strategic planning, assessment, and evaluation of the UC's programs and services.
- Guide the growth and academic development of students through the first- and second-year experience.

Kimberly R. Andrews, Ph.D.

Email: bmotivated2change@me.com

(832) 392-4757

- Provide academic assistance to help students transition into junior and senior courses.
- Initiate and manage articulation agreements with community colleges that ensure successful transition and completion of transfer students.
- Develop and report summative and formative evaluations for annual and quarterly reports.

Selected Achievements:

- Created “Wildcat – to – Wildcat” Retention Program – decreased freshman academic sanctions by 33%
- P.A.W.S. Summer Program –
- Modified all documents related to academic student services to improve processes and student participation
- Created e-forms for Student Success Contract and Student Academic Success Plan
- Co-authored technology grant for \$125K

QEP Director – additional duty implemented in September 2020

- Oversee implementation of QEP, “Enhancing Academic Advising to Improve Retention and Graduation Rates”
- Work collaboratively with Institutional Research to develop data related to measuring effectiveness of current advising practices
- Schedule and oversee advising trainings related to QEP to refine academic advising
- Introduced new advising model to faculty and professional advisors
- Assisted in preparation and QEP revisions for SACSCOC Accreditation Visit

Associate Provost for Student Retention (working title)

August 2019 – July 2020

Edward Waters College

Relocation of office to Academic Affairs to assist in providing oversight to General Education faculty who deliver courses to first and second – year students. Redesigned curriculum for Introduction to College courses. Responsible for revising the current academic advising model, which includes a student-centered model and additional utilization of software. Currently building new peer tutoring model at the institution. Extensive collaboration with Offices of the Registrar, Enrollment Management, Student Success and Engagement, and Athletics.

- Provided overall supervision of staff, student workers, and general education faculty who served as academic advisors for first and second – year students.
- Created and facilitated training for faculty and staff, including ongoing trainings relating to standardizing academic advising throughout the campus.
- Oversaw creation and implementation of various workshops relating to academic success.
- Led and provided all efforts related to intervention methods designed to assist students with persisting academically.
- Provided insight and suggestions regarding purchase of new CRM and LMS.
- Led departmental efforts with SACSCOC Fifth Year Review.

Selected Achievements (COVID – 19 Implementations)

- Transitioned all documents to two cloud-based services for work-from-home environment.
- Provided training to tutors to transition to online tutoring environment.
- Transitioned academic advising to fully online model.
- Implemented virtual class “pop-ins” for general education courses to explain new processes.
- Developed “how to” video for online registration, to be distributed to students and faculty.
- Developed online form for summer bridge program. Utilized it for data analytics and planning.

Kimberly R. Andrews, Ph.D.

Email: bmotivated2change@me.com

(832) 392-4757

- Created online cloud-based tool to be utilized for all departments to aid in registration.
- Assisted in developing all communication related to new grading option and laptop program.

Associate Vice President for Student Retention

March 2019 – August 2019

Edward Waters College

Inaugural administrative role responsible for developing and implementing the College's student success initiatives and building a retention plan focused primarily on academic assistance. Provides oversight of First and Second-Year Experience, Academic Advising, New Student Orientation and Week of Welcome, the newly instituted summer bridge program, and the newly created Tiger Center for Academic Persistence and Success, which includes the math and writing centers, tutoring, and academic skills workshops. Responsible for creating a strategic plan to positively impact key academic metrics related to retention, persistence, and graduation.

- Created and implemented the plan for the President's newly instituted Rev. Charles H. Pearce Summer Institute (EWC Summer Bridge Program).
- Oversaw the creation and design of the new student orientation program in collaboration with the Office of Student Success and Engagement.
- Created the plan that actualized the President's vision for the newly created Tiger Center for Academic Persistence and Success (TCAPS).
- Designed new advising model for TCAPS, which includes proactive and intrusive advising, early alert system, and all related documentation used.
- Conducted orientation and training for all staff, including ongoing trainings relating to advising and student retention.
- Developed multiple collaborations across the campus to develop campus-wide retention efforts.
- Oversee launching of various workshops relating to academic success.
- Lead and provide all efforts related to intervention methods designed to assist students with persisting academically.
- Provide overall supervision of staff, student workers, and general education faculty who serve as Academic Advisors for first- and second-year students.
- Created various assessments that will measure effectiveness of newly developed strategies, develop key metrics, and aid in modifying services for optimum student success.

Selected Achievements:

- Wrote curriculum for Intro to College class and provided dual enrollment training for Duval County Public Schools to align with College's course.
- Achieved 97% retention rate of students from summer bridge program to fall semester.
- Developed website and various marketing materials for publication.
- Created and manage all social media which has increased first-year participation by 80%.
- Increased participation in First Year Common Read by 75%.

Principal Consultant and Founder

2018 - Present

Kharis Academy

Keynote speaker, workshop facilitator, and motivational speaker for both for-profit and non-profit entities, including: K-12, faith-based organizations, and organizational leadership. Responsible for creating and presenting custom-designed workshops to meet needs of the organization. Collaborated with entities for coordination of resources, marketing, and communication for events. Leadership consultant, developing and coaching aspiring leaders using research-based techniques.

Kimberly R. Andrews, Ph.D.

Email: bmotivated2change@me.com

(832) 392-4757

- Workshop facilitator with average workshop size of 75 participants.
- Developed and/or presented more than 30 workshops in Texas and Louisiana.
- Radio and internet guest speaker on several broadcasts.

Director, TRIO Programs

2012 – 2017

Virginia Polytechnic Institute and State University (Virginia Tech)

Senior administrative officer responsible for the implementation, management, supervision, and evaluation of federal, state, and local educational and career opportunity programs. Prepared, administered, and managed multiple grants. Responsible for coordination of all activities associated with grants, which included: development of recruitment plans for programs, student enrollment persistence, and retention in programs, college entrance exams, financial aid and financial literacy, student admission to postsecondary institutions, first year experience, career development, maintenance of student records, assessment and evaluation of programs, and strategic planning for programs. Awarded nearly \$10M in funding.

- Provided budgetary and expenditure management of nearly \$800K budget and administration to multiple areas.
- Responsible for the supervision and direction of department which included six (6) direct reports, 20 part-time and adjunct staff and faculty, and nine (9) student workers, and staff of 30 volunteers.
- Prepared grant proposals designed to enhance student support, engagement, and success.
- Created student volunteer network for tutorial services in gateway and other needed courses.
- Established partnerships with community organizations in target school areas to provide services to students.
- Created new marketing materials for recruitment and included use of social media and other mediums for communication.
- Rebranded office, and reorganized structure of programs.
- Created policy and procedure manuals for office procedures and eliminated redundancies.
- Utilized state and national data systems to formulate baseline used to develop ambitious yet obtainable goals.
- Created formative and summative assessments that created local, “real time” data which drove planning and modification of future student events and services.
- Responsible for supervising and coordinating all summer programming for incoming freshmen and continuing students.
- Created workshops and out-of-classroom experiences to meet student needs.
- Coordinated monthly financial literacy workshops and spring semester FAFSA workshops for parents and students.
- Created spring parent workshop series for transitioning students to college.
- Coordinate college and career fairs based on student interest, retained by assessments.
- Collaborated with various TRIO programs and secondary schools to provide college tours, and orientation for prospective and incoming students.
- Collaborated with other university entities to provide exposure and services to students.
- Consistently monitored policies on both the state and federal level that could potentially impact services to students.
- Prepared and submitted local, institutional, regional, and federal Annual Progress and Performance Reports, through collaboration with Office of Institutional Research (federal grants akin to five-year longitudinal study).

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Selected Achievements:

- Increased attrition rate for Hispanic and African American populations by 55% on average.
- Increased first-year retention rate from 60% to 75%, second-year retention rate from 50% to 80%
- Managed new processes through acquisition of databases for programs to assist with more efficiency in enrollment management, data management, and state and federal reporting.
- Responsible for oversight of \$400K renovation project for offices, and redesign of website.
- Awarded nearly \$900K for five consecutive years in refunding for previously served grant areas.
- Received new funding of \$630K for five consecutive years which allowed for expansion of services into two new cities; one had not been served previously by any programs.
- Grant funding total – **Est. \$9.8 Million** during tenure at institution.

Interim Director, UT Outreach – Houston

2011 – 2012

The University of Texas at Austin

Responsible for providing oversight to Houston office. Facilitated program planning and development, implementation, and delivery of curriculum, programs, and services. Integrated programs and developed two-tiered approach to services. Responsible for forming strategic partnerships with school district personnel and local organizations to expand resources available to students. Established relationships with four rural school districts and created Memorandums of Understanding for new relationships. Represented UT – Austin and UT Outreach – Houston to the local community, University staff, and various organizations in the greater Houston area.

- Maintained and oversaw Houston operating budget of \$280K.
- Created annual reports for submission to Texas Legislature and Department of Education, reporting on retention and first-year experience.
- Rebuilt and rebranded program, including website and publications.
- Developed needs assessments and general surveys related to services provided to aid in development of new programming and modification of existing programming.
- Wrote three local grants, totaling \$20K for additional funds to provide services to students in STEM, health and fitness, and career assessment.

Selected Achievements:

- Established relationship with Kashmere High School principal which led to securing space at school (embedded programming). Resulted in increased participation by 40%.
- Increased enrollment and retention of students at targeted schools from 60% to 75% in first year.
- Certified financial literacy trainer. Provided workshops in budgeting, saving, investing, and donations.

Asst. Director/Prog. Coord. – UT Outreach – Houston

2009 – 2011

The University of Texas at Austin

Managed office in absence of director; Established relationships with high schools within HISD to provide services and resources that would prepare students for matriculation to the post-secondary institution of their choice; Recruited, enrolled, and served an average of 600 students per year, with 95% attending a community college or a four-year university; Developed various relationships and collaborated with organizations throughout the greater Houston area; Created and developed curriculum relating to social, financial, and educational skills.

- Trained and managed 6 new staff and 10 volunteers.
- Prepared multiple reports regarding service delivery for the University.
- Revised emergency plan.

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- Advised students regarding admissions, course scheduling, and financial aid.
- Planned and coordinated various evening and weekend events, including college workshops, career days, Explore UT, and University Jumpstart program.
- Guest panelist for multiple Career Days with partner school districts.

Selected Achievements:

- Established new relationships with four new school districts (RAP Schools).
- Created and organized the Kashmere – STEER Week at UT – Austin.
 - Worked to obtain university buy-in and support for program.
 - Received \$40K in in-kind donations.
 - Collaborated with multiple university departments for initiative; and
 - Obtained data and submitted report relating to institutional effectiveness of program.

Program Coordinator – Educational Talent Search

2006 – 2008

Lone Star College System – North Harris Campus

Previously responsible for developing relationships with Aldine, Spring, and Klein Independent School Districts. Recruited, enrolled, and served an average of 250 students per year, with 90% attending a community or four-year college their first year after graduation. Prepared weekly and monthly reports in accordance with federal guidelines. Maintained records and generated reports through student information software.

- Provided services to underserved students within System's target area, relating to components of successful enrollment and retention.
- Developed strong working relationships with school administrators and College Connection Counselors at various target schools, which aided in recruitment.
- Collaborated with community organizations to provide services for students which included: etiquette training, interviewing skills, and networking tips.
- Re-wrote curriculum for program to enhance student services.
- Re-wrote curriculum for program to enhance student services.

Selected Achievements:

- Created and developed Student Leadership Conference to serve Houston-area programs.
- Created database training manual for new staff.

Project Counselor, Upward Bound

2003 – 2006

Houston Community College System – Central Campus

Previously responsible for recruiting students within low-income schools in the Houston Independent School District. Successfully transitioned students from incoming freshmen to upperclassmen with a 100% retention rate before transferring caseload to upperclassmen counselor. Wrote and developed curriculum for in-school workshops (financial aid, choosing a major, choosing a college, financial literacy, and other life skills) which prepared students for a college-going culture. Prepared weekly and monthly reports in accordance with federal guidelines.

- Counseled, advised, and implemented weekly academic workshops and programs for students.
- Prepared and maintained program participant files.
- Supervised all activities related to program participants, including cultural, educational, and college tours.
- Revised recruitment strategies for program which led to an enrollment increase of 10% in first year.
- Assisted the Program Director in preparing the Annual Performance Report for submission to

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Department of Education.

- Wrote monthly articles for Upward Bound newsletter.

Selected Achievements:

- Increased African American participants from 50% to 60%.
 - Coordinated a minority mentoring program for African American and Hispanic participants, which led to increased confidence, social skills, and relationship building.
-

HIGHER EDUCATION TEACHING EXPERIENCE

Adjunct Faculty

Fort Valley State University 2020 – Present

- Instructor – FVSU 0100

Edward Waters College 2019 – 2020

- Instructor – SLS 1103
- Instructor – SLS 1103 Honors

Instructor

Virginia Tech 2012 – 2017

(Spring and Summer Only)

- Taught First Year Experience course for summer bridge students.
- Taught College Transition course for graduating seniors preparing to leave for college.
- Taught college and career class to rising high school seniors.
- Taught leadership skills class to 9th – 12th grade students.

Curriculum Developer/Instructor (Adjunct) Fall 2010

Lone Star College System – Montgomery College

- Wrote and developed curriculum for supervisor certification programs (beginning, intermediate, and advanced).
 - Taught beginning supervisor certification classes.
-

OTHER TEACHING

English Instructor 2017 – 2018

Goodrich ISD – Goodrich High School

Temporary position to fill in for a mid-year vacancy. In addition to assigned duties (Speech Communications, English 3, English 4, and Business English), assisted high school seniors with college searches, assisted dual enrollment students with Spanish lessons, and translated parent meetings when needed.

Spanish Instructor, Peer Mediator Sponsor 2001 – 2003

Hempstead ISD – Hempstead Middle School

Developed curriculum for introducing Spanish classes to middle school students and linking it with high school requirements. Created "college awareness series" in 7th and 8th grade classes. Developed a peer mediation and mentoring group within school district. Developed and implemented a six-week training program for students before dispersing students to various classes.

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Spanish Instructor & Coach

1995 – 1998

North Forest ISD – Forest Brook High School

Taught high school Spanish to grades 9-12. Coached freshman volleyball team. Assisted with JV and Varsity volleyball and track teams. Translated in parent meetings when needed.

GRANT AWARDS AND FUNDING

- Andrews, K., Principal Investigator. (2018) Army Educational Outreach Program's STEM-focused UNITE grant. **Funded \$40,000.**
- Andrews, K., Principal Investigator. (2017) Army Educational Outreach Program's STEM-focused UNITE grant. **Funded \$30,000.**
- Andrews, K., Principal Investigator. (2017) U.S. Department of Education, new Upward Bound program - Roanoke City Schools. **Funded \$315,155** for five years. **Total \$1,575,775.**
- Andrews, K., Principal Investigator. (2017) U.S. Department of Education, new Upward Bound program - Salem City Schools. **Funded \$315,155** for five years. **Total \$1,575,775.**
- Andrews, K., Principal Investigator. (2017) U.S. Department of Education, Upward Bound program – SW Virginia Schools. **Funded \$549,579** for five years. **Total \$2,747,895.**
- Andrews, K., Principal Investigator. (2017) U.S. Department of Agriculture Summer Food Service Program. **Funded for \$27,000.**
- Andrews, K., Principal Investigator. (2017) Lynchburg Foundation. **Funded for \$5,000** for transportation from Lynchburg, VA to Blacksburg, VA.
- Andrews, K., Principal Investigator. (2016) Department of Education, Talent Search program – SW Virginia Schools. **Funded \$348,779** for five years. **Total \$1,743,895.**
- Andrews, K., Principal Investigator. (2016) U.S. Department of Agriculture Summer Food Service Program. **Funded for \$22,110.**
- Andrews, K., Principal Investigator. (2016) Army Educational Outreach Program's STEM-focused UNITE grant. **Funded \$22,000.**
- Andrews, K., Principal Investigator. (2016) Lynchburg Foundation. **Funded for \$5,000** for transportation from Lynchburg, VA to Blacksburg, VA.
- Andrews, K., Principal Investigator. (2015) U.S. Department of Agriculture Summer Food Service Program. **Funded for \$24,000.**
- Andrews, K., Principal Investigator. (2015) Best Buy Community Grant. **Funded for \$3,000** for digital thermometers and video equipment to assist with summer component classes.
- Andrews, K., Principal Investigator. (2015) Lynchburg Foundation. **Funded for \$5,000** for transportation from Lynchburg, VA to Blacksburg, VA.
- Andrews, K., Principal Investigator. (2014) U.S. Department of Agriculture Summer Food Service Program. **Funded for \$38,800.**
- Andrews, K., Principal Investigator. (2014) New River Valley Community Foundation "Summer Science Fun". **Funded for \$6,000** to buy science equipment for experiments.
- Andrews, K., Principal Investigator. (2014) Lynchburg Foundation. **Funded for \$5,000** for transportation from Lynchburg, VA to Blacksburg, VA.
- Andrews, K., Principal Investigator. (2013) New River Valley Community Foundation "Evening of Culture" to Abingdon Theater. **Funded for \$4,000** for transportation, dinner, and tickets to musical, "Little Shop of Horrors."

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- Andrews, K., Principal Investigator. (2013) Lynchburg Foundation. **Funded for \$5,000** for transportation from Lynchburg, VA to Blacksburg, VA.
- Andrews, K., Principal Investigator. (2013) U.S. Department of Agriculture Summer Food Service Program. **Funded for \$42,000.**
- Andrews, K., Principal Investigator. (2012) New River Valley Community Foundation “Evening of Culture” to Abingdon Theater. **Funded for \$4,000** for transportation, dinner, and tickets to musical, “Legally Blonde.”
- Andrews, K., Principal Investigator. (2012) Department of Education, Upward Bound program – SW Virginia Schools. **Funded \$462,993** for five years. **Total \$2,314,965.**
- Assisted in creating WTL Endowment Fund, dedicated to filling financial gaps for low- income, first generation first-time college students (2014).
- Successfully cultivated multiple-year donations for Tom Wilson Memorial Scholarship (2012-2017).

Fort Valley State University

- Hiring Committee, Vice President of Student Affairs and Enrollment Management (Chair)
- Hiring Committee, Provost and Vice President of Academic Affairs (Committee Member)
- Hiring Committee, Academic Advisor and Access and Accommodations Coordinator (Chair)
- SACSCOC Institutional Review

Edward Waters College

- Association of American Colleges and Universities College Representative
- Rev. Charles H. Pearce Advisory Committee (Chair)
- New Student Orientation and Week of Welcome Committee (Member)
- Graduation Ceremony Planning Committee (Member)
- “Stay Woke” President’s Distinguished Speaker Series Committee (Member)
- Edward Waters Inaugural Honor College Advisory Committee (Member)

Virginia Tech

- Diversity and Outreach Communications Committee (Member)
- VAEOPP Western Drive-In Conference (Chair and Host)
- VAEOPP Emerging Leaders Institute (Chair and Mentor)
- MEAEOPP Emerging Leaders Institute (Instructor and Mentor)
- Emergency Response Team (Member)
- Black Faculty and Staff Caucus (Member)
- Continuity of Operations Planning Committee (Member)
- Hiring Committee, Upward Bound Assistant Director (Chair)
- Hiring Committee, Upward Bound Project Advisor (Chair)
- Hiring Committee, Talent Search Project Advisor (Chair)
- Hiring Committee, Upward Bound Summer Instructors (Chair)

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Lone Star College

- Student Services Task Force
 - Lone Star College System Magazine Editorial Board
 - TASSSP Proposal Committee (Chair), 2008 & 2010
 - TASSSP Conference Planning Committee (Co-Chair)
 - Asst. Advisor, Mu Alpha and Nu Psi Chapters of Delta Sigma Theta Sorority, Inc.
 - Campus Improvement Representative, Hempstead ISD
-

CERTIFICATIONS AND TRAININGS

- Certificate in Institutional Research, Our Lady of the Lake University (December 2016)
 - 48 hours Leadership Excellence (May 2016)
 - 8 hours - Title IX Administrative Training (Feb. 2016)
 - 64 hours - Women's Leadership and Mentoring Program (May 2014)
 - 32 hours - Diversity Ally Certificate Program, Virginia Tech (June 2014)
 - Certificate in Institutional Research, Virginia Tech (March 2013)
 - 24 hours - Certified Financial Literacy Training (January 2011)
 - SWASAP Emerging Leader's Institute (November 2009)
 - TASSSP Emerging Leader's Institute (April 2008)
-

SELECTED PRESENTATIONS AND WORKSHOPS

Andrews, K. (2018). *Renew. Rediscover. Reclaim.* Presentation at 2nd Annual Women's Conference, Cleveland, TX

Andrews, K. (2018). *Move Out of My Way! I'm Serving!* Presentation at Community Workshop, Shepherd, TX

Andrews, K. (2017). *An Examination of the Relationship Between Pastoral Leadership Style and Organizational Religiousness in the African American Church.* Dissertation, Our Lady of the Lake University, San Antonio, TX.

Andrews, K. (2016). *The Googleverse.* Presentation at the western drive-in conference of the Virginia Association of Educational Opportunity Program Personnel, Blacksburg, VA.

Andrews, K. (2016). *F.L.A.M.E. O.N.* Presentation at the annual conference of the Virginia Association of Educational Opportunity Program Personnel, Newport News, VA.

Andrews, K. (2015). *D.A.N.G.E.R.* Presentation at the annual conference of the Mid-Eastern Association of Educational Opportunity Program Personnel, Dover, DE.

Andrews, K. (2013). *iCame, iLed, iConquered.* Presentation at the annual Virginia Networking Women's Conference, Roanoke, VA.

Kimberly R. Andrews, Ph.D.

Andrews, K., & Johnson, T. (2012). *I Do It for the Money: School or Work?* Presentation at the annual Southwest Association of Student Assistance Programs Conference, New Orleans, LA.

Andrews, K., & Turntine, J. (2011). *New or Old: We're All in This Together.* Presentation at the annual Southwest Association of Student Assistance Programs Conference, Oklahoma City, OK.

Andrews, K. (2011). *Legs and Regs for Dummies.* Presentation at the annual Texas Association of Student Assistance Programs Conference, Austin, TX.

Andrews, K. (2010). *The Audacity to D.R.E.A.M.* Presentation at the annual Southwest Association of Student Assistance Programs Conference, Albuquerque, NM.

PROFESSIONAL AND COMMUNITY AFFILIATIONS

- Linda Lorelle Scholarship Foundation, Board Member
- The Well New Life Fellowship
 - Pastor's Administrator
 - Praise and Worship Team
 - Altar Care Ministry
- Texas Association of Black Professionals in Higher Education (TABPHE)
- Texas Association of Student Special Services Programs (TASSSP)
 - Conference Co-Chair, 2007
 - Call for Proposals Chair, 2007
 - Emerging Leaders Institute Graduate, 2008
 - Conference Co-Chair, 2011
- Southwest Association of Student Assistance Programs (SWASAP)
- Mid-Eastern Association of Educational Opportunity Programs (MEAEOPP)
- Virginia Association of Educational Opportunity Programs (VAEOPP)
 - Emerging Leaders Institute Chair, 2013-2015
- Council for Opportunity in Education (COE)
- American College Personnel Association (ACPA)
- NASPA
- NACADA
- Dominion Church International (Pastor's Administrator)
- Toastmasters International, Inc. (Houston, North Harris Chapter)
 - Vice President of Public Relations, 2011-2012
- Delta Sigma Theta Sorority, Incorporated
 - Warner Robins Alumnae Chapter (2021)
 - Blacksburg Alumnae Chapter
 - Secretary/Treasurer, 2014
 - Vice President, 2014-2015
 - President, 2015



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

October 6, 2021

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: Pay adjustment for additional duties assigned to Marina Biragova at the
SULC Technology and Entrepreneurship Legal Clinic

Dear Dr. Belton:

Marina Biragova, has been serving as the Director of the Southern University Law Center (SULC) Technology and Entrepreneurship Legal Clinic for approximately 3-years. The Technology and Entrepreneurship Legal Clinic is a United States Patent & Trademark Office (USPTO) certified clinic.

Recently, the USPTO approved Ms. Biragova to be the Certified Trademark Faculty Supervisor responsible for all trademark filings related on behalf of clinic clients with the USPOTO. This approval places more responsibility on Ms. Biragova, and it would be fair and efficient to grant her a pay adjustment for additional job responsibilities. Therefore, I am requesting that Ms. Biragova be granted a \$9,000 salary adjustment for additional duties, which will increase her annual salary to \$96,000, effective November 1, 2021.

I respectfully ask that my request be presented for approval by the Southern University Board of Supervisors at its October 22, 2021, Board meeting. All required documentation is attached.

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				
JOB CODE	M			
CAL ID	U			

/SOUTHERN UNIVERSITY SYSTEM/

Personnel Action Form

POSITION NUMBER	3	M	9	9	3	8
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 11/01/2021 To 09/30/2022
 Effective Date 11/01/2021

Name Marina Biragova SS# XXX-XX-8297 Sex F Race* W
 (Last 4 digits only)

Position Title: Executive Director of SULC Technology & Entrepreneurship Clinic Department: Law Center - Clinic

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 10 Southern University Experience 3
 Degree(s): Type/Discipline (BA-Education): L.L.M. Institution/Location (SU-Baton Rouge): Louisiana State University Year: 2017
J.D. Pyatigorsk Institute of Economic and Governance 2012

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$96,000.00 Salary Budgeted \$ 96,000.00

Source of Funds 311001-31240-61002-34100 (\$39,800.00) and 320184-31240-61002-34100 (56,200.00)

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

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment \$87,000.00 \$96,000.00

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
320184-31240-61002-34100	\$87,000.00

*See Reverse Side

Graduate School signature (if, applicable):

John K. Presse Supervisor Date 10/7/21
Concedo Roth Vice Chancellor Date _____

Director/Personnel _____ Date _____

President _____ Date _____

Gary R. Hall Dean/Unit Head Date 10/7/21
John K. Presse V/C for Finance & Adm. Date _____
Andrew McLean 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 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: Salary Adjustment for additional duties at the SULC Technology and Entrepreneurship Legal Clinic, effective November 01, 2021.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 225.00

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

- TYPE**
- United States Citizen/Certificate of Naturalization
 - Resident Alien
 - H-1 Visa (Distinguished Merit & Ability)
 - J-1 Visa (Exchange Visitor Program)
 - F-1 Visa (Student Emp. FT Student at S.U.)
 - OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER
 ENCUMBERED / FUNDS AVAILABLE
 CODE _____
 DOC. US # _____
 DATE RA 10/07/2021
 HI _____
 BY DMC
 F1 _____
 F0 _____

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

- PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
 - Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
 - 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

MARINA BIRAGOVA



SUMMARY

Marina Biragova is a business and IP attorney and adjunct law professor at Southern University Law Center. She counsels her clients on a wide range of corporate transactions, intellectual property rights, commercial and contractual arrangements, and has a particular experience in the technology, media/entertainment, and energy sectors.

EDUCATION

2007-2012 J.D. **Pyatigorsk Institute of Economics and Governance (Russia)**

Degree: Juris Doctorate (Summa Cum Laude) | GPA 3.97 | Concentration: Corporate Law, International Law

2015- 2017 LL.M. **Louisiana State University, Paul M. Hebert Law Center (Baton Rouge, US)**

Degree: LL.M. | Concentration: Corporate Law, Energy Law

2021 **Harvard Business School (Boston, US)**

Certificate in Entrepreneurship Essentials

2021 **Babson Business Academy (Boston, US)**

Certificate in Building an Entrepreneurship Education Ecosystem

PROFESSIONAL LICENSES & CERTIFICATIONS

Louisiana Bar (US)

Russian Federation (diploma privilege; non-criminal matters)

Supervising Trademark Attorney for the USPTO Law School Clinic Certification Program

PROFESSIONAL EXPERIENCE

2021-Present

Legal Consultant | Minority Business Development Center

2018-Present

Fellow/Clinic Director | Technology & Entrepreneurship Clinic at Southern University Law Center

Responsible for overseeing the administration, programs and strategic plan of the SULC Tech Clinic and has primary responsibility for developing the Clinic's curriculum; compliance with the USPTO guidelines; case selection; community work and other advocacy work to promote the Clinic's mission and goals; supervising Clinic staff, contractors, interns, and students in all aspects

of the Clinic's work; managing development activities in support of the Clinic and when and where appropriate, counselling clients on a wide range of corporate transactions, intellectual property rights, employment law, regulatory compliance, commercial and contractual arrangements, including in relation to licensing, outsourcing, and franchising.

2019-Present

Adjunct Law Professor (IP, Contracts, Business Law Related Subjects) | Technology & Entrepreneurship Clinic at Southern University Law Center

Responsible for instructing law school students in accordance with educational theories and techniques; developing discipline related curricula; assessing student learning; participating in program evaluation, and college activities; maintain college and department standards in support of the College's mission and strategic plan.

2016-2018

Visiting Attorney /Law Clerk | Koerner Law Firm (New Orleans, La)

Provided litigation and mediation support in a wide variety of legal areas, including commercial contracts and agreements, commercial disputes, Employment Law, Energy Law, Environmental Disputes, and drafting of pleading for State and Federal courts (district and appellate level), administrative courts.

2013 –2016

Legal Intern/Coordinator | Louisiana Office of the Lt. Governor

Assisted the Director of Special Projects, General Counsel and/or other departmental managers on a broad range of legal, administrative, legislative, and policy matters, including in relation to the State's IP, Contracts and Agreements, State Boards etc.

PUBLICATIONS

Publications:

"Legal Regulation of Chemical Waste Disposal in the Protected Ecological Region – KMW."
Annual Collection of Research Works 2008.

"How The Newly Implemented Amendments to The Russian Constitution Will Affect The Course of Russian Democracy." Annual Collection of Research Works 2009.

Research Works:

"Do Dreams come true? A Tenuous Future of The Russian Natural Gas Exports Under The Third Energy Package and Increased Competition in the EU energy markets."

"Legal Mentality in Terms of Russian Society Renewal."

"Separation of Powers in a Law-Governed Democratic State."

"Types and Forms of Civil Law Responsibilities"

"Bank Deposit Contract"

"Criminal Characteristics of Extortion"

"Consideration of Corporate Conflicts by Arbitrary Courts"

"Legal Methods and Forms of Investment Protection in Security Markets"



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

October 8, 2021

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:

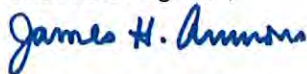
I am pleased to recommend Joelle Davis Carter, Ph.D. for the position of Associate Vice Chancellor for Student Affairs and Enrollment Management at Southern University at New Orleans (SUNO). The recommended salary is \$90,000 with an effective start date of November 1, 2021.

Dr. Carter currently serves as a Contributing Faculty Member at Walden University (Online). She has served in this role since 2018. Prior to her appointment at Walden University, Dr. Carter served as Dean for Student Development in the Division of Instruction and Student Development at Piedmont Community College (PCC) in Demorest, Georgia. At PCC, Dr. Carter also served as the Chair of the Institutional – wide Enrollment Management Task Force.

Dr. Carter holds a Ph.D. in Higher Education and International Studies from the University of Maryland College Park and completed her Master of Arts in Higher Education and Student Affairs from the Ohio State University. In addition to her administrative experience, Dr. Carter has received numerous honors and awards and has led and secured funding from the American Association of University Women (AAUW) to start the GEMS Middle School Outreach Program for the University of Maryland College Park.

Based on her academic background and administrative experience, I recommend Dr. Carter as Associate Vice Chancellor for Student Affairs and Enrollment Management at Southern University at New Orleans. I seek your approval and submittal to the Southern University and A&M College System Board of Supervisors for consideration at the October 22, 2021 meeting.

With kind regards,



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

APPROVED: _____



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

“An Equal Educational Opportunity Institution”

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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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, 2021 To June 30, 2022

Effective Date November 1, 2021

Name Joelle D. Carter SS# xxx-xx- Sex Female Race* Black

Position Title: Associate Vice Chancellor for Student Affairs and Enrollment Mgmt Department: Student Affairs

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 _____ Southern University Experience _____

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Bachelor of Science-Education	Winston-Salem State University, Winston-Salem, NC	1995
	Master of Arts - Higher Education/Student Affairs	Ohio State University, Columbus, OH	1997
	Doctor of Philosophy-Higher Education and International Studies	University of Maryland College Park, College Park, MD	2008

Current Employer Walden University, Minneapolis, MN

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 _____

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

Source of Funds	Amount
411001 46110 61002 45000	\$90,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: Dr. Adriel Hilton 10/07/2021
 Date _____
 Dean/Unit Head _____ Date _____
 DocuSigned by: Dr. Adriel Hilton 10/07/2021
 Date _____
 Chancellor by: James H. Anderson 10/7/2021
 Date _____
 DocuSigned by: Dr. Teresa Hardee 10/07/2021
 Date _____
 Vice President/Finance _____ Date _____
 Director/Personnel _____ Date _____
 Business Affairs/Comptroller _____
 President _____ Date _____
 Chairman/S.U. Board _____ Date _____
 Of Supervisor _____

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

ETHIC ORGIN (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 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) _____ 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>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)

JOELLE DAVIS CARTER, Ph.D.



EDUCATION

Doctor of Philosophy	University of Maryland College Park Department of Education Leadership, Higher Education, and International Studies (EDHI) College Park, Maryland.
Master of Arts	The Ohio State University Higher Education and Student Affairs Columbus, Ohio.
Bachelor of Science	Winston-Salem State University Middle Grades Education (Social Studies and Language Arts) Winston-Salem, North Carolina.

Certificate Programs

Clifton © Strengths School, Certificate in Strengths-Based Education, The Gallup Organization, Washington, DC. January 2010.

PROFESSIONAL EXPERIENCE

**Contributing Faculty Member
Walden University (Online)**

3/18-present

- Provide coaching and mentoring to cohort of students pursuing their doctoral education.
- Identify and direct students to university resources such as the writing center, quality research center and peer groups to assist with the development and submission of key phases of doctoral writing such as the prospectus and proposal.
- Chair and serve as a second member for dissertation committees from the initial phase of the dissertation process to completion.
- Provide editing and other forms of support to ensure documents are organized properly and submitted appropriately to learning and review platforms such as BlackBoard and TaskStream.
- Create online communication forums to consistently engage with students as well as share timely feedback on assignments.
- Ensure students receive appropriate updates to changes to program plans and policies in a timely fashion.

**Dean for Student Development
Piedmont Community College
Division of Instruction and Student Development**

9/16-11/17

(Direct report to the Vice President for Instruction & Student Development)

- Responsible for leadership and overall management of the Department of Student Development that includes key academic and student services such as admissions and recruitment, financial aid, registrar, disability services, advising and counseling.
- Provided direct supervision for 3 full-time Directors, the Registrar and administrative assistant. Overall responsible for a department consisting of 30 full-time and part-time professionals.
- Chaired the institutional-wide Enrollment Management Task Force to strategize and implement actions outlined in the 2015-2017 plan. The task force includes faculty, academic deans, and directors of key student support areas.
- Lead major, college-wide initiatives such as the Honors Convocation and Commencement ceremonies in conjunction and/or in absence of the Vice President.
- Served as the primary student conduct officer and ombudsman representative for both conduct and academic related issues.
- Developed professional development opportunities to ensure high productivity and performance levels for the College.
- Facilitated annual performance evaluations for senior administrative staff and leaders.
- Managed and monitored departmental budgets for accuracy and administering transfer of funds to balance accounts.
- Approved all materials and/or marketing items that are posted on the campus and external community.
- Provided the Vice President for Instruction and Student Development with weekly and monthly comparisons reports that provide an in-depth snapshot of the status of enrollment in the College.
- Partnered with the Division of Research and Institutional Effectiveness to analyze data reports and identify potential target student populations for recruitment efforts.
- Developed relationships across campus to increase the enrollment, retention, and transfer of students into four-year institutions or into industry.

Accomplishments:

- In 3 months, collaborated with departmental staff and the Office of Human Resources to fill all open professional positions resulting in the establishment of a full professional team.
- Within 3 months, successfully secured a \$3750 grant from the PCC Foundation to increase career services for PCC students and offer professional development utilizing a cohort student model (e.g., students assigned to cohorts of 10 to participate in mock interviews, and etc.)
- Selected to serve as a member of the 2016-2017 Piedmont Community College (PCC) Leadership Class. PCC Leadership is a selective professional development program for faculty and staff to further develop their skills and competencies as local and university leaders.
- Selected by the Office of the Vice President to participate Advanced Administration Institute sponsored by the Division of Professional Development at North Carolina State University. Topics included conflict management, exponential leadership, and budgeting.
- Developed a semi-annual professional development day for all Student Development staff from the areas of TRiO programs, Admissions, Retention & Student Success and

Financial Aid. The program included presentations from the College President and the Director of Institutional Effectiveness and Research.

Visiting Lecturer of College Student Personnel

1/13-8/16

Arkansas Tech University

Department of College Student Personnel (Online Instructor-Part-time)

***Please note that this was a position I performed concurrently with full time positions.**

- Responsible for developing and teaching courses for graduate students in the College Student Personnel program.
- Maintained constant communication with more than 25 students each semester through online mediums such as BlackBoard and SKYPE.
- Identified and secured professional and educational speakers/lecturers to reinforce learning in the online classroom setting.
- Developed grading rubrics to assess both individual and group assignments throughout the semester.
- Researched and secured supplemental reading and audio-visual materials to reinforce learning objectives in the classroom.
- Communicated with the department chair on a regular basis to ensure learning objectives are being met and grades are submitted in a timely fashion.

Assistant Vice President for Retention and Student Services

8/12-6/15

Western Kentucky University

Office of the Provost and Senior Vice President/Division of Enrollment Management

(Direct report to the Associate Vice President for Enrollment Management)

- Served as a member of the senior leadership team for the Division of Enrollment Management that includes the Directors of Financial Aid, Registrar's Office, Admissions, Trio Programs and Student Athletic Academic Advising.
- Provided direct supervision for the Director for the Academic Advising and Retention Center (AARC) and the Coordinator for Retention Applications and Outreach.
- Responsible for developing and implementing a comprehensive retention strategic plan to increase persistence and graduation on campus by 10 percent.
- Provided supervision and support for a full-time Director, Coordinator and a host of graduate students associated with signature projects.
- Assessed current and historical retention and persistence programs and activities.
- Developed strong partnerships with academic colleges, department, and student affairs units to implement and further enhance current retention efforts.
- Assisted the Enrollment Management team with ombudsman issues. Specifically, working directly with students in academic and financial difficulty to direct them to the appropriate resources.
- Served as chair of the Executive Academic Council which is the final review and approval body for students seeking appeals to be reconsidered for admission to the university.
- Responsible for the overall management and oversight for the Western Kentucky University MAP (Making Achievement Possible)-Works initiative to increase intervention and support for at-risk students.
- Provided leadership for new and current initiatives related to the delivery of services and outreach. Examples include leading a small implementation team to revise the layout of academic degree programs.

- Developed grant proposals in conjunction with academic advising units on campus to provide support for targeted groups such as near-completers and under-represented students.
- Served in the absence of the Associate Vice President for senior academic leadership meetings that include the Council of Academic Deans.
- Participated in high-impact activities and programs such as high school recruitment events, minority preview days and annual Admission Open Houses.

Key Accomplishments

- Coordinated a diversity transfer summit for more than 20 Kentucky Community and Technical College System (KCTCS) academic and student affairs staff members to discuss opportunities for partnerships.
- Appointed by the President to co-chair the implementation of a commuter orientation for first-time attending Western Kentucky University students. For the first year of the program more than 112 commuter students participated.
- Facilitated the development and implementation of the WKU Student Success Summit designed to engage faculty and staff in discussions about retention and persistence. More than 170 campus stakeholders registered and participated in this voluntary, free professional development experience.
- Appointed by the University President to co-chair an advisory group to establish a commuter student orientation and plan for future support services.
- Secured a \$5000 grant from the Kentucky Council on Postsecondary (CPE) to develop and implement a short-term intervention to assist students near to degree completion toward graduation.
- Appointed to serve as Co-Chair of the university's Retention TaskForce consisting of faculty and staff leaders across campus.
- Partnered with universities such as Iowa State University, to learn more about the implementation of the MAPWorks retention software. Facilitated a site visit with ISU that included the Dean of Students, Associate Provost for Undergraduate Education, departmental faculty, and a number of student affairs professionals.

**Director, Office of Undergraduate Programs
The George Washington University
School of Business**

4/10—8/12

(Direct report to the Vice Dean of Undergraduate Programs)

- Responsible for the administration and implementation of co-curricular programs designed to enhance the education and learning outcomes of undergraduate students within the School of Business.
- Supervised a full-time, professional Coordinator and other staff members as directed by the Vice Dean.
- Coordinated all aspects of the First Year Development Program (FYDP) designed to assist students with their transition to the university and school curriculum.
- Provided oversight and management for the Mintz Sophomore Getaway, New York Trek Business Trip and Undergraduate Research Program.
- Partnered with the Office of Residence Life to develop and offer living and learning programs for freshmen and sophomore level freshmen in the School of Business.
- Established partnership with offices such as the Office of Entrepreneurship to increase students' knowledge and involvement.
- Developed an infrastructure and processes to identify talented and diverse student leaders to participate in undergraduate programs and student organizations.

- Responsible for organizing and teaching two courses within the first-year development program (FYDP) entitled, BADM 001 and BADM 002. This two-semester sequence of developmental courses is designed to assist more than 300 students with transition into college and prepare for careers in business.
- Provided leadership and oversight for all marketing and communication materials associated with the Office of Undergraduate Programs.
- Collaborated with corporate sponsors to host student initiatives such as the Battle of the Beltway case study competition.
- Served on school and campus wide communities such as the Freshmen Reading Program, Colonial Inauguration (CI) orientation program, and Dean's staff interview committee.

Key Accomplishments:

- Within 1-year, restructured the First Year Development Program course into small seminar size classes affording more academic advisors and academic support staff to engage and interact with first-year business students.
- Developed two living and learning communities exclusively for business students. One community was designed for freshmen with outcomes focused on academic and social transition from high school to college and a sophomore community focused on retention and higher utilization of campus resources such as advising and the writing center.
- Increased the faculty and undergraduate participation in the GWSB Research Experiences for Undergraduates (REU) from 10 student and faculty projects to 20 student faculty projects.
- Appointed to serve on the institutional retention and persistence committee and chaired small task force to examine graduation rates for internal transfers and engineering students.
- Developed a professional development retreat for 5 new academic advisors and 7 existing staff members to learn more about the needs of first year students and students in transition.
- Created and implemented the School's first Majors Fairs to further introduce undergraduate students to the academic concentrations and internships and research opportunities.

