



SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF VICE CHANCELLOR FOR STUDENT AFFAIRS

May 3, 2022

Dr. Ray Belton, President/Chancellor
Southern University and A&M College
Baton Rouge, LA 70813

Dr. Belton:

This is a request for a salary increase for Tracie Abraham, Director of Residential Life and Housing. The on-campus population has either remained constant or increased significantly over several years. Our residential facilities are at capacity. Consequently, the task of managing the operation has grown in complexity. Additionally, we are currently in the programming phase for the new housing facilities. During this process, we must ensure that our administrative structure is configured in a way that will not affect the delivery of services to our students. Additionally, as we reopen our facilities to outside camps, she will be charged with implementing new modes of delivery that will govern the operation of Housing and Residence Life from now on. Finally, Ms. Abraham serves as a key resource for the judicial/conduct functions in the Division of Student Affairs.

For these reasons, I am requesting an increase in compensation for the Director of Residential Life and Housing. My request is to increase the salary for Ms. Abraham. Her current salary is \$85,696.00. I am requesting a total salary of \$92,000.00. The funds will be allocated in the Residential Life & Housing budget. I request that this change become effective as of July 1, 2022.

Thank you for your consideration of this request.

Respectfully,

Handwritten signature of F. Carl Walton in blue ink.

F. Carl Walton, Ph.D.
Vice Chancellor for Student Affairs

Handwritten signature of Bijoy K. Sahoo in blue ink.

Bijoy K. Sahoo
Executive Vice Chancellor and Provost

Handwritten signature of Benjamin Pugh in blue ink, dated 5/1/22.

Benjamin Pugh
Vice Chancellor for Finance and Administration

Handwritten signature of Ray L. Belton in blue ink.

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

POS CLASS				
EMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment June 30, 2014 To Current
Effective Date of Employment Nov 1, 2021

Name Tracie Abraham SS# UU01214218 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Residential Life and Residential Life Department: Division of Student Affairs

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

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

Years Experience 25 Southern University Experience 25

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

Current Employer _____

Personnel Action

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

Annual Salary \$85,696 Salary Budgeted \$92,000 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty _____

Source of Funds: 216030-27461-29000 Identify Budget: _____ Location: Division of Student Affairs

Change of:
From Director of Residential Life and Housing To Director of Residential Life and Housing
Position: _____ Status: _____
Salary Adjustment: \$85,696 _____ \$92,000

List total funds currently paid this employee by Southern University:
*See Reverse Side
Comments: (Use back of form)

Financial Aid signature (if, applicable):	
Source of Funds (Current)	Amount
216030-27461-29000	90,000

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

J. Carl Williams 5-19-22 Date _____
Supervisor _____ Dean and Head _____
J. Carl Williams 5-19-22 Date _____
Vice Chancellor _____ Chancellor _____
J. Carl Williams 5-19-22 Date _____
Director/Personnel _____ Vice President/Finance _____
Jay Salter _____ Date _____
President _____ 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 people of North America, and who maintains cultural identification through tribal affiliation or community recognition.

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM
MAY 19 2022

COMMENTS:

[Signature]
COMPTROLLER OFFICE

Contingent upon availability of funds

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: F. Carl Walton

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-2505

NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

- PAF APPROVAL PROCESS CHECKLIST** (Must have the information outlined below, the forms are located at Downloadable Forms on the HR website at www.subr.edu/humanresources).
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
 - Application for Employment Form-Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
 - Reference Check Form (reference check performed by hiring supervisor)
 - Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
 - Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
 - Exemptions Survey Form (signed by employee and budget head)
 - Proposed Employee Appointment Form (completed by hiring supervisor)
 - Proposed Employee Clearance Form (completed by hiring supervisor)
 - Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
 - Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable



"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

April 27, 2022

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

Re: Request for SU Board Approval to Waive the Search for Research Assistant Professor

Dear President Belton:

This correspondence is to request your approval, and the approval of the Southern University Board of Supervisors to waive the search for the position of Research Assistant Professor in the Southern University Agricultural, Research, and Extension center (SUAREC).

It is my pleasure to recommend Dr. Vanessa Ferchaud for this position. Dr. Ferchaud has over 20 plus years of experience. She has served as a Graduate Research Assistant, PostDoc Instructor, and Adjunct Professor for SUAREC and CAFCS.

I further recommend a salary increase from \$46,672 to \$65,000 to achieve salary parity congruent with her faculty peers.

Dr. Ferchaud's appointment will remain unchanged: 50% (federal) and 50% (state) at this time.

Please let me know if you have any questions. Thank you for your consideration of this request.

Sincerely,

Orlando F. McMeans, PhD
Chancellor-Dean

Approval:

Tracie Woods
Associate Vice President for Human Resources

4/27/2022
Date

Ray L. Belton, PhD
President-Chancellor

Date



"Linking Citizens of Louisiana with Opportunities for Success"

Office of Research
Ashford O. Williams Hall
P. O. Box 10010
Baton Rouge, LA 70813
(225) 771-2262
(225) 771-4464 Fax
www.suagcenter.com

MEMORANDUM

To: Dr. Orlando F. McMeans, Chancellor-Dean, SUAREC
From: Jose U. Toledo, Ph.D., Vice Chancellor for Research, SUAREC
Re: Dr. Vanessa Ferchaud's Research Appointment & Salary Adjustment
Date: April 18, 2022

J.U.T.

As you may recall, I requested back on January 13, 2022, your approval to explore a faculty research appointment for Dr. Vanessa Ferchaud (see memorandum attached). Upon your approval, I proceeded to discuss the offer with Dr. Ferchaud. She agreed to the appointment and the conditions offered therein, including eligibility for review and promotion to Associate Professor as soon as to August of 2024. Along with this request is the letter signed by Dr. Ferchaud, agreeing to the terms of such appointment.

Therefore, the purpose of this communication is to request your permission to officially appoint Dr. Ferchaud as an Assistant Professor as well as to increase her salary, accordingly.

Table with 3 columns: Current Position, New Position, Effective. Row 1: Post-doctoral, Assistant Professor, March 1, 2022

Table with 3 columns: Current Salary, New Salary, Effective. Row 1: \$48,672, \$65,000, March 1, 2022

Finally, please note that upon your approval, due to the nature of the appointment and the salary level, this promotion still needs to be submitted to the Board of Supervisors for final approval.

Handwritten signature and date: 4/27/2022

Approval:

Handwritten signature of Dr. Orlando F. McMeans

Dr. Orlando F. McMeans
Chancellor-Dean

Approval Date

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER					
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CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC X 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 March 1, 2022

Name Vanessa A. Ferchaud SS# U01310633 Sex F Race* B
(Last 4 digits only)

Position Title: Research Assistant Professor Department: Research Plant and Soil Sciences

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

Years Experience 20+ Southern University Experience 20+
Degree(s): Type/Discipline (BA-Education): B.S. in plant and soil science Institution/Location (SU-Baton Rouge): SUBR Year: 1979
M.S. in urban forestry SUBR 2005
Ph.D. in urban forestry SUBR 2011

Current Employer _____

Personnel Action

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

Recommended Salary \$65,000 Salary Budgeted \$65,000

Source of Funds USDA-NIFA- and State

Identify Budget: 621691-65200-62000 Location SU AgCenter
611001-65060-62000

Form Code: _____ Page _____ Item # _____

Change of: From Research Post Doc To Research Assistant Professor
Position _____ Status _____ Salary Adjustment \$48,672 \$65,000

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
621691-65200-62000	\$24,336
611001-65060-62000	\$24,336

Comments: (Use back of form)

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

Supervisor <u>[Signature]</u> Date _____	Dean/Unit Head <u>[Signature]</u> Date _____
Vice Chancellor <u>[Signature]</u> Date <u>4/27/2022</u>	Chancellor <u>[Signature]</u> Date _____
Director/Personnel <u>[Signature]</u> Date _____	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 _____ Date _____

RGD
4/26/2022

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):

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

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

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

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

COMMENTS: Dr. Vanessa Ferchaud will continue to work as a full time (8am-5pm, Monday through Friday) research scientist getting paid from 2 agencies. Dr. Ferchaud job duties will remain the same, working in the labs, gathering data and helping the students to accomplish their work on their thesis.