**Coordinator for the First-Year Experience
Center for Academic Success and Achievement (CASA)
Morgan State University
(Direct report to the Director of CASA)**

6/08 – 4/10

- Provided oversight and management for the CASA Resource Center that serves over 250 Morgan State University students on a monthly basis.
- Facilitated regular meetings with undergraduate students to assess their experiences as tutors and provide support to enhance their supplemental instruction skills.
- Coordinated the inaugural CASA Transitional Workshop Series designed to assist undeclared students with selecting a major and succeeding in their academic course work.
- Responsible for the coordination of career development and social programs for approximately 350 prospective first-year students.
- Provided oversight and management for undergraduate mentors and tutors for the six-week alternative admissions summer program.
- Managed the process to establish a chapter of Chi Alpha Epsilon, a national honor society established for high achieving students who entered college through a college preparatory program.

- Developed training materials for mentors and tutors focused on effective mentor trainings. Key components the development of scenarios to apply theoretical knowledge to possible real-life experiences (e.g., money management, leadership, and diversity).
- Co-coordinated the opening orientation program for 300 students and parents for the Pre-College Studies Program.
- Established a first-year mentoring program to increase retention and persistence rates for first- and second-year students.
- Developed and maintained relationships with key individuals on the campus to appropriately involve them in orientation and activity efforts of the campus.

Key Accomplishments:

- Developed the Strengths Undergraduate Mentoring (SUM) program to extend support and orientation beyond the standard Center for Academic Success & Achievement (CASA) Summer Program.
- Facilitated a faculty development seminar on the importance and relevance of innovative teaching strategies for first year and transfer students.
- Established programs for the CASA summer program students throughout the year to assist them in declaring majors and aware of resources available for academic success.
- Responsible for the establishment and initiation of the first chapter of Chi Alpha Epsilon, a national honor society designed to nurture students who entered college through an academic preparatory program.

**Interim Executive Director, Office of Human Relations Program
University of Maryland College Park**

2/08 - 6/08

(Direct report to the Special Assistant to the President and Associate Provost)

- Supervised six full-time staff members and two graduate assistants.
- Provided primary oversight and management for the daily office operations. Sample duties facilitating performance reviews for staff, completing timesheets, and building maintenance.
- Responsible for coordinating equity and diversity and units throughout campus and ensuring the availability of meditation programs.
- Collaborated with academic and student affairs units on campus to identify opportunities for partnership.
- Identified grant opportunities to increase programming and staffing in the office by working with foundations and corporations and industrial partners.
- Provided oversight and management for the office's academic course offerings through the College of Education, *Words of Engagement*, and *Intergroup Dialogue* programs.
- Participated as a member of key campus committees such as the Diversity Directors Committee, President Commission on Ethnic Issues, President's Commission on Women's Issues
- Provided monthly updates to the University President, Chief of Staff and Associate Provost on the progress and status of key office programs.

Key Accomplishments

- Developed and implemented a two-day office retreat to reinforce teambuilding and begin short-term strategic planning for the office.
- Secured a \$2500 grant from the Maryland Alternative Conflict Resolution Office to support a high-school conflict resolution program.

**Director for Diversity, College of Computer, Mathematical
& Physical Sciences (CMPS)**

11/02 - 11/07

University of Maryland College Park

(Direct report to the Dean of the College of Computer, Mathematical & Physical Sciences)

- Responsible for the development and implementation of strategies to increase the enrollment of undergraduate and graduate students of color and women in the College.
- Provided supervision for three full-time professional staff members and graduate students.
- Developed job descriptions, hired, and trained full-time and part-time staff for the Science and Technology: Addressing the Need for Diversity (STAND) program.
- Identified grant and fundraising opportunities for scholarships, programming, and additional staffing.
- Established strong corporate relationships with Booz, Allen and Hamilton, GEICO, IBM, and Nextel that resulted in job opportunities for CMPS students and support for STAND programs.
- Organized and coordinated activities of the STAND Program. Program components include scholarships, the PRIME mentoring program, academic support services, experiential learning opportunities and social related programs.
- Designed marketing materials and website to promote program activities. Developed and implemented the inaugural STAND Internship Research Program (SIRP) with Prince George's and Montgomery Counties High Schools. 35 students have participated in the program and 18 have successfully enrolled at the UMCP.
- Served as the primary advisor for SCORE (Student Community for Outreach, Retention and Excellence).
- Identified and coordinated activities with surrounding middle and high schools to attract and recruit students of color and women.
- Cultivated strong working relationships with CMPS faculty, students and staff, campus-wide student support services personnel, and the external community.

Key Accomplishments

- Assisted Department Chairs with program organization and implementing strategies to increase in the number of students of color and women in graduate programs.
- Collaborated with the Academic Faculty Director and faculty liaisons to plan and implement an NSF-sponsored summer program, Math SPIRAL (Summer Program in Research and Learning).
- Recruited alumni to serve as mentors for students, speakers for special programs and training for summer research programs.
- Assisted with securing over \$150,000 from government and private sectors for the STAND program. This includes a \$10,000 award and recognition from the American Association of University Women Legal Advocacy Fund.
- Co-authored a grant and secured additional funds to establish a community middle school outreach for young girls interested in math and science called Girls Excelling in Math and Science (GEMS).

Interim Director, Incentive Awards Program (IAP)

1/07 - 5/07

University of Maryland College Park

(Appointed by the President's Office to serve in interim capacity while Director was on leave)

- Supervised staff responsible for supporting office administration and program logistics.

- Served as the point person for all student financial aid and scholarship distribution matters.
- Worked effectively with the Director of Financial Aid, Director of Admissions, and residence hall staff to prepare for incoming scholarship students.
- Managed and monitored the office budget and donor accounts totaling \$5.1 million dollars.
- Identified students to represent the program for private donor luncheons, receptions, and major university special events such as the Celebration of Scholarships program.
- Advised and coached IAP students (juniors and seniors) on academic and personal issues.
- Facilitated selection committee orientation for corporate, industry, government and educational leaders in Baltimore City and Prince George's Counties.
- Consulted and assisted selection committee members with the selection of incoming scholarship students from Baltimore City and Prince George's Counties.
- Served as a resource information clearinghouse for the University's Campaign for Scholarships and central development office.
- Organized the annual campus visit for over IAP scholarship nominees from participating high schools in Prince George's and Baltimore County schools.
- Conducted 46 interviews with high school teachers and counselors.
- Disseminated bi-weekly updates to the Director to prepare for transition back into the office.
- Enhanced the scholarship nominees' knowledge of study abroad and career services offered on campus.

**Coordinator for Transitional Programs
University of Maryland College Park**

8/00 - 10/02

(Direct report to the Assistant Dean and Director for the Division of Letters & Sciences)

- Advised a caseload of 185 undecided freshman and sophomore students.
- Coordinated 30 freshmen seminar sections (UNIV 100), administration, and professional development for instructors and students.
- Recruited and retained faculty, staff, and graduate associates to serve as freshmen seminar instructors.
- Served on the UNIV Faculty Advisory Board to enhance course quality and provided guidance for future first year courses.
- Collaborated with the Registrar and Orientation Office to assign classrooms for seminar sections, select class times and place instructors into the university system.
- Supervised and coordinated the Associate Dean's Leadership Council (ADLC).
- Successfully implemented the inaugural series of the Academic Community Experience (ACE) for incoming undecided freshmen and transfer students. This program included seven different learning experiences and over 320 students participated out of 4000 incoming students in the program's first year.
- Served as the university liaison for concurrent students (i.e., high achieving high school students taking courses at University of Maryland while still enrolled in high school).

Key Accomplishments:

- Appointed as the departmental liaison and coordinator for the ACE! (Academic Community Experience) program designed by the Provost Commission on Academic Advising.

- Created a Women and Identity learning community course with the Department of Women Studies; facilitated the UNIV100 section along with English 101, History, and Introduction to Women Studies.
- Planned and implemented a pilot program entitled “Spring Majors Fair” for undecided students and students desiring to change majors. In the second year, the program attracted more than 400 students in a larger venue.
- Appointed as advisor for students in the inaugural University of Maryland Baltimore Incentive Awards Program.
- Appointed to serve on the rewards and awards committee for the Provost Commission on Academic Advising. Key responsibilities included developing job descriptions for potential advising career tracks.

**Events Management Specialist/Special Assistant
Council of Graduate Schools**

7/97 - 7/99

(Direct report to the Vice-President for Administration)

- Researched and identified sites for annual meetings in San Diego, California, New Orleans, Louisiana, and Washington, D.C.
- Identified hotels and negotiated contracts for rooms, rental space, and meals.
- Created meeting resumes for office staff and hotel representatives.
- Collaborated and met with prospective suppliers and host cities.
- Designed special off and on-site activities for meetings.
- Worked closely with caterers, hotel sales and convention services managers, destination management companies and airlines.
- Established and managed office of the Black Women’s Agenda.
- Maintained and updated financial records.
- Organized and arranged annual workshop, luncheon, and seminars.
- Identified and secured a contractor to develop the Black Women’s Agenda, Inc. website.
- Assisted the CGS Dean-In-Residence with the registration processes for professional development held in five member-regional areas.
- Served as the assistant for the joint CGS and AACU Preparing Future Faculty program. Highlights included developing a registration process for the program’s annual summer meeting.

**Student Development Coordinator for Multicultural &
The National Student Exchange
Winthrop University**

7/95-7/97

(Direct report to the Dean of Students)

- Planned and created programs for African American, Asian American, Hispanic/Latino, Native American, Jewish, and Gay, Lesbian, and Bisexual student on campus.
- Supervised graduate associates and student assistants.
- Served on university-wide committees (i.e., Strategic Planning, Homecoming, etc.).
- Facilitated and prepared seminars, workshops and retreats focused on student development and learning.
- Served as advisor to the campus multicultural newspaper, *The Roddey McMillan Record*.
- Coordinated the National Student Exchange program
- Restructured the African American Student Union, an umbrella organization for all African American organizations.
- Taught a Critical Issues Symposium course to incoming freshmen.
- Planned and organized 100 women to the Million Woman March in Philadelphia, PA.
- Founded and planned the first annual Women of Color Conference.

- Coordinated all efforts to organize a weekend trip for over 100 university women to the Million Woman March in Philadelphia, Pennsylvania.
- Developed a National Student Exchange Recruitment Program and Orientation to increase the number of internal and external students participating in the program.
- Planned and implemented the first Women of Color Conference at Winthrop University. Over 100 participants attended in the first year.
- Offered 10 invitations from professional and community organizations, such as the Rock Hill Chapter of the Society of Human Resource Managers, Leadership York County, and the state-funded York County Teen to provide workshops and seminars.

TEACHING EXPERIENCE

Contributing Faculty Member

Walden University (Online)

Richard Riley College of Education

3/19-present

Key duties include providing coaching and mentoring to cohort of students pursuing their doctoral education and chairing dissertation committees from the initial phase of the process to completion. Additional responsibilities include identifying and directing students to university resources and creating online communication forums to consistently engage with students and provide timely feedback on assignments.

Arkansas Tech University

Department of College Student Personnel

CSP: Internship Practicum in Student Affairs

Adjunct Faculty (Online)

Spring 2014, Fall 2014, Spring 2015, Fall 2015 & Spring, 2016

A required course for graduate students to reflect and actively participate while completing their supervised professional experience. Students are encouraged to process, discuss, and share experiences during their practical internships and consider strategic ways to apply newly developed competencies in future careers.

Western Kentucky University

Department of Counseling and Higher Education

CNS 504: Resource & Enrollment Management in Student Affairs

Adjunct Faculty

Fall 2014

An elective course for graduate students designed to engage in discussions about the impact of internal and external factors on enrollment and financial management. Through the use of case studies, group assignments and predictive modeling exercises, students interested in pursuing student affairs professional jobs learn about the influence of enrollment management in their roles.

Western Kentucky University

Department of Counseling and Higher Education

CNS: Internship in Student Affairs

Adjunct Faculty

Spring 2014 & Spring 2015

A required course for WKU graduate students in the counseling and student affairs program. Students met weekly to discuss their practicum/internship experiences as well as engage with professionals from the field.

Arkansas Tech University
Department of College Student Personnel
CSP 6883: Multicultural Practices and Applications in Higher Education
Adjunct Faculty (Online)
Fall 2013& Spring 2015

A multi-faceted and interactive course designed to introduce the importance of multicultural competencies in higher education and an overview of knowledge, awareness, and skills necessary in the area of multicultural student services. This is a newly developed course to offer graduate students with the insights and application tools to be successful in critical professional roles such as Director for Multicultural Affairs, Diversity and Outreach, and working with specific diverse student populations such as but not limited to: African Americans, Native Americans, Latino/a, LGBT, students with disabilities and women.

Western Kentucky University
Department of Counseling and Student Affairs
CNS 555: Social and Cultural Diversity in Counseling
Adjunct Faculty
Spring 2013

A course designed to focus on the philosophical, sociological, developmental, and emotional understanding of multicultural education and counseling as they relate to working with individuals in schools, universities, and other human service settings, including the cultural context of relationships, issues, and trends in a multicultural society. Specific topics addressed in the course included: Race & Ethnicity, Social, Cultural and Racial Identity and Privilege.

Western Kentucky University
Department of Counseling and Student Affairs
Internship in Student Affairs & 590-Practicum in Student Affairs Courses
Lecturer (Invited)
July 26, 2011

The internship and practicum are two integral components of the Western Kentucky University graduate program. The classes are designed to provide students with a forum to share their experiences working in professional environments as well as learning important strategies and techniques that can enhance their development. This particular session was entitled, The First 30 Days and 30 Nights! Effectively strategizing the beginning of your professional journey and designed to challenge students to consider ways to self-assess throughout their internships and take more ownership of their experiences as well.

The George Washington University
School of Business
First Year Development Program (BADM 1001/1002)
Professor
August 2010-present

A two-semester sequential course required for all incoming freshmen in the School of Business. The course meets fourteen times per year and includes an array of topics and speakers such as strengths-based development, academic strategies, career development, informational sessions on

pursuing study abroad and internships. The course was redesigned to include more topical areas and further acquaint students to the academic demands of college through biweekly journal assignments and small group projects. The course also includes an undergraduate mentoring program and the mentors, who are trained by the professor, assist with the facilitation of breakout sessions.

University of Maryland College Park
Leadership in Higher Education (EDHI 853)-Instructor: Dr. Sharon Fries-Britt

Teaching Assistant
January 2010-May 2010

Selected to assist professor with providing instruction on organizational leadership theories in higher education. Primary tasks will include developing presentations based on content to be covered in class and developing a bibliography on diversity in leadership. Support and coaching will also be provided for students on final projects and paper topics.

Student Affairs.Com: Online Guide for Student Affairs Professionals
Online Courses (Fall 2009/Spring 2010)

Staff Motivation and Support: Critical Commodities in Student Affairs
Instructor

October 12-30, 2009/March 3-28, 2010

This three-week, online professional development course was designed to encourage supervisors and managers to assess themselves using the Clifton StrengthsFinder© Assessment to develop strategies to motivate and support staff members in the work environment. Using an instructional framework called, E⁴ (Engagement, Empowerment, Evaluation and Execution), participants considered strategies and case studies to effectively apply their innate talents and abilities to advance their efforts as new supervisors.

National Association of Student Personnel Administrators (NASPA)
E-Professional Development Series (Webinar)

Staff Motivation and Support: Critical Commodities in Student Affairs
Instructor

July 2009

A webinar designed to enhance the professional capacity of individuals entering new supervisory and management positions in higher education institutions. The course included strategies and techniques to motivate and support staff as a new supervisor. Students were coached on how to utilize their strengths based on the results of the Clifton StrengthsFinder© assessment and introduce key leadership theories.

University of Maryland College Park
University 101: Introduction to the University

Instructor
August 2000 - May 2001

A course designed to assist students with their transition from high school to college and introduce them to academic life and expectations of the University. Specific emphasis was placed on familiarizing students with campus resources and coaching them to think more intentionally about their academic interests and career goals. There was also a focus on diversity appreciation and the importance of developing cultural competencies.

University of Maryland College Park

University 101: Advancing Women: Living, Learning and Leading

Instructor/Cluster Coordinator

September 2001 - May 2002

A living and learning community developed for students with an interest in women in leadership and contemporary women issues. The academic cluster included the (1) Introduction to College Writing; (2) Introduction to Women Studies; (3) US History: 1865 to present; and (4) UNIV 100 Freshmen Seminar. All registered students lived together in the residence hall and participated in activities facilitated by women in leadership on and off campus.

Clinton Jr. College

Multicultural Perspectives (CCS 250)

Instructor

January 1999 - May 1999

A course designed to introduce students to various forms of diversity which exist in the United States and World. The course focused on various facets of diversity including but not limited to race, gender, socioeconomic, age, disability, sexual orientation, educational level, spirituality, religion, and other elements. The development and progression of multicultural education was also introduced.

Clinton Jr. College

Community Service and You (CCS 202)

Instructor

January 1998 - May 1998

A course developed to provide students the opportunity to analyze and examine the definition of community service and its impact on society. Major emphasis was placed on diversity and how communities can bridge the gap between diverse populations and address societal ills. Students were challenged to develop their own ideas and think critically about the value of community service.

Winthrop University

Critical Issues Symposium 101

Instructor

September 1998 - December 1998

A course required for all incoming freshmen registered in the university mentoring program. The course addressed study skills, time management, diversity, gender issues, politics (freedom of speech) and also incorporated group activities and class presentations.

SAMPLE GRANT & FUNDRAISING AWARDS

Piedmont Community College Foundation Mini-Grant Program. Recipient. Secured funding to increase career service offerings for students and offer professional development through a cohort model (100 students in groups of 10). \$3750.00.

Kentucky GEARUP Summer Program for College Readiness. Co-Principal Investigator. Assisted with securing funding to offer a 3-week residential summer academy for 25 rising 10th high school students from various counties in the Kentucky. Identified and secured faculty and staff members for academic presentations. \$40,000.

Kentucky Council on Postsecondary Education. Principal Investigator (PI). Funding secured to implement a student success coaching program on the campus of Western Kentucky University. Students with 75% of their degree requirements completed were paired with current students for coaching and supplemental instruction support. \$10,000.

Prince George's County Community Action Grant. Co-Fund Manager. Financial support secured to advance the Girls Excelling in Mathematics and Sciences (GEMS) outreach program for young girls in the Prince George's County, Maryland. January 2009. Awarded \$3,000.

Peer Mediation High School Outreach Conference
University of Maryland College Park, Office of Diversity, and Inclusion
Principal Investigator. Maryland Conflict Resolution Office. Funding secured for a peer mediation outreach program to train high school students in Prince George's County. April 2008. Awarded \$2,500.

American Association of University Women (AAUW) Community Action Grant.
University of Maryland College Park, CMPS
Co-author. Seed grant money secured to start the GEMS Middle School Outreach Project. April 2006. Awarded \$10,000.

AAUW Educational Foundation Grant
University of Maryland College Park, CMPS
Co-Director. Joint grant between the Science and Technology: Addressing the Need for Diversity (STAND) Program and the College Park Branch of the American Association of University Women. July 2006. Awarded \$10,000.

Microsoft/STAND Internship Research Program (SIRP) Project Director. Secured funds to support SIRP, a program designed to provide rising high school juniors and seniors with research practicum experiences. January 5, 2005. Awarded \$6,000.

Intel Foundation Computer Science (CS) Summer Program in Research and Learning (SPIRAL) ***University of Maryland College Park, CMPS***
Director. Sole responsibility for directing the grant from Intel and assisting the Faculty Director and Co-Director with the coordination and implementation of the co-curricular of those associated with the CS SPIRAL program. January 2005. Awarded \$40,000.

GEAR UP Grant: College Awareness and Mathematics Preparation Program (CAMP)
University of Maryland College Park, CMPS
Co-Project Director. Joint proposal project with the Center for Minorities in Science and Engineering to provide college preparatory services and mathematical supplemental training to students at Potomac High School. July 2, 2003. Awarded \$49,999.

***NASA Goddard Earth Sciences Directorate Grant
University of Maryland College Park, CMPS***

Co-Principal Investigator. College of Computer, Mathematical and Physical Sciences. Funds obtained to support the operation and salaries for STAND (Science and Technology: Addressing the Need for Diversity) Program. April 22, 2003. Awarded \$90,000.

LEADERSHIP AND SELECTED SERVICE APPOINTMENTS

The Ohio State University Alumni Advisory Council (2021-2024)

- Appointed to serve a 3-year term to represent the Office of Academic Affairs related to diversity and inclusion, retention, and graduation rates.
- Collaborate with the Council's liaison and mentor to become more abreast and adept on the priorities and annual goals of the Council.
- Meet with designated representatives to assess the concerns, needs and interests of faculty, staff and students impacted by the overall operation of the Office of Academic Affairs.

Member, Kentucky Council on Postsecondary Education (CPE) (2013-2014)

- Collaborate with other Kentucky public higher education institutional leaders, CPE representatives and business & government stakeholders to discuss strategies for student success.
- Use data to examine the primary causes for student attrition and strategies to increase academic and social engagement.
- Provide advice and recommendations to the CPE staff on specific issues such as advising and first-year experiences.

Member, StrengthsQuest (SQ) Advisor Network. Gallup Organization (2011-2013)

- Invited to join a network of experts in education and strengths-based development to integrate strengths into transitional programs such as the first-year experience, career, and academic advising.
- Attend professional development workshops designed to increase knowledge in the area of strengths development and practice.
- Identify strategies to expand strengths-based activities into different academic and student affairs units across campus.

Chair, Southern Association for College Student Affairs (SACSA) Foundation (2010-2012)

- Appointed by the Executive Council to provide leadership for the Board of Directors and the Foundation as a separate 501 (3c) arm of the regional association.
- Develop and lead fundraising campaigns to increase the organization's capacity to provide more support for research and professional development.
- Create and disseminate reports to the membership delineating the foundation's income and expenditures.
- Facilitate marketing efforts to inform the membership and external community of the support offered to members and its benefits.

Co-Director, Girls Excelling in Math and Science (GEMS) Program (2006-2008). American Association of University Women and the University of Maryland.

- Collaborated with the President and designated members of the AAUW College Park to coordinate GEMS after-school activities with two local Prince George's County middle schools.
- Contacted local and regional businesses to identify fundraising opportunities and additional financial support for the GEMS program.
- Supervised the Graduate Assistant providing the support to both hire and supervise student volunteers.
- Worked with the Assistant Dean of Financial Affairs to disburse stipends to students and pay any outstanding invoices associated with the GEMS program.
- Assisted the Co-Director with required reports due to the AAUW Educational Foundation in a timely manner.

Director, SACSA Fellows Internship Program (2006-2007). Southern Association for College Student Affairs (SACSA).

- Proposed the concept and structure for the organization's inaugural internship program.
- Created application and marketing materials to recruit eligible members.
- Solicited host sites and reviewed potential internship opportunities.
- Served as the liaison between the Executive Director and host sites to ensure stipends and travel reimbursement.

Vice President-Partnerships (2003-2005). Southern Association for College Student Affairs. (Elected by the organizational membership). October 2003.

- Instituted the organization's first internship program for graduate student members.
- Provided oversight and served as a liaison for external marketing initiatives.
- Served as the associational liaison to NASPA Region III, ACPA state chapters, and ASHE.
- Coordinated fundraising efforts with the Chair for Sponsors and Exhibitors.
- Assisted with site selection for annual conferences.

SACSA Conference Program Chair (2002). Southern Association for College Student Affairs. (Appointed by the Executive Board). November 2002.

- Responsible for recruiting between 20-30 volunteers to serve on the committees and subcommittees.
- Provided leadership and supervision in designing a comprehensive program of interest sessions, speakers, evaluations, and resources.
- Delegated responsibilities to volunteers and designated leaders for subcommittees (i.e., speakers, interest sessions and etc.).
- Collaborated with the Executive Council, Executive Director and Local Arrangements committee to assign meeting rooms, plan off-site events, and provide administrative support for the conference.

Chair, Multicultural Issues Committee (2001). Southern Association for College Student Affairs.

- Served as a liaison between members of the committee and Executive Council.
- Responsible for carrying out the charge of the committee which includes but is not limited to do (1) identifying and implementing programs that promote a multicultural environment; (2) identifying resources that address the issue of diversity; and (3) soliciting presentations on successful programs and practices at the annual conference.
- Maintained communication among committee members on issues of diversity.
- Prepared and submitted articles for the association newsletter on committee activities.
- Planned and implemented the first annual diversity drive-in for the association.

- Prepared marketing materials, registration forms, and resources for drive-in. participants
- Identified speakers and presenters for diversity programs.
- Initiated fundraising efforts to supplement budget for program expenses.

BOARD & COMMITTEE MEMBERSHIPS

Member, IGI Global Editorial Review Advisory Review Board (2017-present)
 Commissioner, Durham County Board of Women Commissioners (2016-2017).
 Reviewer, College Journal of Student Affairs (CJSA), Southern Association for College Student Affairs (2016-2018).
 Major Speakers Committee Chair, Southern Association of College Student Affairs (SACSA) School of Education and Human Performance Advisory Council, Winston-Salem State University, 2011-present.
 Girls Excelling in Mathematics and Sciences (GEMS), American Association of University Women, 2006-2009.
 Southern Association for College Student Affairs (SACSA), SACSA Foundation, Trustee (2006-2008).
 Southern Association for College Student Affairs (SACSA), Vice President for Partnerships (2003-2005.)

SAMPLE PRESENTATIONS

Carter, J.D. (2017). Powerful Partnerships: Coupling campus resources to enhance student career capital. 2017 Performance Partnership Summit. Cary, North Carolina.

Wiggins, T. & Carter, J.D. (November 2015). Sisters Helping Sisters: Creating Partnerships While Navigating the Doctoral Process for Women of Color. Annual SACSA Conference. Greenville, SC.

Carter, J.D. & Gilmore, L. (November 2014). Reigniting, Reorganizing and Repositioning Retention Technology Within a Campus Community. The 10th Annual National Symposium on Student Retention [Poster Session]. Louisville, KY.

Talley, R., Groth, T., & Carter, J. (October 2014). Learning Partners: Pairing University Students to Promote Achievement, Engagement and Retention. The University of New Mexico Mentoring Institute. Developmental Networks: Mentoring & Coaching at Work. Albuquerque, New Mexico.

Carter, J. (February 2014). The effects of peer mentoring on near-completer students. Best Practices for Student Success, Inclusion and Retention Summit. Middle Tennessee State University. Murfreesboro, TN.

Carter, J. & Fountaine, T. (June 2011). *Increasing student engagement with strengths: implications for retention*. Strengths in Education Conference 2011. The Gallup Organization. Omaha, Nebraska.

Carter, J. & Fountaine, T. (2010). Strengthening the bridge for summer programs & first-year student success. Strengths in Education Conference. George Mason University. Fairfax, VA.

Carter, J. D. & Fountaine, T (June 2010). Strengthening the bridge for summer programs and first-year student success. Paper to be presented at the NASPA Assessment & Retention Conference, Baltimore, MD.

HONORS AND AWARDS

2014 Dr. Martin Luther King, Jr. Calendar Recognition Participant, Bowling Green, Kentucky
2011 Melvne Draheim Hardee Award, Southern Association for College Student Affairs
The George Washington University Service Excellence Choice Award, Nominee, Fall 2010
Thurgood Marshall College Fund Graduate Fellow, StrengthsQuest Program, 2008
Woman of the Year, Southern Prince George's Business and Professional Women, 2007
University of Maryland College Park, Division of Research Recognition, 2007
Clarence E. Gaines Unsung Hero Award, Winston-Salem State University (WSSU) National Alumni Association, 2007
Exempt Staff Minority Achievement Award, University of Maryland College Park President's Commission, 2004
Non-Instructional Unit Minority Achievement Award, University of Maryland President's Commission, 2004
New Professional of the Year, Southern Association of College Student Affairs, 2002
Alumni Achiever Award, Division of Education, WSSU, October 1999
The Ohio State University (OSU) Student Personnel Administration (SPA) Emerging Professional Award, September 1998
The OSU Council of Graduate Students, Community Service Award, August 1998
Director's Award, Women Student Services, The Ohio State University, April 1997

OFFICES HELD IN PROFESSIONAL ASSOCIATIONS

Member, Undergraduate Education Committee, Association of Business Communication
Chair, Southern Association for College Student Affairs (SACSA) Foundation
Member, SACSA, Strategic Planning Committee 2010
Trustee, SACSA Foundation, 2006-2008
Vice President for Partnerships, SACSA Executive Council, 2003-2005
Chair, Multicultural Issues Committee, Southern Association for College Student Affairs, 2000-2001
Member, Nominating Committee, Southern Association for College Student Affairs, 1999-2000

PROFESSIONAL AFFILIATIONS

American Educational Research Association
American Association of University Women
National Association of Student Personnel Administrators
National Association of Student Affairs Professionals
Southern Association for College Student Affairs
Winston-Salem State University National Alumni Association

INVITED MEDIA INTERVIEWS & PRESENTATIONS

November 24, 2020. Invited Guest. Topic: Strategies to Acquire Professional Positions on a College Campus. Black Student Success Podcast. Inquire Higher: Black Student Success Network. <https://inquirehigher.com>

October 23, 2016. Invited Guest. Topic: "The First 90 Days on a New Job". You're Hired! 96.7 WERA radio program (Episode 5). Lorne Epstein, Host and Producer. Arlington, VA.
www.lorneepsteinshow.com.

October 19, 2016. Invited Guest. Topic: "Preparing the College Essay". My Carolina Today (MyCarolinaToday.com). WNCN Television program. Valonda Calloway, Host. Raleigh, NC.

INVITED PRESENTATIONS AND SPEECHES

Guest Lecturer (March 2021). Western Carolina University. The College of Education and Allied Professions. Higher Education and Student Affairs Program. Topic: Diversity at HBCUs: Experiences of White Students.

Invited Panelist (April 2017). University of Georgia. Department of Counseling and Human Development. Topic: Leadership and Social Change in Higher Education. (Webinar for graduate education course).

Symposium Presenter (November 2016). 2016 Annual SACSA Conference. Graduate Student Symposium. Topic: Priorities, Principles and Practices for Graduate Students Pursuing Professional Positions. Jacksonville, FL.

Keynote Speaker (March 2015). Northern Kentucky University. Office of African American Student Programs. Annual Sisterhood Conference. Highland Heights, Kentucky.

Keynote Speaker (February 2015). Volunteer State Community College. 2015 Black History Luncheon. Gallatin, Tennessee.

Guest Lecturer (December 2014). The School of Management. Marist College. Introduction to Business course. Poughkeepsie, New York.

Keynote Opening Speaker (November 2013). The Bowling Green Junior Achievement of South Central Kentucky. 2014 Teen Summit Program. Bowling Green, Kentucky.

Colloquium Speaker (October 2013). The George Washington University School of Business. First Year Development Program Speaker Series. Maximizing Your Strengths in Business. October 24, 2013.

Keynote Speaker and Trainer (June 2013). The StrengthsQuest© Way: Leading, Mentoring and Serving. 2013 Morgan State University Center for Academic Success and Achievement staff and student leadership training. June 27-29. Baltimore, Maryland.

Presenter (November 2010). The George Washington University. Division of Student Affairs and Student Services. Graduate Student Training. Topic: *Networking Techniques for Student Affairs Paraprofessionals*.

Keynote Speaker (August 2010). University of Tennessee-Knoxville. 2010 Division of Student Affairs Leadership Summit. Pigeon Forge, Tennessee. Topic: *Outreach and Retention Yields Student Success*.

REFERENCES AVAILABLE UPON REQUEST



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING
4TH FLOOR
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE
VICE PRESIDENT FOR
FINANCE AND BUSINESS AFFAIRS

October 12, 2021

TELEPHONE: (225) 771-5550
FAX: (225) 771-2922

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

Dear President-Chancellor Belton:

Please accept this request for approval to appoint Mr. Kenneth R. Dawson to the position of System Director of Facilities Planning. This position reports directly to the System Vice President for Finance and Business Affairs. The System Director of Facilities Planning coordinates and oversees the preparation and submission of the capital outlay budgets for all campuses within the Southern University System. He also coordinates and reviews architecture/engineering programs for new construction, alterations, and major repairs.

Mr. Dawson interviewed with a selected committee that included representation from the campuses within the Southern University System and achieved high scores from committee members during the interview process. I along with the Search Committee members were satisfied that Mr. Dawson possesses the necessary experience to serve in this position. Mr. Dawson has a Bachelor of Science in Mechanical Engineering. He has 20+ years of experience in facilities management and construction, managing teams, projects and budgets, in both the public and private sector. His diversified skills sets includes the development of capital outlay and facilities maintenance budgets, project design, planning, and leading construction projects. He currently serves as Interim Infrastructure Division Director for the Ascension Parish Government.

Mr. Dawson's experience and knowledge will greatly benefit the System. Your favorable consideration of this request will be appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Flandus McClinton, Jr." with a stylized flourish at the end.

Flandus McClinton, Jr.
Vice President for Finance and Business Affairs

"An Equal Education Opportunity Institution"

WWW.SUS.EDU

Attachment

Approval:

Ray Belton, Ph.D.
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH 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 Eli Guillory Reason Left Retirement
 Date Left April 1, 2021 Salary Paid \$85,696.00

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
 Effective Date November 1, 2021

Name Kenneth R. Dawson SS# _____ Sex M Race* B
(Last 4 digits only)

Position Title: System Director of Facilities Planning Department: Facilities Planning

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 38 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): Bachelor of Science Engineering Institution/Location: Southern University and A&M College Year: 1980

Current Employer Ascension Parish Government

Personnel Action

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

Recommended Salary \$110,000.00 Salary Budgeted \$110,000.00

Source of Funds State Budget

Identify Budget: 111005-11303 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
111005-11303	\$110,000.00

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

[Signature]
 Supervisor _____ Date _____

[Signature]
 Dean/Unit Head _____ Date _____

[Signature]
 Vice Chancellor _____ Date 10/12/21
 Director/Personnel _____ Date _____

[Signature]
 Chancellor _____ Date _____
 Vice President/Finance _____ Date _____
 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 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: 8:00 AM -5:00 PM
EMPLOYEE DIRECT SUPERVISOR: Flandus McClinton
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5550
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)

KENNETH R. DAWSON

May 17, 2021

Ms. Dawn M. Harris
Human Resources Director
Southern University and A&M College
JS Clark Annex Building
Baton Rouge, LA 70813

Dear Ms. Harris,

It is my great pleasure to submit my application for the position of Facilities Manager for Southern University. As someone who has spent multiple years working with public and private organizations leading construction projects and facility operations teams, I believe that my familiarity with physical plant construction, maintenance, technology, and operations would make me a perfect fit for this role.

During my time with Ascension Parish, where I served as the Chief Administrative Officer under two Parish Presidents, I managed resources for numerous parish buildings in multiple locations. Successful handling of my duties required knowledge of applicable regulations, laws, and building codes, outstanding attention to detail, ongoing proactiveness, and excellent negotiation skills.

As the designated representative for the Parish President and the Parish Council, I was able to utilize a variety of construction delivery methods to successfully plan and lead significant constructions projects. For example, I led the development of the Request for Proposals (RFP), negotiated the contracts, and directed the design and construction of the \$7 million Ascension Parish Governmental Building and a few years later, led the planning and construction of the \$30 million, 103,000 square foot Ascension Parish Courthouse utilizing Construction Planning at Risk (CMAR) as the project delivery method.

I enjoy managing people and have consistently promoted the development and training of my employees. Communicating effectively in a variety of settings is one of my strengths, and I am comfortable interacting with staff, contractors, administrators, and the general public.

And finally, as a proud Jaguar with a degree in Mechanical Engineering, it would be an honor and a privilege to serve the university that has done so much for me.

Thank you for taking the time to consider my application. As I look forward to the next steps of the hiring process, please know that I am available to answer questions or to provide additional information as needed.

Sincerely,

Kenneth R. Dawson

KENNETH R. DAWSON

EDUCATION

Bachelor of Science,
Mechanical Engineering
Southern University

SKILLS

Construction & Project
Management
Public Relations
Strategic Planning
Community Outreach &
Development
Economic Development
Team Development

PROFESSIONAL PROFILE

Multi-faceted, efficient, and reliable manager with over 20+ years of experience in facilities management and construction, managing teams, projects, and budgets, in both the public and private sectors. Diversified skill sets covering the development of capital outlay and facilities maintenance budgets, project design and development of RFPs/RFQs/ITNs, planning and leading construction projects, and proficiency in technology and software applications. Offering a unique combination of creative and analytical skills to create cost-effective, safety compliant, well-maintenance buildings and multi-location (multi-campus) disaster plans to ensure secure and sustainable buildings and campuses.

EXPERIENCE

ASCENSION PARISH GOVERNMENT | Donaldsonville, LA | 2012 – Present

Interim Infrastructure Division Director [January 2020 – Present]

- Directs and supervises the Transportation, Utilities, and Drainage Departments

Chief Administrative Officer [2012 – January 2020]

Directed and coordinated administration of parish government in accordance with policies determined by Parish Council and Home Rule Charter by performing the following duties personally or through subordinate supervisors. Served in this role under two administrations.

- Managed three subordinate supervisors, who supervised a large number of employees in the Department of Public Works, the Department of Human Resources, and the Department of Planning and Development. Responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities included training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Supervised the heads of all departments with the approval and as directed by the Parish President.
- Appointed or removed, with the approval of the President, all employees except those whose appointment or removal is otherwise provided for in the Home Rule Charter.
- Provided general oversight over departments for the purpose of coordinating their activities.
- Prescribed accepted standards of administration practices, to be followed by all offices, departments, and boards.

KENNETH R. DAWSON

Page 2

EXPERIENCE *(continued)*

Chief Administrative Officer [2012 – January 2020]

- Supervised the execution of the budget ordinance boards receiving appropriations from the Parish.
- Attended all meetings of the governing authority and any board or committee when requested by the President, and made available information as required.
- Made information available to the President, the governing authority and the public concerning the current status of the financial affairs of the Parish, and all offices, departments, and boards receiving appropriations from the Parish.
- Performed other duties assigned in writing or verbally by the President.

RURAL BROADCASTING SERVICE | St. Francisville, LA | 2009 – 2011

Engineering Consultant

Responsible for the preparation of engineering design documents for broadband system.

- Managed the interface between multiple companies in the development of systems and engineering design.
- Interfaced between state and federal government agencies and staff to insure compliance.

WEST FELCIANA PARISH | St. Francisville, LA | 2008 – 2010

Parish President

Performed duties as President of West Feliciana Parish including but not limited to overseeing budget, resolving local issues, signing contracts for projects, equipment and professional services, assists in the preparation of budget.

- Assisted in the development and managed development of design for waste treatment plant in Parish.
- Responsible for the development and adoption the West Feliciana Parish Comprehensive Plan.
- Assisted in production of support information for grant opportunities such as Tiger II Federal Grant, and Stronger Economies Together, USDA Grant.

KENNETH R. DAWSON

Page 3

EXPERIENCE *(continued)*

ENERCORN ENGINEERING, INC. | Baton Rouge, LA | 2009

Engineering Consultant

In charge of the review of existing equipment and components in order to optimize efficiencies within the Preventive Maintenance Optimization System.

STRATEGICS GROUP, LLC | St. Francisville, LA | 2006 – 2008

President

Identified, evaluated, and developed new customer accounts specializing in consulting services to clients in the operation and control of cooling, boiler, water, and waste water system.

- Managed strategic planning, product development, and research in municipal water and treatment plants.
- Responsible for continued engineering consulting and technical service to existing clients.

GE WATER TECHNOLOGIES | Baton Rouge, LA | 1991 – 2006

Account Executive

Managed and directed the technical consultation to several large chemical and petrochemical industrial complexes. Operational responsibilities included: influent and effluent water management, control of cooling and boiler systems, design/manage/operation of feed and control systems and cost management.

- Responsible for consultation and management of corporate accounts.
- Assisted in facility start-ups.
- Developed long term solution training programs for operation and engineering staff; which insured safe and reliable operation of systems.
- Assisted in negotiations of multi-million dollar contracts and joint venture agreements with major corporate clients.

EXPERIENCE *(continued)*

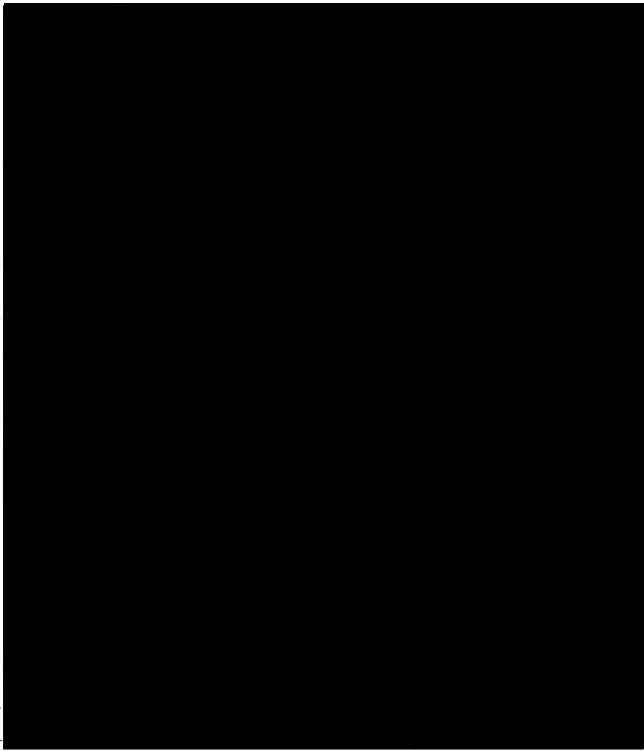
GULF STATES UTILITIES | St. Francisville, LA | 1983 – 1991

Manager of Predictive Maintenance & Failure Analysis

Responsible for the strategic development and implementation of plant wide failure analysis program (Nuclear Plant Reliability Data System) and Predictive Maintenance Programs.

- Managed contracts and contract personnel in the development of the Nuclear Plant Reliability Data System. The system was used as the failure analysis program for the facility.
- Developed, implemented, and managed predictive maintenance programs such as vibration, oil, and digital infrared analysis.
- Reduced operational, maintenance, and equipment cost.
- Increased operation time of critical equipment, which improved station reliability and profitability.

Professional References for Kenneth R. Dawson



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

October 8, 2021

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:

This letter is to request approval to appoint Mr. Aimane Ederouich as the full-time Data Scientist within the Division of Administration and Finance, with a proposed salary of \$80,000. With Board approval, Mr. Ederouich's appointment will be November 1, 2021. The University advertised for this position. A search committee conducted multiple interviews without identifying a viable candidate to recommend for hire due to lack of experience or inability to meet the required market salary range which is 50% higher in the greater New Orleans area (on par with the national average).

During the summer, while we conducted our search, we hired Mr. Ederouich as the temporary Data Scientist due to the critical need that we had for this role. He worked closely with Dr. Teresa Hardee, our Vice Chancellor for Administration and Finance and who serves as his immediate supervisor. Dr. Hardee has previous direct experience working with data scientists and was able to guide several very important projects. During this period of time, she observed Mr. Ederouich's performance and given the lack of suitable candidates being identified in the search, she is confident that he can fill this critical role on a permanent basis.

Mr. Ederouich is a Summa Cum Laude (3.91 GPA) graduate of Southern University of New Orleans (SUNO), majoring in mathematics. He is highly intelligent and has worked out extremely well during this time period. Mr. Ederouich has diligently worked to aid the University in successfully launching Tableau, a visual analytics software used to solve business problems, has helped to improve data integrity in our Banner system, and has produced timely reports for the Board of Regents (BOR). He was also instrumental in completing the SSPS, employee, IPEDs, enrollment data, SACSCOC and other files that have been difficult to produce on time and with the required accuracy. His work has been influential in helping SUNO to begin submitting timely and accurate files which has been noted by the BOR. His research skills are unmatched, and he has excellent knowledge of programming languages like R-Software, SQL, and Python, all of which can be used for the benefit of SUNO.

In addition to all of the aforementioned qualifications, Mr. Ederouich's understanding of analytical tools has led the University to being able to identify challenges and formulate effective solutions in our reporting. His logical and critical thinking allows him to communicate effectively with technical and non-technical University employees alike. By way of this communication, I am requesting your favorable endorsement to appoint Mr. Aimane Ederouich as the Data Scientist on a full-time basis.

With kind regards,

Handwritten signature of James H. Ammons, Jr. in blue ink.

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

APPROVED:

Handwritten signature of Ray L. Belton in blue ink.
Ray L. Belton, Ph.D.
President - Chancellor
Southern University System

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Aimane Ederouich Reason Left Temporary Hire
 Date Left _____ Salary Paid \$40/hr.

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022

Effective Date October 25, 2021

Name Aimane Ederouich SS# xxx-xx-6511 Sex Male Race* White

Position Title: Data Scientist Department: Administration and Finance

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 12 month Southern University Experience 4

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Bachelor of Science</u>	<u>Southern University at New Orleans</u>	<u>2020</u>
	<u>Associate of General Studies</u>	<u>Delgado Community College</u>	<u>2018</u>

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary \$80,000.00 Salary Budgeted \$80,000.00

Source of Funds Grant

Identify Budget: _____ Location 420204.41410.61002.46000
 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

Source of Funds	Amount
420204.41410.61002.46000	\$80,000

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: <u>Dr. Teresa Hardee</u>	10/07/2021		
Supervisor <u>Dr. Teresa Hardee</u>	10/07/2021	Dean/Unit Head <u>James H. Ammons</u>	10/8/2021
Vice-Chancellor <u>Dr. Teresa Hardee</u>	10/07/2021	Chancellor <u>Dr. Teresa Hardee</u>	10/07/2021
Director/Personnel		Vice-President/Finance <u>Dr. Teresa Hardee</u>	
President		Business Affairs/Comptroller	
		Chairman/S.U. Board Of Supervisor	

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

ETHIC ORGIN (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 recognitions.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

_____ M-F; 8:00 AM to 5:00 PM

EMPLOYEE DIRECT SUPERVISOR:

_____ Dr. Teresa Hardee, CPA, SSBB

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)



Aimane Ederouich

Data Scientist

Motivated, teamwork-oriented, and responsible Data Scientist with experience in increasing comprehension of reports and presentations by the average professional.

EXPERIENCE

Data Scientist
The Southern University at New Orleans
06/2021 - Present New Orleans, LA

Tasks/Achievements

- Identified the data-analytics problems that offer the most significant opportunities to the University.
- Determined the correct data sets and variables.
- Cleaned and validated the data to ensure accuracy, completeness, and uniformity.
- Analyzed the data using statistical software.
- Interpreted the data to discover solutions and opportunities.
- Provided data reports for management.
- Provided SSPS reports to the Board of regents.
- Collected and provided Reports to the IPEDS Data Collection System.

Computer Science Tutor
St. Augustine High School
08/2020 - 05/2021 New Orleans, LA

Tasks/Achievements

- develop the computer literacy that students need to successfully join today's workforce.

STEM CLUB 3D Printing Tutor
The Southern University at New Orleans and St. Augustine High School
01/2019 - 05/2021 New Orleans, LA

Tasks/Achievements

- Helped Students to practice and develop their 3D printing Skills.

EDUCATION

Bachelor of Science degree in mathematics
The Southern University at New Orleans
01/2019 - 12/2020 GPA: 3.9

General Studies
Delegado Community College, New Orleans, LA
01/2016 - 12/2018

SKILLS

- Database Design & Management
- Data Quality Assessment
- Devising and applying models and algorithms
- Data Analysis Pattern & Trend Identification
- Visualization of Data Insights System Administration
- Algorithms Advanced Microsoft Excel Functions
- Data Visualization R programming Tableau
- Python SAS

HONORS/ AWARDS

SUMMA CUM LAUDE
Name of the institution that issued/awarded it

Dean's List: 2017, 2018, 2019, 2020
Name of the institution that issued/awarded it

Louisiana Alliance for Minority Participation (LAMP)
Name of the institution that issued/awarded it

LANGUAGES

English	● ● ● ● ○
French	● ● ● ● ●
Arabic	● ● ● ● ●
Spanish	● ● ● ○ ○

INTERESTS

- Travel
- Soccer
- Videography
- Video Editing
- Swimming
- Learning Languages



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

September 2, 2021

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

RE: Salary adjustment for additional duties related to securing a \$1,875,000 grant from the Minority Business Development Agency to establish a Minority Business Development Center by SULC Professor Charletta Fortson as Principal Investigator and Project Director

Dear Dr. Belton:

SULC Professor Charletta Fortson has secured a historic grant in the amount of \$1,875,000 over a five-year period from the Minority Business Development Agency (MBDA), a bureau of the U. S. Department of Commerce. This grant will be used to create a minority Business Development Center (MBDC) at the Southern University Law Center. Under the provisions of the grant and the budget approved by the MBDA, Professor Fortson has been approved by the federal agency to be the Project Director with compensation of \$61,000 per year as additional compensation for her to assume additional duties as Project Director for the MBDC.

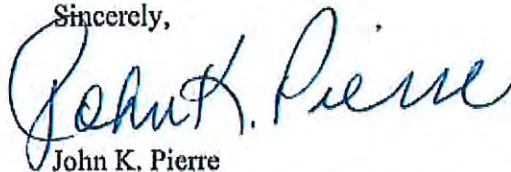
The grant period is from July 1, 2021, through June 30, 2026. The purpose of the MBDC is to provide technical assistance and business development services to minority business enterprises (MBEs) with gross revenue of \$500,000 or more. The MBDC is housed in the Innovation Center on the Baton Rouge Landmass and is the only MBDC in the State of Louisiana, and the only MBDC on an HBCU campus. The MBDC will provide an array of services to MBEs which include entrepreneurship training, business development, capacity building, legal consultations, and access to global markets.

Prior to joining the faculty at SULC, Professor Fortson, who is the Principal Investigator and Project Director was Vice President of Program Management for Learning and Development at SunTrust Bank.

I hereby request that the salary adjustment approved by the MBDA be authorized for Professor Charletta Fortson by the Southern University Board of Supervisors at its September 17, 2021, board meeting. The salary adjustment would be retroactive to August 1, 2021, and would end on June 30, 2026, or earlier if the grant is terminated.

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

Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre". The signature is written in a cursive style with a large initial "J" and "P".

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

JOB CLASS				
JOB CODE	U			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	6	9
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 08/01/2021 To June 30, 2026
 Effective Date 08/01/2021

Name Charletta Fortson xxx-xx-0303 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Common Law Bar Program and Assistant Professor of Law Department: Law Center - Instruction

Check One ___ *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 16 Southern University Experience 4
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2016
MBA, Business Management Clayton State University, Morrow, GA. 2009
MS, Instructional Technology George State University, Atlanta, GA 2004

Current Employer Southern University Law Center

Personnel Action

Check One ___ New Appointment ___ Continuation ___ Sabbatical ___ Leave of Absence ___
 ___ Transfer ___ Replacement ___ Other (Specify) ___ Minority Business Grant Salary Adjustment

Recommended Salary \$193,000.00 Salary Budgeted \$193,000.00

Source of Funds 327575-31120-61002-36000, 320906-32030-61002-34100 and 392007-32030-61002-34100

Identify Budget: Grant Location ___
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position Director of Common Law Bar Program Director of Common Law Bar Program
 Status And Assistant Professor of Law And Assistant Professor of Law & Minority Bus.
 Salary Adjustment \$132,000.00 \$132,000.00+\$61,000.00-193,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
320906-32030-61002-34100	\$76,140.00
392007-32030-61002-34100	\$13,860.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 9-9-21
 Vice Chancellor [Signature] Date 9/7/2021
 Director/Personnel _____ Date _____
 Dean/Asst. Dean [Signature] Date 9/7/21
 Assoc. V/C for Fin. Affairs [Signature] Date 9/7/21
 Chancellor [Signature] Date _____
 Vice President/Finance [Signature] Date _____
 Business Affairs/Comptroller _____ Date _____

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

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary adjustment for additional duties related to securing a \$1,875,000 grant from the Minority Business Development Agency to establish a Minority Business Development Center by SULC Professor Charletta Fortson as Principal Investigator and Project Director.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 225.00

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

- United States Citizen/Certificate of Naturalization
- Resident Alien
- H-1 Visa (Distinguished Merit & Ability)
- J-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp. FT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
 CODE _____ EXPENSES _____
 DOC. # _____
 DATE 9/7/2021
 BY JMP
 RA _____
 HI _____
 J1 _____
 F1 _____
 F0 _____

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

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



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

October 6, 2021

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

RE: Salary adjustment for additional Accounting and Financial Reporting duties related to the SULC Minority Business Development Center for Demetria George

Dear Dr. Belton:

The Southern University Law Center (SULC) has been awarded a five-year \$1,875,000 grant by the Minority Business Development Agency (MBDA) to establish a Minority Business Development Center (MBDC). As a part of the budget submitted and approved by the MBDA, funds were allocated for Financial Services. SULC has assigned Demetria George, Associate Vice Chancellor for Financial Affairs, to coordinate and perform those tasks. Ms. George will require a salary adjustment of \$8,000 to receive additional compensation from the MBDC.

I would like this request to be presented to the Southern University Board of Supervisors at its October 22, 2021, board meeting for approval. The adjustment will be funded by the MBDA grant, and would be effective beginning September 1, 2021, through June 30, 2026.

Should 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	2	1	3	0
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	6	2
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 09/01/2021 To June 30, 2026
 Effective Date 09/01/2021

Name Demetria George XXX-XX-3435 Sex F Race* B
 (Last 4 digits only)

Position Title: Assoc. Vice Chancellor for Finance and Business Affairs Department: Law Center - Institutional Support

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 39 years Southern University Experience 22 years

Degree(s): Type/Discipline (BA-Education): BA-Accounting Institution/Location (SU-Baton Rouge): Louisiana State University Year: 1997
MBA-Finance/Accounting University of Wisconsin-Madison 1999

Current Employer Southern University - Law Center

Personnel Action

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

Recommended Salary \$140,000.00 Salary Budgeted \$ 140,000.00

Source of Funds 311001-36110-61002-36000 (\$132,000.00) and Minority Grant (327575-31120-61002-36000) \$8,000

Identify Budget: State/Grant Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position Assoc. Vice Chancellor for Finance and Business Affairs Assoc. Vice Chancellor for Finance and Business Affairs
 Status _____ SULC Minority Business Development Center
 Salary Adjustment \$132,000.00 \$132,000.00 + \$8,000.00 = \$140,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-31120-61002-36000	\$132,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Gerry R. Hall 10/7/21
 Supervisor Date
Dorinda W. Pugh 10/7/21
 Vice Chancellor Date
 _____ Date
 Director/Personnel

Gerry R. Hall 10/7/21
 Dean/Unit Head Date
John R. Pierce 10/7/2021
 V/C for Fin. And Bus. Admi Date
Blondine M. C. ...
 Chancellor Date
 _____ Date
 Vice President/Finance
 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:

Salary adjustment for additional Accounting and Financial Reporting duties related to the SULC Minority Business Development Center.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Terry Hall

NUMBER OF EMPLOYEES SUPERVISED, (if any) 10

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

- United States Citizen/Certificate of Naturalization
- Resident Alien
- H-1 Visa (Distinguished Merit & Ability)
- J-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp. FT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
 DOC. I.D. # _____
 DATE: US 10/07/2021
RA
 BY: H1 DMJ
J1
F1
F0

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- _____ 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

OBJECTIVE

To obtain a challenging position which will require the use of problem solving, analytical and interpersonal skills and provide an opportunity for continuing professional growth and advancement.

SUMMARY OF QUALIFICATIONS

Over thirty five years of professional accounting and financial experience with primary concentration in financial services, real estate and higher education, including six years with a national public accounting firm and twenty years in higher education. Conscientious, highly motivated and energetic; capable of working both independently and as a member of an integrated team. Proficient in Excel, Word and familiar with general ledger and other accounting software, including SIS PLUS and BANNER.

EXPERIENCE

Southern University – Law Center, Baton Rouge, LA

2014-Present

Associate Vice Chancellor for Financial Affairs (February 2019 to Present)

- Administer and control all transactions relative to accounting procedures and processes for SULC.
- Supervise personnel in the following areas: Human Resources, Travel, Accounts Payable and General Accounting.
- Prepare the general ledger operating budget and the monitor the budget for the Title III grant.
- Develop revenue and expenditure projections for the operating budget.
- Responsible for the rollover and reconciliation of budgets and position numbers.
- Monitor, review and approve request for purchases of materials and services and employment of personnel based on availability and adequacy of funding in accordance with the approved budget.
- Review fiscal reports to ensure accuracy of a data, prepare supporting schedules and make appropriate adjusting entries when necessary. Prepare financial reports and appropriate closing entries.
- Works with staff of the internal and external auditors, Board of Regents, Legislative Fiscal Office and Office of Planning and Budgets. Assist with the fiscal audits with respect to SULC responsibilities and Special Projects as required.

Budget Officer (June 2014 to July 2015)

- Prepare the general ledger operating budget and the monitor the budget for the Title III grant.
- Develop revenue and expenditure projections for the operating budget.
- Responsible for the rollover and reconciliation of budgets and position numbers.
- Monitor, review and approve Personnel Action Forms.
- Prepare Interim Financial Statements for the System Office.
- Review and approve purchase requisitions, travel requests and other expenditures for budget compliance.

Southern University – Baton Rouge Campus, Baton Rouge, LA

1997-2014

Assistant Comptroller for Student Operations/Bursar

- Responsible for the cash receipts and student account receivables, including the collection efforts of the University's student account receivables of approximately \$2.7 million.
- Managed a staff of approximately 6 full-time professional accountants and clerical employees and 15 part-time employees hired during the registration periods, to ensure compliance with University, state and federal regulations and guidelines.
- Coordinated with other department heads to ensure that student accounts are accurate, i.e. tuition and fees are correct based on the number of hours enrolled and that the students' financial aid, out-of-state fees, housing and board is accurate.
- Assisted the U S Department of Education, State Legislative and Independent Auditors in their audits of the University.
- Served on the University's Strategic Planning and Retention Committees.

Interim Comptroller (March 1999 through October 1999)

- Responsible for directing and coordinating the accounting, bursar, payroll, accounts payable, financial control and operational auditing functions for the Southern University Baton Rouge Campus, one of the largest historically black colleges with an average enrollment of approximately 9,000 students.
- Managed a staff of approximately 50 professional accountants and clerical employees to ensure compliance with University, state and federal regulations and guidelines.
- Interacted with federal, state and private governmental agencies in regard to fiscal matters affecting the University. Confers with internal auditors, Legislative, Federal and other external auditors in their audits of the University.

Very Special Arts/Louisiana, Inc., Baton Rouge, LA
Director of Finance and Administration

1995-1997

- Responsible for all accounting, financial reporting, budgeting and payroll processing for a \$1.5 million grant funded by the U S Department of Education to integrate the arts in the lives of people with disabilities.
- Ensured compliance with Federal and State regulations.
- Coordinated audits conducted by independent accountants.
- Assisted in researching funding sources and in developing grants and proposals.

J E Robert Companies, Houston, TX
Controller - Houston Office

1990-1995

- Responsible for all accounting, financial reporting and information systems functions for the Houston office of a major asset management firm, managing in excess of \$5 billion of loans and real estate for the Resolution Trust Corporation (RTC), Goldman Sachs, First Boston Corporation, Cargill Financial Services Corporation and other private investors.
- Managed a staff of approximately 75 professional and clerical employees involved in the accounting, reporting and systems functions of the organization assuring consistent compliance with asset management agreements and successful completion of external audits.
- Assisted in the planning, hiring and establishment of the firm's office in Milford, Connecticut, which managed over \$3 billion in assets for the Federal Deposit Insurance Corporation (FDIC).
- Successfully planned and coordinated the wind down of the operations in the Houston office as a result of the completion of the RTC contracts, including employee terminations and liquidation of furniture and equipment.

NationsBank, Houston, TX

1989-1990

Senior Vice President - Internal and External Reporting

- Worked closely with RTC to develop and implement the accounting and reporting systems required of Asset Management Contractors.
- Developed and implemented an internal reporting package used for timely reporting to NationsBank's Corporate Accounting Department on the activity of the division under contract with the RTC.
- Assisted in the smooth transition of the accounting and reporting functions from NationsBank to the J E Robert Companies upon expiration of the contract with RTC.

University Savings Association, Houston, TX

1986-1989

Senior Vice President - Special Projects

- Actively participated with the RTC in the takeover of the Association and establishing the RTC's accounting systems and financial reports.
- Supervised and monitored the accounting and reporting functions of the Association during the transition subsequent to RTC's takeover.
- Coordinated the due diligence reviews performed by potential purchasers of the Association and contractors interested in managing the Association's assets for the Resolution Trust Corporation.

Vice President - Director of Internal Audit

- Coordinated and monitored the audits of all departments and functions of a \$4.5 billion savings and loan, including audits of 93 branch offices located throughout the state of Texas.
- Supervised, trained and evaluated twelve accountants in three locations.
- Evaluated internal accounting controls and communicated with the Board of Directors on recommendations to enhance accounting, reporting and control systems.
- Developed and implemented an internal reporting package used for reporting to management and for the Association's publicly held parent company's Security and Exchange Commission filing.
- Assisted the CFO in the development of an asset/liability management and earnings projection model used for evaluating potential acquisitions of other failing savings and loans.
- Prepared financial statements, disclosures and regulatory reports for the acquisition of the Association by senior management.
- Assisted the independent auditors and examiners (federal and state) in their examinations of the Association.

Arthur Andersen & Co., Houston, TX

1980-1986

Senior Auditor

- Gained extensive experience with a diversified client base in a variety of industries such as banks, real estate, savings and loans, pension plans, profit sharing plans, mortgage servicing, finance companies and brokerage firms.
- Responsible for the planning and administration of audit engagements, supervision and training of staff auditors and preparation and analysis of financial statements, audit reports, management letters and special reports.
- Evaluated operating results and trends using analytical procedures.
- Involved in all aspects of financial reporting including evaluation of compliance with technical requirements and the propriety and completeness of disclosures.
- Promoted and maintained client relationships.

EDUCATION

University of Wisconsin, Madison, Wisconsin
MBA in Accounting/Finance, May 1980

Louisiana State University, Baton Rouge, Louisiana
BS in Accounting, December 1978

REFERENCES


Available upon request.



University Counseling Center

8710 Elton C Harrison Dr. Southern University Baton Rouge, LA 70813
(Voice) 225-771-2480 (Fax) 225-771-3560

TO: Dr. F Carl Walton
VC for Student Affairs

FROM: 
Dr. ValaRay J Irvin
Executive Director and Licensed Psychologist
University Counseling Center (UCC)

DATE: October 01, 2021

RE: New Hires for the UCC

Dr. Walton, this is a request that the below names be submitted to the Board of Supervisors on its October 22, 2021 meeting for approval to become full-time therapists within the UCC.

As of this writing, the UCC is, once again, experiencing record requests from our students for counseling/therapy services. Seven weeks into the semester, to students' displeasure, they are being told of a two-week Wait-List with 26 students on the list! It is my opinion that given the toll of COVID-19 we can expect even more students, as well as, staff reaching out for various services. I feel it is crucial that we fill these two positions as soon as possible.

You will find attached the required materials for the new hires: **Ms. Ariana Hollins**, and **Ms. Andrea Travis**.

Thank you for your consideration.

Cc: Chancellor-President Ray S Belton
Attachment: PAF, PVA, Resumes

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 ___ OTHER ___ (Specify) ___

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

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

Profile of Person Recommended

Length of Employment _____ To September 30, 2022
 Effective Date October 25, 2021

Name Ariana M Hollins SS# xxx-xx-436-79-0605 Sex F Race* A-A
(Last 4 digits only)

Position Title: Mental Health Therapist II Department: UCC

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 2 y0 Southern University Experience -0-

Degree(s): Type/Discipline (BA-Education): MS-Mental Health Counseling Institution/Location (SU-Baton Rouge): Southern LA U. Year: 12/2018

Current Employer Jefferson Park Behavioral Health

Personnel Action

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

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

Source of Funds SUBR & SULC / 216080-27052-2900 SUBR SULC
320919-32030-61002-34100

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

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

<u>[Signature]</u> Supervisor	<u>09-30-2021</u> Date	_____ Dean/Unit Head	_____ Date
<u>[Signature]</u> Vice Chancellor	<u>10-5-21</u> Date	_____ Chancellor	_____ Date
<u>[Signature]</u> Director/Personnel	<u>10-7-21</u> Date	<u>[Signature]</u> Vice President/Finance	_____ Date
<u>[Signature]</u> 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:

8:00 am - 5:00 pm M-F

EMPLOYEE DIRECT SUPERVISOR:

(Dr. Palakay)

SUPERVISOR/DEPARTMENT CONTACT NUMBER

791-2480

NUMBER OF EMPLOYEES SUPERVISED, (if any)

1 pre-doctoral intern

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Hollins

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Mental Health Therapist, II AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR University Counseling Center (UCC)
(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

This is a 40hrs. full-time position within the UCC and funded through both Student Affairs and SULC. The success candidate is expected to perform individual counseling/therapy, crisis intervention, Intake evaluations, and consultation to both SULC, and the SUBR campus community. The candidate will be housed within the UCC, report to the Director of the UCC, but and will split his/her time between SULC and SUBR students. The salary, (\$60,000) as well as, FB will be split half between SUBR and SULC

Budget Code ~~216080-27052-29000~~ 216080 - 27052-29000

Salary/Range: 30,000 Previous Incumbent (if replacement):

Approved Disapproved ValaRay J Irvin, PhD 5/21/21
Department Head

Approved Disapproved F Carl Walton, PhD 5/21/21
Dean/Director/Supervisor of Budget Unit

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Jamela Johnson</u>	<u>6/23/21</u>
Signature	Date
Budget Number	<u>216080-27052-29000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>24283</u>
<u>Mikhaela Williams</u>	<u>6/14/21</u>
Verified By:	Date:

Approved Disapproved F. Carl Walton 5/21/21
Vice Chancellor

Approved Disapproved Ray S. Beltra 6/23/21
Chancellor/Vice President

Approved Disapproved

EDUCATION

- University of Holy Cross at New Orleans - New Orleans, LA** Currently
Ph.D. in Counselor Educator and Supervision
- Southeastern Louisiana University - Hammond, LA** December 2018
Master of Science in Clinical Mental Health Counseling
- Southern University at New Orleans - New Orleans, LA** May 2014
Bachelor of Arts in Psychology; Minor in Sociology

PROFESSIONAL WORK EXPERIENCE

- Turning Point Counseling** April 2021-Currently
Provisional Licensed Professional Counselor
- Maintain confidentiality of records relating to clients' treatment.
 - Evaluate clients' mental condition based on review of client information, interviews, observation, tests, and collaboration with other staff members to perform clinical assessments and develop treatment plans.
 - Guide clients in the development of skills and strategies for dealing with their problems.
 - Conduct outreach and referral activities in surrounding communities.
 - Counsel clients, individually and in group sessions, to assist them in overcoming dependencies, adjusting to life, and making changes.
- Jefferson Oaks Behavioral Health** April 2021-Currently
Clinical Therapist
- Conduct group and individual therapy sessions.
 - Assess and analyzed data on client records, interviews, and outpatient sources.
 - Consult with clinical and medical treatment teams regard client's treatment plans and level of care.
 - Work with utilization review to obtain coverage for continued stay for clients.
 - Maintain treatment plans, case management, and discharge plans.
- Behavioral Health Counseling & Consulting- Metairie, LA** March 2019-May 2021
Provisional Licensed Professional Counselor
- Maintain confidentiality relating to client's treatments and follow ethical guidelines.
 - Assess and collect information about clients with interviews, observations, and assessment tools.
 - Develop and maintain treatment plans and document client related paperwork using electronic medical systems.
 - Counsel clients individually or group sessions to assist in developing coping skills to overcome dependencies and adjusting to changes in life.
 - Assist clients in developing skills to deal with problems, teach life skills, and advocating for individual needs.
- Qualis Care of Louisiana- New Orleans, LA** December 2018- August 2019
Admissions Counselor
- Perform behavior health services (individual, group, and family therapy).
 - Review clinical information for appropriateness of admission candidates.
 - Develop treatment goals with client and assist clients in developing a treatment.
 - Perform psychosocial assessment, obtain background history, identify problems and strengths to assist clients in achieving their goals.
 - Recognize crisis situations and provide intervention.
- University Counseling Center- Hammond, LA** August 2017- December 2018
Counseling Intern
- Perform supervised individual counseling.
 - Provide psychological assessments, intakes, and appropriate referrals.
 - Crisis intervention and consultancy with other mental health professionals and staff.
 - Take part in outreach lectures and workshops to campus community, weekly staff meetings, and supervision.

- Maintain clinical documentation, interacts with staff and students in ethical and appropriate manner.

LICENSES & CERTIFICATIONS

- Provisional Licensed Professional Counselor (2018)
- National Certified Counselor
- Brainspotting Phase I Training
- Reiki Master
- Substance Abuse Subtle Screening Inventory Adult & Adolescent (SASSI -4)

SKILLS, ACTIVITIES, & HONORS

Chi Sigma Iota Counseling Academic & Professional Honor Society Inc. • Psi Chi International Honors Society of Psychology, President 2013-2014 • National Institute of Science. • American Counseling Association



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR
(225) 771-2552
FAX (225) 771-2474

September 23, 2021

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

RE: Salary adjustment for additional marketing duties related to the SULC
Minority Business Development Center by Jasmine Hunter

Dear Dr. Belton:

The Southern University Law Center (SULC) has been awarded a five-year \$1,875,000 grant by the Minority Business Development Agency (MBDA) to establish a Minority Business Development Center (MBDC). As a part of the budget submitted and approved by the MBDA was \$6,000 allocated for marketing services. SULC believes that Jasmine Hunter, who serves as the Director of External Relations at SULC be awarded a \$6,000 salary adjustment to perform extra duties to market the MBDC.

I would like this request to be presented to the Southern University Board of Supervisors at its October 22, 2021, board meeting for approval. The adjustment will be funded by the MBDA grant, and the salary will be effective September 1, 2021, and will end on June 30, 2026, or earlier if the grant is terminated.

Should 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	2	5	0	0
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	8
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 09/01/2021 To 06/30/2026
 Effective Date 09/01/2021

Name Jasmine Hunter xxx-xx-4408 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Communications Department: Law Center-Institutional Support

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 6 Southern University Experience 2

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A.</u>	<u>Alabama State University</u>	<u>2012</u>
	<u>M.S.</u>	<u>Troy University, Troy, Alabama</u>	<u>2015</u>

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Minority Business Grant Salary Adjustment.

Recommended Salary \$84,000.00 Salary Budgeted \$84,000.00

Source of Funds General Appreciation (311001-31610-61002-36000) and Grant (327575-31120-61002-36000)

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

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Director of Communications</u>	<u>Director of Communications & Minority Business Development Director of External Relations</u>
Status		
Salary Adjustment	<u>\$78,000.00</u>	<u>\$78,000.00+\$6,000.00=\$84,000.00</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:


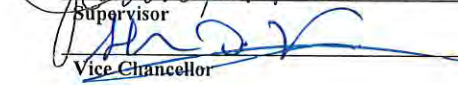
*See Reverse Side

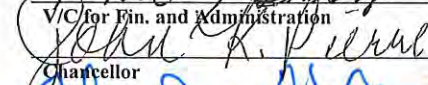

Comments: (Use back of form)

Source of Funds	Amount
311001-31610-61002-36000	\$78,000.00

*See Reverse Side

Graduate School signature (if, applicable):


 Supervisor Jean K. Pierre Date 9/17/21

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

Dean/Unit Head _____ Date _____
 V/C for Fin. and Administration _____ 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: Salary adjustment for additional marketing duties related to the SULC Minority Business Development Center by Jasmine Hunter.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am -5:00pm Monday thru Friday

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

- United States Citizen/Certificate of Naturalization
- Resident Alien
- H-1 Visa (Distinguished Merit & Ability)
- J-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp. FT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE

CODE _____ EXPIRES _____
 DOC US # _____
 DATE RA 9/7/2021
 HT _____
 BY JI DMB/ong
 F1 _____
 F0 _____

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

- PAF APPROVAL PROCESS CHECKLIST** (Must have the information outlined below):
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
 - Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
 - 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 Managing Director, Diabetes Equity Advocacy Litigation (DEAL) Project 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).

Recruit SULC law students to participate in the DEAL Project; directly supervise the day-to-day legal work of SULC law students and other lawyers who may engage in DEAL litigation on behalf of ADA; identify, select, and prioritize potential high-impact litigation for DEAL; coordinate pro bono counsel and other local counsel resources, where appropriate, and ensure adherence to legal and ethics requirements and maintain the highest professional standards as required by the law, DULC, and ADA

Salary/Range: \$75,000-\$85,000

Previous Incumbent (if replacement):

Approved

Disapproved

Gerry Mark E. Halperin
 Department Head

9/20/21
 Date

Approved

Disapproved

Gerry K. Hall
 Dean/Director/Supervisor of Budget Unit

9/20/21
 Date

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

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

Approved

Disapproved

Shirley D. ...
 Vice Chancellor

9/17/2021
 Date

Approved

Disapproved

John R. Pierre
 Chancellor/Vice President

9/20/2021
 Date

Approved

Disapproved

[Signature]
 President

 Date

An Equal Opportunity Employer

Managing Director, Diabetes Equity Advocacy Litigation (DEAL) Project

Job Description: Managing Director, Diabetes Equity Advocacy Litigation Project

Southern University Law Center (SULC) is seeking a Managing Director to lead its new Diabetes Equity Advocacy Litigation (DEAL) program, which will orchestrate all aspects of impact litigation on behalf of 34 million Americans with diabetes – a group that is disproportionately made up of low-income Americans and people of color.

The Managing Director of Project DEAL will be an experienced civil rights litigator and manager who can lead the day-to-day efforts of Project DEAL, overseeing the work of participating SULC law students and partnering with others in the national legal community to drive impactful federal litigation outcomes for the U.S. diabetes community. This will include selecting students to participate each year in a clinic format; selecting, overseeing and leading cases; and coordinating strategically with the American Diabetes Association.

The Managing Director will report to the Associate Vice Chancellor of Innovation and Strategic Partnerships and Initiatives, SULC, and have a dotted line reporting to the Chief Advocacy Officer, ADA, to whom the Managing Director will provide regular reports and through whose office the Managing Director will also periodically collaborate with the ADA's Legal Advisory Working Group for input and support where appropriate.

RESPONSIBILITIES:

- Recruit SULC law students to participate in the DEAL Project.
- Directly supervise the day-to-day legal work of SULC law students and other lawyers who may engage in DEAL litigation on behalf of ADA.
- Identify, select, and prioritize potential high-impact litigation for DEAL.
- Coordinate *pro bono* counsel and other local counsel resources, where appropriate
- Ensure adherence to legal and ethics requirements and maintain the highest professional standards as required by the law, SULC, and ADA.
- Work closely with SULC and ADA points of contact to develop and promote strategies in a manner that furthers the Project's overall goals to increase equity for people with diabetes.
- Other responsibilities as assigned by the Associate Vice Chancellor Innovation and Strategic partnerships and Initiatives, SULC, and the Chief Advocacy Officer, ADA.

QUALIFICATIONS

- Must possess a law degree and must be an active member in good standing of the Louisiana.
- Must also have at least 5 years of legal and litigation experience, with preference shown to candidates with substantial litigation experience relating to the Americans with Disabilities Act and the rights of Americans with diabetes.
- Must have experience with complex state and/or federal litigation, and appellate legal advocacy experience is also desired. And he or she must have a demonstrated commitment to lawyering in the public interest and a familiarity with the legal services community.
- Proven management, decision-making, and relationship-building skills
- Outstanding interpersonal and written/verbal communication skills, with the ability to present ideas and information to a variety of audiences

Managing Director, Diabetes Equity Advocacy Litigation (DEAL) Project

- Ability to work effectively under pressure, manage multiple projects simultaneously, and be held accountable for results
- Demonstrated record of strategic and tactical thinking
- Must have the highest level of ethical behavior
- Must have the propensity for action and outcomes



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

Office of the Executive Vice Chancellor and Provost

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

September 27, 2021

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

RE: Request to Waive Position Advertisement for Assistant Vice Chancellor for Academic Affairs, Southern University A&M College Baton Rouge, LA


Dear Dr. Belton:

Please kindly consider my request to waive the advertisement for the job/position of Assistant Vice Chancellor for Academic Affairs at Southern University A&M College. There is an urgent need to fill this position in terms of properly addressing student academic needs to include academic advisement and timely progress to graduation.


It is my determination that Dr. Zackeus D. Johnson who currently serves as the Dean of the University College here at Southern University A&M College is the best candidate to fill this important position. In addition to his current role, Dr. Johnson has provided outstanding service to Southern University in other capacities to include Executive Director of the First and Second Year Experience Program. Dr. Johnson's Curriculum Vitae is attached for your review.

I am offering Dr. Johnson a starting salary of \$105,000. Please waive advertisement so that we may expeditiously fill this critical position. Thank you for your time and attention to this matter.

With Kindest Regards,


 Bijoy K. Sahoo, Ph.D.

Approvals:


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

*Approved
KJ/ML
Subject to BOS
Approval*

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO 2021 SEP 24 A 11:41 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 10/01/2021 To _____
Effective Date 10/01/2021

Name Zackeus D. Johnson SS# U01371406 Sex M Race* B
(Last 4 digits only)

Position Title: Assistant Vice Chancellor Department: Academic Affairs

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

Years Experience	Southern University Experience		Year:
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	
	<u>Ph.D.-Ed Leadership&Research</u>	<u>LSU-Baton Rouge, LA</u>	<u>2020</u>
	<u>MEd-Ed Leadership K12</u>	<u>SU-Baton Rouge, LA</u>	<u>2016</u>
	<u>BS-Agri Business Management</u>	<u>Alcorn St. Univ-Lorman, MS</u>	<u>2015</u>

Current Employer _____

Personnel Action

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

Recommended Salary 105,000 Salary Budgeted 105,000

Source of Funds State/Academic Affairs

Identify Budget: 22012 Location _____
Form Code: _____ Page _____ Item # _____

Change of:
Position Dean of University College From Asst. Vice Chancellor for Academic Affairs To
Status _____
Salary Adjustment 91,125 105,000

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>22012</u>	<u>105,000</u>

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

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

Supervisor [Signature] Date 09/24/2021
Vice Chancellor [Signature] Date 09/24/2021
Director/Personnel [Signature] Date 9/30/21
Dean/Unit Head [Signature] Date 09/24/2021
Chancellor [Signature] Date _____
Vice President/Finance [Signature] Date _____
Business Affairs/Comptroller [Signature] Date 9/14/21
President [Signature] Date _____
Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Effective, 10/01/2021, Dr. Zackeus D. Johnson will assume the role of Assistant VC for Academic Affairs in addition to current responsibilities as Dean of University College.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 A.M.-5:00 P.M.

EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahoo

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2360

NUMBER OF EMPLOYEES SUPERVISED, (if any) 12+

HR USE ONLY: STATUS (circle one): EXEMPT 9 NON-EXEMPT

2/1/00-2/20/02 2/21/00-2/24/00

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



ZACKEUS D. JOHNSON

EDUCATION

PhD, Educational Leadership and Research

August 2020

Specialization: Higher Education

Louisiana State University, Baton Rouge, LA

Defended: June 8, 2020 || **Graduation:** August 7, 2020

- Dissertation: "Access Granted: The Journey of Conditionally Admitted First Generation College Students at an HBCU"
Committee: Jennifer Curry (Chair), Petra Robinson (Co-Chair), Ashley Clayton, Mark Schafer, and Keri Tobin

MEd, Educational Leadership K12

December 2016

Southern University and A&M College, Baton Rouge, LA

- Capstone Project: From Failing to Exceling: Esperanza Model School Pre K-5

BS, Agriculture Business Management

May 2015

Alcorn State University, Lorman MS, Cum Laude

ACADEMIC APPOINTMENTS

Adjunct Professor, Higher Education

2016-Present

College of Humanities and Interdisciplinary Studies

Freshman Seminar I & II (FRMN 110 & 111)

College Success Skills (FRMN 120 & 121)

PROFESSIONAL EXPERIENCE

Dean for University College (UC)

2020-Present

Enrollment Management and Student Success, Southern University and A&M College

Consolidated Center for Student Success, First and Second Year Experience and Academic Appeal units to implement innovative high impact practices and ensure a successful and seamless onboarding process for first year, first time transfer, SUSLA Connect, Readmit and "at-risk" students. Revised MOU for SUBR and SUSLA Connect cross enrollment program. Created new curriculum for College Success Skills course coupled with hiring and training all instructors. Onboarded intensive one week New Student Orientation program. Retained and supported 65% of Emerging Jaguar participants through a global pandemic. Implemented Technology Access Program to decrease the digital divide and supported 800 students with devices to successful matriculate through their studies. Served on Enrollment Readiness task force to represent Academic Affairs. Successfully oriented 1500 first year students for the Fall 2021. Secured 3 year, \$60,000 grant with DOW for students who enroll in STEM. Designed and executed a manual Academic Appeals process for students who have an Academic Standing of "suspension." Expanded the Academic Advising team to support 6 Academic Colleges (0-30 credit hours). Designed an intentional Academic Appeals Task Force that included faculty and staff from all academic majors and administrative divisions. Through this process data supports that students were routed through the academic appeals process at a rate higher than previous academic terms. Managed 4 budgets in the amount of \$1.8 million (Title III and General Funds). Created "The Big Transition" for students who successfully complete 31 credit hours and transfer to Faculty Advisors within 6 premier Academic Colleges. Created social media handles to gain better access to students and families via Facebook, Instagram, and Twitter. Created bi-weekly University College communications plans for students via text message. Onboarded 24/7 virtual Tutoring Services for all students via Brainfuse. Revitalized Accuplacer Testing Program for students with low/no ACT/SAT scores. Implemented satisfaction surveys through the University College and used to drive future services.

Executive Director, University College-First and Second Year Experience

2018-2020

Academic Affairs, Southern University and A&M College

Responsible for managing and overseeing an Access Program and directing the efforts of retaining first year students, increasing passage rates in development courses and transitioning students to their academic college. This effort was in conjunction with student development units including Career Services; Student Life and Leadership Engagement, Center for Student Success, Admissions and Recruitment, Financial Aid and Division of Student Affairs. Retained 75% of Emerging Jaguar participants Fall 2018- Fall 2019 academic term. Managed \$450,000 Title III budget. Established Peer Mentoring Program. Revitalized First-Year Experience course. Implemented Franklin Covey 7 Habits of Highly Effective College Students. Increased passage rate in Freshman Seminar Courses by 10%. Implemented cross enrolled First-Year courses for SUSLA Connect participants. Implemented improvement plan for all access participants with probationary status. Redesigned New Student Orientation with an emphasis on academic collaboration and successfully completing the enrollment process. Updated, established and created a vision and mission coupled with measurable objectives for the Title III activity. Created probationary plan and onboarding manual for first-time employees for University College.

Interim Lead, Center for Undergraduate Student Achievement (CUSA)

2017-2018

Academic Affairs, Southern University and A&M College

Facilitated communication and serves as liaison between Academic Vice Provost and Academic College Deans to facilitate strategic alignment of Academic Advising goals with University mission and foster discussion of policies to ensure success. Integrated departmental goals to align with the University's strategic plan, identifies quarterly objectives from baseline data, and evaluates employee tasks to ensure time and efforts align with performance outcomes. Managed Title III Activity, tracks strategic initiatives by monitoring progression towards goal advancement, compiling quarterly reports to demonstrate goal advancement through meeting benchmarks. Facilitated development and implementation of a comprehensive, data driven retention plan to significantly aid in the increase of retention rates. Provided leadership and management of the Unit with innovative program development; staff development and supervision; fiscal management; and partnership building with campus and external constituents. Developed integrated process for planning and analysis with a focus on student success, the expansion of student learning outcomes, and the advancement of teaching and learning. Trained Faculty/Staff on Banner 8-INB. Implemented

Academic Advisor, Higher Education

2016-2017

Southern University and A&M College

Served as an ambassador for student needs, utilized case management approach to make referrals to external departments when necessary. Fostered student intellectual stimulation for self-development, career planning and critical thinking skill enhancement. Coached and mentored at risk students for academic success, including academic or degree planning. Collaborated with First Year Experience(FYE) Coordinator to develop effective college success teaching strategies. Utilized Banner INB to input student schedules. Maintained effective communication with newly enrolled and current students utilizing various modes of technology. Analyze and resolve student issues associated with program requirements, course scheduling and degree matriculation. Completed monthly tracking reports. Facilitated class discussion on university policy, useful resources and university history. Discussed self-awareness, self-development and cultural competence with students during visits and within the classroom setting.