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8:00-5:00

EMPLOYEE DIRECT SUPERVISOR: Dr. Jose Toledo

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):

TYPE

- United States Citizen/Certificate of Naturalization
- Resident Alien
- H-1 Visa (Distinguished Merit & Ability)
- J-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp. FT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

SOUTHERN UNIVERSITY SYSTEM

CODE I certify that the purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, and university policies.

US

RA Allowability/Compliance Verified/Encumbered/Funds Available

HI Doc. I.D.# _____

F1 By: RGD Date: 4/26/2022

F0 Expiration Date: 9/30/2022

**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)

VANESSA A. FERCHAUD

8939 Jefferson Highway #1406 · Baton Rouge, Louisiana 70809 · Phone: 225-924-5468
· Cell: 225-802-8814 · ferchaudvanessa@gmail.com

EDUCATION

Southern University and A&M College, Baton Rouge, LA
Ph.D.

December 2011

Dissertation: "Localization and Identification of Flavonoids/Phenolics in Selected Southern Tree Species Relative to Ultraviolet-B Protection"

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

**Master of
Science**

July 2005

Thesis: "Comparative Wood Anatomy of Selected Broadleaf Tree Species"

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

**Bachelor of
Science**

December 1979

Areas of Concentration: Plant and Soil Sciences
Student Marshall for the College of Agricultural, Family and Consumer Sciences

AWARDS

2019 Municipal Forestry Institute (MFI) Diversity Leadership Training March 2019

TEACHING EXPERIENCE

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

PostDoc/ Instructor: SUAREC and Urban Forestry and Natural Resources Dept

Adjunct Professor/Instructor: Urban Forestry and Natural Resource Department –
Fall 2020; Spring 2021; August 2021; and Fall 2021 - Present.

Developed syllabus and overall course structure, and administered all grades. Use LIVE TEXT software for students' evaluations during (Midterm) and after each semester Finals).

Experience Teaching Courses: UFOR-391, Urban Forest Ecology; UFOR-271, Environmental Science; UFOR-799, Dissertation Research; UFOR-438, Commercial Vegetable Production; UFOR-210, Plant Science; UFOR-599, Supervised Research; UFOR-800, Advanced Research; UFOR-523, Tree Growth and Development; UFOR-706, Applied Urban Forest Ecology; UFOR-532, Nutrition of Trees in Urban Soils, UFOR-542B, Urban Soil and Water Conservation, UFOR-732B, Urban Soil Ecosystem/Fertility and UFOR-502B, Special Topics in Urban Forestry.

VANESSA A.
FERCHAUD

PAGE 2

RELATED EXPERIENCE

Southern University and A&M College, Baton Rouge, LA
Thesis and Dissertation Support for Urban Forestry August 2017 – Present

Currently mentoring 3 Ph.D. students to complete their research supporting their advanced degrees in Urban Forestry. Mentored students from two Universities in collaborative research on "Phytobiome of Rural and Urban Loblolly Pines in Mississippi and Louisiana", which included four male seniors from Alcorn State University and three female senior students from Southern University.

Proficient in the operation of UV/VIS Mobile Monitoring Unit; Licor Li-6400 Portable Photosynthesis System; Sonic Picus Tomograph Tree Decay Unit; IML Resistograph F500 Wood Testing System, LiCor 3000C Leaf Area Meter; LAI-2000 Plant Canopy Analyzer, Agilent 1200 High Performance Liquid Chromatography (HPLC); Olympus SZX12 stereomicroscope; Olympus BX51 Compound and Leica DMi 6000B UV Cryostat; TM 3030 Hitachi Scanning Electron Microscope (SEM); Thermo Fisher Nano-Spectrophotometer; Qiagen QIA cube DNA extractor; Qiagen Tissue Lyser; Agarose Gel Electrophoresis Unit; and Quantstudio-7 Flex Real-Time Polymerase Chain Reaction (RT-PCR) machine.

Southern University and A&M College, Baton Rouge, LA
Post Doctorate Agricultural Research and Extension Center; January 2012- Present

Researching Ultraviolet-B radiation protection strategies in selected Southern trees, monitoring infestation of the live oak gall midge (*Arnoldiola atra*) pest on the Live Oak (*Quercus virginiana*) trees, analyzing *Hibiscus sabdariffa* L. phytochemicals and disseminating research results. Also have experience in researching 31 different Accessions of Hibiscus from all over the world: planting, harvesting, anatomy and morphology.

Procured state-of-the-art laboratory equipment to perform deoxyribonucleic acid (DNA) extraction from different broadleaf tree species in the Urban Forestry Program to expedite the "Urban Tree Interception of UV Radiation and Its Genetic Consequences" Grant Research.

Supervised 3 Research laboratories with Undergraduate, Masters and Ph.D. students.

Worked with several undergraduate and graduate students (Masters and Ph.D.) with their research show casing it in an oral presentation or poster form to attend Conferences and Symposiums during their tenure in the Urban Forestry program.

Taught several Urban Forestry courses: UFOR-271, Environmental Science; UFOR-391, Urban Forest Ecology; UFOR-523, Tree Growth and Development; UFOR-706, Applied Urban Forest Ecology; UFOR-210, Plant Science; UFOR-532B, Nutrition of Trees in Urban Soils; UFOR-500, Supervised Research; UFOR-210, Plant Science, UFOR-599, Supervised Research; UFOR-799, Supervised Research; UFOR-800, Advanced Research; UFOR-542B, Urban Soil and Water Conservation; UFOR-723B, Urban Soil Ecosystem/Fertility and UFOR-502B, Special Topics in Urban Forestry.

VANESSA A.
FERCHAUD

PAGE 3

Southern University and A&M College, Baton Rouge, LA
Ph.D. Graduate Assistant Research

August 2006 – December 2011

Assisted professor in instructional curriculum guidance (Tree Growth and Development, Urban Forest Ecology); assisted professor in analyzing and interpreting data on tree tolerance to UV-B and hibiscus biochemistry.

Examined the effects of ecological factors for climatic conditions, sunlight photosynthetically active radiation (PAR) and ultraviolet (UV-A and UV-B) radiations on plants' development.

Used the Agilent 1200 HPLC Series Instrument to do biochemistry research on 12 broadleaf deciduous and ever-green trees identifying flavonoids and phenolic acids.

Participated in the Exxon Community Project to help remediate the soil from Exxon's toxic chemicals. Participated in Biosecurity Symposiums with world renowned pathologists/scientists and learned about the diseases and pests that are affecting agricultural crops and natural resources in the US and around the world (e.g. Dutch Elm disease, soybean rust, sudden oak death, Asian Longhorn Beetle and Emerald Ash Borer).

Participated in Nature Walks on the Southern University campus to provide an Outdoor Learning Classroom of learning experience for students in a natural setting.