Graduate Assistant

2015-2016

Division of Student Affairs and Enrollment Management,
Southern University and A&M College**ACCOMPLISHMENTS**

- Designed an intentional Academic Appeals Task Force that included faculty and staff from all academic majors and administrative divisions. Through this process data supports that students were routed through the academic appeals process at a rate higher than previous academic terms.

- Active member of the Quality Enhancement Plan (QEP) Development Team that assisted Academic Affairs to identify key issues with first year classroom engagement, retention and institutional belongingness.
- Create a systematic, theory based, comprehensive First Year Experience mentoring program ultimately leading to 1% increase in introductory level courses higher than the University average.
- Improved attendance to academic advising meetings by 5% in one year, through restructuring First Year Experience programs for Case Management.
- Created logo and social media to enhance marketing and branding of events and programs
- Develop strategic and measurable academic and nonacademic unit goals and objectives for FYE's Emerging Jags Access Program, tracked, monitored, and completed reports to measure progression metrics toward project completion.
- Implement student transition protocols to foster interdepartmental collaboration and a seamless student transition.
- Train 65% of Academic College Faculty Advisors on Banner INB to successfully navigate and advise students.
- Facilitate strategic change for Academic Advising and Early Alert technology system integration.

TEACHING EXPERIENCE

Undergraduate Courses, Southern University and A&M College

FRMN 110: Freshman Seminar Part I

FRMN 111: Freshman Seminar Part II

RESEARCH INTEREST

Interests

College access; college advising; college student retention and success; college persistence; first-generation college students; low-income students; high school to college transition; high impact practices; historically black colleges and universities; underserved student populations; LGBTQ+ first generation college students.

INVITED GUEST

Guest Speaker	2021
----------------------	------

Alcorn State University- Honors Convocation

Guest Speaker	2019
----------------------	------

Southern University and A&M College-Time Management 101, Baton Rouge, LA

Panelist	2019
-----------------	------

Exposure 225 for 7th and 8th Grade Students- A Leadership Experience

Guest Speaker	2018
----------------------	------

Mississippi Southwest Youth Conference-Access to College and Universities

Guest Speaker	2016
----------------------	------

Amite County High School Class of 2016 Commencement, Liberty, MS

CONFERENCE PRESENTATIONS

Johnson, Z.D. (March 2019). The Pursuit of Persisters: The Impact of a Successful First-Year Experience Program for First

Generation College Students at an HBCU in Louisiana. Paper presented at the Annual Curriculum Camp, Baton Rouge, LA.

Johnson, Z. D., Soares, F. (2020, March). Filling the missing pieces: Pursuit of persisters. Paper presented at the 2020

Louisiana Education Research Association, Lafayette, LA.

Soares, F., Johnson, Z. D., (2020, March). A case study for counseling Centers' Perceptions of Black Student's Mental Health. Paper presented at the 2020 Louisiana Education Research Association, Lafayette, LA.

INSTITUTIONAL SERVICE

Vice Chancellor Search Committee Member Southern University and A&M College	2020
Online Instructional Designer Search Committee Member Southern University and A&M College	2020
Quality Enhancement Plan Committee Member Southern University and A&M College	2019-Present
COVID-19 Task force Committee Member Southern University and A&M College	2019- Present
Satisfactory Academic Progress Committee Member Southern University and A&M College	2019- Present
SACSCOC Committee Member Southern Association of Colleges and Schools Commission on Colleges Southern University and A&M College	2019-Present
Faculty Advisor The Collegiate 100 (C100) of Southern University and A&M College Southern University and A&M College	2017-Present
Faculty/Founder Peer Mentor Champions Program Southern University and A&M College	2017
Special Events Committee Member Southern University and A&M College	2016-Present

COMMUNITY SERVICE AND ENGAGEMENT

Member 100 Black Men of Metro Baton Rouge	2017- Present
College Mentor Baton Rouge Youth Coalition, Baton Rouge, LA	2017-2018
Alpha Phi Alpha Fraternity, Inc Theta Iota Lambda Chapter	2014-Present

LEADERSHIP

President Student Government Association, Alcorn State University	2014-2015
Treasurer Delta Kappa Chapter of Alpha Phi Alpha Fraternity, Inc	2014-2015
Junior Class President Student Government Association, Alcorn State University	2013-2014
President Student Ambassadors for Admissions and Recruitment, Alcorn State University	2012-2013

CERTIFICATES & TRAINING

Independent Applying the QM Rubric (APPQMR) Fifth Edition Certificate
Banner 9 Training
Navigate Management System

PROFESSIONAL AFFILIATIONS

Higher Education Leadership Foundation (H.E.L.F)
Iota Cohort

2019



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Dean for University College
J.S Clark Administration Building || 3rd Floor
Baton Rouge, LA 70813
Phone: (225) 771-2166

RECEIVED

OCT 06 2021

Office of the Executive Vice Chancellor
for Academic Affairs and Provost

October 5, 2021

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

RE: Request for Waiver of Position Vacancy Announcement – Director for Data, Assessment, and Quality Enhancement Plan (QEP)

Dear Dr. Belton:

Dr. Runell J. King currently serves as the Director of Data and Assessment for the University College at Southern University and A&M College. During his tenure at Southern University, Dr. King has served in various positions that have prepared him to be an effective leader in University College, and his wealth of knowledge and experience will be beneficial in supporting Academic Affairs. Dr. King has served as the Director of Admissions and Recruitment during the year of 2019, successfully recruiting a freshman class of 1300+ students from across the nation. Additionally, Dr. King has a very specialized skillset in data analysis and assessment. Dr. King has consistently executed successful projects as assigned by the Dean and the Vice Chancellor. After transitioning from Enrollment Management to University College, Dr. King serves a very critical role in developing metrics and assessment methods to evaluate operations within University College that drive continuous process improvement to optimize services to students.

Dr. King has implemented policies and procedures within University College that directly impacts student retention and success. Processes and systems related to testing, academic advising, tutoring and supplemental instruction have been improved under the leadership of Dr. King. Lastly, Dr. King focuses primarily on the first-year student population—Emerging Jags. In the effort to increase student retention and persistence, Dr. King has implemented the Early Alert system. The Early Alert system is a program that is designed to target and identify students that are experiencing academic difficulties. Dr. King has done an exceptional job in collaborating with Academic Deans and Department Chairs to implement the system University wide.

I am confident that Dr. King can facilitate and plan all aspects of the Quality Enhancement Plan (QEP).

Sincerely,

Zackeus D. Johnson, Ph.D.
Dean, University College

Approved: [Signature]
Bijoy Sahoo, Ph.D., Executive Vice Chancellor- Academic Affairs

[Signature]
Date
10/5/21

Approved: [Signature]
Dr. Ray Belton, President-Chancellor

Date

BP/kt

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

RECEIVED

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

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ OTHER _____ (Specify) **OCT 06 2021**

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

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

Profile of Person Recommended

Length of Employment MAY 2019 To Present
 Effective Date OCTOBER 1, 2021

Name DR. RUNELL J. KING SS# xxx-xx- 7245 Sex MALE Race* BLACK
 (Last 4 digits only)

Position Title: DIRECTOR OF DATA, ASSESSMENT, AND QEP Department: UNIVERSITYCOLLEGE

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

(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 8 Southern University Experience 2.5

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	BA-SOCIOLOGY/MATHEMATICS	DILLARD UNIVERSITY	2013
	MA-HIGHER EDUCATION STUDENT AFFAIRS	LOUISIANA STATE UNIVERSITY	2015
	Ph.D.- EDUCATIONAL LEADERSHIP	LOUISIANA STATE UNIVERSITY	2016

Current Employer _____

Personnel Action

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

Recommended Salary \$72,500 Salary Budgeted 72,500

Source of Funds TITLE III

Identify Budget: 220449-22622-24100 Location _____
 Form Code: _____ Page _____ Item # _____

Change of:
 Position DIRECTOR OF DATA & ASSESSMENT From Director, Data, Assessment, + QEP To
 Status FULL-TIME FULL-TIME
 Salary Adjustment \$64,000 \$72,500

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
220449-22622-24100	72,500

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor Date <u>10/06/21</u>	<u>[Signature]</u> Dean/Unit Head Date <u>10/06/21</u>
<u>[Signature]</u> Vice Chancellor Date <u>10/06/21</u>	<u>[Signature]</u> Chancellor Date _____
<u>[Signature]</u> Director/Personnel Date _____	<u>[Signature]</u> Vice President/Finance Date _____
<u>[Signature]</u> President Date _____	<u>[Signature]</u> Chairman/S.U. Board of Supervisors Date _____



JOB TITLE: Director for Data, Assessment and Quality Enhancement Plan (QEP)

DEPARTMENT: University College

LOCATION: W.W. Stewart Hall || 3rd Floor

REPORTS TO: Asst. Vice Chancellor for Academic Affairs

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in all matters concerning the professional development of Faculty members who instruct DFW courses.
- Develop QEP Task force and create recurring meetings with Gardner Institute Advisor
- Create, implement, and streamline Accuplacer Testing systems to assist the test optional model for the Office of Admission and Recruitment.
- Responsible for all data, assessment and satisfaction surveys for the University College that align with initiatives.
- Provide general oversight of the QEP implementation
- Ensure QEP implementation is sustained through continuous input and participation from students, faculty, staff, and administration
- Lead and coordinate QEP-related assessments at the academic department and broader university levels
- Ensures QEP remains in compliance with SACSCOC requirements
- Manage and coordinate the assessment process to include program and student learning objectives
- Compile data collection and analysis
- Provide regular reports (quantitative and qualitative), feedback and recommendations to university community, and academic departments
- Manage the QEP budget
- Train all University College staff, Faculty, Deans and Chairs on the Early Alert (Internal, Navigate, Intelliboard) Platform semesterly.
- Develops metrics and assessment methods to evaluate operations that drive continuous process improvement to optimize services to students and increase retention and persistence.
- Support and serve on the university's SACSCOC) task force.
- QEP Branding and marketing.
- Coordinate services for undeclared students and assist Admissions and Transfer advisor with all first-time Transfer students.
- Participate on Curricular Affairs Committee
- Provide quarterly reports to Title III on efforts aligned with Goals and Objectives submitted for grant reinstatement.

RUNELL J. KING, PH.D.

Research Interests

Underrepresented Populations, Student-Athletes, Persistence, Retention, College Success, Student Success, HBCUs, PWIs, Assessment, and Evaluation.

Education

Ph.D.: Educational Leadership & Research, 12/2016

Louisiana State University And A&M College - Baton Rouge, LA

Dissertation: *A Phenomenological Investigation into the Experiences of High Achieving African American Male Student-Athletes at Predominately White Institutions in the Southeastern Region* (Major Professor: Dr. Kenny Fasching-Varner)

National Principal Certification: Education Administration, 05/2016

Relay Graduate School of Education - New York, NY

Specialist of Education: Educational Leadership & Administration, 08/2015

Louisiana State University And A&M College - Baton Rouge, LA

Cognate: Applied Statistics

Master of Arts: Higher Education Student Affairs Administration, 05/2015

Louisiana State University And A&M College - Baton Rouge, LA

Bachelor of Arts: Sociology, 05/2013

Dillard University - New Orleans, LA

Minor: Mathematics

Summa Cum Laude

Professional Experience

Director of Data & Assessment, 07/2020 to Current

Southern University A&M College – Baton Rouge, United States

- Plans, organizes, and coordinates strategic assessment programs, projects, and activities campus wide.
- Develops and establishes operating goals, policies, and procedures for the assessment office, as appropriate; recommends, implements, and administers methods and procedures to enhance operational effectiveness and efficiency.
- Supports continuous academic program assessment (curricular and co-curricular activities) and improvement of student learning through consultation, mentoring and hands-on training.

- Responsible for providing leadership and strategy for programs and services that facilitate a positive student transition to studying and reduce student barriers to engagement and success.
- Responsible for managing best practices in advising, first and second year programs, student orientation and engagement, as well as playing an active role in assessing the needs of students to ensure the continual enhancement of programming and service quality within the Office of Student Success.

Executive Director of Admissions & Recruitment, 05/2019 to 07/2020

Southern University A&M College – Baton Rouge, LA

- Assisted with providing direction, leadership, and professional development to all recruiters.
- Worked with the Associate Vice-Chancellor for Enrollment Management to develop, implement and assess a strategic enrollment management plan and goals in partnership with academic deans, division leaders and administration.
- Established and maintained positive working relationships with external community agencies, organizations, service area school districts to promote outreach and facilitate student enrollment.
- Collaborated with other departments/divisions to carry out the philosophy of a student-centered institution within an integrated enrollment services environment.
- Utilized enrollment and other relevant data for decision-making and planning of recruitment territories.
- Developed metrics and assessment methods to evaluate operations that drive continuous process improvement to optimize services to students and increase enrollment
- Collaborated with the Marketing & Communications to develop image, brand, and appropriate recruiting campaigns and admissions/recruitment materials
- Established and maintained positive working relationships with external community agencies, organizations, service area school districts to promote outreach and facilitate student enrollment
- Carried out projects as assigned by the associate vice chancellor; and works to further enrollment management initiatives.
- Developed and monitored annual budget.
- Assessed, developed, and recommended policies to appropriate deans, committees, or other entities related to enrollment management functions.
- Performed any other duties assigned by the Vice Chancellor of Enrollment Management.

Executive Director of Data, Assessment/Director of Accountability, 12/2018 to 04/2019

New Beginnings Schools Foundation – New Orleans, Louisiana

- Created a safe and enjoyable educational environment that encompasses our social justice model and that ensures every graduate moves on to attend college.
- Provided individualized instruction and enrichment opportunities for students to ensure that gifted students are challenged, and struggling students are supported.
- Hired quality teachers and leaders and empowered them to use their craft to inspire students to achieve at the highest levels.

Executive Director of Academics, 12/2016 to 12/2018

New Beginnings Schools Foundation – New Orleans, Louisiana

- Participated in the development and implementation of district wide policies and programs.
- Provided leadership in establishing educational goals for the schools.
- Provided leadership in planning, developing, implementing, and evaluation of curriculum and instructional programs.
- Provided leadership in the preparation of the school building budget.
- Maintained a fiscal accounting system for the building consistent with district procedures.
- Maintained an inventory of all equipment and supplies within the building.
- Provided assistance in evaluating the condition of the building, grounds, and equipment.
- Provided leadership and structure for meeting the day-to-day operating needs of the building.
- Provided leadership in establishing and enforcing regulations for student behavior.
- Provided leadership in the planning and supervision of extra and co-curricular activities.
- Provided leadership in the supervision of programs designed to foster the physical, mental, and emotional well-being of students.
- Provided leadership in establishing programs and activities designed to foster positive relationships among students and between students and staff.
- Provided leadership in developing a communication plan for students and staff.
- Effectively evaluated licensed staff using the TAP performance evaluation system.
- Effectively evaluated classified staff in conjunction with the mentor/master teacher.
- Ability to recognize the need to build a staff that is representative of the ethnic culture of the building. Assist in the selection, retention, evaluation, reassignment, and promotion of all building personnel.
- Provided leadership for licensed, classified, and administrative personnel.
- Provided leadership in the establishment of a positive building climate for the staff members, students, parents, and community.
- Meet with parent school councils and other school support groups.
- Worked with community and other agencies on issues that relate to schools and/or students' welfare in the school or in the community.
- Provided for the development of a building newsletter which will be distributed to parents at least once during each nine-week grading period.
- Responsible for the implementation of a building technology plan.
- Performed such other tasks and duties and assume such other responsibilities assigned by the Superintendent or designee.

Principal, 12/2015 to 12/2016

Lake Area New Tech Early College High School – New Orleans, Louisiana

- Participated in the development and implementation of district wide policies and programs.
- Provided leadership in establishing educational goals for the schools.
- Provided leadership in planning, developing, implementing, and evaluation of curriculum and instructional programs.

College of Human Sciences & Education-Most Outstanding Graduate Student 2015

Professional & Leadership Experience

AERA, 2021 Program and Roundtable Chair-2020

ASHE, 2021 National Conference Program Chair-2018

L.S.U.'s Black Graduate and Professionals Student Association 2013-2016

L.S.U.'s Higher Education Student Personnel Association

LSU Student Conduct Review Board, Member 2013-2016

Southern Association for College Student Affairs (S.A.C.S.A.) Conference Planning Committee
2019-Current

Reviewer, Pathways: Journal of Social and Humanistic Inquiry

Reviewer, American Council for Independent Colleges and Schools

Grant Reviewer, Children & Youth Investment Trust Corporation

Reviewer, Journal of Negro Education

Peer Reviewer, NABSE Higher Education Commission

DOE Field Reviewer, Department of Education

Peer Reviewer, Current Issues in Education Journal

Chapter Director of Educational Activities, Alpha Phi Alpha Fraternity Inc.

Presentations

Regional and Local National

King, Runell J. (Feb 18 2016). Examining Grit Among Student-Athletes: A Proposal To Examine The Concept of Grit Among Student-Athletes. *Curriculum Camp*.

Louisiana State University, Baton Rouge, LA

King, Runell J. (Oct 9 2015). I'm Not Your Average Joe: Perceptions of Student-Athletes Relationships With White Faculty Members at Predominately White Institutions.

Multicultural Student Leadership Conference. Louisiana State University, Baton Rouge, LA

King, Runell J. (2013). How Student Affairs Services Can Impact the Overall Academic Experience of Student-Athletes. *Higher Education Scholar Practitioners Leadership Symposium*. University of New Orleans, New Orleans, LA

King, Runell J. (April 2, 2016). "I'm Here To Earn My Degree: An Exploratory Study on Student-Athletes at Division I Predominately White Institutions". *Higher Learning: Race in Post Secondary Education Conference*. Durham, North Carolina.

King, Runell J. (2013). "Factors Related To Students Transition From High School To College."

Association for the Assessment of Learning In Higher Education. Elon, North Carolina.

Invited Lectures, Workshops, & Panels

King, Runell J. (2016). How College Can Increase Employment Opportunities. Youth Empowerment Project. Southern University A&M College (Baton Rouge, LA).

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

September 7, 2021

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

Dear Dr. Belton:

The purpose of this correspondence is to request a salary adjustment for Mr. Maurice Pitts who serves as Executive Director of Facilities for the Southern University – Baton Rouge campus.

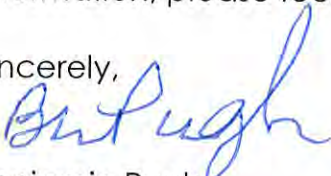
Mr. Pitts has performed all tasks assigned to him since assuming this role in a highly professional manner. A recent review of his base salary indicated he is significantly underpaid compared to other similar institutions and even the S.U. System.

In addition to his current duties, Maurice has assumed the position of Director of Facilities Planning on an interim basis. He personally chose not to apply for that position based on his commitment to the Baton Rouge Campus.

I am requesting that his new salary be \$104,943. Funds to support this increase have been identified in his existing departmental budget for Fiscal Year 2022.

If you have any questions regarding this memo or require additional information, please feel free to call.

Sincerely,



Benjamin Pugh
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

APPROVED:  _____

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	7	1	0
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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 September 1, 2021 To June 30, 2022
Effective Date September 1, 2021

Name Frank Maurice Pitts SS# U01757940 Sex Male Race* Black
(Last 4 digits only)

Position Title: Director of Facility Services Department: Office of Facility Services/Physical Plant

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 _____ Southern University Experience _____
Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____
M.S. Industrial Engineering Louisiana State University 2005
B.S. Mechanical Engineering Southern University 1993

Current Employer _____

Personnel Action

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

Recommended Salary \$104,943.00 Salary Budgeted \$104,943.00

Source of Funds 211001

Identify Budget: 211001-26355-27000 Location _____
Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position _____
Status _____
Salary Adjustment \$87,453.00 \$104,943.00

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
211001-26355-27000	\$104,943.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Burroughs 8/24/21 Date _____
Dean/Unit Head Burroughs 8/24/21 Date _____
Vice Chancellor _____ Date _____
Director/Personnel _____ Date _____
President _____ Date _____
Chancellor _____ Date _____
Vice President/Finance _____ Date _____
Business Affairs/Comptroller _____ Date _____
Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Employment may require occasional travel within the Southern University System campuses

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 am – 5:00 pm (Monday – Friday)

EMPLOYEE DIRECT SUPERVISOR: Benjamin W. Pugh

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5021

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<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)

System and Institution Facilities Director Salary Comparison

Institution	Operating Budget Salary	Restricted Salary	Supplemental Salary Operating	Total Base Salary
Louisiana Community & Technical College System	\$185,606	\$0	\$0	\$185,606
Delgado Community College	\$110,313	\$0	\$0	\$110,313
Bossier Parish Community College	\$80,912	\$0	\$0	\$80,912
South Louisiana Community College	\$79,250	\$0	\$0	\$79,250
Northshore Technical Community College	\$62,043	\$0	\$0	\$62,043
Elaine P. Nunez Community College	\$45,319	\$0	\$0	\$45,319
Baton Rouge Community College	\$83,000	\$0	\$0	\$83,000
L.E. Fletcher Technical Community College	\$59,156	\$0	\$0	\$59,156
Sowela Technical Community College	\$97,190	\$0	\$0	\$97,190
River Parishes Community College	\$50,400	\$0	\$0	\$50,400
Central LA Technical Community College	N/A	N/A	N/A	N/A
Northwest LA Technical Community College	\$56,089	\$0	\$0	\$56,089
Louisiana Delta Community College	\$80,000	\$0	\$0	\$80,000

Institution	Operating Budget Salary	Restricted Salary	Supplemental Salary Operating	Total Base Salary
LSU System	\$225,000	\$0	\$0	\$225,000
LSU and A&M College	\$162,991	\$0	\$0	\$162,991
LSU in Shreveport	\$108,000	\$0	\$0	\$108,000
LSU at Alexandria	\$61,000	\$0	\$0	\$61,000
LSU at Eunice	\$87,550	\$0	\$0	\$87,550
LSU Health Sciences Center - New Orleans	\$157,590	\$0	\$0	\$157,590
LSU Health Sciences Center - Shreveport	\$150,150	\$24,850	\$0	\$175,000
LSU Agricultural Center	\$142,074	\$0	\$0	\$142,074
Pennington Biomedical	\$145,829	\$0	\$0	\$145,829

Institution	Operating Budget Salary	Restricted Salary	Supplemental Salary Operating	Total Base Salary
University of Louisiana System Office	\$108,000	\$0	\$0	\$108,000
University of Louisiana at Lafayette	\$126,092	\$0	\$0	\$126,092
University of New Orleans	\$91,800	\$0	\$0	\$91,800
Grambling State University	\$91,800	\$0	\$0	\$91,800
Louisiana Tech University	\$92,456	\$34,544	\$3,450	\$130,450
Southeastern Louisiana University	\$11,020	\$0	\$0	\$11,020
University of Louisiana at Monroe	\$71,500	\$0	\$0	\$71,500
McNeese State University	\$73,006	\$0	\$0	\$73,006
Nicholls State University	\$92,516	\$0	\$0	\$92,516
Northwestern State University	\$71,196	\$0	\$0	\$71,196

Institution	Operating Budget Salary	Restricted Salary	Supplemental Salary Operating	Total Base Salary
Southern University System	\$83,200	\$0	\$0	\$83,200
Southern University Agricultural Center	\$90,000	\$0	\$0	\$90,000
Southern University Law Center	\$96,000	\$0	\$0	\$96,000
Southern University and A&M College	\$81,640	\$0	\$15,000	\$96,640
Southern University in New Orleans	\$57,000	\$0	\$0	\$57,000
Southern University in Shreveport	N/A	N/A	N/A	N/A

System Average	\$150,452	\$0	\$0	\$150,452
Institution Average	\$80,125	\$1,329	\$710	\$82,163
Specialized Average	\$130,274	\$4,142	\$0	\$143,299

LCTCS Average	\$82,440	\$0	\$0	\$82,440
LSU Average	\$137,798	\$2,761	\$0	\$140,559
ULS Average	\$82,939	\$3,454	\$345	\$86,738
SUS Average	\$81,568	\$0	\$3,000	\$84,568

Notes:

Institutions with "N/A" did not have a director position listed in EMPFAL.

Some institutions do not notate a "facilities director", so the highest facility employee salary was used.

Source:

EMPSAL Database, Quarter 2 Fiscal Year 2021

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

October 8, 2021

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 submit the name of Mrs. Andrea Simien for the Director of Institutional Research (IR), under the Division of Administration and Finance beginning October 25, 2021, with an annual salary of \$80,000. This replacement hire is an essential component to advancing the University's goals.

Mrs. Simien has nearly 18 years of professional experience with Nunez Community College. During this time, she has served as Senior Researcher, Accreditation Liaison, and Institutional Researcher. She is an IPEDS Veteran Keyholder and oversees all reports required by the Board of Regents (i.e., SSPS, Completers, Facilities). Ms. Simien's experience also includes assessment evaluation, documentation and working on SACSCOC required evidence both in standards and compliance reporting.

She is well versed with all Institutional Research state-level Board of Regents requirements, familiar with BANNER, BI dashboards, data integrity, and other reporting applications which are critical to the success of the IR role. While in her current position, Mrs. Simien has collected, extracted, and reported on information relating to academic, enrollment, retention, and student success.

Mrs. Simien has the skill set necessary to go beyond the parameters of her job. She is detail-oriented and well organized. After meeting with Mrs. Simien and reviewing her professional experience, I request your favorable consideration in hiring her for the Director of Institutional Research position. I am confident that her employment will be an asset not only to SUNO, but the entire Southern University System.

With kind regards,

James H. Ammons, Jr., PhD
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							
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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 Ada Kwanbunbumpen Reason Left Resigned
 Date Left May 31, 2021 Salary Paid \$74,160.00

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022

Effective Date October 25, 2021

Name Andrea Simien SS# xxx-xx-4739 Sex Female Race* White

Position Title: Director of Institutional Research Department: Administration and Finance

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 19 years Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Bachelor of Art	Tulane University	2002
	Associate of Science	Nunez Community College	1999
	Master Coursework	University of New Orleans	

Current Employer Nunez Community College

Personnel Action

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

Recommended Salary \$80,000.00 Salary Budgeted \$80,000.00

Source of Funds State and Grant

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

Change of:

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

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
411001.43010.61002.46000	\$27,028.00
420204.41410.61002.46000	\$52,972.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>Dr. Teresa Hardee</u>	<u>10/07/2021</u>		
Supervisor	Date	Dean/Unit Head	Date
<u>Dr. Teresa Hardee</u>	<u>10/07/2021</u>	<u>James H. Ammon</u>	<u>10/8/2021</u>
Vice Chancellor	Date	Checked by:	Date
<u>Dr. Teresa Hardee</u>	<u>10/07/2021</u>	<u>Dr. Teresa Hardee</u>	<u>10/07/2021</u>
Director/Personnel	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board	Date
		Of Supervisor	

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

ETHIC ORGIN (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 recognitions.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

_____ M-F; 8:00 AM - 5:00 PM

EMPLOYEE DIRECT SUPERVISOR:

_____ Dr. Teresa Hardee, CPA, SSBB

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)

ANDREA SIMIEN



Dedicated and focused Senior Researcher who excels at ensuring integrity, prioritizing and completing multiple tasks simultaneously while following through to achieve reporting goals. Seeking employment that will utilize my professional skills such as research, data analysis, data management, and strategic planning.

EXPERIENCE

SEPT 2007 – PRESENT

SENIOR RESEARCHER/SACSCOC ACCRED LIASON, NUNEZ COMMUNITY COLLEGE

Ensures reporting compliance within the local LCTCS system; all IR state level BOR & OPB reports; federal IPEDS reporting; SACSCOC profile reports; House Concurrent Resolution 69; and other external agencies. Extract, collect, analyze and report information related to academic programs, demographics, matriculation, student achievement data, assessment, retention, program progress reports, campus diversity, program health/reviews, grants, student success, facilities, programmatic accreditation, non-credit, and workforce. Data management to ensure data integrity, accuracy, and consistency. Designated National Student Clearinghouse campus FTP user to upload Nunez records, as well as extracting cohort and transfer-out tracking. Provides support to all campus departments as requested. Analyzes marketing lists for ROI. Assisted IE in the collection and organization of documents for the 2017 SACS visit. Helped facilitate strategic planning workshops. Works with Student Affairs to ensure the integrity of admissions and completions data. Administers, helps develop, and oversees institutional surveys. Revised student course evaluation process to be done 100% online. Provides direct QEP support. Serves on institutional and system-wide committees. Currently working on our SACSCOC 5th year report due Sept. 2022.

MAR 2006 – AUG 2007 (DISPLACED IN SACRAMENTO DUE TO HURRICANE KATRINA)

OPERATIONS SUPERVISOR, DIRECT MARKETING PARTNERS

Operations supervision and coordination. Adhered to and advanced company standards for lead preparation, internal reporting, & specialty client reporting. Listed management and campaign wrap-up reporting. Conducted quality control, verification and monitoring of projects. Performed data audits on teleservice representatives' productivity; detected calling irregularities. Had effective communications with management, project managers and end users, as evidenced by accurate results and client objectives met. Added training value, clarity for billing and recommendations for improve present/future projects. Maintained inventory of all electronic equipment. Developed campaign databases and maintenance of Lead Center Database as well as Access Databases. Organized maintenance, supervision and maximize up-time of NT Server, Exchange Server and Shortel Phone System. Provided technical support to team members and administrative personnel. Assumed the role of the Operations Director in her absence.

2003 – 2004

ADJUNCT INSTRUCTOR, NUNEZ COMMUNITY COLLEGE

Taught CINS 1000 Computers for Everyday Use and CINS 1500 PowerPoint, Outlook, and Internet.

MAY 2002 – JAN 2006 (WORKED REMOTE FROM SEPT 2005 – JAN 2006)

INSTITUTIONAL RESEARCHER, NUNEZ COMMUNITY COLLEGE

Was responsible for the timely collection, compiling, analyzing, and interpreting of statistical data for reporting purposes. Reported to state and federal agencies according to various standards. Worked with providers of information to ensure the integrity of the data in the repository. Performed data queries from the data warehouse. Prepared spreadsheets and graphs to facilitate the interpretation of data, class room scheduling. Coordinated, created, distributed, collected, and reported findings of college surveys. Represented the Director on college committees. Prepared, published and distributed College Fact Book. Supervised and assigned student worker tasks.

EDUCATION

NOVEMBER 2019

MICROSOFT OFFICE EXCEL SPECIALIST, CERTIFICATION

DECEMBER 2003

UNIVERSITY OF NEW ORLEANS, GRADUATE LEVEL COURSEWORK

FIN 4400 – FINANCIAL FOUNDATIONS FOR MANAGERS

QMBE 4400 – STATISTICS FOR MANAGERS

MAY 2002

TULANE UNIVERSITY, B.A. ORGANIZATIONAL INFORMATIONAL TECHNOLOGY

Minor: Computer Information Systems

DECEMBER 1999

NUNEZ COMMUNITY COLLEGE, AAS COMPUTER INFORMATION SYSTEMS

SKILLS

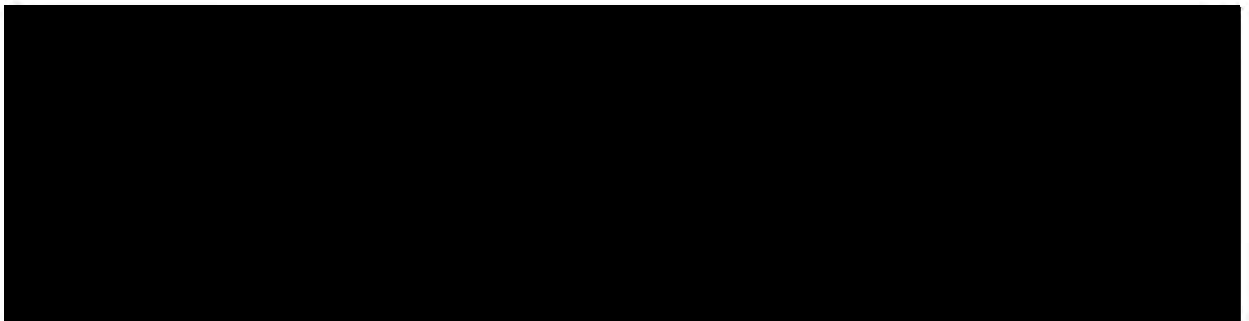
- BANNER Cognos reporting
- MS Office suite proficient
- Evaluation KIT
- IPEDS Veteran Keyholder
- MS Forms, Google Docs
- National Student Clearinghouse
- Analytical & critical thinker
- Zoom, Teams, Google Meet
- Strategic Planning
- Power BI (data visualization)
- Adobe professional
- Survey Monkey
- Emsi
- Internal data auditing

PROFESSIONAL ACTIVITIES

Chair of the LCTCS IR Statewide Functional Committee 2015-2016

LAIR 2015 Presenter – Cohort Tracking (co-presenter w/IE)

REFERENCES





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

October 6, 2021

Domoine Rutledge
Chairman
Southern University Board of Supervisors
J. S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

RE: Proposal Response to Title IX Mandates

Dear Honorable Board Members:

Please allow this communication to serve as my request for the Board of Supervisors' review and approval of the attached action plan proposed for the Southern University Baton Rouge Campus. In alignment with the University's mission and considering the recent attention to Title IX in the State of Louisiana, it is imperative that we are proactively engaging and implementing strategic initiatives that adopt diversity, equity, inclusion, and Title IX compliance.

This proposed structure will be responsible for ensuring the compliance of policy and procedures as it relates to Title IX of the Education Amendments of 1972 and the Americans with Disabilities Act of 1990 ("ADA"), as well as instituting best practices for safeguarding diversity, equity and inclusion through the campus community. The primary purpose of this office will be to help govern the university community by creating and regulating policies and procedures while ensuring compliance with regulations set by federal and state regulations.

As such I am proposing that SUBR and the SU System adopt the structure of an Office of Equity, Inclusion, and Title IX headed by an Associate Vice Chancellor ("AVC") and System Director who will supervise all SUBR department related employees and ADA and Title IX Compliance for all campuses. This role would report directly to the President-Chancellor, be advised by the General Counsel's office, and work with the Louisiana Board of Regents.

I have identified an exceptional candidate to fill the dual AVC and System Director position. I would like to appoint Dr. Akai C. Smith as the Associate Vice Chancellor in addition to her role as System Director which you approved this summer. As evidenced by her CV and respect within the Southern University System community, she brings a wealth of knowledge and experience as it relates to diversity, equity, inclusion and Title IX. In fact, she was instrumental in working with the Board of Regents as it relates to the Power Based Violence Policy we have before you for consideration.

"Five Campuses, One Vision... Global Excellence"

WWW.SUS.EDU

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
 Effective Date October 1, 2021

Name Akai C. Smith, Ph.D. S# 4038 Sex F Race* B
 (Last 4 digits only)

Position Title: Ass. Vice Chancellor - Equity, Inclusion & Title IX Department: Equity, Inclusion, and Title IX

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

--	--	--

 One 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>B.S. - Psychology</u>	<u>Southern University and A&M College</u>	<u>2008</u>
	<u>M.A. - Mental Health Counseling</u>	<u>Southern University and A&M College</u>	<u>2013</u>
	<u>Ph.D. - Educational Leadership</u>	<u>Louisiana State University and A&M College</u>	<u>2020</u>
	<u>Certification - Diversity Equity & Inclusion</u>	<u>University of South Florida</u>	<u>2021</u>

Current Employer Southern University and A&M College System

Personnel Action

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

Recommended Salary \$130,000 Salary Budgeted \$130,000

Source of Funds _____

Identify Budget: 211001-21070-25000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of:
 Position System Director - Equity, Inclusion, & Title IX AVC & System Director - Equity, Inclusion, & Title IX
 Status Full-Time Full-Time
 Salary Adjustment \$90,000 \$130,000

Financial Aid signature (if applicable):

List total funds currently paid this employee by
 Southern University:
 *See Reverse Side
 Comments: (Use back of form)

Source of Funds	Amount
111005-11157-16000	\$90,000
211001-21070-25000	\$40,000

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

[Signature] 10/7/21 Supervisor Date
[Signature] 10/13/21 Vice Chancellor Date
[Signature] 10/13/21 Director/Personnel Date
[Signature] 10/17/21 Dean/Unit Head Date
[Signature] 10/13/21 Chancellor Date
[Signature] Vice President/ Finance Business Affairs Date
 President _____ Date Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino **X**

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: _____ M - F / 8:00 a.m. - 5:00 p.m. and as needed

EMPLOYEE DIRECT SUPERVISOR: _____ Corinne M. Blache

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____ 225-771-4680

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 AVC- Equity, Inclusion and Title IX AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of Equity, Inclusion and Title IX
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Associate Vice Chancellor for Equity, Inclusion and Title IX reports to the Chancellor and will work as a liaison for SUBR with the System General Counsel's Office and System Director, the Louisiana Board of Regents, and any other stakeholder to ensure that SUBR complies with all federal, state and local laws and regulations related to Title IX and other discrimination laws. AVC will supervise Title IX, ADA and ODS Offices.

Salary/Range: \$30,000 - 40,000 (with an additional \$90k as System Director) Previous Incumbent (if replacement): N/A

____ 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:		Job Class:	
Verified By:			Date:

____ Approved ____ Disapproved _____
Vice Chancellor **Date**

____ Approved ____ Disapproved _____
Chancellor/Vice President **Date**

____ Approved ____ Disapproved _____
President **Date**

An Equal Opportunity Employer



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Dean for University College
J.S Clark Administration Building || 3rd Floor
Baton Rouge, LA 70813
Phone: (225) 771-2166

RECEIVED

OCT 06 2021

Office of the Executive Vice President
for Academic Affairs and Provost

October 5, 2021

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

RE: Request for Waiver of Position Vacancy Announcement – Executive Director for Student Success

Dear Dr. Belton:

I respectfully submit this letter to request authorization to waive the vacancy announcement for the position of Executive Director for Student Success due to a highly qualified change agent, Dr. Jovan Thomas, who currently serves as Director for Academic Advising and can fill the post immediately.

Dr. Thomas has 7 years of higher education experience and success in Academic Advising and Student Success. He served in the following capacities: Academic Advisor, Assistant Director of First- and Second-Year Experience, Director of Academic Advising. Dr. Thomas has successfully supervised 6 Academic Advisors and an Associate Director of Academic Advising. He exudes a service-oriented attitude which aides in the success of the University College unit and department. Academic Advising is highly rewarding and fulfilling, he is passionate about helping others achieve their greatest potential. Dr. Thomas encouraged and assisted University College Academic Advisors to become active with the Louisiana Academic Advising Association (LACADA) and join committees. To add, he provided the staff with resources (updated academic advising articles, professional development opportunities, webinars, etc.) to continue their success professionally and personally. He has implemented best practices in Academic Advising through LACADA to other higher education professionals.

Accomplishments:

- Designed and implemented the first Academic Advising Manual in our unit.
- Designed and implemented a monthly tracking report to display Academic Advising's impact and outreach.
- Surpassed all performance indicators and benchmarks for the Title III quarterly reports.
- 96% of our 0-30 student population reported an overall satisfaction survey indicating that they are pleased with the overall services provided by Academic Advisors.
- Established and cultivated relationships with the Louisiana Academic Advising Association (LACADA).
- Successfully registered all Academic Advisors for LACADA.
- Elected Vice President of Promotion and Engagement to LACADA's 2021-2023 Executive Board.

I am confident Dr. Thomas will continue to exceed all expectations for the Division of Academic Affairs, specifically, the Office of the Assistant Vice Chancellor for Academic Affairs


Sincerely,



Zackeus D. Johnson, Ph.D.
Dean, University College

Approved:  _____
Bijoy Sahoo, Ph.D., Executive Vice Chancellor- Academic Affairs

10/6/21
Date

 Approved: _____
Dr. Ray Belton, President-Chancellor

Date

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)

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

RECEIVED

OCT 06 2021

Office of the Executive Vice President
for Academic Affairs and Provost

Previous Employee N/A
Date Left N/A

Reason Left N/A
Salary Paid N/A

Profile of Person Recommended

Length of Employment OCTOBER 2016 To PRESENT
Effective Date OCTOBER 1, 2021

Name Jovan Thomas, Ph.D. SS# XXX-XX- 6719 Sex MALE Race* BLACK
(Last 4 digits only)

Position Title: Executive Director for Student Success Department: UNIVERSITY COLLEGE

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

(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 5

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	B.S. Public Health	Dillard University	2006
	MSW- Social Work	Southern University- New Orleans	2011
	PH.D.- Educational Leadership	Louisiana State University	2018

Current Employer Southern University and A&M College

Personnel Action

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

Recommended Salary 72,500 Salary Budgeted 72,500

Source of Funds TITLE III

Identify Budget: 220449-22622-24100 Location ___
Form Code: ___ Page ___ Item # ___

Change of:

Position	<u>From</u>	<u>To</u>
Status	<u>Director for Academic Advising</u>	<u>Executive Director for Student Success</u>
Salary Adjustment	<u>FULL-TIME</u>	<u>FULL-TIME</u>
	<u>65,000</u>	<u>\$72,500</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
220449-22622-24100	72,500

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

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

Supervisor <u>[Signature]</u> Date <u>10/6/2021</u>	Dean/Unit Head <u>[Signature]</u> Date <u>10/06/2021</u>
Vice Chancellor <u>[Signature]</u> Date <u>10/6/21</u>	Chancellor <u>[Signature]</u> Date
Director/Personnel <u>[Signature]</u> Date <u>10/9/21</u>	Vice President/Finance <u>[Signature]</u> Date
President <u>[Signature]</u> Date	Business Affairs/Comptroller <u>[Signature]</u> Date
	Chairman/S.U. Board of Supervisors <u>[Signature]</u> Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Monday- Friday 8AM-5PM
EMPLOYEE DIRECT SUPERVISOR: Zackeus D. Johnson, Ph.D.
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225.771.2166
NUMBER OF EMPLOYEES SUPERVISED, (if any) 8

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

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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!