Southern University and A&M College, Baton Rouge, LA
Master's Graduate Research Assistant

May 2003 – July 2005

Researched tree anatomy and biology of selected southern broadleaf tree species. Worked in the Geographical Information Systems (GIS) Spatial Analysis and Remote Sensing Laboratory. Trained in stream abatement procedures for the collection of good insects in the Comite River for good water quality. Used Sonic Picus Tomograph tree decay unit and hazardous water oak trees on campus.

OTHER EXPERIENCE

Amoco/BP, Houston,
TX

Field Administrative Specialist (FAS)/Production Operations

1982 – 2003

Worked a total of 21 years offshore in Oil and Gas Industry for Amoco/Bp Production Companies. – monitored daily oil and gas productions, prepared daily production field reports, handled helicopter and boats logistics, did personnel payroll, monitored invoices and operation budgets, used SAP software in Accounts Receivable for vendors payment (equipment and supply materials), operated cranes, and served as Liaison to U.S. Minerals Management Service (MMS).

VANESSA A.
PERCHAUD

PAGE 4
SKILLS

Have outstanding leadership and interpersonal skills.
Have excellent organizational, verbal, and written communications skills.
Have experience for working with diverse populations of students, staff and faculty and community partners
Have experience in strategic planning to accomplish industry and university goals leading to success.
Have experience working with Human Resources to provide training opportunities for both professionals and support staff from my previous employment.
Have experience working with Petroleum Engineers and establish Oil and Gas Strategic daily production goals for every producing oil platforms in the Eugene Island, Ship Shoal and South Marsh Island fields for Amoco/Bp companies.
Acquired experience as a liaison from former employment on establishing agreements with different vendors to give Amoco/Bp Production Company discounts on supplies and rentals.

COMMITTEES

Accreditation

- 1- SACSCOC - Southern University and A&M College (SUBR) – Urban Forestry and Natural Resources Department Committee Member – March 2020.
- 2- Society of American Foresters (SAF) – Urban Forest and Natural Resources Department Committee Member – March 2020.

Graduate Faculty Committee Member – Master and Graduate Students Thesis and Dissertations

University Committee – Southern University Graduate Faculty – 2017 - Present

Southern University Agricultural Research and Extension Center Committee –

- 1- GHHH Restoration Committee – 2020
- 2- Member of Search Committee for Entomology / Plant Pathologist Assistant / Associate Professor (UFOR Department) -2017

College Committee -- Student Retention Oversight Committee (SUAREC/SUBR)– Dr. B. McGee Chairwoman – 2020

Departmental Committees:

1. Departmental Curriculum Committee (DCC) – Member – March 2020
2. Departmental Student Experiential Learning Committee (ELC) – Co-Chair Member -- March 2020
3. Admission, Scholarship, Assistantship, and Stipend Committee (ASAS) – Member
4. Retention, Tenure and Promotion Committee
5. Recruitment and Student Life Committee
6. Student Retention and Success Committee
7. Seminar Committee and Benevolence Committee ***All Faculty are members on every Committee!!!

COMMUNITY OUTREACH

Hibiscus Outreach (July 19, 2019) 2019 Morehouse Farm Field's Day, St. Bonita, LA.

VANESSA A.
FERCHAUD

PAGE 5

Hibiscus Outreach and Urban Forestry Community Outreach - National Earth Day in downtown Baton Rouge and on LSU campus (Parker Coliseum) April 28, 2019 -- 2018 and 2016 -2006.

Hibiscus Outreach – 2019 Faculty and Staff Spring Wellness Day – SU Intramural Sports Center April 25, 2019. Prepared hibiscus tea and disseminated during the Wellness Day to people that was in attendance.

Proctored High Schools Students for the Louisiana Annual Southern University District Rally - Spring 02-17-2017.

Proctored Mid-term and Final Science Examinations (SCI2010.031 class) for a student attending Northwestern State University in Natchitoches, LA. Spring 2016.

Assisted colleagues and peers at the 33rd Annual North Louisiana Agri-Business Council Ag Expo in distributing various methods of urban and conventional gardening and distributed by- products of *Roseffe Sabdariffa*. This Expo educates the communities (Louisiana, South Arkansas, East Texas and Mississippi) of the various day-to-day aspects of agriculture and science. (January 2015).

Visited with Fifth Ward Elementary students in St. James, LA. The Elementary school in which I attended), and spoke about the importance in planting a community garden and the importance to learn Mathematics and Science so they may become some of the next-generation scientists- August 2012- 2013.

Prepared *sabdariffa* hibiscus tea and disseminated to 8 grade students, faculties' and invited guest attending the Back-to-School Summit located in Blackham Coliseum in Lafayette, LA. sponsored by SUAREC Southwest Center for Rural Initiatives, September 2012.

Prepared *sabdariffa* hibiscus tea and disseminated to Congressmen, State Capitol employees visiting schools' students and faculties at Southern University Day at the State Capitol (2008-2013).

Member of 5th District H.E.L.P. (Humanitarian Enterprise of Loving People) -- 2011 - Present

Instructed and performed Community Involvement by planting trees for Volunteers of America (VOA) location, in Opelousas, LA. August 2007.

Volunteered at Plant Day on Louisiana State University (LSU) campus at the SU Ag Center's Urban Forestry booth giving out sapling trees (oak and bald cypress) to people to plant in their yards for carbon management, showing trees cross-sections and discussing the importance of Urban Forestry to our communities. 2011-2005.

VANESSA A.
FERCHAUD

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FACULTY PROFESSIONAL DEVELOPMENT

Quality Matters Workshop – APPQMR 08-07-2020
Quality Matters – Half-Day Teaching Online Bootcamp (Virtual) – 07-28-2020
Concourse Faculty Training - 08-6, 13, 20-2020
Moodle Training - August 17, 2017
2019 Municipal Forestry Institute (MFI) Diversity Leadership Training
Franklin Covey – The 7 Habits of Highly Effective People - August 13-14, 2019
2019 Institute for Faculty Talent Development. “Mastering the Art and Practice of Effective College Teaching” - July 24-25, 2019
Agilent Sci-Dev Day – Hilton New Orleans Airport, Kenner, LA.
Agilent LC-MS Sci Dev Day – Embassy Suites, Baton Rouge, LA. - January 31, 2019
TOP Hat Faculty Development Institute Session, Present - April 6, 2018.
LiveText Training September 26, 2018
Arborjet Tree Injection Training, December 09, 2015.
American Heart Association CPR & First Aid Training, October 13, 2015.

FACT SHEETS

- 1- Comparative Wood Anatomy of Ten Selected Urban Trees In The City of Baton Rouge, Louisiana -- Vanessa Ferchaud, Yadong Qi and James I. McNitt.
- 2- Detecting Internal Decay in Trees Using Sonic Tomography Technology -- Yadong Qi, Brittany Foster, Vanessa Ferchaud and Daniel Collins.
- 3- Planting A Tree. Vanessa Ferchaud and Yadong Qi.

URBAN FORESTRY AND RELATED TECHNICAL TRAINING

- 1) Certificate of completion of Quality Matters (QM)07/28/2020
- 2) Certificate of completion “Municipal Forestry Institute 2019” in Silverton, Oregon, February 24-March 1, 2019, by the Society of Municipal Arborists (Leadership training in urban and community forestry).

COLLABORATION WORK WITH OTHER UNIVERSITIES

Mentored students from two Universities in collaborative research on “Phytobiomes of Rural and Urban Loblolly Pines in Mississippi and Louisiana,” which included four seniors (males) from Alcorn State University and three senior (female) students from Southern University. The students participated in the 2019 ARD Conference in Jacksonville, FL presenting a Poster.

DISSERTATION COMMITTEE

Ph.D. in Urban Forestry (Entomology) – Felicia Ameyo. 2021. HOW Environmental Factors in Louisiana Affect the Performance of *Lilioceris Cheni* (CHRYSOMELIDAE), A Biological Control Agent OF Air Potato. August 2021. Pp 86.

Ph.D. in Urban Forestry – Christopher J. Rogers, Sr., 2021. An Analysis and New Interpretation of Gentrifying a Community Through Public Input in the Scotlandville area, Louisiana. May 2021. Pp 135.

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Ph.D. in Toxicology -- **Swathi Kasibhatla**, 2020. UV-B Induced DNA Damage in Southern Trees. August 2020. Pp 409.

Ph.D. Degree in Urban Forestry -- **Alexis C. Smith**, 2020. The Development of Hazard Mitigation Practices for a Sustainable City in East Baton Rouge Parish, August 2020.

Ph.D. Degree in Urban Forestry (Entomology) -- **Charity Schaffer**, 2020. Evaluating the Efficacy of *Lilioceris Cheni* (Coleoptera: Chrysomelidae) as a Biological Control Agent of Air Potato in Louisiana. December 2020. 78pp.

THESIS COMMITTEES

M.S. in Urban Forestry (Entomology) -- **Shivoune Marshall**, 2020. Enhancing Urban Agriculture Through Research and Outreach: Ensuring Food Security in Louisiana. April 2020. pp 43.

Studies on Plant Performance and Demographics of Chinese Tallow (*Triadica sebifera*), an Invasive Tree in Louisiana. M.S. Thesis, now working as community program M.S. Degree in Urban Forestry - **Dora Sevor**, Fall, 2019 coordinator in PA.

M.S. Degree in Urban Forestry - **Emmanuel Osei-Wusu**, 2018. Visitors' Perspective on the Infrastructure of Three (3) Urban Parks in Baton Rouge. July 2018. 69pp. MS Thesis, Southern University. (Thesis Committee Member: Vanessa Ferchaud).

MASTERS' CAPSTONE COMMITTEE

M.S. Degree in Urban Forestry -- **Onyekachi Uzochukwu Ejim**, May 2018. The Effect of Ultraviolet Radiation on DNA and Chlorophyll Content of Selected Urban Trees in Southern University and A&M College. Non-Thesis Capstone Project, 53pp. Southern University.

M.S. Degree in Urban Forestry - **Obiageli Jane Okwusi**, May 2018. Effects of Clear-Sky Days, Cloudy Days, and Leaf Index Area (LAI) on Photosynthetic Active Radiation (PAR) Distribution Above and Below Tree Canopy. Non-Thesis Capstone Project. 49pp. Southern University.

M.S. Degree in Urban Forestry -- **Lakshmi Dasari**, May 2018. Influence of a Single Live Oak Tree Canopy Cover on Air Temperature. Non-Thesis Capstone Project. 40pp. Southern University.

M.S. in Urban Forestry -- **Wilbert L. Thomas**, May 2015. The Growth Effects of Paclobutrazol (PBZ) on the Red Tip Photinia (*Photinia Fraseri*) Shrubs an Antagonist of the Plant Hormone Gibberellins. Non-Thesis Capstone Project. 22pp. Southern University.

PUBLICATIONS

PEERED REVIEWED

Vanessa Ferchaud, Yadong Qi, Veronica Manrique and Kit Chin. Localization and Quantification of Ultraviolet Radiation Absorbing Compounds in Leaves of Southern

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Magnolia (*Magnolia grandiflora* L.). *Microscopy and Microanalysis*. 27 (Suppl 1), pp. 2290-2293. doi:10.1017/S1431927621008230.

Vanessa Ferchaud, Yadong Qi and Kit Chin. 2020. Localization and Quantification of Total UV Absorbing Compounds in Green Ash (*Fraxinus Pennsylvanica*). *Microscopy and Microanalysis*: July 2020, pp. 1-5.
DOI: <https://doi.org/10.1017/S1431927620014336>. Published online by Cambridge University Press: 30 July 2020.

Sue Chin, Yadong Qi, Kit L. Chin, **Vanessa A. Ferchaud**, Michael Breithaupt and Roosevelt Payne. Fertilizer Effects on Nutrient Elements, Total Polyphenols and Antioxidant Contents of Roselle (*Hibiscus sabdariffa*) Leaves. *Current Investigations in Agriculture and Current Research*. 2(4)-2018. CIACR.MSID.000142.
<https://lupinepublishers.com/agriculture-journal/pdf/CIACR.MS.ID.000142.pdf>

Vanessa Ferchaud, Yadong Qi and Kit Chin. (2018). Localization and Quantification of Total UV absorbing Compounds in Chinese Elm (*Ulmus parvifolia*). *Microscopy & Microanalysis* - 2018. *Microsc. Microanal.* 24 (Suppl 1), 2018. © Microscopy Society of America 2018. doi: 10.017/S1431927618006451.

Vanessa Ferchaud, Yadong Qi and Kit Chin. 2016. Localization of UV Absorbing Compounds in Nuttall Oak (*Quercus nuttallii*) Leaves Using Naturstoffreagenz-A (NA) and the Leica DMI6000 B Inverted Robotic Microscope. *Microscopy and Microanalysis* 22 (Suppl 3):1204-1205 · July 2016.

Yadong Qi, **Vanessa Ferchaud**, Kit Chin and Ying Xiao. 2016. Leaf Anatomical Changes Induced by Paclobutrazol Tree Growth Regulator in Cherrybark Oak. *Microscopy and Microanalysis* 22 (Suppl 3):1202-1203 · July 2016.

Yadong Qi, **Vanessa Ferchaud**, Stacy Blomquist, and Brian Strom. 2016. Monitoring Infestation and Impact of Live Oak Gall Midge in Louisiana. *Journal of Forestry* 114(2):252 (SCI IF: 1.476).

Yadong Qi, **Vanessa Ferchaud**, Gorden Heisler, and Wei Gao. 2016. Biophysical Mechanism of UV-B Tolerance Exhibited in Diverse Southern Broadleaf Trees. *Journal of Forestry* 114(2):273 (SCI IF: 1.476).

Jin Wang, Xianshuang Cao, **Vanessa Ferchaud**, Yadong Qi, Hao Jiang, Feng Tang, Yongde Yue and Kit. L. Chin. 2015. Variations in chemical fingerprints and major flavonoid contents from the leaves of thirty-one accessions of *Hibiscus sabdariffa* L. *Biomedical Chromatography*. (wileyonlinelibrary.com) DOI 10.1002/bmc.3623.

K. L. Chin, J. Zhen, Y. Qi, S. L. Chin, M. Breithaupt, Q. L. Wu, J. Simon, J. Henson and **V. Ferchaud**. 2015. A Comparative Evaluation: Phytochemical Composition and Antioxidant Capacity of Three Roselle (*Hibiscus sabdariffa* L.) Accessions. *Acta Horticulturae*, ISHS 2014. (Accepted and in press).

Jin Wang, Xianshuang Cao, Yadong Qi, **Vanessa Ferchaud**, Kit L. Chin, Fen Tang. 2015. High-Performance Thin-layer Chromatographic Method for Screening Antioxidant Compounds and Discrimination of *Hibiscus Sabdariffa* L. by Principal Component Analysis. *JPC - Journal of Planar Chromatography - Modern TLC* 07/2015; 28(4):274-279. DOI:10.1556/1006.2015.28.4.2

Qi, Y., G. Heisler, W. Gao, T. C. Vogelmann, **V. Ferchaud**, K. L. Chin, S. Bai, W. Gray, K. Abdollahi. 2014. Resilient trees. *International Innovation* 128:12-15.