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- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
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- _____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- _____ Exemptions Survey Form (signed by employee and budget head)
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



JOB TITLE: Executive Director of Student Success

DEPARTMENT: University College

LOCATION: W.W Stewart Hall || 3rd Floor

REPORTS TO: Asst. Vice Chancellor for Academic Affairs

POSITION SUMMARY: Reporting to the Asst. VC for Academic Affairs, the Executive Director for Student Success is responsible for management of the Tutoring Program, Supplemental Instruction, and Student Success (monitoring high risk students. The Executive Director is charged with integration, coordination and fostering of outcome-driven efforts in academic support of student success (e.g., retention, persistence, and graduation). Responsible for collaborating with Academic Affairs and Academic Units to assess and address student learning outcome needs. Incumbent will assist with additional University College (UC) initiatives as requested including assisting with New Student Orientation to further the mission of University College Strategic Plan for Southern University and A & M College. **Direct reports include** Associate Director for Student Success, Academic Advisors, Graduate Assistants, and Peer Tutors

Essential Duties and Responsibilities:

- Works closely with the Dean for University College to monitor and improve systems and relationships with Academic College professional staff who assist students with questions, problems, issues, or concerns that relate to their university experience and noted concerns from faculty or staff members through the campus early alert system.
- Provide vision and creative leadership for the development, implementation, and enhancement of services, policies, and procedures that facilitate increased student success and persistence.
- Manage the Tutorial Program, Supplemental Instruction Program, Academic Appeal Committee, Testing Center and provide necessary/requested data regarding utilization and effectiveness.
- Familiarity with standardized tests and procedures CAAP, MoGEA, COMPASS, ACCUPLACER, Pearson Vue, CLEP.
- Understanding of ADA, its implications and familiarity with the most current adaptive technology.
- All other duties assigned by Dean of University College and or the Office of the Vice Chancellor

Required Knowledge, Skills and Abilities

- Demonstrate outstanding oral, written, and presentation skills
- Ability to work independently and as a part of a team.
- Communicate effectively in a professional, tactful, and courteous manner with students, employees, faculty, and the public.
- Student centered with a focus on serving students who are at-risk
- Ability to multi-task, take initiative and attention to detail
- Ability to provide outstanding customer service in a fast-pace, deadline -driven environment.
- Develop and implement assessment tools to evaluate effectiveness and identify areas for improvement.

Minimum Qualifications:

- A Master's degree in Counseling, Education, a specific discipline, or a related field with a minimum of five years of experience (5+ years preferred) working in retention, academic recovery and support, student success, academic advising, teaching, and/or within other student success initiatives. Three years of supervisory experience is highly preferred.
- Valid drivers' license required

JOVAN T. THOMAS, PH.D.



QUALIFICATIONS PROFILE

A passionate, highly qualified, higher education professional providing leadership for student retention, student placement, student recruitment, registration and records. Experience educating and supporting students throughout the transition from high school to higher education. Excels at guiding students to make feasible college goals based on their professional and academic aspirations. Recognized for creating a supportive environment for all students that encourages meaningful interactions and engaged learning. Adept at developing initiatives, academic plans and interventions, and organization goals to improve productivity, as well as developing and teaching various courses. A proven team player armed with excellent decision-making, communication, and presentation skills; able to establish and maintain positive rapport with professionals from diverse backgrounds and cultures. *Areas of expertise include:*

*Organizational Change Management | Administrative Operations | Academic Advising
Strong Effective Management and Directing Skills | Student Assessment and Engagement*

EDUCATION

**Doctor of Philosophy in Educational Leadership and Research
with Concentration in Higher Education Administration: Dec 2018**

Louisiana State University, Baton Rouge, LA

Omicron Delta Kappa National Leadership Honor Society | Kappa Delta Pi International Society in Education
National Society of Leadership and Service

Education Specialist Certificate with Concentration in Educational Leadership: Aug 2017

Louisiana State University, Baton Rouge, LA

Golden Key International Honor Society | Phi Kappa Phi Honor Society

Master of Social Work with Concentration in Children, Youth, and Families: May 2011

Southern University at New Orleans, New Orleans, LA

Phi Alpha National Social Work Honor Society–Xi Phi Chapter

Bachelor of Science in Public Health with Concentration in Health Systems Management: Jul 2006

Dillard University, New Orleans, LA | Alpha Phi Alpha Fraternity, Incorporated

American College of Healthcare Administrators-Charter Member | Dillard University National Alumni Association

TECHNICAL SKILLS

Banner 9 Navigator

Grades First Navigate System

Self Service Banner

Google Platform

Microsoft Office Suite

Social Media

HIGHER EDUCATION PROFESSIONAL EXPERIENCE

Southern University and A&M College, Baton Rouge, LA

Director | Academic Advising

Oct 2020–Present

- Develop and implement a comprehensive academic advising system that meets the needs of all students and is directly linked to the College's Strategic Plan and is focused on student success.
- Ensures that staffing and technology is adequate to meet the needs of all students, staff and college stakeholders.
- Ensures that all academic advising staff are adequately trained and deliver optimal services to all students, staff, and campus stakeholders. This includes, but is not limited to, on-going professional development and training for all advising staff.
- Ensures all processes and procedures, necessary to deliver optimal academic advising services, are documented in written form and regularly updated.
- These processes and procedures must be available to all academic advising staff and college stakeholders

- 2021 | Judge, Little Miss Southern University Pageant – Royal Court, Southern University
 2021-Present | Executive Board Member, Vice President of Promotion and Engagement – Louisiana Academic Advising Association (LACADA), Louisiana
 2021-Present | Committee Member, Academic Appeals Committee, University College – Southern University
 2021 | Judge, Mister Freshman Pageant – Student Government Association, Southern University
 2020-Present | Board Member, Selective Service System, Region 2 – Baton Rouge, LA
 2019-Present | Founding Board Member, Louisiana Connections Academy Charter School –Baton Rouge, LA
 2019 | Judge (Alpha Representative), Homecoming Greek Stepshow Competition – Beta Sigma Chapter, Southern University
 2019 | Judge, Miss Black and Gold Pageant – Beta Sigma Chapter, Southern University
 2019 | Judge, Inaugural Mister & Miss West Coast Connection, Southern University
 2019 | Judge, Mister Freshman Pageant – Student Government Association, Southern University
 2018-Present | Advisor, Men’s Federation – Student Government Association, Southern University
 2018-Present | Advisor, Third Coast Incorporated – Southern University
 2018-2020 | Council Member, *The Council on the Success of Black Men and Boys*, Governor’s Office-State of LA
 2018-2020 | Committee Member, Judicial Committee, Dean of Students Office – Southern University
 2018 | Judge, Mister Association for Women Students Pageant – Student Government Association, Southern University
 2018 | Judge, Train Like an Alpha Competition – Beta Sigma Chapter, Southern University
 2016-2018 | Committee Member, Athletic Appeals Committee, Dean of Students Office – Southern University
 2016-2018 | Mentor, Black Graduate and Professional Student Association – Louisiana State University
 2015-2016 | Committee Member, Provost Search Committee – Xavier University of LA
 2015-2016 | Committee Member, Health and Wellness Committee – Xavier University of LA
 2012-2014 | Recording Secretary, Alpha Phi Alpha Fraternity, Inc. – Sigma Lambda Chapter
 2011-2014 | Graduate Chapter Liaison, Alpha Phi Alpha Fraternity, Inc. – Beta Phi Chapter–Dillard University
 2009-2012 | Historian, Alpha Phi Alpha Fraternity, Inc. – Sigma Lambda Chapter

PUBLICATIONS

Book Chapters

- James, R. K., King, J. R. and Thomas, T. J. (2019). Restorative justice: The alternative to excessive suspensions and expulsions and the zero-tolerance policy. In J. A. Heybach & S. Fraser-Burgess (Eds.), Making Sense of Race in Education: Practices for Change in Difficult Times. Myers Education Press.
- Thomas, Jovan, "FOR EVERY MOUNTAIN: A PHENOMENOLOGICAL STUDY EXAMINING THE EXPERIENCES OF FIRST-GENERATION, LOW SOCIOECONOMIC STATUS, BLACK MALES EXCELLING AT SELECT PREDOMINATELY WHITE INSTITUTIONS IN LOUISIANA" (2018). *LSU Doctoral Dissertations*. 4759. https://digitalcommons.lsu.edu/gradschool_dissertations/4759

STATE, REGIONAL & NATIONAL PRESENTATIONS

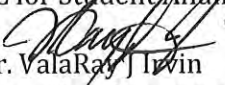
- James, R. K., King, J. R., and Thomas, T. J. (2019). *The missing link: Social justice leadership in teacher leadership preparation programs*. The University of New Mexico Mentoring Institute – 12th Annual Mentoring conference, Albuquerque, NM.
- James, R. K., King, J. R., and Thomas, T. J. (2019). *The missing link: Social justice leadership in teacher leadership preparation programs*. The Academy for Educational Studies – Critical Questions in Education National Conference, Savannah, GA
- James, R. K., King, J. R., Thomas, T. J., Heybach, J., Hines, B. M., and Mohomad, W. (2019). *Race, racism, and racists in education: Practices for change*. The Academy for Educational Studies – Critical Questions in Education National Conference, Savannah, GA.
- Thomas, T. J. (2019). *For Every Mountain: A Phenomenology Study Examining the Experiences of First Generation, Low Socioeconomic Status, Black Males Who Are Transcending at Select Predominately White Institutions in Louisiana*. Curriculum Camp International Conference – Louisiana State University, Baton Rouge, LA.
- Burrell-Craft, K., Thomas, T. J., and Robair, K. (2018). *Black educational space – Black identity development*. American Association of Blacks in Higher Education – National Conference, New Orleans, LA.
- James, R. K. and Thomas, T. J. (2017). *Racial disparities in suspensions and expulsions in public schools*. The Academy for Educational Studies – Critical Questions in Education National Conference, New Orleans, LA.



University Counseling Center

8710 Elton C Harrison Dr. Southern University Baton Rouge, LA 70813
(Voice) 225-771-2480 (Fax) 225-771-3560

TO: Dr. F Carl Walton
VC for Student Affairs

FROM: 
Dr. ValaRay J Irwin
Executive Director and Licensed Psychologist
University Counseling Center (UCC)

DATE: October 01, 2021

RE: New Hires for the UCC

Dr. Walton, this is a request that the below names be submitted to the Board of Supervisors on its October 22, 2021 meeting for approval to become full-time therapists within the UCC.

As of this writing, the UCC is, once again, experiencing record requests from our students for counseling/therapy services. Seven weeks into the semester, to students' displeasure, they are being told of a two-week Wait-List with 26 students on the list! It is my opinion that given the toll of COVID-19 we can expect even more students, as well as, staff reaching out for various services. I feel it is crucial that we fill these two positions as soon as possible.

You will find attached the required materials for the new hires: **Ms. Ariana Hollins**, and **Ms. Andrea Travis**.

Thank you for your consideration.

Cc: Chancellor-President Ray S Belton
Attachment: PAF, PVA, Resumes

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Leslie Mandanice Reason Left Resigned
 Date Left June 30, 2021 Salary Paid _____

Profile of Person Recommended

Length of Employment Effective Date October 25, 2021 To _____

Name Andrea Travis SS# xxx-xx-438-61-8388 Sex F Race* A-A
(Last 4 digits only)

Position Title: Mental Health Therapist II Department: NCC

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 4 yrs. Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): MS - Mental Health Counseling Institution/Location (SU-Baton Rouge): Capella U. Minneapolis Year: 2015

Current Employer Contract Employed

Personnel Action

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

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

Source of Funds Title III

Identify Budget: awaiting new budget code Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 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

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

<u>[Signature]</u> Supervisor	<u>09-30-2021</u> Date	<u>[Signature]</u> Dean/Unit Head	_____ Date
<u>[Signature]</u> Vice Chancellor	<u>10-5-21</u> Date	<u>[Signature]</u> Chancellor	_____ Date
<u>[Signature]</u> Director/Personnel	<u>10/7/21</u> Date	<u>[Signature]</u> Vice President/Finance	_____ Date
<u>[Signature]</u> President	_____ Date	<u>[Signature]</u> Business Affairs/Comptroller	_____ Date
		<u>[Signature]</u> Chairman/S.U. Board of Supervisors	_____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00-5:00pm M-F

EMPLOYEE DIRECT SUPERVISOR: Dr. Palalay

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-2480

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

428

AUG 17 2021

SUBR SULAC SUAREC SUNO SUSLA

SPONSORED PROGRAMS
POLICY DEVELOPMENT and COMPLIANCE OPERATIONS

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Mental Health Therapist II AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR University Counseling Center (UCC)
(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

This is a 40hrs. full-time unclassified position within the UCC; a Title III sponsored program under the administrative leadership of the Division of Student Affairs. The successful candidate is expected to perform individual counseling/therapy, crisis intervention, Intake evaluations, and consultation and outreach to the campus community. The individual reports to the Director of the UCC, and should hold a master's degree in clinical mental health, a counseling degree with an emphasis on mental health treatments, and/or a related clinical emphasized degree. LPC or other appropriate licensure required within 18months of employment.

Some evening outreach required.

This salary will be shared between **Title III budget at \$50,000**, and **Student Affairs budget #216080@ \$10,000**

Salary/Range: \$60,000 (fully licensed) Previous Incumbent (if replacement): Leslie Manadier

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>ValaRay J Irvin, PhD</u> <u>6.24.21</u> Department Head	<u>June 24, 2021</u> Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Huey Lawson</u> Dean/Director/Supervisor of Budget Unit	<u>7/12/21</u> Date

219547

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	<u>08/19/2021</u>
Signature	Date
Budget Number	<u>220422-27131-24100</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>24283</u>
<u>Michelle Williams</u>	<u>08/03/21</u>
Verified By:	Date:

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>F Carl Walton, PhD</u> Vice Chancellor	<u>6/24/21</u> Date
--	--------------------------------------	--	------------------------

F. Carl Walton
6/24/21

Rev. 8/05/2013
Expiration Date 9/30/21

Objective

To obtain a counseling position working with individuals in an academic setting to assist individuals in meeting their goals.

Skills

- Creative intervention development
- Group and individual counseling experience
- Attentive to situational details and the needs of clients
- Knowledge of diagnosing and creating individualized treatment plans
- Worked with Child and Family services and other Inpatient facilities to coordinate services.

Professional Experience

Community Counseling Services: Columbus, MS

Outpatient Therapist

(February 2016- July 2020)

- Provides assessments, Individual, Group, Family therapy and Day Treatment in compliance with DMH standards.
- Documents appropriate activities in case note format that justify the need for treatment.
- Works with treatment team to collect necessary information for Prior Authorization submission.
- Attends and participates appropriately in clinical staffing's and trainings.
- Complete Interview Intake, Diagnose and develop Individualized Treatment Plans.
- Make appropriate referrals for additional services such as Community Support and Medication Management and Inpatient Hospitalization.
- Provided services in school and home setting ranging from ages 5-12 and 15-20.
- Worked with school counselors to assist with behavioral and emotional issues that occurred in school.
- Completed On Call Rotation for crisis hotline yearly.

Diamond Grove Center: Louisville, MS

(April 2015 - Sept. 2015)

Internship

- Developed Treatment Plans

- Assessed mental health through agency approved assessment tools
- Documented counseling interventions and progress
- Attended treatment team meetings
- Taught coping skills and strategies to help manage behavior and mental health issues
- Conducted individual, group and family counseling

Diamond Grove Center: Louisville, MS

(January 2015 - March 2015)

Practicum

- Led adolescent group once a week
- Counseled 1 to 2 clients a week
- Documented counseling interventions
- Collaborated with counseling supervisor to assess clients' needs

Baton Rouge Detoxification Center: Baton Rouge, LA

(June 2009 - July 2009)

Student Intern

- Worked alongside licensed counselors to complete client intake protocol.
- Administered initial client interviews and gave tours of the facility to new clients entering treatment.
- Sat in on alcoholic and narcotics anonymous meetings.
- Completed discharge assessments.
- Made referrals to other rehabilitation centers for clients whose needs exceeded my facility's resources.

East Baton Rouge Council on Aging: Baton Rouge, LA

(Feb. 2009 - April 2009)

Student Intern

- Worked in the Information and Assistance Department as liaison between agency and seniors.
- Completed initial application for seniors seeking services.
- Analyzed seniors' home needs and conducted the necessary assessments to provide assistance.

Organizations

Southern University Student Rehabilitation Association

(2008 - 2010)

Education

M.S. in Mental Health Counseling

Capella University- Minneapolis, MN

(Sept. 2015)

B.S. in Rehabilitation and Disability Studies

Southern University - Baton Rouge, LA

(July 2010)



Office of the Executive Vice Chancellor and Provost

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

October 11, 2021

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

Dear Dr. Belton:

This communication comes to request that the personnel file of Dr. Luria Young reflect her faculty status as Tenured, Full Professor in the Department of Science/Mathematics Education Doctoral (SMED) Program, College of Sciences and Engineering. Dr. Young had the requisite education, professional experiences, and background to warrant this status upon hire. She is an invaluable member of the faculty and has significantly contributed to moving Southern University and A&M College forward.

Thank you very much for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bijoy K. Sahoo'.

Dr. Bijoy K. Sahoo
Executive Vice Chancellor and Provost

APPROVED: _____

DATE: _____

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



Science and Mathematics Education Doctoral (SMED) Program
PBS Pinchback, Suite 321, Rm. 326
P.O. Box 9256, Baton Rouge, LA 70813
225-771-5932 office/fax

October 11, 2021

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

Re: Faculty Status

Dear Dr. Belton:

It has been an honor to serve Southern University and A&M College for over 20 years in many, diverse capacities as a staff and faculty member, and administrator. It was an even greater honor to be offered the opportunity of returning to my alma matter in Fall 2020 as a Tenured, Full Professor in the Department of Science/Mathematics Education Doctoral (SMED) Program, College of Sciences and Engineering. This communication comes to request that my personnel file accurately reflect my faculty status in SMED as a Tenured, Full Professor. I would like to take the opportunity to provide you with an overview of my accomplishments since August 2020.

During the short time of one year and in the midst of the COVID-19 pandemic, I successfully accomplished the following: produced a refereed publication; submitted a proposal for a book chapter that was accepted for publication with Springer; submitted four proposals for presentations at the annual conferences of national organizations (one proposal was accepted thus far); awarded four grants that were funded at \$2.5M, \$75K, \$150K, and \$193,065; submitted two grants that are awaiting notification totaling \$2,934,851; earned an excellent score in teaching during Spring 2021; earned recertification in Quality Matters; currently chairing three dissertation committees; and a host of mentoring and service on campus and in the local community. Please see the attached overview of my accomplishments over this one-year period. These accomplishments have further strengthened the research capabilities of SMED, the College of Sciences and Engineering, the Graduate School, and SUBR as a whole.

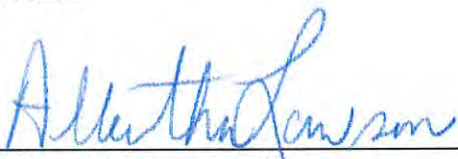


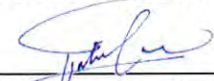
Science and Mathematics Education Doctoral (SMED) Program
PBS Pinchback, Suite 321, Rm. 326
P.O. Box 9256, Baton Rouge, LA 70813
225-771-5932 office/fax


Thank you very much for your progressive leadership and favorable consideration of this request.

Sincerely,

Luria Young, Ph.D.

APPROVED:  DATE: 10/12/2021
Albertha Lawson, Ph.D.
Chair and Professor of SMED

APPROVED:  DATE: 10/12/2021
Patrick Carriere, Ph.D.
Dean of Sciences and Engineering

APPROVED:  DATE: 10/12/21
Bijoy Sahoo, Ph.D.
Executive Vice Chancellor for Academic Affairs and Provost

APPROVED: _____ DATE: _____
Ray L. Belton, Ph.D.
President-Chancellor

One-Year Accomplishments: August 1, 2020 – Present

Dr. Luria Young, Professor

Science/Mathematics Education Doctoral (SMED) Program
College of Sciences and Engineering

REFEREED PUBLICATIONS

Published

Young, L. (2021, in print). Improving the HBCU Brand. In Smith-Ross, C. Editor (Ed.), *Effects of the Covid-19 Pandemic on HBCUs Academic and Social Culture*. Lewiston, NY: Mellen Press.

Chapter Title Accepted for Publication

Remaining Resilient: Preparing STEM Undergraduates for Career Readiness Using Virtual Inquiry-based Teaching and Learning. Book for Springer Publishers, "Innovation, Leadership and Governance in Higher Education: A Perspective on the COVID-19 Recovery Strategy."

PROFESSIONAL PRESENTATIONS

Accepted for Presentation

"Leveraging Effective Communication Tools: Let Theories of Change and Action Do the Heavy Lifting!," R. Pace, K. Kellett, W. Katzman, and L. Young, Association of Science and Technology Centers Virtual Conference, October 5, 2021

Proposals Submitted for Consideration

"HBCU Solutions for Sustainability in the 21st Century," (August 2021), C. Smith-Ross, L. Young, T. Rose, and S. Wicker, CollegeBoard HBCUs Conference 2022

"Exploring LIGO SEC Science Saturdays, Concept Mapping, and Retrieval Practice for Improving Science Education," (July 2021), R. Sharma, L. Young, and A. Lawson, American Educational Research Association Conference 2022

"Investigating Retrieval Practice and Concept Mapping for Enhancing Undergraduate Students' Academic Performance in Introductory Biology," (July 2021), R. Sharma, L. Young, and A. Lawson, American Educational Research Association Conference 2022

EXTERNAL FUNDING

Grants Awarded

Principal Investigator, Southern University Laser Interferometer Gravitational Wave Observatory Project, "Collaborative Research: LIGO-SEC Partnership Strengthening Communities of Learners," National Science Foundation; **\$2,500,000**; 2020-2025

Project Director, "Shell Louisiana STEM Collaborative," Shell
January–December 2020; **\$150,000**
January–December 2021; **\$75,000**

Co-Principal Investigator, California Polytechnic State University, "A New STAR Is Born: Expanding the Reach of a Successful Preservice Teacher Research Program," **\$193,065.00**, 2022-2025

One-Year Accomplishments: August 1, 2020 – Present

Grants Submitted and Pending Notification

Co-Principal Investigator, Department of Education, "A Framework for HBCU Resilience and Improvement in a Pandemic Environment," \$2,784,851.00

Project Director, "Shell Louisiana STEM Collaborative," Shell; January–December 2022;
\$150,000

Grants Submitted but Not Awarded

Principal Investigator, "Confidence Matters: Increasing Female Participation through Leadership Development," National Science Foundation, November 2020; \$1,270,592.00

CERTIFICATION

Quality Matters, Independent Applying the QM Rubric (APPQMR), August 22, 2020

PROFESSIONAL DEVELOPMENT WORKSHOP

"Cultural Relevancy in STEM Classrooms" (A collaborative teacher professional development workshop, Southern University and A&M College and the Smithsonian Science Education Center), Funded by Shell, October 17th and 24th

TEACHING

Faculty Course Evaluation by Students
SMED 717 – Science/Mathematics Curriculum, Spring 2021
Rating: 100%

MENTORING

Chair of Dissertation Committees

Sri Divya Reddy Mettu
Ashley McClure
Rahul Sharma (Co-Chair)

Undergraduate Students

SUBR LIGO Docents (STEM and Education Undergraduate Students)

SERVICE

Mentor, Junior Achievement Leading Ladies, August 2021
The Church International, Connect Group Leader, Fall 2020 – present
SMED Recruitment Committee Co-Chair, Appointed Fall 2020
SMED Pre-Doctoral Program (Concept), Implementation Summer 2022

RECRUITMENT AND ADMISSIONS COMMITTEE

(Following Personnel Affairs Committee)

Friday, October 22, 2021

Southern University System Board Room
J. S. Clark Administration Building ~ 2nd Floor
Baton Rouge, LA 70813

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item
 - A. Overview of Fall 2021 Preliminary Enrollment (SUS)
6. Other Business
7. Adjournment

MEMBERS

Ms. Christy Oliver Reeves–Chairman, Mr. Kevin Taylor-Jarrell, II–Vice Chair,
Mr. Sam Gilliam, Mr. Richard Hilliard, Mrs. Ann Smith, Ms. Arlanda Williams
Atty. Domoine D. Rutledge- Ex Officio

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Recruitment and Admissions Committee)

Friday, October 22, 2021

Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentation
 - A. Above and Beyond Award
 - B. City of Shreveport-SUSLA TV (SUSLA)
 - C. McDonald's Corporation Check Presentation (SUSLA)
 - D. SUSLA Engineering Technology Program at SUBR (SUSLA)
 - E. Recognition of Team SU for Placing 2nd in the HBCU Zillow Housing Hackathon (SULC)
 - F. SUS President-Chancellor Search Update – AGB Search- Dr. Rod McDavis
6. Action Items
 - A. Approval of Minutes of the August 20, 2021, SUS Board of Supervisors Meeting
 - B. Request Authorization to Conduct Feasibility Study to Reestablish the System President and Chancellor as Separate Positions (SUS)
 - C. Request Authorization to Advance the Whitney Hancock Finance Application (SUBR)
 - D. Request Approval for Sale of Property on South 21st Street, Baton Rouge, LA (SUS)
 - E. Request Approval of Power-Based Violence Memorandum of Understanding (SUS)
 - F. Request Approval of Memorandum of Understanding between the Southern University Law Center and Black Canna Conference & Expo (SULC)

- G. Request Approval of Memorandum of Understanding between the Southern University Law Center and Baton Rouge Community College for SULC's Expungement Initiative (SULC)
- H. Request Approval of Memorandum of Understanding between the Southern University Law Center and The Hershey's Company (SULC)
- I. Request Approval of Memorandum of Understanding between the University of Mpumalanga, South Africa and the Southern University College of Agricultural, Family and Consumer Sciences (SUBR/SUAREC)
- J. Request Approval of Memorandum of Understanding between the Louisiana Society for the Prevention of Cruelty of Animals and the Southern University Agricultural Research and Extension Center (SUAREC)
- K. Request Approval of Memorandum of Understanding between Black Canna Conference & Expo and the Southern University Agricultural Research and Extension Center (SUAREC)
- L. Request Approval for Memorandum of Understanding between The Walls Project and the Southern University Agricultural Research and Extension Center/College of Agricultural, Family and Consumer Sciences (SUAREC)
- M. Request Approval of Memorandum of Understanding between Southern University Law Center and the Board of Trustees of the University of Arkansas, acting for and on behalf of the University of Arkansas System, Division of Agriculture, National Agricultural Law Center (SULC)
- N. Request Approval of Memorandum of Understanding between Southern University Law Center and the Department of Homeland Security (SULC)
- O. Request Approval of Resolution for Oil and Gas Mineral Lease (SUSLA)
- P. Request Approval of Grant Agreement between Strada Education Network, Inc. and Southern University at New Orleans (SUNO)
- Q. Request Approval of Memorandum of Understanding between Homeland Security and Southern University at New Orleans (SUNO)

7. Resolutions

8. Informational Items

A. Medical Marijuana Update

B. President's Report

C. Chancellor's Reports

9. Other Business

10. Adjournment



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

October 6, 2021

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

RE: Recognition of Team SU for placing Second Place in the HBCU Zillow Housing Hackathon Competition

Dear Dr. Belton:

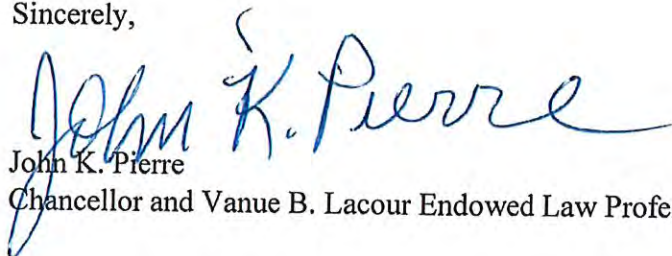
Beginning September 23-30, 2021, Team SU consisting of two students from the SUBR Computer Science Department (Rason Irvin and Nicolas Hardin), and one student from the Southern University Law Center (SULC), (Dominique McCraney), competed in the HBCU Zillow Housing Hackathon Competition. Team SU placed second in the competition, resulting in the team winning \$12,000, (divided three ways), each team member receiving a new MacBook Pro Laptop, and each team member receiving a \$300.00 gift card. The HBCU Housing Hackathon, powered by Zillow was a weeklong virtual competition challenging students attending HBCU institutions to develop, and pitch innovative solutions to real-world obstacles consumers face on their housing journey.

Ms. McCraney, from SULC has competed in other Hackathon competitions (e.g., Hewlett Packard Business competitions), and has secured prizes from those competitions. In addition, Rason Irvin, and Nicolas Hardin from SUBR competed in the Thurgood Marshall College Fund (TMCF) Chevron Energy Innovation Summit, from August 24-27, 2021.

Rason Irvin and Nicholas Hardy, along with a team member from Howard University was assigned a case study that dealt with the beneficial reuse of produced water from conventional oil wells. They developed the Potable Purity Initiative Plan which outlined how they could turn produced water from conventional oil wells into irrigable water and potable water for communities in water-stressed areas. Their solution garnered a first-place prize.

These outstanding students are worthy of recognition, and I respectfully request that they be recognized at the October 22, 2021, Southern University System Board meeting. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre". The signature is written in a cursive style with a large, stylized initial "J".

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

**Southern University and A&M College System
BOARD OF SUPERVISORS VIRTUAL MEETING**

Friday, August 20, 2021

9:00 AM

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Atty. Domoine Rutledge. The invocation was given by Dr. Herman O. Kelly, Jr, Pastor of Bethel African Methodist Episcopal Church.

AGENDA ITEM 3: ROLL CALL

PRESENT

Atty. Domoine Rutledge, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Mr. Sam Gilliam, Mr. Richard Hilliard, Mr. Myron Lawson, Ms. Christy Reeves, Atty Edwin Shorty, Mrs. Ann A. Smith, Dr. Leon R. Tarver II, Mr. Kevin Taylor-Jarrell II, Rev. Samuel Tolbert, Dr. Rani Whitified, and Ms. Arlanda Williams,

ABSENT

Atty Jody Amedee

AGENDA ITEM 4: ADOPTION OF THE AGENDA

Chairman Rutledge mentioned the agenda will be amended. Action Item P1 – Thomas Bates will be deleted, and Stacy Taylor will be added. Upon the motion by Atty. Edwin Shorty and second by Dr, Leon Tarver, II, the agenda was recommended for adoption with amendment.

Motion passed.

ACTION ITEM 5: PUBLIC COMMENTS

Name: Albert L. Samuels

Department: Political Science - SUBR

Which Committee is your Public Comment in reference to?: SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

Summary of Public Comment: I noticed in the line item for "faculty promotions" of the proposed 2021-2022 budget that no dollars are earmarked for this purpose. Does this mean that there is no intent to provide salary adjustments for the faculty who received tenure and promotion in the last cycle? The Board approved four (4) faculty members for tenure and promotion during the March 2021 board meeting; yet, so far, there is no definitive word on fair salary adjustments for them. This is not only unfair, but

unconscionable given that, on this same agenda, this Board is being asked to give raises to selected administrators and to create new administrative and staff positions. If the university can find money for those raises and new positions, it can certainly find resources to fund the salary adjustments that these faculty members have earned.

Atty Rutledge mentioned this comment will be addressed later on the agenda when discussing the budgets.

AGENDA ITEM(S) 6: ACTION ITEMS

Motion was made by Mr. John Barthelemy and second by Mr. Myron Lawson that Action Item 6A be approved

Motion was approved.

- A. Approval of Minutes of the July 16, 2021, SUS Board of Supervisors Meeting

Motion was made by Atty Edwin Shorty and second by Mrs. Christy Reeves that Action Item (6B – 6D) be approved in global.

Motion was approved.

Dr. Alex Appeaning requested items C and D be submitted by September 1, 2021

- B. SACSCOC Standard 4.2a (Mission Review) – *Campus Mission Statements are submitted for the Board’s annual review and approval (SUS)*
- C. SACSCOC Standard 4.2d (Conflict of Interest), *Conflict of Interest Form should be completed by each Board Member (SUS)*
- D. SACSCOC Standard 4.2g (Board Self-Evaluation) – *Board Self-Evaluation Form should be completed by each Board Member (SUS)*

Dr. Belton thanked the board members for their support and is looking forward to this next year. There were several board members that gave their expressions and appreciation to Dr. Belton.

- E. Annual Evaluation of President-Chancellor Ray L. Belton (*Informational Item*)

Motion was made by Mr. Sam Gilliam and second by Dr. Leon Tarver that

Action Item

(6F – 6I) be approved in global.

Motion was approved.

F. Motion / Resolution Amending the Contract of Employment of Dr. Ray Belton (SUS)

G. Motion / Resolution to Authorize the Board Chairman to contract with Search Firm, and to provide a budget to the search committee and related matters (SUS)

H. Request approval of the Amendment to the Facilities Lease Agreement by and between Southern University and A&M College System and Aramark Educational Services, LLC relative to the Minimum Guarantee due to COVID reduction in meal plans (SUS)

I. Request approval of the Amendment to the Facilities Lease Agreement by and between Southern University and A&M College System and Aramark Educational Services, LLC to provide a financial commitment to John B. Cade Library (SUS)

Motion was made by Mr. Myron Lawson and second by Atty Edwin Shorty that Action Item

(6J – 6O) be approved in global with the caveat for Item K – Dr. Ellis will provide additional information and have a discussion with President and Legal Counsel before execution of the agreement.

Motion was approved.

J. Request Approval of Modification to MSKICK Agreement for expansions (SUSLA)

K. Request Approval of Agreement with Alpha Management Partner, LLC and SUSLA for housing management (SUSLA)

Mr. Sam Gilliam request more explanation for Item K from Dr. Ellis. Dr. Ellis responded with a brief explanation. There were questions from Mr. Myron Lawson and Chairman Rutledge. Dr. Ellis responded to the questions and based on his response, Chairman Rutledge request Dr. Ellis put this item off until September Board Meeting and want to offer a motion. Dr. Ellis request he get this approved before September so he can have a smooth transition from

one company to the other. Therefore, Chairman Rutledge request he provide additional information based on the prior questions and discussions from the members. He is to provide this information and have a discussion with President Belton and General Counsel before executing the agreement. Dr. Ellis agreed to comply with the request.

- L. Request Approval for Southern University at Shreveport Naming Policy (SUSLA)
- M. Request Approval of the SUNO Distance Education Attendance Policy (SUNO)

Athletic Director Roman Banks provided a summary on Item N and O. The detail information is in the packet.

There were a few questions from the board members that AD Banks addressed. There were several members that gave accolades to Coach Pete Richardson.

- N. Request Approval of the Student-Athlete Name, Image and Likeness Policy (SUS)
- O. Request Authorization to Name the Field at A. W. Mumford Stadium *The Pete Richardson Football Field (SUBR)*

Motion was made by Atty Edwin Shorty and second by Mr. John Barthelemy that Action Item 6P be approved.

Motion was approved.

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

Name	Position/Campus	Salary	Funding Source
1. Thomas Bates	Associate General Counsel for Procurement, Contracts, Leases and Public Record New Position (SUS)	\$80,000.00	State
1. Stacy Taylor	Chairperson of Undergraduate Nursing Program School of Nursing New Appointment (SUBR)	\$95,000	State

2. Ashley Butler	Associate General Counsel for Civil Rights, Risk Management Employment Law, Policies and Procedures New Position (SUS)	\$80,000.00	State
3. Joycelyn Harrison	Assistant Vice-Chancellor for Academic Affairs New Appointment (SUBR)	\$105,000.00	State
4. Brandon Johnson	Network Technical Engineer New Appointment (SUS)	\$72,800.00	Federal
5. D'Andrea Lee	Director of Call Center and Quality Assurance / Special Events New Appointment (SUS)	\$96,720.00	State
6. Lutfu Sagbansua	Associate Professor of Management College of Business New Appointment (SUBR)	\$90,000.00	State
7. Donovan Segura	Associate Vice-Chancellor for Equity, Diversity, Inclusion and Title IX New Appointment (SUAREC)	\$112,000.00	Federal/State
8. Ryan Sugulleh	Assistant Director/Regional Coordinator for the Communities of Color Network- Tobacco Cessation Program New Appointment (SUAREC)	\$61,280.00	Federal/State
9. Sarah T. Spland	Information Technology Liaison New Appointment (SUBR)	\$65,000.00	Federal
10. Simmone Whitmore	Associate Professor / Coordinator Department of Civil and Environmental Engineering New Position (SUBR)	\$98,000.00	Federal

Motion was made by Atty Edwin Shorty and second by Mrs. Ann Smith that Action Item 6Q be approved.

Motion was approved.

Q. Request Approval for Unpaid Sabbatical Leave for Professor Julie Stillman (SULC)

Motion was made by Mr. Myron Lawson and second by Atty Edwin Shorty that Action Item (6R – 6S) be approved in global.

Motion was approved

- R. FY 2021-2022 Operating Budgets:
 - 1. Southern University System Employee Schedule
 - 2. Southern University Board and System Administration Operating Budget
 - 3. Southern University Board and System Inter-Institutional Cost Transfer Budget
 - 4. Southern University Board and System Administration Inter-Institutional Transfers Direct Charges Budget
 - 5. Southern University Board and System Special Meals and Miscellaneous Travel Budget
 - 6. Southern University Baton Rouge Campus Operating Budget
 - 7. Southern University Law Center Operating Budget
 - 8. Southern University New Orleans Campus Operating Budget
 - 9. Southern University Shreveport Campus Operating Budget
 - 10. Southern University Agricultural Research and Extension Center Operating Budget
 - 11. SUBR Athletics Intercollegiate Budget
 - 12. 1SUSLA Athletics Budget

- S. Ratification of Fiscal Year 2021-2022 Carryforward Appropriation 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)

Motion was made by Mrs. Ann Smith and second by Mrs. Christy Reeves that Action Item (6T – 6W) be approved in global

Motion was approved

- T. Request Approval of Memorandum of Understanding between Southern University Law Center and Professional Football Players Mothers Association (SULC)

- U. Request Approval for Southern University System to Opt-In to State Banking Services Contract (SUS)
- V. Request Approval of Memorandum of Understanding between Southern University Law Center and Louisiana Appleseed (SULC)
- W. Request Approval Memorandum of Understanding between Southern University Law Center and Justice and Accountability Center of Louisiana (SULC)

Motion was made by Mr. John Barthelemy and second by Mrs. Christy Reeves that Action Item (6X – 6Z) be approved in global

Motion was approved

- X. Request Approval for Memorandum of Understanding between Southern University Law Center and The Federal Bureau of Investigation (SULC)
- Y. Request Approval for Memorandum of Understanding between Southern University Law Center and Diverse Representation (SULC)
- Z. Request Approval of Memorandum of Understanding between Southern University at New Orleans and the Federal Bureau of Investigation (SUNO)

AGENDA ITEM 7: Resolutions

Motion was made by Mr. John Barthelemy and second by Atty Edwin Shorty that Action Item 7 be approved.

Motion was approved

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

- Dr. George Wiley Whitfield
- Mrs. Cynthia Renee' Hightower-Jenkins
- Mrs. Vera Tademy White
- Dr. Purvis Cordell Carter, Jr.
- Dr. Nabie Conteh
- Ms. Muriel Haysbert

Added to the list –

- Chairman Rutledge added First Lady Linda Simon Kelly – Wife of Pastor Herman Kelly
- Chancellor Pierre added Anthony Drake – Employee at SULC – Passed away on August 16, 2021

AGENDA ITEM 8: Informational Item(s)

A. Fall 2021 Registration Process (See each presentation in detail in board office files)

- Dr. Belton presented brief report on behalf of SUBR.
- Dr. Ammons introduced Dr. Adriel Hilton who presented brief report on behalf of SUNO.
- Chancellor Pierre presented brief report on behalf of SULC.
- Dr. Ellis presented brief report on behalf of SUSLA.

Chairman Rutledge thanked all campuses for their thorough reports. Chairman Rutledge is requesting an update at the September Board Meeting on the number of students paid/projections for each campus.

B. Facilities Planning Project Updates (SUS)

Facilities planning project update for each campus was provided in detail in the board packet. Mr. Maurice Pitts gave a brief summary of each project that has funding.

C. President's Report

Dr. Belton didn't have an additional report.

D. Chancellor's Reports (See each report in detail in board office files)

- Dr. Ammons presented brief report on behalf of SUNO.
- Dr. Ellis presented brief report on behalf of SUSLA.
- Dr. McMeans presented brief report on behalf of SUAREC.
- Chancellor Pierre presented brief report on behalf of SULC.
- Dr. Sahoo presented brief report on behalf of SUBR.

AGENDA ITEM 9: Other Business

AGENDA ITEM 10: Adjournment

Motion by Ms. Christy Reeves and second by Mr. Kevin Taylor-Jarrell II to adjourn the meeting.

RESOLUTION
BY THE BOARD OF SUPERVISORS OF THE SOUTHERN UNIVERSITY
SYSTEM AUTHORIZING THE GUARANTY OF A LOAN
TO THE SOUTHERN UNIVERISTY SYSTEM FOUNDATION, INC.

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 (the "University"), and to control and dispose of its property and funds; and

WHEREAS, the President of the University must obtain approval of the Board for entering into transactions with a proposed lender to obtain the necessary and appropriate University support of the financing for any projects which benefit the University and which the University is providing financial support as more fully described below; and

WHEREAS, Section 3351(A)(4) of Title 17 of the Louisiana Revised Statutes of 1950, as amended (LA. R.S. 17:3351(A)(4)), Chapters 13 and 14A of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and Article VII, Section 6(c) of the Constitution of the State of Louisiana of 1974 (the "Constitution" and, together with the cited authority, the "Act"), and other constitutional and statutory authority, authorize the Board of the System to borrow money and to issue bonds, notes or certificates of indebtedness and pledge revenues to guarantee payment thereof in accordance with law and with the approval of the State Bond Commission; and

WHEREAS, Southern University System Foundation, Inc (the "Foundation"), is borrowing not to exceed \$45,000,000 (the "Loan") to build a 494 unit apartment building for freshmen at Southern University (the "Project") and as a condition to Hancock Whitney Bank, as lead arranger and administrative agent, arranging for a loan syndicate and loaning the funds to the Foundation, the University is required to pledge certain revenues and enter into certain covenants; and

WHEREAS, it is necessary to lease the land on which the Project is to be located on to the Foundation and after the construction of the Project is completed, the Project (including the land) will be subleased back to the University under a sublease agreement and it is also expected that there will be a leasehold mortgage on the Project by the University; and

WHEREAS, the University understands that it is required to pledge certain revenues of the University and/or lease and mortgage certain real property as proposed security for the Loan; and

WHEREAS, all consents and approvals required to be given by public bodies in connection with the authorization, issuance and sale of the Bonds referred to below in Section 4 as required by the Act have been or will be secured prior to the delivery of the Loan; and

WHEREAS, this Board, by this resolution, desires to provide for the execution and delivery of the Guaranty Agreement referenced below, and such other documents, instruments and certificates as may be required or necessary in connection with the issuance of the Loan and to set forth certain details of the Loan; and

THEREFORE, BE IT RESOLVED, by the Board as follows:

1. The Board does hereby approve the execution of a Guaranty Agreement in support of the Loan and the execution of the sublease agreement and leaseholder mortgage approved by Decuir, Clark, and Adams.