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<http://www.internationalinnovation.com/resilient-trees>.

PROCEEDINGS AND TECHNICAL PAPERS (5)

Yadong Qi, Shuju Bai, Vanessa Ferchaud, Kit L. Chin, and W. R. Chaney. 2015. Effects of Paclobutrazol Tree Growth Regulator on Two Tree Species. Proc. 2014 PGRSA Annual Conference San Francisco, CA, July 13-18, 6pp. (CD).

Qi, Yadong, Brittany Foster, Vanessa Ferchaud, and Daniel Collins, 2013. Detecting Internal Decay in Trees Using Sonic Tomography Technology. Southern University Agricultural research and extension Center Station Bulletin -- Urban Forestry Natural Resources and Environment No. 605, June 2013, 6pp. <http://www.suagcenter.com/tree-ecology/>

Vanessa Ferchaud and Yadong Qi. 2013. Planting a Tree. CIRCULAR – SUAREC Urban Forestry Natural Resources and Environment No. 603:4pp <http://www.suagcenter.com/Images/Interior/urban-forestry/urban%20forestry%20management/planting%20a%20tree.pdf>

Ferchaud, V.A. and Qi, Y. (2011). Localization and Identification of UV-B Absorbing Compounds in Selected Southern Broadleaf Tree Species. 2011 Conference Proceedings of International Society of Arboriculture 87th Annual Conference & Trade Show. Sydney, Australia (CD).

Ferchaud, V.A., Qi, Y. and McNitt, J. I. (2007). Comparative wood anatomy of ten selected urban trees in the city of Baton Rouge, Louisiana. Laband, D.N. ed. Emerging Issues Along Urban-Rural Interfaces II Proceedings, pp186-189. www.sfw.su.auburn.edu/urbanruralinterfaces/.

ABSTRACTS

Eman El Dakkak, Yadong Qi and Vanessa Ferchaud. 2019. Effects of *Quercus virginiana* Tree Canopies on Reduction of Solar Ultraviolet-B Radiation in Urban Environment. In 2019 Society of American Foresters (SAF) October 30- November 2, 2019, Louisville, Kentucky. Journal of Forestry, Volume 118, Issue 2, March 2020.

V. Ferchaud, Y. Qi and K.L. Chin. 2019. Quantification and Localization of Ultraviolet Radiation Absorbing Compounds in Southern Magnolia (*Magnolia grandiflora* L.) Species. In 2019 Society of American Foresters (SAF) National Convention. October 30- November 02, 2019, Louisville, Kentucky. Journal of Forestry, Volume 118, Issue 2, March 2020.

L. Dasari, Y. Qi, V. Ferchaud, J. Hanson, W. Goa, G. Hanson, and B. Olson. Assessing Air Temperature Reduction by Single Tree Canopies: A Case Study of *Quercus virginiana*. In 2019 Society of American (SAF). Abstract. October 30 – November 02, 2019, Louisville, KY. Journal of Forestry, Volume 118, Issue 2, March 2020.

O. Okwusi, Y. Qi, V. Ferchaud, W. Goa, G. Janson, B. Olson and G. Heisler. Assessment of Tree Canopy Interception of Photosynthetic Active Radiation: A Case Study of Southern Live Oak (*Quercus virginiana*) During Clear-sky Days. In 2019 Society of American Foresters (SAF) Abstract, October 30 – November 02, 2019, Louisville, KY. Journal of Forestry, Volume 118, Issue 2, March 2020.

Lakshmi M. Dasari, Y. Qi, V. Ferchaud, J. Henson, W. Goa, G. Janson, B. Olson and G. Heisler. Quantifying the Effect of Leaf Area Index of Live Oak Tree Canopy on Air Temperature Using Ground Based Measurements. 40th Annual Meeting of the Louisiana Society of American Foresters (LASAF). Abstract. February 5-7, 2019. Pineville, LA.

O. Okuwsi, Y. Qi, V. Ferchaud, W. Goa, G. Hanson, B. Olson and G. Heisler. Effects of Live Oak Trees Canopy on Photosynthetic Active Radiation Distribution During Clear-sky Days. 40th Annual Meeting of the Louisiana Society of American Foresters (LASAF). Abstract. February 5-7, 2019.

O. Okuwsi, Y. Qi, V. Ferchaud, J. Henson and Y. Twumasi, W. Gao, G. Janson and B. Olson, and G. Heisler. 2019. Quantifying the Effects of Clear-Sky Days and Leaf Area Index on Photosynthetic Active Radiation Distribution Above and Below Tree Canopy. p125. In: The 19th Association of 1890 Research Directors Biannual Research Symposium Programs and Abstracts Book. March 30 to April 3, 2019. Jacksonville, Florida.

V. Ferchaud, Y. Qi, and K.L. Chin. 2019. Quantification and Localization of Ultraviolet Radiation Absorbing Compounds in Southern Magnolia (*Magnolia grandiflora* L.) Species. p150. In: The 19th Association of 1890 Research Directors Biannual Research Symposium Programs and Abstracts Book. March 30 to April 3, 2019. Jacksonville, Florida.

Y. Qi*, S. Kasibhatla, V. Ferchaud, J. Henson, R. Uppu, W. Gray, S. Bai and K. Chin, W. Gao, G. Janson, B. Olson, G. Heisler. 2019. Urban Tree Interception of UV Radiation and Its Genetic Consequences. p184. In: The 19th Association of 1890 Research Directors Biannual Research Symposium Programs and Abstracts Book. March 30 to April 3, 2019. Jacksonville, Florida

T. Dapromont*, C. McGee and A. Rice. V. Ferchaud, V. Manrique, Y. Qi, D. J. Collins, L. Ross, D. Owens, T. Peoples, K. Robinson, L. Anderson-Hodges, C. Zhang, T. Rashid, A. Muhammad, and P. Merma. 2019. p282. Characterization of the Phytobiome of Rural and Urban Loblolly Pines in Mississippi and Louisiana. In: The 19th Association of 1890 Research Directors Biannual Research Symposium Programs and Abstracts Book. March 30 to April 3, 2019. Jacksonville, Florida.

L. Dasari*, Y. Qi, V. Ferchaud, J. Henson, W. Gao, G. Janson, and B. Olson, G. Heisler. 2019. Modeling the Influence of Live Oak (*Quercus virginiana*) Tree Canopy on Air Temperature in Urban Environment During Clear-Sky Days. p293. In: The 19th Association of 1890 Research Directors Biannual Research Symposium Programs and Abstracts Book. March 30 to April 3, 2019. Jacksonville, Florida.

S.L. Chin, Y. Qi, V.A. Ferchaud, R. Payne, J.F. Henson and K.L. Chin, Effects of Fertilizer Treatments on Nutrient Elements, Total Polyphenol and Antioxidant Contents of *Hibiscus Sabdariffa* leaves. The 18th Association of Research Directors Biennial Research Symposium Program (ARD) and Abstract p228. April 01-04, 2017. Atlanta, GA.

M.D. Breithaupt, Y. Qi, K.L. Chin, V.A. Ferchaud, R. Payne and J.F. Henson. (2017). Elemental Composition, Total Polyphenol and Antioxidant Contents of Roselle Hibiscus Calyces as Influenced by Organic and Inorganic Fertilizers. The 18th Association of Research Directors Biennial Research Symposium Program (ARD) and Abstract p112. April 01-04, 2017. Atlanta, GA.

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Y. Qi, V. Ferchaud, B. Strom and S Blomquist. Biology and Impact of Southern Live Oak Gall Midge (*Arnoldiola atra* Gagne). (2017). The 18th Association of Research Directors Biennial Research Symposium Program (ARD) and Abstract p276. April 01-04, 2017. Atlanta, GA.

V.A. Ferchaud, Y. Qi. (2017). Visualization and Quantification of Ultraviolet Radiation Absorbing Compounds in Five Tree Species. The 18th Association of Research Directors Biennial Research Symposium Program (ARD) and Abstract p285. April 01-04, 2017. Atlanta, GA.

Y. Qi, V. Ferchaud, G. Heisler and W. Gao. (2017). How Do Trees Cope with UV-B Radiation? – Biophysical Mechanism of UV-B Tolerance in Selected Southern Broadleaf Trees. The 18th Association of Research Directors Biennial Research Symposium Program (ARD) and Abstract p285. April 01-04, 2017. Atlanta, GA.

Yadong, Qi., V. Ferchaud, Stacey Blomquist and Brian Strom. Monitoring Infestation and Impact of Live Oak Midge Gall in Louisiana. (2015). SAF 2015 National Convention, Baton Rouge, Louisiana. November 3-7, 2015. Entomology and Pathology, Abstract ID Number: 516.

Yadong Qi, Vanessa Ferchaud, Gordon Heisler and Wei Gao. (2015). Biophysical Mechanism of UV-B Tolerance Exhibited in Diverse Southern Broadleaf Trees. SAF 2015 National Convention. Baton Rouge, Louisiana. November 3-7, 2015. Silverculture & Forest Ecology, Abstract ID Number: 490.

Yadong Qi, Vanessa Ferchaud and Kit L. Chin. (2014). UV-B Tolerance Properties Exhibited in Diverse Broadleaf Trees. The 16th International Congress on Photobiology, p277. September 8-12th, 2014. Universidad Nacional de Córdoba, Argentina.

Meng Wang, Yadong Qi, Vanessa Ferchaud, Wei, Gao, James Henson and Gordon Heisler. (2014). UV Radiation and Its Impact on Skin Cancer in the United States. The 16th International Congress on Photobiology, p277. September 8-12th, 2014. Universidad Nacional de Córdoba, Argentina.

Breithaupt, M., Y. Qi, K. L. Chin, V.A. Ferchaud and R. Payne. (2013). Fertilizer Effects on Nutrient Elements, Total Polyphenols, and Antioxidant Content of Roselle (*Hibiscus sabdariffa* L.) Calyces. The 17th Association of Research Directors Biennial Research Symposium Program (ARD) and Abstract p204. April 06-April 10, 2013. Jacksonville, FL.

Kit L. Chin, D. Jaroni, Y. Qi, V. Ferchaud and R. Payne. Effect of Aqueous Extract of Roselle *Hibiscus (Hibiscus sabdariffa)* Calyce on Food-borne Bacteria. The 17th Association of Research Directors Biennial Research Symposium Program (ARD) and Abstracts p236. April 06- April 10, 2013.

Chin, S., Y. Qi, K. L. Chin, V.A. Ferchaud and R. Payne. (2013). Fertilizer Effects on Nutrient Elements, Total Polyphenols and Antioxidant Content of Roselle (*Hibiscus sabdariffa* L.) Leaves. The 17th Association of Research Directors Biennial Research Symposium Program (ARD) and Abstracts p.206. April 06-April 10, 2013. Jacksonville, FL.,

Ferchaud, V. and Qi, Y. (2013). Qualification and Quantification of Selected Phenolic and Flavonoid Compounds in Twelve Tree Species. In: The 17th Association of Research Directors Biennial Research Symposium Program (ARD) and Abstracts p123. April 06-April 10, 2013. Jacksonville, FL.

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Ferchaud, V.A., Y. Qi and J. I. McNitt. (2012). SUBR. Comparative wood anatomy of selected southern broadleaf trees using cryo-microtechnique and microscope imaging systems. Louisiana Scientist., Vol 1A. No.3. (2007).
www.laacademy.org/doc/LouisianaScientistVol1ANo3.pdf.

Y. Qi, V. A. Ferchaud and Y. Li. (2011). Monitoring Infestation and Impact of Live Oak Midge Gall. The 16th Association of Research Directors Biennial Research Symposium Program (ARD) and Abstracts p.105. April 09-April 13, 2011. Atlanta, GA.

V. A. Ferchaud, Y. Qi, and K. L. Chin. . (2011). Localization and Identification of Flavonoids in Selected Southern Tree Species Relative to Ultraviolet-B Protection. The 16th Association of Research Directors Biennial Research Symposium Program (ARD) and Abstracts p.92. April 09-April 13, 2011. Atlanta, GA.

Vanessa Ferchaud, Y. Qi and K. L. Chin. "Localization and Identification of Ultraviolet-B Absorbing Compounds in Selected Southern Tree Species" at the USDA Agricultural Research Service (ARS) Beltsville Area Graduate Student Agricultural Research Symposium, in Beltsville, Maryland, on February 11, 2011. (Abstract), Section O3 p6. www.ars.usda.gov/Aboutus/docs.htm?docid=17502.

Ferchaud, V. A., Qi, Y. and Chin, K. L. (2009). The Anatomy and Morphology of Four Different Hibiscus Accessions. In The 15th Association of Research Directors Biennial Research Symposium Program and Abstracts p164. March 28-April 1, 2009. Atlanta GA.

Qi, Y., Self, S., Ferchaud, V. A., Chaney, W. R. and Bai, S. (2009). Application of Paclobutrazol Tree Growth Regulator into Urban and Utility Forest Management. In: The 15th Association of Research Directors Biennial Research Symposium Program and Abstracts. March 28-April 1, 2009. Atlanta, GA, 111.

Qi, Y., Foster, B. D., Ferchaud, V. A. and Collins, D. (2009). Application of Sonic Tomography Technology into Detection of Internal Decay in Water Oak (*Quercus nigra* L.). In: The 15th Association of Research Directors Biennial Research Symposium Program and Abstracts. March 28-April 1, 2009. Atlanta, GA. p190-191.

Ferchaud, V.A., Qi, Y. and McNitt, J. I. (2007). Comparative anatomy of ten selected urban trees in the city of Baton Rouge, Louisiana. International Conference on Emerging Issues Along Urban-Rural Interfaces Conference Program and Book of Abstracts, Atlanta, GA., p 53.

Foster, B., Qi, Y. and Ferchaud, V. (2007). Assessment of Internal Decay of Trees in Water Oak (*Quercus nigra* L.) Using Sonic Tomograph Technology. Historically Blue Colleges and Universities Undergraduate Program (HBCU-UP) 2007 National Research Conference Program Book. Washington, DC. p A10-11.

Ferchaud, V. A., Qi, Y. and McNitt, J. I. (2006). Comparative Wood Anatomy of Selected Southern Broadleaf Trees Using Cryo-microtechnique and Microscope Imaging Systems. IN: The 14th Biennial Association of Research Directors' Symposium, Atlanta, GA. p 196.

Malekian, F. and Ferchaud, V. (2005). Handy Healthy Shopping List. Southern University and A&M College Agricultural Research Extension Center (SUAREC). SUAREC Office of Technology Services • Pub.137 •200•5/05.

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ORAL PRESENTATIONS

Vanessa Ferchaud, Yadong Qi and Kit L. Chin. Quantification of Phenolic and Flavonoid Compounds in Five *Quercus* Tree Species by HPLC-DAD. 2022 ARJ Symposium.

Vanessa Ferchaud, Yadong Qi, Veronica Manrique and Kit Chin. Localization and Quantification of Ultraviolet Radiation Absorbing Compounds in Leaves of Southern Magnolia (*Magnolia grandiflora* L.). 2021 Virtual Microscopy and Microanalysis Meeting.