2. The Chair and the Vice Chair of the System and the President of the University, or any one of them and their designees, are hereby authorized to execute the Guaranty Agreement, guaranteeing payment of the loan and such other documents and certificates including any covenant lease and sublease agreements in the forms approved by Decuir, Clark, and Adams, counsel to the Board as shall be necessary to accomplish the financing described in this resolution. The signatures of the said officers or their designees upon such documents set forth above, or as may be otherwise required for or necessary, convenient or appropriate to the financing described in this resolution, are deemed to be conclusive evidence of their due exercise of the authority vested in them hereunder.

3. The officers of this Board are authorized and empowered to take any and all further action and to sign any and all documents, instruments and writings as may be necessary to carry out the purposes of this resolution and to file, on behalf of the Board with any governmental board or entity having jurisdiction over the Project such applications or requests for approval thereof as may be required by law.

4. By virtue of applicant/issuer's application for, acceptance and utilization of the benefits of the Louisiana State Bond Commission's approval(s) resolved and set forth herein, it resolves that it understands and agrees that such approval(s) are expressly conditioned upon, and it further resolves that it understands, agrees and binds itself, its successors and assigns to, full and continuing compliance with the "State Bond Commission Policy on Approval of Proposed Use of Swaps, or other forms of Derivative Products Hedges, Etc.", adopted by the Commission on July 20, 2006, as to the borrowing(s) and other matter(s) subject to the approval(s), including subsequent application and approval under said Policy of the implementation or use of any swap(s) or other product(s) or enhancement(s) covered thereby.

5. The Chairman and President shall coordinate the timing of the submission to the State Bond Commission with the professionals advising the University.

IN WITNESS WHEREOF, I have set my hand.

Secretary

Dated: _____

CERTIFICATE

We, the undersigned and duly appointed officers of the Southern University Board of Supervisors do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Supervisors at its regular meeting on 22nd day of October, 2021 at which meeting more than a quorum was present and voted.

IN WITNESS WHEREOF, we have hereunto signed our names on this 22nd day of October, 2021.

Secretary, Southern University Board of Supervisors

Chairman, Southern University Board of Supervisors



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

August 26, 2021

Southern University Board of Supervisors
J.S. Clark Administration Building
Fourth Floor
Baton Rouge, LA 70813

Re: Request Sale of Property on S. 21st Street

Dear Honorable Board Members:

On behalf of Southern University and A&M College, I am requesting that the Board consider approval and authorization to sell a lot located on S. 21st Street, detailed below.

The property is an empty lot that was bequeathed to the University upon F.G. Clark's death. The University is not currently utilizing the property, nor does it have plans to do so. A buyer, Isaiah Pullet, has expressed interest in purchasing the lot. He is from the area and is committed to revitalizing the Fuqua neighborhood.

In anticipation of making this request and in light of the fact that the property is now considered state property, we obtained the approval of the Louisiana Legislature to sell the lot. Please see Act 369.

It is for these reasons, that I request the Board's consideration and approval to enter into negotiations and subsequently selling the lot located on S. 21st Street.

Sincerely,



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

"Five Campuses, One Vision... Global Excellence"

WWW.SUS.EDU

2020 PARCEL LISTING

Parcel#2384418

OWNER

SOUTHERN UNIVERSITY AND A & M
 COLLEGE
 SCOTLANDVILLE BRANCH
 BATON ROUGE, LA 70807-0000

PARCEL# 2384418

<i>Parcel Number</i>	<i>Parcel Type</i>	<i>Ward</i>	<i>Physical Address</i>	<i>Map Number</i>
2384418	DELETED	1-1		

LOCATIONS- PARCEL#2384418

<i>Subdivision</i>	<i>Lot</i>	<i>Block</i>	<i>Section</i>	<i>Township</i>	<i>Range</i>	<i>Tract</i>	<i>UNT</i>	<i>PHE</i>
FUQUA & LAMON TOWN	10 PT	20						

ITEMS- PARCEL#2384418

<i>Description</i>	<i>Assessed Value</i>	<i>Exempt Value</i>	<i>Market Value</i>	<i>Units</i>	<i>Ex. Units</i>
RESIDENTIAL IMPROVEMENT	1,500	1,500	15,000	1.0000	1.0000
INSTITUTIONAL TRACT - 3050	500	500	5,000	1.0000	1.0000
Item Totals	2,000	2,000	20,000	2.0000	2.0000

LEGAL DESCRIPTION- PARCEL#2384418

NORTH 40 FT. OF LOT 10 SQ. 224
 OR 20 F & L T, MEASURING 30 FT.
 FRONT ON EAST SIDE OF 21ST. ST.
 (SHOULD INCLUDE A PART OF LOT
 11)1974.(P-24971)

DEED INFORMATION

<i>Deed Names</i>	<i>Deed#</i>	<i>Type</i>	<i>Recorded</i>	<i>Sales Price</i>	<i>Qualifie</i>
UNIVERSITIES - SOUTHERN UNIVERSITY		..		0.00	YES

OWNERSHIP INFORMATION

<i>HS</i>	<i>Owner Name</i>	<i>Primary</i>	<i>% Owned</i>	<i>% Tax</i>	<i>From</i>	<i>To</i>
NO	SOUTHERN UNIVERSITY AND A & M COL	YES	100.0000	100.0000		

2020 PARCEL LISTING

Parcel#2391880

OWNER
 SOUTHERN UNIVERSITY AND A & M
 COLLEGE

BATON ROUGE, LA 70813-0000

PARCEL# 2391880

Parcel Number	Parcel Type	Ward	Physical Address	Map Number
2391880	EXEMPT	1-1		

LOCATIONS- PARCEL#2391880

Subdivision	Lot	Block	Section	Township	Range	Tract	UNT	PHE
FUQUA & LAMON TOWN	10 PT	20						

ITEMS- PARCEL#2391880

Description	Assessed Value	Exempt Value	Market Value	Units	Ex. Units
INSTITUTIONAL TRACT - 3050	500	500	5,000	1.0000	1.0000
Item Totals	500	500	5,000	1.0000	1.0000

LEGAL DESCRIPTION- PARCEL#2391880

NORTH 40 FEET OF LOT 10 SQ. 224 OR
 20, MEAS. 30 FEET FRONT
 ON THE EAST SIDE OF 21ST
 ST. (SHOULD INCLUDE A PART OF LOT
 11) 1974 (P-24,971)

DEED INFORMATION

Deed Names	Deed#	Type	Recorded	Sales Price	Qualifie
* LOT ONLY *		..		0.00	YES
CLARK, OCTAVIA		..	01 / 02 / 1900	0.00	YES
CLARK, FELTON G.	P-12899	JUDG	08 / 12 / 1960	0.00	YES
CLARK, FELTON G. ETAL	P-24971	J/P	07 / 23 / 1974	0.00	YES
(7-23-74)		..	07 / 25 / 1974	0.00	YES
SOUTHERN UNIVERSITY & A & M COLLEGE	P-24471	J/P	07 / 24 / 1974	0.00	YES

OWNERSHIP INFORMATION

HS	Owner Name	Primary	% Owned	% Tax	From	To
NO	SOUTHERN UNIVERSITY AND A & M COL	YES	100.0000	100.0000		

ACT No. 369

2021 Regular Session

HOUSE BILL NO. 558

BY REPRESENTATIVE LARVADAIN

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AN ACT

To authorize and provide for the transfer of certain state property; to authorize the transfer of certain state property in East Baton Rouge Parish and St. Landry Parish; to provide for property descriptions; to provide for the reservation of mineral rights; to provide for the proceeds; to provide relative to terms and conditions; to provide an effective date; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. The Board of Supervisors of Southern University and Agricultural and Mechanical College and the commissioner of administration, notwithstanding any other provision of law to the contrary, are hereby authorized and empowered to convey, transfer, assign, lease, or deliver any interest, excluding mineral rights, the state may have in all or any portion of the following described parcels of property to Isaiah Pullet:

PARCEL #2384418
NORTH 40 FT. OF LOT 10 SQ. 224 OR 20 F & L T, MEASURING 30 FT. FRONT ON EAST SIDE OF 21ST. ST. (SHOULD INCLUDE A PART OF LOT 11) 1974. (P-24971)

PARCEL #2391880
NORTH 40 FEET OF LOT 10 SQ. 224 OR 20, MEAS. 30 FEET FRONT ON THE EAST SIDE OF 21ST ST. (SHOULD INCLUDE A PART OF LOT 11) 1974 (P-24,971)

1 Section 2. The Board of Supervisors of Southern University and Agricultural and
2 Mechanical College and the commissioner of administration are hereby authorized to enter
3 into such agreements, covenants, conditions, and stipulations and to execute such documents
4 as necessary to properly effectuate any conveyance, transfer, assignment, lease, or delivery
5 of title, excluding mineral rights, to the properties described in Section 1 of this Act, and as
6 more specifically described in any such agreements entered into and documents executed
7 by and between the Board of Supervisors of Southern University and Agricultural and
8 Mechanical College, the commissioner of administration, and Isaiah Pullet, in exchange for
9 consideration proportionate to the appraised value of the properties.

10 Section 3. The proceeds of any sale or transfer of property as authorized by Sections
11 1 and 2 of this Act shall be retained by the Southern University System.

12 Section 4. The Louisiana Workforce Commission and the commissioner of
13 administration, notwithstanding any other provision of law to the contrary, are hereby
14 authorized and empowered to convey, transfer, assign, lease, or deliver any interest,
15 excluding mineral rights, the state may have in all or any portion of the following described
16 parcels of property to St. Landry Parish:

17 A CERTAIN TRACT OF LAND LOCATED AT 262 BELLEVUE STREET,
18 OPELOUSAS, LA IN TOWNSHIP 6 SOUTH RANGE 4 EAST - SECTION
19 90; BEING 86 FEET ON N SIDE BELLEVUE & DEPTH ALONG E
20 BOUNDARY OF 182.9 FEET & REAR WIDTH OF 160 FEET.
21

22 Section 5. The Louisiana Workforce Commission and the commissioner of
23 administration are hereby authorized to enter into such agreements, covenants, conditions,
24 and stipulations and to execute such documents as necessary to properly effectuate any
25 conveyance, transfer, assignment, lease, or delivery of title, excluding mineral rights, to the
26 property described in Section 4 of this Act, and as more specifically described in any such
27 agreements entered into and documents executed by and between the Louisiana Workforce
28 Commission, the commissioner of administration, and St. Landry Parish, in exchange for
29 consideration proportionate to the appraised value of the property.

30 Section 6. This Act shall become effective upon signature by the governor or, if not
31 signed by the governor, upon expiration of the time for bills to become law without signature

HB NO. 558

ENROLLED

1 by the governor, as provided by Article III, Section 18 of the Constitution of Louisiana. If
2 vetoed by the governor and subsequently approved by the legislature, this Act shall become
3 effective on the day following such approval.

SPEAKER OF THE HOUSE OF REPRESENTATIVES

PRESIDENT OF THE SENATE

GOVERNOR OF THE STATE OF LOUISIANA

APPROVED: _____

Listing Firm

Tiger Town Realty LLC -- Baton Rouge

Selling Firm

Seller's Designated Agent Name & License Number



Carmen Coetzee 0995694832

Dual Agent Buyer's Designated Agent Name & License Num.

0912123008

Brokerage Firm or Broker Name & License Number

Brokerage Firm or Broker Name & License Number

Phone Number Office Fax

225-755-7022 225-755-7032
Phone Number Office Fax

Email Address

cccarmen333@yahoo.com
Email Address

Delivered by Designated Agent to Day Date Time AM/PM

Comments

Received by Designated Agent Day Date Time AM/PM

Agreement to Purchase and Sell Unimproved Lot

Date: _____

Property located in: Baton Rouge East Baton Rouge, LA
City Parish

Property legal description: (attach map and/or exhibit if necessary)

NORTH 40 FT. OF LOT 10 SQ. 224 OR 20 F & L T, MEASURING 30 FT. FRONT ON EAST SIDE OF 21ST. ST. (SHOULD INCLUDE A PART OF LOT 11) 1974. (P-24971) 75 TC #685 PARCEL ID: 2384418

NORTH 40 FEET OF LOT 10 SQ. 224 OR 20, MEAS. 30 FEET FRONT ON THE EAST SIDE OF 21ST ST. (SHOULD INCLUDE A PART OF LOT 11) 1974 (P-24.971) PARCEL ID: 2391880 (hereinafter the "Property").

MINERAL RIGHTS: (check one)

If Seller owns any mineral rights; they are to be conveyed without warranty.

Mineral rights owned by Seller, if any, are to be reserved by the Seller but with waiver of any right to use the surface.

Other: _____

PURCHASE PRICE: Buyer agrees to purchase and Seller agrees to sell the Property described herein for the sum of: \$ 8,000.00, payable in cash or immediately available funds at the closing of the purchase and sale (the "Closing") as contemplated herein, subject to any valid restrictions, servitudes of record and any zoning ordinances affecting this Property.

CLOSING: The act of sale shall be passed before a settlement agent selected by BUYER SELLER on _____

or before with mutual agreement of the parties. Any title insurance policies requested by the buyer, or required by the lender, shall be issued by the settlement agent. Any extension shall be agreed upon in writing and signed by Seller and Buyer. At the Closing, the following shall occur: (a). Real estate taxes and other assessments shall be prorated to date of Closing and receipted for by Buyer. (b). Seller shall deliver to Buyer sufficient evidence that the person, or persons, executing this Agreement and Closing documents on behalf of Seller have full right, power and authority to do so. (c). All closing costs, legal fees, surveying, financing, appraisals, recording, and other fees and expenses associated with the Property are to be paid by the Buyer. (d). Any mortgage liens, or other encumbrances affecting

37 the Property will be deducted from the purchase price or from that portion of the sale proceeds due to the owner.
38 Costs required to make title merchantable shall be paid by Seller.
39

40 **POSSESSION:** Possession of the Property shall be delivered to Buyer on the Closing Date in the same condition the
41 Property existed on the date that Buyer executes this Agreement.
42

43 **FINANCING:**

44 **CASH SALE:** Buyer warrants that he has cash readily available to close the sale of this Property.
45 **FINANCED SALE:** This sale is conditioned upon the ability of Buyer to borrow with this Property as security
46 for the loan the sum of \$ _____ or _____ % of the Sale Price by a mortgage
47 loan or loans at an initial interest rate not to exceed _____ % per annum, interest and principal, amortized over a
48 period of not less than _____ years, payable in monthly installments or on any other terms as may be acceptable to
49 Buyer provided that these terms do not increase the cost, fees or expenses to Seller. Fees paid by Seller that are
50 required by lender, if any, shall not exceed \$ _____. Buyer agrees to pay discount points not to
51 exceed _____ % of the loan amount.
52

53 In the event BUYER is not able to secure financing, Seller reserves the right to provide all or part of mortgage loan(s)
54 under the terms set forth herein subject to a credit check on Buyer and approval of mortgage documents by Seller.
55 The mortgage shall contain the usual and customary clauses allowing executory process with or without
56 appraisal. The Buyer agrees to make a good faith application, which includes ordering and paying for an
57 appraisal and credit report if required for loan approval, within 0 calendar days of acceptance of this offer or any
58 counteroffer and written proof from the lender that the application has been made shall be supplied by Buyer to the
59 Seller. Written commitment by the lender to make loan(s), without contingencies except subject to approval of title
60 and other contingencies normally imposed by lender excluding ordering appraisal and credit report, shall be obtained
61 by Buyer and shall constitute final loan approval. Final loan approval shall be obtained on or prior to
62 _____. Any extension of this date shall be in writing and shall be signed by all parties. Buyer
63 authorizes and instructs lender to release to Seller or Seller's Broker or Designated Agent, written verification of the
64 loan application and final loan approval.
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66 **OTHER FINANCING CONDITIONS:**
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74 **APPRAISAL:** In the event an appraisal is made, this agreement is conditioned upon the appraisal being not less than
75 the purchase price. If the appraisal is less than the purchase price, Buyer shall have the option to pay the agreed-
76 upon price or to void this agreement unless Seller agrees to reduce the sales price to appraised value or unless both
77 parties agree to a new sales price within five (5) business days after written notification to Seller of appraised value.
78

79 **DEPOSIT:** Upon acceptance of this offer (the "Effective Date"), Seller and Buyer shall be bound by all terms and
80 conditions herein, and
81 Buyer will deposit, within 0 calendar days of notice of acceptance, with Seller's Designated
82 Agent/Broker ("Broker") a deposit (the "Deposit") in the amount of 0.00.
83
84 Buyer will deposit, within calendar days of the expiration of the Inspection Period (hereinafter defined),
85 with Seller's Designated Agent/Broker ("Broker") a deposit (the "Deposit") in the amount of
86 _____.
87

88 Failure to do so shall be considered a breach of this Agreement. This Deposit shall not be considered as earnest
89 money and shall be non-interest bearing. The Deposit shall be held by Listing Broker in an escrow account as
90 required by the Louisiana Real Estate Commission and established in a federally insured banking or savings and
91 loan institution without responsibility on the part of said Broker in the case of failure or suspension of such institution.
92 Notwithstanding any other provision to this agreement, including nullity, the Deposit may be disbursed to one of the
93 parties only by written mutual consent of the parties. In the event the parties do not sign such consent, the Broker
94 shall bear the responsibility for depositing the funds into a court of competent jurisdiction or as directed by the
95 Louisiana Real Estate Commission's rules and regulations regarding Deposits.
96

97 **INSPECTIONS:** At the sole expense of Buyer, Buyer shall have Ten (10)
98 days after the Effective Date of this Agreement (the "Inspection Period") to make an inspection of the Property, which
99 may include environmental, zoning, flood zone, drainage and soil conditions, and any other aspects of the Property

Buyer Initials _____ Seller Initials _____

100 including, but not limited to, economic and other factors that Buyer deems relevant or material to Buyer's criteria and
101 standards for the Property. This partial enumeration is in no way intended to limit the meaning of fitness and
102 suitability of the Property for Buyer's purposes. If Buyer is not satisfied with the results of these inspections, then
103 Buyer, in Buyer's sole discretion, reserves the right to cancel this Agreement during the Inspection Period by
104 providing Seller or Seller's agent with written notice of such cancellation during this period.
105

106 **HOLD HARMLESS:** Buyer shall indemnify and hold Seller harmless against and in respect of any damages resulting
107 from any of Buyer's inspections to the property, as provided for above, including damage to Seller's property and/or
108 injury to any person inspecting Seller's property on behalf of Buyer, and all costs resulting therefrom, including court
109 costs and attorney fees.
110

111 **CANCELLATION OF AGREEMENT:** If Buyer determines that the Property is not suitable for its purposes, it may at
112 any time prior to the end of the last day of the Inspection Period cancel the Agreement by giving Seller written notice
113 of cancellation, whereupon the Deposit shall be returned to Buyer and this Agreement shall terminate and Buyer shall
114 have no further obligation under this Agreement. If Buyer does not cancel this Agreement prior to the end of the
115 Inspection Period, this Agreement shall not terminate but shall remain in full force and effect and the Property shall be
116 deemed to be suitable for Buyer's intended use.
117

118 **REPRESENTATIONS OF SELLER:** Seller represents and warrants to Buyer that:

119 (a) Seller owns and shall convey to Buyer good and marketable fee simple title to the Property, free and clear of
120 all liens and encumbrances (except any encumbrance that is to be discharged by Seller at or prior to closing) subject
121 to restrictions and servitudes of record.

122 (b) Seller has no knowledge of any information that would impede or hinder the use or development of the
123 property.

124 (c) Seller has provided to Buyer any and all pertinent information about the Property that is available to Seller
125 including but not limited to engineering surveys, engineering reports or opinions, layouts, development plans, soil
126 testing or environmental studies that Seller has or has knowledge of. Seller will provide any and all information
127 concerning any landfill activity, or any other facts pertinent to the Property.

128 (d) Seller has no knowledge of legal actions, suits, condemnation proceedings or other legal or administrative proceedings
129 pending or threatened against the Property.

130 (e) Seller has no knowledge that the Seller nor the Property is in violation of any statutes, ordinances, rules, regulations,
131 orders or requirements (including, but without limitation, environmental statutes, ordinances, rules, regulations,
132 orders or requirements) of federal, state, parish and municipal governments and political subdivisions thereof,
133 pertaining to the Property.

134 (f) Seller has not stored any hazardous materials or toxic wastes on, in or under the Property or permitted the
135 Property to be used for storage of any of the same; nor does Seller have knowledge of any prior storage of
136 hazardous materials or toxic wastes on, in or under the Property and/or the assertion of any environmental or other
137 lien of the Property by any governmental agency, authority or instrumentality to secure the cost and expense of
138 removing or neutralizing any hazardous materials or toxic materials stored on, in or under the Property.
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146 **WARRANTY –** Check any of the following that apply:

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SALE WITH WARRANTIES: Seller and Buyer acknowledge that this sale shall be with full Seller warranties
as to any claims or causes of action including but not limited to redhibition pursuant to Louisiana Civil Code Article
2520, *et seq.* and Article 2541, *et seq.*

152 **SALE "AS IS" WITHOUT WARRANTIES:** The Property is sold "AS-IS, WHERE IS" without any warranties
153 whatsoever as to fitness or condition, whether expressed or implied, and Buyer expressly waives the warranty of
154 fitness and the guarantee against hidden or latent vices (defects in the property sold which render it useless or render
155 its use so inconvenient or imperfect that Buyer would not have purchased it had he known of the vice or defect)
156 provided by law in Louisiana, more specifically, that warranty imposed by Louisiana Civil Code art. 2520 *et seq.* with
157 respect to Seller's warranty against latent or hidden defects of the Property sold, or any other applicable law, not
158 even for a return of the purchase price. Buyer forfeits the right to avoid the sale or reduce the purchase price on
159 account of some hidden or latent vice or defect in the Property sold. Seller expressly subrogates Buyer to all rights,
160 claims and causes of action Seller may have arising from or relating to any hidden or latent defects in the Property.
161 Buyer agrees that this waiver shall be made part of the Act of Sale.

162 **Buyer's Initials:** _____

Buyer Initials Seller Initials

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SURVIVAL OF WARRANTIES: The Representations of Seller herein shall survive the Closing and not be novated thereby.

TITLE: Title shall, as of the date of Closing, be valid and merchantable and not reflect any condition, restriction or servitude which, in the opinion of Buyer or Buyer's lender would impair Buyer's use of or the value of the Property ("Title Conditions"). If title is not valid or merchantable, or such Title Conditions exist, Buyer may extend the time for Closing by thirty (30) days. In the event title is not valid or merchantable and cannot be made valid or merchantable or such Title Conditions exist, which cannot be removed at a reasonable expense, prior to the Closing date set forth herein, as it may be extended hereunder, this Agreement shall be null and void at the option of the Buyer and the Deposit shall be returned to the Buyer.

EXTENSIONS: In the event that any time period set forth in this Agreement is extended for any reason, the time period(s) set for all other matters herein shall likewise be extended by an equivalent amount of time. By way of example, and not of limitation, if the Inspection Period is extended by thirty (30) days, the date of Closing shall be extended by thirty (30) days.

INDEMNIFICATION:

(a) Seller shall indemnify and hold Buyer harmless against and in respect of any damages or deficiency resulting from any misrepresentation, breach of warranty or nonfulfillment of any agreement on the part of Seller under this Agreement and all costs resulting therefrom, including court costs and attorney fees.

(b) Buyer shall indemnify and hold Seller harmless against and in respect of any damages or deficiency resulting from any misrepresentation, breach of warranty or nonfulfillment of any agreement on the part of Buyer under this Agreement and all costs resulting therefrom, including court costs and attorney fees.

(c) The provisions of this Section shall survive the Closing and not be novated thereby.

LIMITATION OF LIABILITY: Seller(s), Broker(s) and Designated Agent(s) make no warranty or other assurances whatsoever concerning property measurements, square footage, property lines or boundaries. Buyer acknowledges that the Property is purchased as seen waiving any and all errors and inconsistencies or omissions in such measurements, determinations, or square footage by Broker(s) and Designated Agent(s) or on behalf of Seller(s). Seller(s) and Broker(s) and Designated Agent(s) make no representations as to suitability or to a particular use of the property, and Buyer further acknowledges that Buyer has or will independently investigate all other conditions and characteristics of the property, which are important to Buyer. Buyer is not relying on the Broker or the Designated Agent(s) to choose a representative to inspect or re-inspect the Property; Buyer understands any representative desired by Buyer may perform this function.

ROLE OF BROKERS and DESIGNATED AGENTS: Brokers and Designated Agents have acted only as real estate brokers to bring the parties together and will in no case be liable to either party for performance or non-performance of any part of this agreement or for any warranty of any nature unless specifically set forth in writing, and the Brokers and Designated Agents specifically make no warranty whatsoever as to whether or not the property is situated in or out of the Government's hundred year flood plan or is or would be classified as wetlands by the U.S. Army Corp. of Engineers, as to the presence of wood destroying insects or damage therefrom, or as to the size or physical condition of the Property.

DEFAULT by BUYER and REMEDIES: In the event of default by Buyer, Seller shall have the right to demand and sue for a) specific performance; or b) at Seller's option, an amount equal to five (5) percent of the Purchase Price stipulated herein as stipulated damages. The Buyer shall also be liable for brokerage fees and all attorneys' fees and other costs incurred in the enforcement of any and all rights under this agreement. **TIME IS OF THE ESSENCE IN THIS AGREEMENT.**

DEFAULT by SELLER and REMEDIES: In the event of default by Seller, Buyer shall have the right to demand and sue for a) specific performance; or b) at Buyer's option, an amount equal to five (5) percent of the Purchase Price stipulated herein as stipulated damages. In either case, Buyer is entitled to return of the deposit. The Seller shall also be liable for brokerage fees and all attorneys' fees and other costs incurred in the enforcement of any and all rights under this agreement. **TIME IS OF THE ESSENCE IN THIS AGREEMENT.**

REQUIRED NOTICE OF REGISTRY OF LOCATION OF CERTAIN SEX OFFENDERS:

Notification pursuant to LSA-R.S. 37:1469 is hereby given. The names of those persons who are required to register pursuant to LSA-R.S. 15:540 *et seq.*, are available by accessing the statewide database at: <http://www.lasocpr.isp.org/socpr/>. This information may also be retrieved by phone at 1-800-858-0551 or 225-925-6100. Brokers, agents and affiliates are not responsible for providing information regarding the proximity of registered sex offenders beyond providing the information above.

Buyer Initials DS Seller Initials _____

225 **CHOICE OF LAW:** This agreement shall be governed by and shall be interpreted in accordance with the laws of the
226 State of Louisiana.

227 **OTHER TERMS AND CONDITIONS:**
228 **Buyer to pay \$300 commission to Tiger Town Realty LLC.**
229 **To close at Cypress Title.**
230

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234 **ACCEPTANCE:** Acceptance must be in writing. Notice of this acceptance may be communicated by facsimile
235 transmission. The original of this document shall be delivered to the listing broker's firm.

236 Licensee is a dual agent and the required disclosure has been made.

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238
239 **This offer remains binding and irrevocable until:**

240 Date _____ Time: TBD

241
242 **I/WE HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THE FOREGOING OFFER:**

243 8/17/2021
244 Buyer's/ Seller's Signature _____ Date/Time
245 Isaiah Pullet

244 Buyer's/ Seller's Signature _____ Date/Time

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247
248 Print Buyer's/Seller's Full Name (First, Middle, Last)

248 Print Buyer's/Seller's Full Name (First, Middle, Last)

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250
251 Street Address

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251 Street Address

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253 City, State, Zip

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253 City, State, Zip

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256 Last 4-digits of SSN Telephone Number.Cell

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255
256 Last 4-digits of SSN Telephone Number.Cell

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258 Telephone Number.Home Telephone Number.Work
259 Number.Work

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258 Telephone Number.Home Telephone
259 Number.Work

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262 E-Mail Address

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262 E-Mail Address

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264 This offer was presented to the Seller/Buyer by _____ Day/ Date/ Time AM/PM / MIDNIGHT/NOON

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267 This offer is: Accepted Rejected (without counter) Countered (See Attached Counter) by:

268
269 Buyer's/ Seller's Signature _____ Date/Time Buyer's/ Seller's Signature _____ Date/Time

270
271
272 Print Buyer's/Seller's Full Name (First, Middle, Last)

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272 Print Buyer's/Seller's Full Name (First, Middle, Last)

273
274 Street Address

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274 Street Address

275
276 City, State, Zip

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276 City, State, Zip

277
278 Last 4-digits of SSN Telephone Number.Cell
279 Number.Cell

277
278 Last 4-digits of SSN Telephone
279 Number

280
281 Telephone Number.Home Telephone Number.Work
282 Number.Work

280
281 Telephone Number.Home Telephone
282 Number

283
284
285 E-Mail Address

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285 E-Mail Address

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287 This offer was presented to the Seller/Buyer by _____ Day/ Date/ Time AM/PM MIDNIGHT/NOON

Buyer Initials IP Seller Initials _____



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

October 8, 2021

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

Re: Power-Based Violence Memorandum of Understanding

Dear Dr. Belton:

As the newly appointed System Director for Diversity, Inclusion, and Title IX, I was tasked with developing the power-based violence policy in response to Act 472 of the 2021 Regular Legislative Session and Board of Regents' directive. One component of the policy requires that we establish Memoranda of Understanding (MOUs) between each campus, local law enforcement and other agencies to share information as it relates to power-based violence.

Attached are three draft MOUs (one for SUNO, SUSLA, and the SUBR land mass). While we are still awaiting approval from the local law enforcement counter-parts, we do not anticipate revisions that would affect the substance of the MOUs. We will ensure that the MOUs remain consistent with LSA R.S. 17:3399.14.

I ask that you submit the MOUs for consideration by the Board of Supervisors.

Sincerely,

Akai Smith, Ph.D.
System Director for Equity, Inclusion and Title IX

MEMORANDUM OF UNDERSTANDING BETWEEN
SHREVEPORT POLICE DEPARTMENT, CADDO PARISH DISTRICT ATTORNEY'S
OFFICE, CADDO PARISH SHERIFF'S OFFICE,
LOUISIANA STATE UNIVERSITY – SHREVEPORT POLICE DEPARTMENT AND
SOUTHERN UNIVERSITY AT SHREVEPORT POLICE DEPARTMENT

AND

LOUISIANA STATE UNIVERSITY- SHREVEPORT, LOUISIANA STATE
UNIVERSITY HEALTH SHREVEPORT AND SOUTHERN UNIVERSITY AT
SHREVEPORT

Pursuant to La. R.S. 17:3399.14, this Memorandum of Understanding (“MOU”) is a collaboration between the Shreveport Police Department, Caddo Parish District Attorney’s Office, Caddo Parish Sheriff’s Office, Louisiana State University – Shreveport Police Department and Southern University at Shreveport Police Department (the “Law Enforcement Group”), and Louisiana State University – Shreveport, Louisiana State University Health Shreveport and Southern University at Shreveport (the “Institutions”), each represented by the authorized signatory below.

The law requires that all public institutions of higher education shall enter into and maintain a written memorandum of agreement with local law enforcement agencies, including the campus police department, if any, the local district attorney’s office, and any law enforcement agency with criminal jurisdiction over the campus, to clearly delineate the responsibilities and share information, in accordance with applicable state and federal confidentiality laws, including but not limited to trends regarding power-based violence committed by or against students of an institution.

With signature to this MOU by all parties, representatives are demonstrating a commitment to the requirements of La R.S. 17:3399.14. This agreement shall be reviewed annually by each institution’s chancellor, Title IX coordinator, and the executive officer of the criminal justice agency, and shall be revised as considered necessary.

Nothing in this MOU entered into by the Parties shall be construed as prohibiting a victim or responsible employee from making a complaint to both the institution and a law enforcement agency.

The parties agree as follows:

1. **Shreveport Police Department, Caddo Parish District Attorney’s Office, Caddo Parish Sheriff’s Office, Louisiana State University – Shreveport Police Department and Southern University at Shreveport Police Department each agree to:**
 - a. Designate a liaison to serve and work with the Institutions, including each Institution’s campus security and Title IX Coordinator, and to serve as the agency’s contact person;

b. Maintain communication and contact with the Institutions and Title IX Coordinators at the Institutions, to the extent able to do so without jeopardizing their own investigation, including meeting with their Title IX Coordinators or others to assist those institutions in resolving power-based violence committed on their campuses by or against students of an institution, and to promote the proper methods of preservation of evidence;

c. Notify the respective Institutions, to the extent able with respect to any confidentiality requirements imposed by law, of any report of power-based violence committed on their campuses by or against students of an institution;

d. Coordinate investigations with the Institutions, to the extent able to do so without jeopardizing their own investigation, to assure that any reported incident involving power-based violence committed on their respective campuses by or against students of an institution is fully investigated;

e. Assist in the development and implementation of training for use by the Institutions related to sharing information and conducting investigations into power-based violence committed on their campuses by or against students of an institution;

f. Share general information with the Institutions about power-based violence committed on their campuses by or against students of an institution with the goal of promoting and improving campus safety;

g. Include on its police reports information related to the status of the alleged victim as a student of an Institution; and

h. Develop and support policies and procedures to establish and maintain meaningful communication between all signatories to this MOU.

2. Louisiana State University – Shreveport, Louisiana State University Health Shreveport and Southern University at Shreveport each agree to:

a. Designate a liaison to serve and work with the Law Enforcement Group, and to serve as the Institution's contact person;

b. Maintain communication and contact with the Law Enforcement Group, to the extent able to do so without jeopardizing their own investigation, including meeting with their Title IX Coordinators or others to assist those in resolving power-based violence committed on their campuses by or against students of an institution, and to promote the proper methods of preservation of evidence;

c. Notify the Law Enforcement Group, to the extent able with respect to any confidentiality requirements imposed by law, of any report of power-based violence committed on their campuses by or against students of an institution;

d. Coordinate investigations with the Law Enforcement Group, to the extent able to do so without jeopardizing their own investigation, to assure that any reported incident involving

power-based violence committed on their respective campuses by or against students of an institution is fully investigated;

e. Assist the development and implementation of training with the Law Enforcement Group, for the sharing of information and conducting investigations into power-based violence committed on their campuses by or against students of an institution;

f. Share general information with the Law Enforcement Group, where applicable, about power-based violence committed on their campuses by or against students of an institution, with the goal of promoting and improving campus safety; and

g. Develop and support the policies and procedures to establish and maintain the communication between all signatories to this MOU.

3. Term: This MOU shall be reviewed annually.

This Memorandum of Understanding is hereby accepted and adopted by the following authorized representatives:

_____ Shreveport Police Department	_____ Date
_____ Caddo Parish District Attorney's Office	_____ Date
_____ Caddo Parish Sheriff's Office	_____ Date
_____ Louisiana State University - Shreveport Police Department	_____ Date
_____ Southern University at Shreveport Police Department	_____ Date
_____ Louisiana State University - Shreveport	_____ Date
_____ Louisiana State University Health Shreveport	_____ Date
_____ Southern University at Shreveport	_____ Date

MEMORANDUM OF UNDERSTANDING BETWEEN
BATON ROUGE COMMUNITY COLLEGE POLICE DEPARTMENT,
BATON ROUGE POLICE DEPARTMENT, EAST BATON ROUGE PARISH DISTRICT
ATTORNEY'S OFFICE, EAST BATON ROUGE SHERIFF'S OFFICE,
LOUISIANA STATE UNIVERSITY POLICE DEPARTMENT AND
SOUTHERN UNIVERSITY POLICE DEPARTMENT

AND

BATON ROUGE COMMUNITY COLLEGE,
LOUISIANA STATE UNIVERSITY AND SOUTHERN UNIVERSITY and A&M
COLLEGE, SOUTHERN UNIVERSITY LAW CENTER, AND SOUTHERN
UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER

Pursuant to La. R.S. 17:3399.14, this Memorandum of Understanding (“MOU”) is a collaboration between the Baton Rouge Community College Police Department, Baton Rouge Police Department, East Baton Rouge Parish District Attorney’s Office, East Baton Rouge Sheriff’s Office, Louisiana State University Police Department and Southern University Police Department (the “Law Enforcement Group”), and Baton Rouge Community College, Louisiana State University and Southern University and A&M College, Southern University Law Center, and Southern University Agricultural Research and Extension Center (the “Institutions”), each represented by the authorized signatory below.

The law requires that all public institutions of higher education shall enter into and maintain a written memorandum of agreement with local law enforcement agencies, including the campus police department, if any, the local district attorney’s office, and any law enforcement agency with criminal jurisdiction over the campus, to clearly delineate the responsibilities and share information, in accordance with applicable state and federal confidentiality laws, including but not limited to trends regarding power-based violence committed by or against students of an institution.

With signature to this MOU by all parties, representatives are demonstrating a commitment to the requirements of La R.S. 17:3399.14. This agreement shall be reviewed annually by each institution’s chancellor, Title IX coordinator, and the executive officer of the criminal justice agency, and shall be revised as considered necessary.

Nothing in this MOU entered into by the Parties shall be construed as prohibiting a victim or responsible employee from making a complaint to both the institution and a law enforcement agency.

The parties agree as follows:

1. **Baton Rouge Community College Police Department, Baton Rouge Police Department, East Baton Rouge Parish District Attorney’s Office, East Baton Rouge Sheriff’s Office, Louisiana State University Police Department and Southern University Police Department each agree to:**

a. Designate a liaison to serve and work with the Institutions, including each Institution's campus security and Title IX Coordinator, and to serve as the agency's contact person;

b. Maintain communication and contact with the Institutions and Title IX Coordinators at the Institutions, to the extent able to do so without jeopardizing their own investigation, including meeting with their Title IX Coordinators or others to assist those institutions in resolving power-based violence committed on their campuses by or against students of an institution, and to promote the proper methods of preservation of evidence;

c. Notify the respective Institutions, to the extent able with respect to any confidentiality requirements imposed by law, of any report of power-based violence committed on their campuses by or against students of an institution;

d. Coordinate investigations with the Institutions, to the extent able to do so without jeopardizing their own investigation, to assure that any reported incident involving power-based violence committed on their respective campuses by or against students of an institution is fully investigated;

e. Assist in the development and implementation of training for use by the Institutions related to sharing information and conducting investigations into power-based violence committed on their campuses by or against students of an institution;

f. Share general information with the Institutions about power-based violence committed on their campuses by or against students of an institution with the goal of promoting and improving campus safety;

g. Include on its police reports information related to the status of the alleged victim as a student of an Institution; and

h. Develop and support policies and procedures to establish and maintain meaningful communication between all signatories to this MOU.

2. Baton Rouge Community College, Louisiana State University and Southern University and A&M College, Southern University Law Center, and Southern University Agricultural Research and Extension Center each agree to:

a. Designate a liaison to serve and work with the Law Enforcement Group, and to serve as the Institution's contact person;

b. Maintain communication and contact with the Law Enforcement Group, to the extent able to do so without jeopardizing their own investigation, including meeting with their Title IX Coordinators or others to assist those in resolving power-based violence committed on their campuses by or against students of an institution, and to promote the proper methods of preservation of evidence;

c. Notify the Law Enforcement Group, to the extent able with respect to any confidentiality requirements imposed by law, of any report of power-based violence committed on their campuses by or against students of an institution;

Baton Rouge Community College

Date

Louisiana State University

Date

Southern University and A&M College

Date

Southern University Law Center

Date

Southern University Agricultural Research and Extension Center

Date

MEMORANDUM OF UNDERSTANDING BETWEEN
NEW ORLEANS POLICE DEPARTMENT, ORLEANS PARISH DISTRICT
ATTORNEY'S OFFICE, ORLEANS PARISH SHERIFF'S OFFICE,
LOUISIANA STATE UNIVERSITY HEALTH NEW ORLEANS POLICE
DEPARTMENT AND
SOUTHERN UNIVERSITY AT NEW ORLEANS POLICE DEPARTMENT

AND

LOUISIANA STATE UNIVERSITY HEALTH NEW ORLEANS AND SOUTHERN
UNIVERSITY AT NEW ORLEANS

Pursuant to La. R.S. 17:3399.14, this Memorandum of Understanding ("MOU") is a collaboration between the New Orleans Police Department, Orleans Parish District Attorney's Office, Orleans Parish Sheriff's Office, Louisiana State University Health New Orleans Police Department and Southern University at New Orleans Police Department (the "Law Enforcement Group"), and Louisiana State University Health New Orleans and Southern University at New Orleans (the "Institutions"), each represented by the authorized signatory below.

The law requires that all public institutions of higher education shall enter into and maintain a written memorandum of agreement with local law enforcement agencies, including the campus police department, if any, the local district attorney's office, and any law enforcement agency with criminal jurisdiction over the campus, to clearly delineate the responsibilities and share information, in accordance with applicable state and federal confidentiality laws, including but not limited to trends regarding power-based violence committed by or against students of an institution.

With signature to this MOU by all parties, representatives are demonstrating a commitment to the requirements of La R.S. 17:3399.14. This agreement shall be reviewed annually by each institution's chancellor, Title IX coordinator, and the executive officer of the criminal justice agency, and shall be revised as considered necessary.

Nothing in this MOU entered into by the Parties shall be construed as prohibiting a victim or responsible employee from making a complaint to both the institution and a law enforcement agency.

The parties agree as follows:

1. New Orleans Police Department, Orleans Parish District Attorney's Office, Orleans Parish Sheriff's Office, Louisiana State University Health New Orleans Police Department and Southern University at New Orleans Police Department each agree to:

a. Designate a liaison to serve and work with the Institutions, including each Institution's campus security and Title IX Coordinator, and to serve as the agency's contact person;

b. Maintain communication and contact with the Institutions and Title IX Coordinators at the Institutions, to the extent able to do so without jeopardizing their own investigation, including meeting with their Title IX Coordinators or others to assist those institutions in resolving power-based violence committed on their campuses by or against students of an institution, and to promote the proper methods of preservation of evidence;

c. Notify the respective Institutions, to the extent able with respect to any confidentiality requirements imposed by law, of any report of power-based violence committed on their campuses by or against students of an institution;

d. Coordinate investigations with the Institutions, to the extent able to do so without jeopardizing their own investigation, to assure that any reported incident involving power-based violence committed on their respective campuses by or against students of an institution is fully investigated;

e. Assist in the development and implementation of training for use by the Institutions related to sharing information and conducting investigations into power-based violence committed on their campuses by or against students of an institution;

f. Share general information with the Institutions about power-based violence committed on their campuses by or against students of an institution with the goal of promoting and improving campus safety;

g. Include on its police reports information related to the status of the alleged victim as a student of an Institution; and

h. Develop and support policies and procedures to establish and maintain meaningful communication between all signatories to this MOU.

2. Louisiana State University Health New Orleans and Southern University at New Orleans each agree to:

a. Designate a liaison to serve and work with the Law Enforcement Group, and to serve as the Institution's contact person;

b. Maintain communication and contact with the Law Enforcement Group, to the extent able to do so without jeopardizing their own investigation, including meeting with their Title IX Coordinators or others to assist those in resolving power-based violence committed on their campuses by or against students of an institution, and to promote the proper methods of preservation of evidence;

c. Notify the Law Enforcement Group, to the extent able with respect to any confidentiality requirements imposed by law, of any report of power-based violence committed on their campuses by or against students of an institution;

d. Coordinate investigations with the Law Enforcement Group, to the extent able to do so without jeopardizing their own investigation, to assure that any reported incident involving

power-based violence committed on their respective campuses by or against students of an institution is fully investigated;

e. Assist the development and implementation of training with the Law Enforcement Group, for the sharing of information and conducting investigations into power-based violence committed on their campuses by or against students of an institution;

f. Share general information with the Law Enforcement Group, where applicable, about power-based violence committed on their campuses by or against students of an institution, with the goal of promoting and improving campus safety; and

g. Develop and support the policies and procedures to establish and maintain the communication between all signatories to this MOU.

3. Term: This MOU shall be reviewed annually.

This Memorandum of Understanding is hereby accepted and adopted by the following authorized representatives:

_____ City of New Orleans Mayor's Office obo New Orleans Police Department	_____ Date
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_____ Orleans Parish District Attorney's Office	_____ Date
--	---------------

_____ Orleans Parish Sheriff's Office	_____ Date
--	---------------

_____ Louisiana State University Health New Orleans Police Department	_____ Date
--	---------------

_____ Southern University at New Orleans Police Department	_____ Date
---	---------------

_____ Louisiana State University Health New Orleans	_____ Date
--	---------------

_____ Southern University at New Orleans	_____ Date
---	---------------



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

September 2, 2021

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 Black Canna Conference & Expo

Dear Dr. Belton:

The cannabis industry is estimated to reach upwards of \$92 billion in sales by the end of 2021. The Black Canna Conference & Expo is scheduled to have its annual conference in New Orleans every year. As the only HBCU in Louisiana engaged in the cannabis industry, it is imperative that students are exposed to the various methods of entry into the space. The Southern University Law Center (SULC) and The Black Canna Conference wish to engage in a collaborative working relationship to encourage and educate SULC students on careers that are both plant touching and those that are ancillary to the cannabis industry.

SULC and The Black Canna Conference are entering into this strategic alliance to create internship opportunities and increase sponsorship of community programming.

I hereby request that this proposed MOU is presented for approval to the Southern University System Board of Supervisors at its September 2021, 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
BLACK CANNA CONFERENCE & EXPO**

This Memorandum of Understanding (this "MOU") is made and entered into by and between the _____, a _____ corporation incorporated under the laws of the State of _____, having an address at _____, and Southern University Law Center ("SULC"), whose address is 2 Roosevelt Steptoe Drive, P.O. Box 9294, Baton Rouge, Louisiana 70813. SULC and Hershey 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 to enter positions with corporations and global firms

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 Parties.
2. **Contributions of SULC**
SULC will use its best efforts to:
 - Participate as a community partner sponsor for the annual Black Canna Conference & Expo
 - Support other projects and initiatives as mutually agreed to by the Parties
3. **Contributions of Black Canna Conference & Expo**
Black Canna Conference & Expo will use its best efforts to:
 - Provide SULC, as part of its sponsorship, with a 10x20 booth, signage, press passes, mainstage features, ability to feature 3-5 minute video highlighting SULC
 - Provide student general admission passes to panel discussions and expo floor for a maximum of 30 students every year.
 - Help to identify potential partners in the cannabis industry for SULC internships

- Help to identify potential partners for sponsored SULC social justice initiatives.
 - Support other projects and initiatives as mutually agreed to by the Parties.
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 three (3) years unless otherwise agreed to in writing by all Parties. This MOU and its implementation will be reviewed annually during the pendency of its term and during subsequent additional years, if any. 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 Black Canna Conference & Expo 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.
- B. **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 insure 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.

Black Canna Conference & Expo

Southern University Law Center

Name

Date

Chancellor John K. Pierre

Date

Title



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

September 2, 2021

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 Baton Rouge Community College (BRCC) wish enter a memorandum of understanding to outline the collaborative efforts between SULC and BRCC for SULC's expungement initiative.

SULC and the BRCC will work together to offer expungement advise to BRCC students who are in the workforce development program and to help offer experiential learning to BRCC paralegal students.

I hereby request that this proposed MOU is presented for approval to the Southern University System Board of Supervisors at its September 2021, board meeting. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "John K. Pierre".

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN
BATON ROUGE COMMUNITY COLLEGE
AND
SOUTHERN UNIVERSITY LAW CENTER**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter the "MOU") is entered into by and between **Baton Rouge Community College** located at 201 Community College Drive, Baton Rouge, LA 70806 (hereinafter "BRCC" or the "College"), a Louisiana public higher education entity, and **Southern University Law Center** located at Roosevelt Steptoe Dr, Baton Rouge, LA 70813. (hereinafter "SULC").

1. PURPOSE

The purpose of this MOU is to develop a partnership between BRCC and SULC to promote the education of students in the legal profession and to assist in the removal of barriers to workforce participation. Both SULC and BRCC serve constituency needs and are responsive, student-oriented institutions that promote academic development and improvement in the quality of life of citizens.

To advance mutual objectives consistent with institutional objectives and this MOU, BRCC and SULC agree to collaborate on the following initiatives:

a. Educational Programs

BRCC and SULC share a mutual goal in educating law and paralegal students through an expungement initiative. By providing a paralegal student an experiential opportunity within SULC, SULC and BRCC will promote the mutual preparation and future working relationship of attorneys and paralegals, consistent with applicable rules of professional conduct and ABA guidelines. To advance this educational objective for SULC and BRCC students, the parties agree to facilitate BRCC paralegal experiential opportunities within SULC, as follows:

BRCC:

- Establish contact with SULC point of contact and communicate timelines for resume submission of experiential learning candidates.
- Facilitate experiential learning through review of student evaluations and exit interviews with student and SULC point of contact.

SULC:

- Review and facilitate placement of BRCC experiential candidates with SULC.
- Connect student with experiential learning environment to develop paralegal skills and competencies.
- Provide feedback to experiential learning student and BRCC program director through evaluation and conference.

b. Access To Employment - Workforce Pathways - Expungement

BRCC and SULC share mutual goals in promoting access and opportunity to education, access to justice, civil rights, and the public interest. By identifying and assisting with removal of legal barriers to employment,

SULC and BRCC will promote these mutual goals, contributing to the improvement of the educational, employment, and economic environment of individuals and our communities. To advance these objectives, the parties agree to collaborate on a workforce pathways initiative to educate and assist students with barriers to employment, as follows:

BRCC:

- Develop educational resources for students who may enter college with prior criminal court involvement and make them aware of resources through multiple student activities;
- Develop early screening program to determine what students are in need of expungement services;
- Establish a program liaison to advise students seeking assistance with expungement or advisement regarding prior criminal records;
- Develop an environment that promotes streamlined access to expungements that would better assist students with future employment;
- Develop joint checklist and procedures to help track where students are in the expungement process once started;
- Maintain consistent communication with point of contact at SULC;
- Provide information as needed about access to the expungement program, expungement benefits, eligibility and the expungement process;
- Develop activity calendar to provide virtual or face to face expungement informational sessions;
- Share in creation of promotional items for student awareness of program;
- Provide forms as needed (i.e. enrollment forms to be jointly developed);
- Provide point of contact at BRCC; and
- Assist with applying for grant opportunities to help fund this partnership.

SULC:

- Provide a point of contact for the referrals;
- Assist with applying for grant opportunities to help fund this partnership;
- Determine if additional assistance can be rendered for denial of work certifications;
- Provide ongoing communication to BRCC point of contact; and
- Assist with the expungement process for appropriate referrals.

2. COMPLIANCE WITH LAWS

Each Party represents and warrants that it will comply with all applicable laws, ordinances, regulations and other governmental requirements applicable to its respective businesses and to the provision and receipt of services pursuant to this MOU.

This MOU shall be governed by and construed in accordance with the laws of the State of Louisiana.

3. INDEPENDENCE

The parties to this MOU shall each act in an independent capacity in the performance of their respective functions under this MOU, and neither party is to be considered the officer, agent, or employee of the other.

4. TERMINATION

Either party may terminate this MOU at any time, with or without cause, and without penalty, upon giving the other party thirty (30) days written notice. In such case, the MOU shall be terminated without further acts by either party.

5. REMEDIES FOR DEFAULT

Any claim or controversy arising out of this MOU shall be resolved by the provisions of LSA-R.S. 39:1524 – 1526.

6. OWNERSHIP

Any records, reports, documents and other material delivered or transmitted by the College shall remain the property of the College unless the ownership of such records, reports, documents, and other materials are protected by any privileges established by SULC during the expungement initiative.

Any pleadings and written correspondence with expungement clients shall remain the property of SULC.

7. NON-ASSIGNABILITY

8. WARRANTIES

The parties hereby represent and warrant to each other that each has full power and authority to enter into and perform its responsibilities under this MOU and that the person signing this MOU on such Party's behalf has been duly authorized and empowered to enter into this MOU.

9. CONTACTS

Baton Rouge Community College
ATTN: Sarah Barlow, Ph.D.
Vice Chancellor of Student and
Academic Affairs
201 Community College Drive
Baton Rouge, LA 70806

Southern University Law Center
ATTN: John K. Pierre, Chancellor
Roosevelt Steptoe Dr, Baton Rouge,
LA 70813

THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

DRAFT

IN WITNESS WHEREOF, the parties hereto have executed this MOU, which shall become effective upon the dates set forth below.

WITNESSES (COLLEGE)

BATON ROUGE COMMUNITY COLLEGE

Approved by (Department Vice Chancellor):

Name: Sarah Barlow, Ph.D.

Title: Vice Chancellor for Academic and Student Affairs

Signature: _____

Date: _____

WITNESSES (SU Law Center)

SU Law Center

Signature: _____

Name: _____

Title: _____

Signature: _____

Signature: _____

Date: _____



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

September 2, 2021

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 Hersheys

Dear Dr. Belton:

Expanding opportunities for Southern University Law Center students is a key objective. The Southern University Law Center (SULC) and The Hershey Company wish to engage in a collaborative working relationship to encourage and educate SULC students on pathways and skillsets to enter global corporations and law firms.

SULC and The Hershey Company are entering into this strategic alliance to increase access to internships and job opportunities for SULC students. The alliance affords SULC students access to The Hershey Company and its affiliate companies and law firms.

I hereby request that this proposed MOU is presented for approval to the Southern University System Board of Supervisors at its September 2021, 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
HERSHEY**

This Memorandum of Understanding (this "MOU") is made and entered into by and between the _____, a _____ corporation incorporated under the laws of the State of _____, having an address at _____, and Southern University Law Center ("SULC"), whose address is 2 Roosevelt Steptoe Drive, P.O. Box 9294, Baton Rouge, Louisiana 70813. SULC and Hershey 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 to enter positions with corporations and global firms

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 Parties.
2. **Contributions of SULC**
SULC will use its best efforts to:
 - Appoint a central point of contact to serve as the project coordinator for collaboration with Hershey.
 - Help to coordinate webinar series conducted by Hershey.
 - Help to screen students to ensure compatibility with skillsets set by Hershey.
 - Support other projects and initiatives as mutually agreed to by the Parties
3. **Contributions of Hershey**
Hershey will use its best efforts to:
 - Appoint a central point of contact to serve as the project coordinator for collaboration with SULC.

- Design and implement an internship for SULC students within the Hershey Corporation.
 - Notify SULC of internship and job opportunities within the Hershey Corporation
 - Introduce and facilitate relationships between SULC and other organizations and law firms within the network of Hershey.
 - Coordinate with SULC to design and distribute outreach materials for the SULC Expungement Project.
 - Explore opportunities to provide scholarships for SULC students.
 - Conduct a webinar series detailing skillsets, opportunities, and introduction of Hershey officer, managers, directors, and staff to SULC students.
 - Support other projects and initiatives as mutually agreed to by the Parties.
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 three (3) years unless otherwise agreed to in writing by all Parties. This MOU and its implementation will be reviewed annually during the pendency of its term and during subsequent additional years, if any. 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 Hershey 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.
- B. **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 insure 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.

Hershey

Southern University Law Center

Name Date

Chancellor John K. Pierre Date

Title



"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
www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

October 7, 2021

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

Dear President Belton:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the Southern University Agricultural, Family and Consumer Sciences, I am requesting the approval of the attached documents.

- Memorandum of Understanding between Southern University College of Agricultural, Family and Consumer Sciences and the University of Mpumalanga
- Memorandum of Understanding between Southern University Agricultural Research and Extension Center and the Louisiana Society for the Prevention of Cruelty to Animals
- Memorandum of Understanding between Black CannaConference & Expo and the Southern University Agricultural Research and Extension Center
- Memorandum of Understanding between The Walls Project and the Southern University Agricultural Research and Extension Center/College of Agricultural, Family and Consumer Sciences

Please let me know if you need further information or have any questions. Thank you for your consideration to this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'O. L.' or similar initials.

Orlando F. McMeans, PhD
Chancellor-Dean

Approval by:

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

Date



MEMORANDUM OF UNDERSTANDING

UNIVERSITY OF MPUMALANGA, Cnr R40 and D725 Road, Mbombela, South Africa

AND

SOUTHERN UNIVERSITY and A&M COLLEGE, and its COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES 801 Harding Blvd, Baton Rouge, LA 70807, United States

This Memorandum of Understanding exists to continue to promote the advancement of international understanding, dissemination of learning and strengthening of cultural ties. University of Mpumalanga and Southern University envisage a program of academic cooperation involving academic-related activities as detailed in this Memorandum of Understanding.

THE PARTIES HAVE AGREED AS FOLLOWS:

The parties have agreed to enter into an Academic Memorandum of Understanding with University of Mpumalanga and Southern University and A&M College, and its College of Agricultural, Family and Consumer Sciences (Southern University) upon the following terms and conditions.

1. DEFINITIONS

In this Memorandum of Understanding, the following definitions are used:

"Home Institution" means the Institution sending the students.

"Host Institution" means the Institution receiving the students.

2. COOPERATION

The two institutions shall seek to promote:

(a) Student exchanges

a. Short-term student exchanges

b. Semester student exchanges

(b) Curriculum sharing and collaboration

(c) Virtual exchanges

(d) Faculty and staff exchanges

(e) Other forms of co-operation which the two institutions may jointly arrange.

3. STUDENT EXCHANGES

Student exchanges will be promoted between Southern University and the University of Mpumalanga with the purpose to foster student mobility between both institutions.

Reciprocity of exchange shall be monitored by the international liaisons mentioned in Item 7. In order to encourage both short-term and semester exchange, a formula for reciprocity will be used to ensure the balance of exchange: 1 semester student shall be equivalent to 6 short-term students. For example, in any given timeframe, if one institution sends a group of 12 short-term students, the other may send 2 semester exchange students in order to maintain the balance and reciprocity of this agreement.

3A. SHORT-TERM STUDENT EXCHANGE CONDITIONS

- (a) University of Mpumalanga and Southern University agree to host study visits for small groups on an annual basis or less frequently as demand dictates.
- (b) A minimum of one faculty or staff member from the home institution will accompany the visiting group of students to the host institution.
- (c) Students shall be 18 years of age or older at the time of the study tour. Students should be in their junior or senior year of college.
- (d) The length of the study tour will be between 10-30 days, as determined at the outset of the planning stages.
- (e) The host institution will send the home institution a program proposal outlining the program components and costs a minimum of 6 months prior to the commencement of the study tour.
- (f) Students must meet with their advisors and course instructors prior to leaving for the exchange to make arrangements for course work that may be missed.

3B. SEMESTER STUDENT EXCHANGE CONDITIONS

- (a) University of Mpumalanga and Southern University agree to exchange students for semester long study.
- (b) Students will be responsible for working with their faculty advisors at both the home and host institution to devise a specific semester-long plan of study that will meet program requirements at the home institution.
- (c) While at the host institution, students will take courses or subjects similar to those required in their home institution's program. The exact courses/subjects of each student will be determined by the student with the approval of his or her faculty advisor at the home institution and the host institution. Students and advisors must assure that the courses and plan of study align with the student's timeline for graduation.
- (d) Transcripts of results will be provided to the home institution as soon as practicable (within 2 weeks) after completion of the exchange.
- (e) Each student will register and pay tuition and other required fees at their home institution. The host institution will waive all tuition and other required fees for the exchange student.
- (f) Each student will be responsible for arranging the necessary visa and the costs of accommodation, international travel, travel in the host country, books, equipment,

consumables, hospitalization, health and travel insurance, and other incidental expenses arising out of the exchange.

- (g) Students enrolled in the host institution will be subject to the same rules and regulations that apply to local students. Students will be eligible for all the services and rights normally provided to locally enrolled students.
- (h) Each institution will ensure that adequate arrangements are made for the reception and orientation of students on exchange and study abroad programs. All exchange students will go through an orientation process upon arrival at the host institution.
- (i) Each institution will provide the incoming exchange student with assistance in arranging accommodation for the exchange period. Students will be responsible for paying for their accommodations directly.
- (j) The number of students participating in the exchange is to be mutually agreed on an individual project basis.
- (k) If a semester student exchange would like to repeat the exchange for an additional term, this must be approved by both institutions and must not exceed the maximum period of stay twelve (12) months.

4. CURRICULUM DEVELOPMENT AND SHARING

It is anticipated that this agreement will foster the open sharing and collaboration of unit/course curriculum between Southern University and the University of Mpumalanga with the purpose to foster student mobility between both institutions. Faculty/lecturers will be provided the opportunity to work together to develop new curriculum topic/units with the goal of increasing the global context of curriculums offered by both institutions. This agreement will make it possible for students to earn credits that are directly applicable to their course of study at the reciprocal institution. Curriculum development will also include opportunities to jointly participate in applied research by both students and faculty/lecturers.

5. VIRTUAL EXCHANGE

It is anticipated that virtual exchanges will occur utilizing videoconferencing, social media, and other technical means to engage South African students and faculty with Southern University faculty and students in the spirit of this agreement. The articulation agreements mentioned in item 4 will be useful in identifying similar curriculum modules that can be shared and/or utilized for virtual exchanges between classrooms at Southern University and South Africa. Faculty will be encouraged and supported in developing these joint modules for mutual benefit and greater intercultural interaction.

6. FACULTY AND STAFF EXCHANGE AND RESEARCH CONDITIONS

University of Mpumalanga and Southern University agree in principle to exchanges by

academic faculty and staff for the purpose of visiting teachers and/or academic research. The details of such arrangements will be negotiated at the appropriate time and will be governed by the institutional staffing rules and relevant approval processes. The participating institutions shall not be responsible for any private arrangements made by participating faculty and staff members concerning exchange of accommodation, vehicles, etc.

7. LIAISON

Each institution will name an individual staff member to serve as the liaison officer with his/her counterpart at the other institution. Liaisons are named here:

SOUTHERN UNIVERSITY:

Name of Liaison Officer

Position

Address and contact details.

UNIVERSITY OF MPUMALANGA:

Phindile Lukhele-Olorunju

Director Research Management

University of Mpumalanga

Cnr R40 and D725 Roads

Mbombela, South Africa, 1200

Phone: +27 13 002 0151 Mobile: +27 82 693 5076 Email: p.lukheleolorunju@ump.ac.za

8. COMMENCEMENT AND DURATION

This Memorandum of Understanding shall commence on the date of signing. The duration of this Memorandum of Understanding is for five (5) years from the commencement date unless otherwise agreed between the parties in writing.

9. TERMINATION

Either party may terminate this Memorandum of Understanding by giving six (6) months' notice of termination in writing to the other party. Termination of this Memorandum of Understanding will not affect the exchange of students accepted for participation in the exchange program pursuant to this Memorandum of Understanding or the obligations of each party to the exchange balance where such acceptance or obligations arise prior to the date of receipt of the termination notice.

10. WARRANTIES AND INDEMNITIES

Each party shall indemnify the other against all costs, expense (including legal expenses), damages, loss (including loss of business), liabilities, demands, claims, actions, or proceedings which the other party may incur arising out of any breach of this Memorandum of Understanding.

11. APPLICABLE LAW

This agreement shall be construed and governed in accordance with the laws of State of Louisiana.

12. SUPPORT OF AGREEMENT AND SIGNATURES

It is understood that both parties shall support and promote the spirit of this agreement to encourage academic collaboration and to facilitate as much as possible the academic progress, physical relocation, and cultural orientation of all exchange students.

Professor Thoko Mayekiso
Vice-Chancellor
University of Mpumalanga

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

Orlando F. McMeans, Ph.D.
Chancellor-Dean
SUAREC/CAFCS

Domoine D. Rutledge, J.D.
Chairman
SUS Board of Supervisors



MEMORANDUM OF UNDERSTANDING

BETWEEN:

Louisiana Society for the Prevention of Cruelty to Animals
And
Southern University Agricultural Research and Extension Center

CONCERNING:

The housing of stray and/or rescued animals from the greater New Orleans area that have been displaced by a declared emergency or disaster

The Louisiana Society for the Prevention of Cruelty to Animals (LA/SPCA) is a private non-profit organization dedicated to the elimination of animal suffering. Chartered in 1888, it is the oldest, and the most comprehensive, animal welfare organization in the state. The LNSPCA provides care and basic medical services for approximately 11,000 homeless and unwanted animals each year. It has many programs and services in place to educate the community, reduce pet overpopulation and improve the quality-of-life for the animals in the community.

Southern University and A&M College is a comprehensive institution offering four-year, graduate, professional, and doctoral degree programs. The University is the only historically black land grant university system in the United States. The University offers a multitude of degrees in various areas of study including bachelor's degrees in 42 areas, master's degrees in 19 areas, five doctoral, and two associate degrees. An average of 6,000 students is enrolled each year at the Baton Rouge campus. The Southern University Agricultural Research and Extension Center (SUAREC) was established on July 1, 2001 as the fifth campus of the Southern University System to conduct basic and applied research, and to disseminate information to the citizens of Louisiana in a manner that is useful in addressing their scientific, technological, social, economic and cultural needs. SUAREC encompasses the Center for Small Farm Research, the Cooperative Extension Program, the Maurice A. Edmond Livestock Arena and a 385-acre agricultural experiment station. Programs in SUAREC are multidisciplinary with collaboration among research scientists and cooperative extension personnel.

I. PURPOSE

This memorandum of understanding has been created to establish the relationship between the Southern University Agricultural Research and Extension Center (herein "SUAREC") and the Louisiana Society for the Prevention of Cruelty to Animals (herein "LA/SPCA") in preparing for and dealing with the housing of stray, abandoned or rescued animals in disaster situations.

The LA/SPCA would use SUAREC's Maurice A. Edmond Livestock Arena (herein "Livestock Arena") for housing rescued or stray animals from the Greater New Orleans area that have been displaced by an emergency or disaster until such point the LA/SPCA can resume normal operations at its own animal sheltering facility. This housing shall not exceed more than 30 days commencing from the initial date the first animal is housed.

II. CONCEPT OF OPERATIONS

Each party to this statement of understanding is a separate and independent organization. As such, each organization retains its own identity and each organization is responsible for establishing its own policies and financing its own activities.

III. DEFINITION OF A DISASTER

A disaster is the occurrence of one or more of the examples listed below and the declarations of emergency situations declared by the Governor of the State of Louisiana and/or one of the mayors of the cities comprising the Greater New Orleans area. A disaster is a threatening or occurring event of such destructive magnitude and force as to dislocate people and animals, separate family members, damage or destroy homes, and injure or kill people and animals. A disaster produces immediate suffering and basic animal needs cannot be promptly or adequately addressed by the affected people. Natural disasters include floods, tornadoes, hurricanes, typhoons, winter storms, tsunamis, hail storms, wildfires, windstorms, epidemics and earthquakes. Human caused disasters - whether intentional or unintentional - include residential fires, building collapses, transportation accidents, hazardous materials releases, explosions and domestic acts of terrorism.

III. AUTHORITY

The Office of Emergency Preparedness established Emergency Support Function (ESF) #11 Animal Protection as part of the City of New Orleans Comprehensive Emergency Management Plan to identify, manage and organize a response and the resources needed for animals following a declared emergency or disaster, and to provide a coordinated response between local, state, and federal government, private and non-profit organizations. ESF #11 establishes the Louisiana SPCA as the Primary Agency for implementation of ESF #11 and is therefore responsible for all overall management, coordination and prioritization of animal care and control services and resources to support the animal needs once the Emergency Operations Center (EOC) is activated. The LA/SPCA is a private non-profit and receives no additional funding to provide rescue services.

IV. PROCEDURE

The LA/SPCA has established a Memorandum of Understanding with SUAREC for the purpose of overseeing rescue animal shelter operations. All animal rescue shelter operations at the Livestock Arena will be managed and staffed by LA/SPCA personnel, SUAREC personnel, animal control or humane society professionals from other agencies, and qualified volunteers.

The LA/SPCA, with the support of other agencies such as SUAREC, will provide the following services in response to a disaster that hits the greater New Orleans area:

- Setup and staffing of temporary animal relief shelter
- Evacuation of animals from affected area
- Rescue of abandoned or stranded animals from affected area
- Implementation of record keeping and identification system
- Transportation of animals from affected area to shelter
- Coordination of veterinary care for sick and injured animals
- Coordination of animal food and supplies
- Compassionate removal of animals who don't survive the disaster
- Documentation of lost animal
- Reuniting animals with caregivers
- Arranging for the adoption of unclaimed or surrendered animals
- Removing animals and all necessary equipment from the Arena area to their next destination.

V. ADMINISTRATION

In order that the resources of LA/SPCA and SUAREC may be coordinated and used to the fullest advantage in rendering disaster relief, both organizations agree:

1. Close liaison will be maintained between LA/SPCA and SUAREC by telephone, email, facsimile and other means. This communication will include providing such information as disaster reports and situation reports. Each organization will share current data regarding disasters, disaster declarations and changes in personnel and policies. Interaction and liaison will be encouraged at all levels of both organizations.
2. LA/SPCA and SUAREC will keep each other updated as to the contact information of personnel who are available in an emergency situation 24 hours a day, 7 days a week to ensure that any issues or concerns that may arise will be attended to in a timely fashion.
3. Under the authority of LA/SPCA, SUAREC will coordinate animal shelter relief efforts in cooperation with local animal shelters, federal, state and local government officials, and other pertinent organizations or volunteers.
4. Recognizing the need for advising the public of the work of both organizations, LA/SPCA and SUAREC will make every effort, through their public information offices to keep the public informed of their cooperative efforts.

5. LA/SPCA and SUAREC will inform local, city, county and state officials of this agreement and will urge full cooperation.
6. LA/SPCA understands SUAREC's faculty, staff or student body will not be responsible for the care of the animals brought to the Livestock Arena through LA/SPCA. All equipment necessary to house and care for the animals will be provided by the LA/SPCA, SUAREC, and/or other agencies through either purchase or donation.
7. It is agreed that LA/SPCA may use the grounds of the Livestock Arena as a base of operations for response personnel, equipment, materials and supplies in the immediate 72 hours prior to a disaster event or upon the issuance of an emergency declaration by the Governor. It is with the understanding that following a disaster event, the base will be moved to the LA/SPCA shelter grounds, unless physical or security conditions prevent such a move, in which case personnel will continue to operate on Livestock Arena grounds for the duration of the event. It is understood that staff and volunteers working with the animal shelter relief efforts in the Livestock Arena may camp on the grounds but there are no utilities (electricity, water, sewage) outside the Livestock Arena.
8. LA/SPCA will install a wireless networking system at the Livestock Arena that will be utilized by both parties.
9. SUAREC agrees to allow LA/SPCA the use of a storage location to pre-stage kennels and equipment needed for emergency housing of animals. LA/SPCA agrees to keep the storage room locked and secured at all times. SUAREC will be held harmless for any theft or damage done to equipment so secured.
10. The number of cats and/or dogs to be housed in the Livestock Arena will not exceed 1500 without the express permission of SUAREC.
11. SUAREC will provide to LA/SPCA a key to the access gate on Livestock Arena grounds. The gate will be locked at nightfall and access/egress will be monitored to prevent trespass of unauthorized individuals. Following tenure at the property, LA/SPCA will return the key to SUAREC.
12. In case of an actual emergency, LA/SPCA agrees to alert campus security through SUAREC. If security cannot be reached, LA/SPCA will notify local police to handle the issue.
13. This agreement is limited to the Livestock Arena and the immediate surroundings. Only SUAREC and Southern University personnel and others designated by them shall have access to the adjacent Experiment Station.
14. The LA/SPCA is responsible for general upkeep of the facility during occupancy including cleaning and trash pickup and is responsible for returning the Livestock Arena to its pre-animal rescue facility condition upon ceasing animal rescue sheltering operations including spraying the facility for control of insect pests.

15. SUAREC will provide an additional dumpster for use by LA/SPCA in order to handle the increase in waste materials.
16. SUAREC agrees to provide facilities personnel to deal with plumbing, electrical or other building-related service problems in a timely manner.
17. Modifications within the scope of the agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
18. LA/SPCA shall not be liable for any portion of any expenses incurred by SUAREC unless LA/SPCA has expressly agreed to assume such expenses, in writing, prior to the incurrence of such expenses by SUAREC.
19. SUAREC shall not be liable for any portion of any expenses incurred by LA/SPCA unless SUAREC has expressly agreed to assume such expenses, in writing, prior to the incurrence of such expenses by LA/SPCA.
20. SUAREC shall defend, hold harmless and indemnify the LA/SPCA and its officers, agents, employees, volunteers and each of them in all capacities from and against all claims, causes of action, lawsuits, costs, damages, fines, judgments, penalties, losses, liabilities or expenses arising from any services or activities undertaken by LA/SPCA pursuant to this MOU, excepting only any claims, causes of action, lawsuits, costs, damages, fines, judgments, penalties, losses, liabilities or expenses arising from the negligent or intentional acts of LA/SPCA, its officers, agents, employees and volunteers.
21. LA/SPCA shall defend, hold harmless and indemnify SUAREC and its officers, agents, employees, volunteers and each of them in all capacities from and against all claims, causes of action, lawsuits, costs, damages, fines, judgments, penalties, losses, liabilities or expenses arising from any services or activities undertaken by SUAREC pursuant to this MOU, excepting only any claims, causes of action, lawsuits, costs, damages, fines, judgments, penalties, losses, liabilities or expenses arising from the negligent or intentional acts of SUAREC, its officers, agents, employees and volunteers.
22. No provisions in this MOU shall be so construed as to create a relationship of employer and employee, or principal and agent, partnership or joint venture as between LA/SPCA and SUAREC.
23. No provisions in this agreement shall be so construed as to provide either party with the authority to bind the other to any agreement, undertaking, cost, liability or expense of any nature without the express written consent of the other.
24. Neither party shall be entitled to any rights of possession, custody, ownership or control, either expressed or implied, of the tangible resources provided by the other party.
25. The use of the name and emblem of either organization by the other shall be allowed only in the case of particular projects undertaken pursuant to the prior express written consent

of the organization and when such projects are in conformity with that organization's regulations.

VI. COMPLETE LIST OF CONTACTS

This paragraph provides a list of the personnel from each agency or cooperator that will have working knowledge of the agreement and will be overseeing its administration.

LA/SPCA

Ana Zorrilla, CAWA
CEO
Office: 504-368-5191, ext. 202
Cell: 504-329-7585
Email: ana@laspca.org

Kathryn Destreza
Director of Operations
Office: 504-368-5191 ext. 214
Cell: 504-329-5209
Email: kathryn@nohrl.org

SUAREC

Dr. Orlando F. McMeans, Ph.D.
Chancellor-Dean
Southern University Agricultural Research & Extension Center
College of Agricultural, Family & Consumer Sciences
Office: 225-771-4310
orlando_mcmeans@suagcenter.com

Dr. Harold I. Mellieon, Jr.
Director of Livestock Programs
Assistant Specialist Animal Science
Office: 225-771-4350
Cell: 225-238-7262
harold_mellieon@suagcenter.com

Dr. Renita Marshall, D.V.M.
Vice Chancellor for Academic & Student Services/ Associate Dean
Office: 225-771-0242
Cell: 225-719-7016
renita_marshall@suagcenter.com

Dr. De'Shoin A. York, Ph.D.
Vice Chancellor for Extension and Outreach
Office: 225-771-2582
deshoin_york@suagcenter.com

Dr. Tyra Davis
Professor/Veterinarian
Office: 225-771-3111
tyra_davis@suagcenter.com

Eugene Runles
Farm Superintendent
Office: 225-771-2262
eugene_runles@suagcenter.com

VII. COMMENCEMENT / EXPIRATION DATE

This Memorandum of Understanding (MOU) shall be effective upon signature and terminate on August 12, 2026 Six months prior to termination, the parties shall meet to review the progress and success of the MOU and determine whether it shall be extended for an additional five years.

In no event shall any extension of this MOU be for a period exceeding five years. This MOU may be terminated at any time by written notification from either party to the other, within 30 days.

VIII. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the last date written below.



Ana Zorrilla, CAWA
Chief Executive Officer
Louisiana SPCA

DATE: 8/12/2021

Orlando F. McMeans, Ph.D.
Chancellor-Dean
Southern University
Agricultural Research and
Extension Center

DATE: _____

MEMORANDUM OF UNDERSTANDING BETWEEN SOUTHERN UNIVERSITY AG CENTER AND BLACK CANNACONFERENCE & EXPO

This Memorandum of Understanding (this “MOU”) is made and entered into by and between the KRMA Media, Inc., a corporation incorporated under the laws of the State of Texas, having an address at 2230 Dolan Falls Lane, Houston, TX 77089, and sponsor of the Black Canna Conference and Expo (Black Canna Conference and Expo) and Southern University Agricultural Research and Extension Center (SUAREC), who address is 181 B.A. Little Drive, Ashford O. Williams Hall, P.O. BOX 10010, Baton Rouge, Louisiana 70813. SUAREC and KRMA Media, Inc. 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 SUAREC students to enter positions with other corporations and private partners.

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 Parties.
2. **Contributions of SUAREC**
SUAREC will use its best efforts to:
 - Participate as a community partner sponsor for the annual Black Canna Conference & Expo
 - Support other projects and initiatives as mutually agreed to by the Parties
3. **Contributions of Black Canna Conference & Expo**
Black Canna Conference & Expo will use its best efforts to:
 - Provide SUAREC, as part of its sponsorship, with a 10x20 booth, signage, press passes, mainstage features, ability to feature 3–5-minute video highlighting SUAREC
 - Provide student general admission passes to panel discussions and expo floor for a maximum of 30 students every year.

- Help to identify potential partners in the cannabis industry for SUAREC internships
 - Help to identify potential partners for sponsored SUAREC research initiatives.
 - Support other projects and initiatives as mutually agreed to by the Parties.
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 three (3) years unless otherwise agreed to in writing by all Parties. This MOU and its implementation will be reviewed annually during the pendency of its term and during subsequent additional years, if any. 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. SUAREC and Black Canna Conference & Expo 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.

B. **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.

**SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH & EXTENSION
CENTER/COLLEGE OF AGRICULTURAL, FAMILY AND COMSUMER SCIENCES
HORTICULTURE FARM USE AND EDUCATIONAL PARTNERSHIP WITH BATON
ROOTS**

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made the 27th day of August 2021.

BETWEEN:

THE WALLS PROJECT
458 America St.
Baton Rouge, LA 70802

AND

**SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH &
EXTENSION CENTER/ COLLEGE OF AGRICULTURAL,
FAMILY AND CONSUMER SCIENCES**
B. A. Little Drive
P.O. Box 10010
Baton Rouge, LA 70813

collectively known as the (“Community Partners”)

BACKGROUND

The Southern University Agricultural Research and Extension Center (SUAREC) stands as the fifth campus within the Southern University System, the nation’s only Historically Black College and University System. The SUAREC provides service to the citizens of Louisiana in a manner that is useful in addressing their scientific, technological, social, economic and cultural needs in order to enhance their overall quality of life. Baton Roots is a community farm and urban agriculture education program under The Walls Project, aimed towards decentralizing food access and elevating the skillsets of local teens in order to become more college or career ready. Both Community Partners have shared a history of working successfully together since Fall 2016 with the College of Agricultural, Family and Consumer Sciences (CAFCS).

UNDERSTANDING

The Community Partners agree to the following understanding:

1. Southern University Agricultural Research and Extension Center and the CAFCS will allow Baton Roots to occupy and continuously access space throughout the year in Greenhouse Room 1 with extra space as needed and agreed upon with the Department Chair of Agricultural Sciences and the Research Farm Specialist assigned to the horticulture unit.

2. Baton Roots staff will have 24/7 access to Greenhouse 1. SUAREC will provide keys, cards, wifi access, and parking permits to enter the area, building, and rooms.
3. Baton Roots will respect all rules pertaining to facility cleanliness, equipment usage, and any predetermined facility usage guidelines.
4. Baton Roots agrees to use reasonable care while utilizing the space assigned under this agreement, and upon its termination, shall leave such space in as good a condition as when it entered.
5. Baton Roots will ensure that all of its personnel, agents, representatives, patrons and/or guests observe all regulations in effect at SUAREC.
6. Baton Roots agrees to maintaining the appropriate levels and types of insurance, including general liability, personal injury, property damage, and workers' compensation insurance to cover all aspects of its activities while on campus.
7. Baton Roots agrees to indemnify and hold the University, its entities and employees harmless from and against any and all claims, liabilities, causes of action, losses costs, damages and expenses (including reasonable attorneys' fees) incurred as a result of any breach of this Agreement or negligence of Baton Roots and its visitors.
8. Neither Community Partners will charge for use of the space or programming.
9. Baton Roots will offer multiple opportunities for students during spring, summer, and fall semesters to participate at one of its locations. Baton Roots will engage with ten (10) Southern University students per semester. These opportunities include paid and unpaid internships through SUAREC and CAFCS, experiential learning at Baton Roots Community Farm sites, and community engagement through regularly hosted events/programming.

MOU Term

The term of this MOU is the period within which the project responsibilities of this agreement shall be performed. The term commences **August 27, 2021** to **July 31, 2023**. Either Community Partner may terminate this Agreement (a) voluntarily at any time upon sixty (60) days written notice or (b) if the other party materially defaults in performing any of its obligations under this Agreement and the default remains uncured for at least thirty (30) days following receipt of written notice from the non-defaulting party.

If students are currently placed at the site, the termination of this Agreement will occur at the end of a student's internship.

Contacts

SUAREC:

Baton Roots:

By signing this MOU, the Community Partners agree to the understanding as dictated in the points above.

Signatures and Date:

Date: 10/4/21

Date: _____



Printed Name
THE WALLS PROJECT
Director

Dr. Orlando McMeans
SUAREC/CAFCS
Chancellor-Dean



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

October 7, 2021

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 The Board of Trustees of the University of Arkansas, acting for and on Behalf of the University of Arkansas System, Division of Agriculture, National Agricultural Law Center

Dear Dr. Belton:

Agricultural law is an area that provides opportunities for SULC students to engage in policy formation and have opportunities to work for government and private organizations. The Southern University Law Center (SULC) and The Center wish to engage in a collaborative working relationship to opportunities to SULC students.

SULC and The Center are entering into this strategic alliance to expand internships and fellowships. The alliance will also seek to establish an Agricultural Law Society to help students engage in various opportunities in The Center's network

I hereby request that this proposed MOU is presented for approval to the Southern University System Board of Supervisors at its October 2021, 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
THE BOARD OF TRUSTEES OF THE UNIVERSITY OF
ARKANSAS, ACTING FOR AND ON BEHALF OF THE
UNIVERSITY OF ARKANSAS SYSTEM, DIVISION OF
AGRICULTURE, NATIONAL AGRICULTURAL LAW CENTER**

This Memorandum of Understanding (this "MOU") is made and entered into by and between the _____, having an address at _____, and Southern University Law Center ("SULC"), whose address is 2 Roosevelt Steptoe Drive, P.O. Box 9294, Baton Rouge, Louisiana 70813. SULC and _____ 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, since 1987, The center, the nation's leading source of agricultural and food law research has served the nation's diverse agricultural community of federal and state policy makers, producers, extension personnel, attorneys, and many others; and

WHEREAS, the Parties are interested in working together on mutually beneficial programs and projects designed to educate, engage, provide internships and otherwise empower SULC students and SULC Alumni concerning opportunities connected to the network of The Center;

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 Parties.
2. **Contributions of SULC**
SULC will use its best efforts to:
 - Cross reference the Center and this partnership on its websites, as appropriate.