Dr. Vanessa Ferchaud, Dr. Yadong Qi, and Dr. Kit L. Chin presented a research paper "Localization and Quantification of Total UV Absorbing Compounds in Green Ash (*Fraxinus pennsylvanica*). 2020 Virtual M&M Conference Meeting.

Vanessa Ferchaud, Yadong Qi and Kit Chin. (2018). Localization and Quantification of Total UV absorbing Compounds in Chinese Elm (*Ulmus parvifolia*). *Microscopy & Microanalysis* – 2018 M&M Conference in Baltimore, MD.

Obiageli Okwusi (Graduate Student), Y. Qi, V. Ferchaud, J. Henson, Y. Twunasi, W. Gao, G. Janson, B. Olson, and G. Heisler presented a poster "Effects of Live Oak Tree Canopy on Photosynthetic Active Radiation Distribution During Clear-Sky Days" at the 40th LASAF Annual Meeting in Pineville, LA during Feb 6, 2019.

Lakshmi M. Dasari (Graduate Student), Y. Qi, V. Ferchaud, J. Henson, W. Gao, G. Janson, B. Olson, and G. Heisler presented a poster "Quantifying the Effect of Leaf

Lakshmi M. Dasari (Graduate Student), Y. Qi, V. Ferchaud, J. Henson, W. Gao, G. Janson, B. Olson, and G. Heisler presented a poster "Quantifying the Effect of Leaf

Okwusi, Y. Qi, V. Ferchaud, J. Henson and Y. Twunasi, W. Gao, G. Janson and B. Olson, and G. Heisler presented a poster "Quantifying the Effects of Clear-Sky Days and Leaf Area Index on Photosynthetic Active Radiation Distribution Above and Below Tree Canopy" at the 19th Association of 1890 Research Directors Biannual Research Symposium. March 30 to April 3, 2019. Jacksonville, Florida.

V. Ferchaud*, Y. Qi, and K.L. Chin gave an oral presentation entitled "Quantification and Localization of Ultraviolet Radiation Absorbing Compounds in Southern Magnolia (*Magnolia grandiflora* L.) Species" at the 19th Association of 1890 Research Directors Biannual Research Symposium. March 30 to April 3, 2019. Jacksonville, Florida.

T. Dapremont*, C. McGee and A. Rice. V. Ferchaud, V. Manrique, Y. Qi, D. J. Collins, L. Ross, D. Owens, T. Peoples, K. Robinson, L. Anderson-Hodges, C. Zhang, T. Rashid, A. Muhammad, and F. Mrema presented a poster entitled "Characterization of the Phytobiome of Rural and Urban Loblolly Pines in Mississippi and Louisiana" at the 19th Association of 1890 Research Directors Biannual Research Symposium. March 30 to April 3, 2019. Jacksonville, Florida.

L. Dasari*, Y. Qi, V. Ferchaud, J. Henson, W. Gao, G. Janson, and B. Olson, G. Heisler presented a poster entitled "Modeling the Influence of Live Oak (*Quercus virginiana*) Tree Canopy on Air Temperature in Urban Environment During Clear-Sky Days" at the 19th Association of 1890 Research Directors Biannual Research Symposium. March 30 to April 3, 2019. Jacksonville, Florida.

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Monitoring Live Oak Midge Gall Infestation and Impact on Live Oak in Baton Rouge
Speakers: Yadong Qi, Vanessa Ferchaud, Southern University, Stacy Blomquist and
Brian Strom, USFS, Southern Research Station. East Texas Entomology Seminar.
October 29-30, 2015. Oral Presentation.

V.A. Ferchaud, Y. Qi, and K.L. Chin. (2011). Localization and Identification of
Flavonoids in Selected Southern Tree Species Relative to Ultraviolet-B Protection. The
16th Association of Research Directors Biennial Research Symposium Program (ARD)
and Abstracts p.92. April 09-April 13, 2011. Atlanta, GA. (Oral Presentation).

Vanessa Ferchaud, Y. Qi and K. L. Chin. "Localization and Identification of
Ultraviolet-B Absorbing Compounds in Selected Southern Tree Species" at the USDA
Agricultural Research Service (ARS) Beltsville Area Graduate Student Agricultural
Research Symposium, in Beltsville, Maryland, on February 11, 2011. Section O3 p6.
Oral Presentation.

Qi, Y., Ferchaud, V.A. and Li, Y., on March 04, 2010 presented a Seminar entitled
"New Live Oak Gall – New Problem" at SU AG-Center.

V. Ferchaud. The Mystical and Fascinating Internal Parts of Trees. Southern
University Agricultural Research and Extension Center and College of Agricultural,
Family and Consumer Sciences Seminar Series. (Seminar). (2005). Oral Presentation.

Ferchaud, V.A. and Qi, Y. (2011). Localization and Identification of UV-B Absorbing
Compounds in Selected Southern Broadleaf Tree Species. 2011 Conference
Proceedings of International Society of Arboriculture 87th Annual Conference & Trade
Show, Sydney, Australia.

POSTER PRESENTATIONS (15)

Vanessa Ferchaud, Yadong Qi, Veronica Manrique and Kit Chin. Localization and
Quantification of Ultraviolet Radiation Absorbing Compounds in Leaves of Southern
Magnolia (*Magnolia grandiflora* L.). In Print Conference Proceeding: *Microscopy and
Microanalysis 2021 Virtual Meeting*. August 1-5, 2021.

Vanessa Ferchaud, Yadong, Qi and Kit L. Chin. Localization and Quantification of
Total UV Absorbing Compounds in Green Ash (*Fraxinus pennsylvanica*). In Print
Conference Proceeding: *Microanalysis and Microscopy 2020 Virtual Meeting*. August
3-7, 2020.

Eman El Dakkak, Yadong Qi and Vanessa Ferchaud. 2019. Effects of *Quercus
virginiana* Tree Canopies on Reduction of Solar Ultraviolet-B Radiation in Urban
Environment. In 2019 Society of American Foresters (SAF) Poster. October 30-
November 02, 2019. Louisville, Kentucky.

L. Dasari, Y. Qi, V. Ferchaud, J. Hanson, W. Goa, G. Hanson, and B. Olson. Assessing
Air Temperature Reduction by Single Tree Canopies: A Case Study of *Quercus
virginiana*. In 2019 Society of American (SAF) Conference Proceeding. Poster. October
30 – November 02, 2019. Louisville, KY.

O. Okwusi, Y. Qi, V. Ferchaud, W. Gon, G. Janson, B. Olson and G. Heister.
Assessment of Tree Canopy Interception of Photosynthetic Active Radiation: A Case
Study of Southern Live Oak (*Quercus virginiana*) During Clear-sky Days. In 2019

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Society of American Foresters (SAF) Conference Proceedings. Poster. October 30 – November 02, 2019. Louisville, KY.

*V. Ferchaud, Y. Qi and K.L. Chin. 2019. Quantification and Localization of Ultraviolet Radiation Absorbing Compounds in Southern Magnolia (*Magnolia grandiflora* L.) Species. In 2019 Society of American Foresters (SAF) Poster. Conference Proceedings. October 30- November 02, 2019. Louisville, Kentucky.

Lakshmi M. Dasari, Y. Qi, V. Ferchaud, J. Henson, W. Goa, G. Janson, B. Olson and G. Heisler. Quantifying the Effect of Leaf Area Index of Live Oak Tree Canopy on Air Temperature Using Ground Based Measurements. 40th Annual Meeting of the Louisiana Society of American Foresters (LASAF). Poster. February 5-7, 2019. Pineville, LA.