- Work collaboratively with the Center to develop and implement a Student Agricultural Law Society.
- Ensure that selected Research Fellows understand that they are expected to work five (5) to ten (10) hours weekly during the fall and spring semesters, unless otherwise approved in writing by The Center.
- Marla Dickerson, Associate Vice Chancellor for Innovation and Strategic Partnerships and Initiatives will be the point of contact for SULC.
- Work to establish a branch of the National Agricultural Law Center at SULC.
- Support other projects and initiatives as mutually agreed to by the Parties.

3. **Contributions of The Center**

The Center will use its best efforts to:

- Cross reference SULC and this partnership on its website, as appropriate;
- Hire at least two but typically no more than four SULC law students per semester (Fall Spring, and Summer) to serve as Research Fellows at the National Agricultural Law Center.
- Sponsor travel for Research Fellows, contingent on available funding to appropriate agricultural law conferences, specifically including the annual Mid-South Agricultural & Environmental Law Conference.
- The Center will assign legal research and writing to SULC students on a range of agricultural and food law topics that are in furtherance of the Center's national research and information mission;
- Additionally, the Center will coordinate with SULC to help place Research Fellows in externships for academic credit at the Center, USDA Office of General Counsel (In D.C. or one of its Field Offices), and other appropriate entities within the nation's agricultural law community in Louisiana and beyond.
- Ensure SULC students hired by The Center will be financially compensated in accordance with any and all applicable laws or policies of the University of Arkansas System.
- Work collaboratively with SULC to develop and implement a Student Agricultural Law Society with the goal of helping further the Society's success, including identifying potential guest speakers, networking, and career development opportunities.
- Work to establish a branch of the National Agricultural Law Center at SULC by helping to fund and identify funding sources to ensure the success of the center.
- The point of contact for the Center is Harrison Pittman, Center Director.
- Support other projects and initiatives as mutually agreed to by the Parties.

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 five (5) years unless otherwise agreed to in writing by all Parties. This MOU and its implementation will be reviewed annually during the pendency of its term and during subsequent additional years, if any. 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. **Planning and Management of Activities** – Each distinct collaboration, program, or activity will be described in a separate Memorandum of Agreement drawn up jointly and signed by authorized signatories of each Party. Such agreements will specify the names of those individuals for each Party responsible for the implementation of the program and set forth all terms and conditions associated with the activity. The Parties understand that each Memorandum of Agreement may have different circumstances with respect to the personnel, types of activities, intellectual property and other deliverables that either Party may be required to contribute. Therefore, SULC and The Center reserve the right to perform a separate risk assessment on the legal, tax, and other liabilities that may arise under each Memorandum of Agreement and to structure its deliverables under the Memorandum of Agreement in a way that maximizes the cost and liability efficiencies for SULC and The Center.

6. **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 The Center 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.

7. **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.
- B. **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 insure 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.

The Center

Southern University Law Center

Jaia Thomas Date

Chancellor John K. Pierre Date

Title



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

October 7, 2021

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 The U.S.
Department of Homeland Security

Dear Dr. Belton:

Opportunities to develop avenues of entry into the various federal government agencies is paramount to increasing diversity. The Southern University Law Center (SULC) and the U.S. Department of Homeland Security wish to engage in a collaborative working relationship to expand outreach and recruitment to students and recent graduates of DHS opportunities.

SULC and the U.S. Department of Homeland Security are entering into this strategic alliance to expand internships, fellowships, temporary assignments, academic programs, and permanent federal employment for SULC students.

I hereby request that this proposed MOU is presented for approval to the Southern University System Board of Supervisors at its October 2021, 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
THE U.S. DEPARTMENT OF HOMELAND SECURITY**

I. PURPOSE AND SCOPE

In order to create a future generation of employees as diverse as the world around us, this Memorandum of Understanding (MOU) between the Department of Homeland Security (DHS) and Southern University Law Center (SULC) creates the opportunity to expand outreach and recruitment to students and recent graduates for DHS opportunities, including, but not limited to, internships, fellowships, temporary assignments, academic programs and permanent federal employment. DHS and SULC may agree to enhance outreach and engagement efforts in other areas within the homeland security mission without amending this MOU.

II. PARTIES

The parties to this MOU are DHS (both Headquarters and its Components) and SULC. Both parties are responsible for the goals and activities contained in this agreement and shall equally contribute to its success.

Through this agreement, SULC will have insight into recruitment opportunities at DHS for students and recent graduates. DHS will have access to students enrolled in and recent graduates from SULC.

- A.** DHS's mission is to ensure a homeland that is safe, secure, and resilient against terrorism and other hazards. DHS' efforts are supported by an ever-expanding set of partners. Every day, approximately 240,000 men and women of DHS contribute their skills and experiences to this important mission.

More specifically, DHS:

- Protects Americans from terrorism and other homeland security threats by preventing nation-states and their proxies, transnational criminal organizations, and groups or individuals from engaging in terrorist or criminal acts that threaten the Homeland;
- Works with federal, state, local, and tribal partners as well as the private sector and other non-governmental organizations to prevent terrorism and enhance security;
- Ensures community resilience to disasters across the nation through collaborative training exercises and information sharing activities before, during, and after disaster events;
- Secures and manages U.S. borders by collaborating with federal, state, local, and tribal partners to prevent illegal activity and facilitate lawful travel and trade;
- Safeguards and secures civilian and government cyberspace and coordinates with

federal, state, local, and tribal government partners to secure critical infrastructure and information systems;

- Enforces U.S. trade laws and facilitates lawful international trade and travel;
- Enforces and administers U.S. immigration laws; and
- Matures and strengthens DHS using a unified and integrated approach to accountability, efficiency, transparency, and leadership development.

B. SULC's mission 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.

III. AUTHORITIES

- Intergovernmental Personnel Mobility Act, 5 U.S.C. §§ 3371-3376
- Executive Order 13171, *Hispanic Employment in the Federal Government*
- Executive Order 13518, *Employment of Veterans in the Federal Government*
- Executive Order 13548, *Increasing Federal Employment of Individuals with Disabilities*
- Executive Order 13555, *White House Initiative on Educational Excellence for Hispanics*
- Executive Order 13562, *Recruiting and Hiring Students and Recent Graduates*
- Executive Order 13583, *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce*
- Executive Order 13592, *Improving American Indian and Alaska Native Educational Opportunities and Strengthening Tribal Colleges and Universities*
- Executive Order 13621, *White House Initiative on Educational Excellence for African Americans*
- Executive Order 13779, *White House Initiative to Promote Excellence and Innovation at Historically Black Colleges and Universities (HBCU)*
- Executive Order 13872, *Economic Empowerment of Asian Americans and Pacific Islanders*
- Any other superseding and subsequent authorities

IV. DEFINITIONS

The Office of Personnel Management's (OPM) Pathways Programs - Provides access to Federal internships and careers in Government for students and recent graduates. The Pathways Programs consist of the Internship Program for current students; the Recent Graduates Program for people who have recently graduated from qualifying educational institutions or programs (2 years from the date the graduate completed an academic course of study); and the Presidential Management Fellows (PMF) Program for people who obtained an advanced degree (*e.g.*, graduate or professional degree) within the preceding two years.

V. RESPONSIBILITIES OF THE PARTIES

A. DHS Responsibilities

DHS will share resources and information, as appropriate and as available staff and resources allocations allow, with SULC as follows:

1. DHS will share information with SULC, leveraging the Pathways Programs during the academic year, and will work to expand the visibility into DHS opportunities for students and recent graduates.
2. DHS will share information with SULC to increase the pipeline of talent through DHS Component-specific internship programs to students and recent graduates that provide incentives such as scholarships (tuition and fees), monthly salary, housing allowances, and other benefits.
3. DHS will annually develop a series of webinars geared towards students and recent graduates at SULC to provide valuable information on the DHS mission, current job opportunities, and tips for Federal resume writing and application process.
4. DHS will participate in the SULC's recruiting and outreach opportunities, events, and tours including career fairs, on-campus career orientations, and other awareness activities to inform students, faculty, staff, and alumni about DHS employment and student opportunities. This will include exploring opportunities to highlight DHS's mission and student opportunities at SULC conferences as a sponsor, advertiser, exhibitor, or contributor to presentations to students.
5. DHS will work with SULC, when invited, to participate in and disseminate information across Headquarters and Components about public policy forums, lectures, presentations, conferences, national level exercises, trainings, and other events at SULC.
6. To strengthen the partnership between DHS and Institutions of Higher Education (IHEs), DHS will research and review existing MOUs with IHEs to enhance our collaborative efforts and align with existing best practices.
7. DHS and SULC will assess return on investment for the Department on outreach and recruitment activities to ensure accountability and prudent stewardship.

VI. SULC Responsibilities

1. SULC will advise DHS on effective mechanisms for targeting materials and communications to students and recent graduates.
2. SULC will disseminate DHS materials and communications to students and

recent graduates related to DHS mission, current job opportunities, and tips for Federal resume writing and application process.

3. SULC will partner with DHS in establishing outreach opportunities on campus to increase awareness of the DHS mission and current job opportunities available to students and recent graduates.
4. SULC, when appropriate, will invite DHS to participate in public policy forums, lectures, presentations, conferences, national level exercises, trainings, and other events at SULC.

C. Both DHS and SULC will:

1. Meet or correspond semi-annually to review DHS/SULC MOU activities and progress.
2. Notify DHS/SULC MOU Points of Contact (POC) regarding upcoming meetings, status updates, as well as requests related to the terms of the MOU.
3. Track the annual outcomes of DHS/SULC MOU in a joint report to determine areas of achievement and enhancements.
4. Identify opportunities and programs where professionals from DHS and SULC can participate in research, capacity-building, training, and exchange programs.

CI. POINTS OF CONTACT

DHS and SULC will designate POCs within their respective organizations to implement the MOU. The POCs will direct and coordinate partnership activities to ensure that mutual benefits and interests are served. The respective offices responsible for implementation and maintenance of this MOU are:

For DHS HQ:

Traci Silas, J.D.
Executive Director, Office of Academic Engagement
HQ Office of Partnership and Engagement

Karinda Washington
Executive Director, Office of Social Impact and Campaigns
HQ Office of Partnership and Engagement

For SULC:

Chancellor John K. Pierre (jpierre@sulc.edu) and Associate Vice Chancellor Marla Dickerson (mdickerson@sulc.edu)
Southern University Law Center

VII. OTHER PROVISIONS

- A. Nothing in this MOU is intended to conflict with current law or regulation or the directives of DHS and SULC. If a term of this MOU is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.
- B. Nothing in this MOU is intended to restrict the authority of either part to act as provided by law, statute, or regulation.
- C. Nothing in this MOU shall be interpreted as affording DHS or SULC any role in the content, programming, or operating decisions of the other entity.
- D. In order to facilitate and accomplish the goals and objectives set forth in this MOU, DHS and SULC will meet as necessary and appropriate to discuss issues of mutual interest and assess progress in accomplishing the desired objectives.
- E. This MOU is between DHS and SULC and does not confer or create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, or by any third person or party (public or private) against the United States, its agencies, its officers, or any person; or against SULC, its Governing Board or any of its staff.
- F. The parties will use or display each other's name, emblem or trademarks only in the case of particular projects and only with prior written consent of the other party.

VIII. FUNDING

This MOU is not a fiscal or funds obligation document. This MOU does not include the reimbursement of funds between two parties.

IX. EFFECTIVE DATE

The terms of this MOU will become effective on the date of the last signature by the parties.

X. MODIFICATION

The terms of this MOU may be modified upon the mutual written consent of the parties.

XI. TERMINATION

This MOU will remain in effect in perpetuity until either party terminates. Termination of this MOU effective upon sixty (60) days written notice to the other party.

XII. SIGNATURES

Chancellor John K. Pierre
Chancellor
Southern University Law Center

Date

ZARINAH T SILAS Digitally signed by ZARINAH T SILAS
Date: 2021.09.23 07:10:25 -04'00'

Traci Silas, J.D.
Executive Director
Office of Academic Engagement
Office of Partnership and Engagement
Department of Homeland Security

Date

KARINDA L WASHINGTON Digitally signed by KARINDA L WASHINGTON
Date: 2021.09.29 23:17:09 -04'00'

Karinda Washington
Executive Director
Social Impact and Campaigns
Office of Partnership and Engagement
Department of Homeland Security

Date

RESOLUTION
BY THE BOARD OF SUPERVISORS OF THE SOUTHERN UNIVERSITY
SYSTEM AUTHORIZING SUSLA TO PURSUE GRANTING OF MINERAL LEASE

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 at Shreveport (the "University"), and to control and dispose of its property; and

WHEREAS, there is an interest in acquiring an oil and gas mineral lease on the lands owned by Southern University at Shreveport;

THEREFORE, BE IT RESOLVED, by the Board as follows:

1. The University, acting through its Chancellor or his designated representative, shall hereby direct and authorize the Louisiana State Mineral and Energy Board and the Office of Mineral Resources to accept nominations, advertise for, accept and award bids, and execute all oil, gas and mineral leases, pursuant to the provisions of LA, R.S. 30:121, et seq, for the granting of an oil, gas and mineral lease affecting the following described property owned by the University:

DESCRIPTION:

SECTION 18, TOWNSHIP 18 NORTH, RANGE 14 WEST

TRACT 1:

That certain tract or parcel of land situated in Section 18, Township 18 North, Range 14 West, Caddo Parish, Louisiana and being more particularly described as follows: From the Southeast corner of Section 18, Township 18 North, Range 14 West, Caddo Parish, Louisiana said corner being the centerline intersection of the Cooper Road and Juvenile Road; Run North 89° 55' West, along the centerline of the Cooper Road a distance of 800 feet; run thence North 0° 08' East, a distance of 50 feet to a point on the North right-of-way line of the Cooper Road, said point being the point of beginning of the tract herein described; run thence North 89° 55' West, along said North right-of-way line, a distance of 1,674.27 Feet; run thence North 61° 41' West, a distance of 135.15 Feet to a point on the East right-of-way line of United Gas Pipeline Company's 60 Foot right-of-way; run thence North 0° 14' East, along said East right-of-way line a distance of 1,217.79 Feet; run thence south 89° 53' East, a distance of 2,591.58 Feet to a point on the East line of said Section 18; run thence South 0° 08' West, along said East line of Section 18, a distance of 600 feet; run thence North 89° 55' West, a distance of 800.10 Feet; run thence South 0° 08' West a distance of 680.56 Feet to the point of beginning, containing **63.67 acres**, more or less. Being the same tract or parcel of land described in that certain Sale, dated July 7, 1965 and recorded under Entry No. 398611, Bk 1099, Pg 68 in the Conveyance Records of the Clerk of Courts Office, Caddo Parish, Louisiana.

TRACT 2:

That certain tract or parcel of lands situated in Section 18, Township 18 North, Range 14 West, Caddo Parish Louisiana and being more particularly described as follows: The Northwest Quarter (NW/4) of the Southeast Quarter (SE/4), less the West fifty (50') feet thereof of Section 18, Township 18 North, Range 14 West, situated in Caddo Parish, Louisiana and Lot 90, Lot 91, Lot 96 and lot 97, all in Cooper Heights Subdivision Unit No. 4 lying next to and adjoining on the

east of said Northwest Quarter (NW/4) of Southeast (SE/4) of said Section 18, Township 18 North, Range 14 West, situated in Caddo Parish, Louisiana, LESS AN EXCEPT those portions of Lots 84 and 85 of Cooper Heights Subdivision Unit No. 4 lying within the said Northwest (NW/4) of Southeast Quarter (SE/4) of Section 18, Township 18 North, Range 14 West, Caddo Parish, Louisiana, containing a total of **39.048 acres** Being the same tract or parcel of land described in that certain Sale dated January 6, 1969 and recorded under Entry No. 474146, Bk 1210, Pg 425, in the Conveyance Records of the Clerk of Courts Office, Caddo Parish, Louisiana.

The aggregate of the above described tracts is **102.718 acres** herein leases

BE IT FURTHER RESOLVED, that any such lease shall contain the following conditions, and such other conditions as the Louisiana State Mineral and Energy Board may, in its discretion, deem appropriate.

- A. Minimum bonus of \$1,500.00 per acre and minimum royalty of twenty (20%) percent;
- B. Primary term of the lease is three (3) years;
- C. After the original term of the Lease, production from the leased premises, or from land unitized or pooled therewith, shall only maintain the Lease or as otherwise provided therein from the surface of the earth to one hundred feet (100') below the deepest producing formation drilled by Lessee; after the primary term has expired, the Lease shall terminate as to all deeper strata. Lessee shall execute a recordable release as to such released depths upon Lessor's request;
- D. The Lease to be granted without warranty of any kind or nature, express, implied, or statutory, not even as to the return of any monies or benefits received under any of the terms hereof, but with full subrogation of all rights of warranty to which Lessor may be entitled.
- E. Without the express written consent of Lessor, which may be withheld at the sole discretion of Lessor, Lessee shall not conduct any surface operations on the leased premises.

BE IT FURTHER RESOLVED, that the Chancellor of the Southern University at Shreveport (SUSLA), or his/her designee, be, and he/she is hereby authorized to take such other action and to sign such documents as may be necessary in connection with such request to the Louisiana State Mineral Board.

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 ____ day of September, 2021, 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 _____, 2021.

Dr. Ray L. Belton, Secretary
Board of Supervisors of Southern University System

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

October 8, 2021

Dr. Ray 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 writing to seek approval of the Grant Agreement between Strada Education Network, Inc. and Southern University at New Orleans. Strada approved a conditional grant of \$478,000 to the University on September 22, 2021. The Strada HBCU Initiative focuses on investment in the next generation of leaders. This nationwide program will provide leadership development, academic support, and critical social engagement resulting in positive postsecondary learning opportunities that lead to meaningful career pathways for Strada Scholars.

This initiative comes at the most appropriate time for SUNO as it aligns with the University's *Quality Enhancement Plan (QEP)*—to enhance oral communication skills for career success. The QEP emphasizes improving the career success of the student body by focusing on the broad-based development of soft skills and leadership development through formal curricula change and informal opportunities to learn and practice those skills.

If approved, this partnership will be a win-win for the University and its students. Grant funding will support scholarships, internship stipends, leadership development programming, and administrative support through the Strada Education Network, Inc. I seek your support and submittal to the Southern University and A&M College System Board of Supervisors for consideration at the October 22, 2021 meeting.

Warmest regards,

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

Dr. James H. Ammons Jr.
Executive Vice President-Chancellor

APPROVED: _____

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

“An Equal Educational Opportunity Institution”

GRANT AGREEMENT

THIS GRANT AGREEMENT (the "Agreement") is made by and between Strada Education Network, Inc. ("Strada Education Network" or "Strada") and Southern University at New Orleans ("Grantee") for the purpose of setting forth the exclusive terms and conditions by which Strada Education Network will provide a grant to Grantee.

1. **Effective Date.** This grant award is effective from August 1, 2021 to July 31, 2029 (the "Term").
2. **Program Description.** As described in your program design proposal attached hereto as **Appendix A** (the "Proposal"), the grant funds will support the Strada HBCU Initiative (the "Program").
3. **Use of Funds.** Grantee will use the grant funds solely for charitable or educational purposes as defined by Section 170(c)(2)(B) of the Internal Revenue Code and to conduct the Program as described in the Proposal. Grantee acknowledges that the grant funds contributed to Grantee by Strada are treated by Strada as conditional and restricted as described in Section 4 below.
4. **Award Amount and Payment Distribution.** Strada Education Network has approved a conditional grant of \$478,000 to Grantee. Strada anticipates making installment payments to Grantee in the amounts stated in **Appendix B**. Entitlement to the installment payment for each anticipated cohort is conditioned upon the Grantee's identification of qualified scholarship candidates, a roster of which is to be provided by Grantee to Strada prior to disbursement. In addition, payment is dependent upon satisfactory and timely performance of the grant activities and accomplishment of goals and outcomes as described in the Proposal and upon Strada's sole and independent judgment of the anticipated success and value of the remaining activities, goals and outcomes described by Grantee and overall success and value of the grant. Grantee may request additional Program funding amounts on an as-needed basis during the Term, and such requests will be mutually considered and agreed upon between Strada and Grantee and formally approved in writing by Strada prior to payment.
5. **Amendments.** If Grantee desires to revise or recharacterize items in the Program budget submitted with the Proposal or amend any of the terms herein, Grantee must seek prior approval from Strada by sending a detailed description of the proposed revision in writing. Strada will provide its approval or denial of the revision within 30 days after receipt of the request.
6. **Key Personnel.** Grantee acknowledges and agrees that Strada has specifically taken into account Grantee's present leadership and staffing, as presented in the Proposal, as part of its overall evaluation of the Program's potential for success. Strada reserves all rights with respect to this grant award if Grantee proposes any material change in its key personnel that Strada determines, in its sole discretion at any time, could negatively impact the ability of the Grantee to achieve the goals of the Program. For clarification purposes, Strada considers key personnel of Grantee as including, but not limited to, the following roles: President or Executive Director; board chair; key board members or officers; and key Program leaders

such as principal researcher, program manager, project director or project partner. In the event of a material change in personnel, Grantee agrees that no grant funds will be used for recruitment, severance, litigation or any other purpose associated with the change in personnel.

7. **Intellectual Property.** “Grantee Property” means any software programs, websites, systems, dashboards, trademarks, service marks, instructional materials, diagrams, assessments, surveys, reports, algorithms, data and databases, and any other works, materials and/or information that Grantee uses to conduct the Program, that was developed prior to this grant or is developed during the course of the Program, with or without use of the grant funds provided by Strada. Grantee Property is not considered work product or a “work made for hire” developed by Grantee for Strada. Grantee Property is and shall remain the property of Grantee. For any Grantee Property incorporated into, provided with, or used (or otherwise reasonably necessary) to conduct the Program (“Program IP”), Grantee agrees to grant and hereby grants Strada a worldwide, non-exclusive, transferable, sublicensable, perpetual, royalty-free, irrevocable right and license to use, copy, reproduce, display, perform, distribute, publish and/or create derivative works based on such Grantee Property.
8. **No Lobbying.** Grantee shall not use grant funds to attempt to influence legislation (i.e., lobby), to influence the outcome of any election, or to register voters.
9. **Publicity.** Strada may use information regarding this grant, including the identity of the Grantee, in publications, reports, news releases, social media, interviews, testimonials, blogs, videos and other communications (“Publicity”). Grantee must obtain Strada’s approval in advance of any use of Strada’s name or logo for Publicity purposes. Grantee will submit requests for approval of Strada’s name, Publicity about the grant, or requests for communication assistance from Strada (e.g., logos, advertisements, news releases, etc.) by email to the assigned Strada Relationship Manager, who will facilitate engagement of the Marketing and Communications team as appropriate. Grantee shall promptly notify Strada of any anticipated or known third party Publicity (including social media) regarding the topic or details of the grant, or the Program included within the grant, and Grantee shall share copies of such Publicity with Strada. Strada reserves the right to require Grantee to publicly acknowledge its support upon request. Grantee agrees to cooperate with Strada in connection with the creation or production of Publicity regarding the work of Grantee and the Program and will endeavor to find individuals served by Grantee to participate in such Publicity.
10. **Grantee Accountability.** Grantee assumes all responsibility for the selection and oversight of individuals to whom and organizations to which funds may be paid as a part of the Program supported by this grant. To the extent Grantee relies upon its affiliates or subgrantees to carry out the Program, Grantee agrees and acknowledges that it will remain accountable to Strada for conducting the Program as described herein. Since Strada’s organizational reputation is connected to its funding of Grantee and the Program, Grantee agrees to remain accountable for its organizational reputation and agrees to maintain its reputation in good standing in accordance with industry standards.

11. **Tax Status.** Grantee stipulates by signing this document that the Internal Revenue Service (“IRS”) currently classifies Grantee as a tax exempt organization described in Internal Revenue Code (“Code”) Section 501(c)(3) and is an eligible grant recipient under Code Sections 509(a)(1), (2) or (3) and has timely filed its Form 990s or other tax reports, as may be required by the IRS, and that Grantee is in good standing with the IRS and relevant state and local authorities; or alternatively, that it is a state, a possession of the United States, or any political subdivision of any of the foregoing or the District of Columbia and the grant funds will be used for exclusively public purposes. Grantee will file and maintain appropriate corporate and accounting records. All tax and financial documents related to the grant will be made available to Strada within a reasonable amount of time following Strada's written request.

12. **Reporting.** Grantee agrees to provide a written report by December 1 and by June 1 during the Term of the grant outlining Grantee’s progress in carrying out the Program, including an accounting of how grant funds have been used. Grantee agrees to provide a final written report, including an accounting of how grant funds were used, no later than 30 days after the end of the Term. In addition, Grantee will provide periodic telephonic, video conferencing, or e-mail updates to Strada upon request. All report requirements are accessible through Grantee’s online grant account, and Grantee will receive an e-mail prompt with deadline notifications. Strada reserves the right to request a periodic report on Grantee’s use of grant funds at any time during the effective term of this grant award.

13. **Notification Requirements.** In addition to the reports required above, Grantee agrees to notify Strada immediately of any of the following events:
 - a) The Grantee is one institution in the Southern University System. The Chancellor is its head administrative officer. All institutions within the System are governed by the President and overseen by the Board of Supervisors. Currently, the President of the System has stated his intention to retire at the end of the current fiscal year. Board members are appointed by the Governor and serve 6 year terms. The Board elects a chairman annually. The current chairman will serve through November. Notwithstanding those changes, Grantee will notify Strada of any actual or anticipated change in the positions or responsibilities held by Grantee’s key personnel as follows: Chancellor and Vice Chancellors;

 - b) Any material action, suit or proceeding instituted or threatened by any federal, state or local governmental authority against Grantee or any adverse regulatory action taken or proposed to be taken by any federal, state or local governmental authority against Grantee, including, but not limited to, any change in its tax status, but excluding investigations from the Office of Civil Rights or the Equal Employment Opportunity Commission;

 - c) Any material action, suit or proceeding instituted or threatened by a private party against Grantee or any of its key personnel, excluding suits arising out

of Workers' Compensation, torts, employment termination, and employment/vendor contracts; or

- d) Any material adverse change in the activities, operations, assets or properties or in the condition, financial or otherwise, of the Grantee.

14. **Grantee Indemnity.** If Grantee is subject to any internal restrictions or prohibitions of acceptance of funding from entities such as Strada, i.e., an agreement with a state attorney general or other agency, institutional or organizational code of conduct, Strada will rely on the Grantee's determination of compliance, and Grantee will indemnify and hold Strada harmless from any and all liability associated with its non-compliance. Grantee will also indemnify and hold Strada harmless from any and all liability associated with a data breach of the Grantee's property in connection with the Program.
15. **Termination.** Strada may terminate this grant for material breach of any of the conditions contained herein. In the event of such termination, Grantee agrees to return any unspent grant funds and shall be reimbursed only for those expenses properly incurred in connection with the Program before notification of the termination decision, and Strada shall have no further obligation to Grantee thereafter.
16. **Audit.** Strada may conduct independent evaluations, audits and site visits in keeping with its commitment to oversee, evaluate, and learn from its grants, and Grantee will provide its full cooperation to Strada in those efforts.
17. **Antiterrorist Financing Certification.** Grantee certifies and affirms that the grant funds will be used in compliance with all applicable antiterrorist financing and asset control laws, regulations, rules and executive orders, and Grantee further agrees to take all reasonable steps to ensure that any person, group or entity who receives any portion of the grant funds is not named on any U.S. government list of suspected or known terrorists.
18. **Restrictions on Use of Funding.** Grantee shall return to Strada any portion of the grant funds and interest thereon which are not used for the purpose of this grant.
19. **Right of Return and Right of Release of Obligation.** Grantee acknowledges that funding for this request does not guarantee future funding. Grantee acknowledges that Strada reserves all rights in the event of non-compliance by Grantee with any provision of this Grant Agreement, including the right to reconsider any outstanding grant payments, delay or withhold unpaid grant payments, or require the return of funds already paid.
20. **FERPA Compliance.** If Grantee shares information with Strada that is subject to the Family Educational Rights and Privacy Act ("FERPA") (34 CFR Part 99.3), Strada will enter into a specific agreement with Client or an addendum to this Agreement regarding compliance with FERPA. For further details, Strada's Privacy Policy can be found here: <https://stradaeducation.org/privacy-policy/>.

Appendix A **Strada HBCU Initiative**

The Strada HBCU Initiative focuses on investment in the next generation of leaders. This nationwide program will provide leadership development, academic support and critical social engagement resulting in positive postsecondary learning opportunities that lead to meaningful career pathways for Strada Scholars. Strada recognizes the importance of HBCUs in providing economic and social mobility to America's next generation of leaders and undertakes this Initiative to provide institutional and systemic improvements for the participating institutions and the students they serve.

Grantee will undertake the following responsibilities in conducting the Program:

- Select three student leaders as Strada Scholars annually for 4 years (for a total of 4 cohorts) to receive a scholarship in the amount of \$7,000 per year. Strada Scholars must:
 - Participate in the University's Presidential/Honors Scholar program
 - Maintain an average GPA of 3.3 or higher
 - Be a full-time student; if a student drops out or transfers, the participant will not be replaced with another student.
 - Submit an essay to the Chancellor's Office focused on personal efforts in leadership, academic success and social change
 - Participate in leadership development opportunities
 - Participate in mentoring and career coaching throughout academic tenure
 - Participate in internships or other work-based learning experiences
 - Willingly engage with Strada and its system of record, providing testimonials and experiences
 - Be a changemaker who anticipates and engages with University Administration to build creative solutions
- Chancellor's Office will establish a point of contact to serve as the Strada Scholars administrator
- Provide Strada with direct access to the Office of the Chancellor and senior staff to ensure streamlined communication and partnership
- Provide leadership development opportunities to Strada Scholars
- Provide mentoring and professional networking opportunities to Strada Scholars
- Manage a cohort model for Strada Scholars and participate in convenings
- Manage internship program with adequate support mechanisms to include 21st century workforce skill development, career exploration, building social capital and mentorship
- Provide Strada Scholars with exposure and connections to various graduate school and career options to increase post-graduate success
- Build an institutional profile in Strada's system of record and submit impact reports
- Share best practices with Strada and with the larger HBCU community
- Manage funds provided for scholarships, internships and leadership development
- Appoint a primary point of contact and keep contact information updated
- Allow Strada access to all Strada Scholars
- Share data/metrics as appropriate and participate in evaluation activities

Strada will assist Grantee with the following and will provide support to the participating HBCUs as follows:

- Identify and elevate best practices in student engagement and support
- Conduct formative and summative evaluations
- Provide an annual symposium, including a leadership development series
- Engage strategic partners and leverage additional resources
- Create a repository of speakers and leadership workshops for use by all HBCUs
- Build institutional capacity
- Alumni engagement
- Improve credentialing programs
- Faculty development
- Institutional adoption of leadership development strategies
- Improve and scale employer partnerships
- Enhance internship opportunities for Grantee's students
- Utilize a cohort model and convenings to provide Strada Scholars with mentoring and professional networking
- Maintain a system of record for the HBCU Initiative and share relevant data

Funding is intended to be used for:

- Scholarships
- Internship stipends
- Leadership development programming
- Administrative support for the Strada HBCU Initiative

Appendix B
Payment Disbursement Schedule

Upon execution of the Agreement & identification of students in Cohort #1: 1/2 Year 1	\$ 12,075.00
December 1, 2021 Cohort 1: 1/2 Year 1	\$ 12,075.00
July 1, 2022 Cohort 1: 1/2 Year 2 Cohort 2: 1/2 Year 1	\$ 27,750.00
December 1, 2022 Cohort 1: 1/2 Year 2 Cohort 2: 1/2 Year 1	\$ 27,750.00
July 1, 2023 Cohort 1: 1/2 Year 3 Cohort 2: 1/2 Year 2 Cohort 3: 1/2 Year 1	\$ 43,425.00
December 1 2023 Cohort 1: 1/2 Year 3 Cohort 2: 1/2 Year 2 Cohort 3: 1/2 Year 1	\$ 43,425.00
July 1, 2024 Cohort 1: 1/2 Year 4 Cohort 2: 1/2 Year 3 Cohort 3: 1/2 Year 2 Cohort 4: 1/2 Year 1	\$ 59,100.00
December 1, 2024 Cohort 1: 1/2 Year 4 Cohort 2: 1/2 Year 3 Cohort 3: 1/2 Year 2 Cohort 4: 1/2 Year 1	\$ 59,100.00
July 1, 20245 Cohort 2: 1/2 Year 4 Cohort 3: 1/2 Year 3 Cohort 4: 1/2 Year 2	\$ 47,025.00
December 1, 2025 Cohort 2: 1/2 Year 4 Cohort 3: 1/2 Year 3 Cohort 4: 1/2 Year 2	\$ 47,025.00

July 1, 2026 Cohort 3: 1/2 Year 4 Cohort 4: 1/2 Year 3	\$ 31,350.00
December 1, 2026 Cohort 3: 1/2 Year 4 Cohort 4: 1/2 Year 3	\$ 31,350.00
July 1, 2027 Cohort 4: 1/2 Year 4	\$ 15,675.00
December 1, 2027 Cohort 4: 1/2 Year 4	\$ 15,675.00
July 1, 2028 Admin Support for Additional Engagement	\$ 5,200.00
Total Engagement	\$ 478,000.00



SOUTHERN UNIVERSITY AT NEW ORLEANS

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www.suno.edu

Office of the Chancellor

October 8, 2021

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:

Southern University at New Orleans 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 the Department of Homeland Security (DHS) and Southern University at New Orleans (SUNO). This proposed MOU creates the opportunity to expand outreach and recruitment of currently enrolled students and recent graduates for DHS opportunities, including, but not limited to, internships, fellowships, temporary assignments, academic programs and permanent federal employment. DHS and SUNO may agree to enhance outreach and engagement efforts in other areas within the homeland security mission without amending this MOU.

Both parties are responsible for the goals and activities contained in this agreement and shall equally contribute to its success. Through this agreement, SUNO will have insight into recruitment opportunities at DHS for students and recent graduates. DHS will have access to students enrolled in and recent graduates from SUNO.

If approved, this MOU becomes effective, November 1, 2021.

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN Southern University at New Orleans AND
THE U.S. DEPARTMENT OF HOMELAND SECURITY**

I. PURPOSE AND SCOPE

In order to create a future generation of employees as diverse as the world around us, this Memorandum of Understanding (MOU) between the Department of Homeland Security (DHS) and Southern University at New Orleans (SUNO) creates the opportunity to expand outreach and recruitment to students and recent graduates for DHS opportunities, including, but not limited to, internships, fellowships, temporary assignments, academic programs and permanent federal employment. DHS and SUNO may agree to enhance outreach and engagement efforts in other areas within the homeland security mission without amending this MOU.

II. PARTIES

The parties to this MOU are DHS (both Headquarters and its Components) and the SUNO. Both parties are responsible for the goals and activities contained in this agreement and shall equally contribute to its success.

Through this agreement, SUNO will have insight into recruitment opportunities at DHS for students and recent graduates. DHS will have access to students enrolled in and recent graduates from SUNO.

- A.** DHS's mission is to ensure a homeland that is safe, secure, and resilient against terrorism and other hazards. DHS' efforts are supported by an ever-expanding set of partners. Every day, approximately 240,000 men and women of DHS contribute their skills and experiences to this important mission.

More specifically, DHS:

- Protects Americans from terrorism and other homeland security threats by preventing nation-states and their proxies, transnational criminal organizations, and groups or individuals from engaging in terrorist or criminal acts that threaten the Homeland;
- Works with federal, state, local, and tribal partners as well as the private sector and other non-government organizations to prevent terrorism and enhance security;
- Ensures community resilience to disasters across the nation through collaborative training exercises and information sharing activities before, during, and after disaster events;
- Secures and manages U.S. borders by collaborating with federal, state, local, and tribal partners to prevent illegal activity and facilitate lawful travel and trade;
- Safeguards and secures civilian and government cyberspace and coordinates with

federal, state, local, and tribal government partners to secure critical infrastructure and information systems;

- Enforces U.S. trade laws and facilitates lawful international trade and travel;
- Enforces and administers U.S. immigration laws; and
- Matures and strengthens DHS using a unified and integrated approach to accountability, efficiency, transparency, and leadership development.

SUNO's mission statement: 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.

III. AUTHORITIES

- Intergovernmental Personnel Mobility Act, 5 U.S.C. §§ 3371-3376
- Executive Order 13171, *Hispanic Employment in the Federal Government*
- Executive Order 13518, *Employment of Veterans in the Federal Government*
- Executive Order 13548, *Increasing Federal Employment of Individuals with Disabilities*
- Executive Order 13555, *White House Initiative on Educational Excellence for Hispanics*
- Executive Order 13562, *Recruiting and Hiring Students and Recent Graduates*
- Executive Order 13583, *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce*
- Executive Order 13592, *Improving American Indian and Alaska Native Educational Opportunities and Strengthening Tribal Colleges and Universities*
- Executive Order 13621, *White House Initiative on Educational Excellence for African Americans*
- Executive Order 13779, *White House Initiative to Promote Excellence and Innovation at Historically Black Colleges and Universities (HBCU)*
- Executive Order 13872, *Economic Empowerment of Asian Americans and Pacific Islanders*
- Any other superseding and subsequent authorities

IV. DEFINITIONS

The Office of Personnel Management's (OPM) Pathways Programs - Provides access to Federal internships and careers in Government for students and recent graduates. The Pathways Programs consist of the Internship Program for current students; the Recent Graduates Program for people who have recently graduated from qualifying educational institutions or programs (2 years from the date the graduate completed an academic course of study); and the Presidential Management Fellows (PMF) Program for people who obtained an advanced degree (*e.g.*, graduate or professional degree) within the preceding two years.

V. RESPONSIBILITIES OF THE PARTIES

A. DHS Responsibilities

DHS will share resources and information, as appropriate and as available staff and resources allocations allow, with SUNO as follows:

1. DHS will share information with SUNO, leveraging the Pathways Programs during the academic year, and will work to expand the visibility into DHS opportunities for students and recent graduates.
2. DHS will share information with SUNO to increase the pipeline of talent through DHS Component-specific internship programs to students and recent graduates that provide incentives such as scholarships (tuition and fees), monthly salary, housing allowances, and other benefits.
3. DHS will annually develop a series of webinars geared towards students and recent graduates at SUNO to provide valuable information on the DHS mission, current job opportunities, and tips for Federal resume writing and application process.
4. DHS will participate in SUNO recruiting and outreach opportunities, events, and tours including career fairs, on-campus career orientations, and other awareness activities to inform students, faculty, staff, and alumni about DHS employment and student opportunities. This will include exploring opportunities to highlight DHS's mission and student opportunities at SUNO conferences as a sponsor, advertiser, exhibitor, or contributor to presentations to students.
5. DHS will work with SUNO, when invited, to participate in and disseminate information across Headquarters and Components about public policy forums, lectures, presentations, conferences, national level exercises, trainings, and other events at SUNO .
6. To strengthen the partnership between DHS and Institutions of Higher Education (IHEs), DHS will research and review existing MOUs with IHEs to enhance our collaborative efforts and align with existing best practices.
7. DHS and SUNO will assess return on investment for the Department on outreach and recruitment activities to ensure accountability and prudent stewardship.
8. DHS will work with the SUNO, provide information to engage the faculty with professional development opportunities through DHS.
9. DHS will identify subject matter experts from DHS to disseminate information through presentation about varied campaigns to faculty at SUNO.

B. The SUNO Responsibilities

1. SUNO will advise DHS on effective mechanisms for targeting materials and communications to students and recent graduates.
2. SUNO will disseminate DHS materials and communications to students and recent graduates related to DHS mission, current job opportunities, and tips for Federal resume writing and application process.
3. SUNO will partner with DHS in establishing outreach opportunities on campus to increase awareness of the DHS mission and current job opportunities available to students and recent graduates.
4. SUNO, when appropriate, will invite DHS to participate in public policy forums, lectures, presentations, conferences, national level exercises, trainings, and other events at SUNO.

C. Both DHS and SUNO will:

1. Meet or correspond semi-annually to review DHS/SUNO MOU activities and progress.
2. Notify DHS/SUNO MOU Points of Contact (POC) regarding upcoming meetings, status updates, as well as requests related to the terms of the MOU.
3. Track the annual outcomes of DHS/SUNO MOU in a joint report to determine areas of achievement and enhancements.
4. Identify opportunities and programs where professionals from DHS and SUNO can participate in research, capacity-building, training, and exchange programs.

VI. POINTS OF CONTACT

DHS and SUNO will designate POCs within their respective organizations to implement the MOU. The POCs will direct and coordinate partnership activities to ensure that mutual benefits and interests are served. The respective offices responsible for implementation and maintenance of this MOU are:

For DHS HQ:

Traci Silas, J.D.
Executive Director, Office of Academic Engagement
HQ Office of Partnership and Engagement

For SUNO:

Name: James H. Ammons, Ph.D.
Title: Executive Vice President-Chancellor
Office: Southern University at New Orleans

VII. OTHER PROVISIONS

- A.** Nothing in this MOU is intended to conflict with current law or regulation or the directives of DHS and SUNO . If a term of this MOU is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.
- B.** Nothing in this MOU is intended to restrict the authority of either part to act as provided by law, statute, or regulation.
- C.** Nothing in this MOU shall be interpreted as affording DHS or SUNO any role in the content, programming, or operating decisions of the other entity.
- D.** In order to facilitate and accomplish the goals and objectives set forth in this MOU, DHS and SUNO will meet as necessary and appropriate to discuss issues of mutual interest and assess progress in accomplishing the desired objectives.
- E.** This MOU is between DHS and SUNO and does not confer or create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, or by any third person or party (public or private) against the United States, its agencies, its officers, or any person; or against SUNO , its Governing Board or any of its staff.
- F.** The parties will use or display each other's name, emblem or trademarks only in the case of particular projects and only with prior written consent of the other party.

VIII. FUNDING

This MOU is not a fiscal or funds obligation document. This MOU does not include the reimbursement of funds between two parties.

IX. EFFECTIVE DATE

The terms of this MOU will become effective on the date of the last signature by the parties.

X. MODIFICATION

The terms of this MOU may be modified upon the mutual written consent of the parties.

XI. TERMINATION

This MOU will remain in effect until [insert date]. The term may be extended by mutual written agreement of the parties. Either party may terminate this MOU upon sixty (60) days written notice to the other party.

XII. SIGNATURES

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

Date

Traci Silas, J.D.
Executive Director
Office of Academic Engagement
Office of Partnership and Engagement
Department of Homeland Security

Date