O. Okuwsj, Y. Qi, V. Ferchaud, W. Goa, G. Hanson, B. Olson and G. Heisler. Effects of Live Oak Trees Canopy on Photosynthetic Active Radiation Distribution During Clear-sky Days. 40th Annual Meeting of the Louisiana Society of American Foresters (LASAF). Poster. February 5-7, 2019. The poster won the 1st place in Graduate Poster Competition (\$500.00).

Vanessa Ferchaud, Yadong Qi and Kit L. Chin. Localization and Quantification of Total UV Absorbing Compounds in Chinese Elm (*Ulmus parvifolia*). *Microscopy & Microanalysis* 2018. Poster. Baltimore, MD. August 5-9, 2018.

Emmanuel Osei-Wusu, Dr. Yadong Qi, Dr. Vanessa Ferchaud, Dr. James Hanson. Visitors' Perspective on the Infrastructure of three (3) Urban Parks in Baton Rouge ... Louisiana. Poster. (2018). One Health Symposium, SULGC, Baton Rouge, LA. April 12-13, 2018.

Yadong, Qi., V. Ferchaud, Stacey Blomquist and Brian Strom. Monitoring Infestation and Impact of Live Oak Midge Gall in Louisiana. Poster. (2015). SAF 2015 National Convention, Baton Rouge, LA. November 3-7, 2015. Entomology and Pathology, Station #26.

Yadong, Q., V. Ferchaud and K. L. Chin. (2015). Biophysical Mechanism of UV-B Tolerance Exhibited in Diverse Southern Broadleaf Trees. Poster SAF 2015 National Convention, Baton Rouge, LA. November 3-7, 2015. Silviculture & Forest Ecology, Station #65.

Breithaupt, M., Y. Qi, K.L. Chin, V.A. Ferchaud and R. Payne. (2013). Fertilizer Effects on Nutrient Elements, Total Polyphenols, and Antioxidant Content of Roselle (*Hibiscus sabdariffa* L.) Calyxes. The 17th Association of Research Directors Biennial Research Symposium Program (ARD) and Poster. April 06-April 10, 2013. Jacksonville, FL.

Chin, S., Y. Qi, K.L. Chin, V.A. Ferchaud and R. Payne. (2013). Fertilizer Effects on Nutrient Elements, Total Polyphenols and Antioxidant Content of Roselle (*Hibiscus sabdariffa* L.) Leaves. The 17th Association of Research Directors Biennial Research Symposium Program (ARD) and Poster. April 06-April 10, 2013. Jacksonville, FL.

Davis, P., Ferchaud, V., Namwamba, F. and Shams, A. (2005). Old South Baton Rouge Tree Inventory. Southern University A&M College GIS Spatial Analysis and Remote Sensing Laboratory. Poster.

RESEARCH GRANTS

**VANESSA A.
FERCHAUD**

PAGE 16

Comparative Study of hemp production under low-cost greenhouse and field conditions. NIFA-USDA 2021. Kit L. Chin, PI; Yadong Q; Vanessa Ferchaud, Devaliah Kambiranda; James Obayn and Veronica Manrique. Southern University Agricultural Research and Extension Center. **New Grant Submitted.**

"Strengthening Graduate Education and Research Training in Urban Forestry and Natural Resources at Southern University and A&M College", \$943,335 (annual budget \$188,667 for 5 years) USDA-NIFA McIntire-Stennis Project, 10/3/2019-9/30/2024, PD -- Zhu Ning, CoPDs: Yadong Qi, Kamran Abdollahi, Yemane Gebreyessus, Yaw Twumasi Veronica Manrique, Chris Chappell, and **Vanessa Ferchaud.** (Note: the PD was changed from Dr. Yadong Qi to Dr. Zhu Ning since May 21, 2020).

"Charting a New Course: Elevating the Urban Forestry and Natural Resources Department to a New Height in a New Era", \$209,290, USDA-FS, 6/20/2017 - 7/2/2022, PD Zhu Ning, CoPDs: Renita Marshall, Kamran Abdollahi, Chris Chappell, Yaw Twumasi, Yemane Gebreyessus, Yadong Qi, Veronica Manrique, and **Vanessa Ferchaud.**

Horticultural Performance as Influenced by Frequency of Organic Fertilizer Applications on Selected Accessions of Roselle Hibiscus (*Hibiscus sabdariffa* L.) for Small Farm Production in Louisiana. June 2018. Kit L. Chin, Principal Investigator, Drs. Yadong Qi, Fatchch Malekian, Veronica Manrique and **Vanessa Ferchaud,** Co-PIs. Southern University Agricultural Center. Capacity Grant NIFA-USDA.

SHORT COURSES

Louisiana Small Farmers Agricultural Leadership Institute Course 2014-2015.

Participated in a Plant Biosecurity Short Course hosted by Penn State Department of Plant Pathology in College Station, PA., University Park campus, Penn State Fruit Research and Extension Center in Biglerville, Pennsylvania Department of Agriculture in Harrisburg and the USDA-ARS Foreign Disease and Weed Research Laboratory in Fort Detrick, MD in May 2007.

Graduate of the Louisiana Women's Bureau Blue-Collar, Non-Traditional Training Program in Electro-mechanical class. I was employed by Amoco/BP through this program. Approximately 90% of the women trained in this program were placed in employment.

LANGUAGES

English—native language

MEMBERSHIPS

Member of Louisiana Association of Forestry (LAF) -- August 2019.

Member of Louisiana Academy of Sciences (LAS) - 2019.

Member of Municipal Forestry Institute (MFI) - February 2019

Member of Southern University and A&M College's **Graduate Faculty** – Southern University and A&M College Graduate School. September 2017 - Present.

VANESSA A.
FERCHAUD

PAGE 17

Member of Society of American Foresters (SAF) November 2015.

International Society of Arboriculture (ISA) - 2008

Southern University Alumni Lifetime Member (SUAF) - 1979

Together Baton Rouge Non-Profit Organization (Volunteer and Cash Donor) - 09-27-2021

Southern University Foundation TrueBlue Cash Donor - 09-28-2021

5th District H.E.L.P. (Humanitarian Enterprise of Loving People) - Volunteer Member Services - 2011

Member of Alpha Kappa Alpha Sorority, Inc. (AKA). – Have 28 years' experience in providing Service, mentoring, and volunteering to K-12 students and adults in different communities - Plaquemine, Brusly, Port Allen, Gonzales, Edgard, LaPlace and St. James, Louisiana.

Print Media – Public Relations Featured Dr. Vanessa Ferchaud

1. **“Southern University Department of Urban Forestry and Natural Resources Webpage”** since spring 2018 <http://www.subr.edu/subhome/urban-forestry-and-natural-resources>. Published by SUBR
2. **“MFI 2019: Most Diverse Class to Date!”** *City Tree Journal*, May/June Issue pages 16-21, published by the Society of Municipal Arborists, <https://read.dmtmag.com/i/1110379-may-june-2019>.
3. **“Southern University – Elevating Urban Forestry Education to New Heights”** *CityTREES Journal* at urban-forestry.com. March/April 2021, p11-20. Featured urban forestry faculty including Dr. Yadong Qi <https://read.dmtmag.com/i/1344655-march-april-2021/0?>

CONFERENCES ATTENDED

20th Biennial Research Symposium (ARD) 2022 in Atlanta, Georgia, April 02-05, 2022.

Louisiana Forest Association (LFA) Mini Conference in Alexandria, LA. November 04, 2021.

Louisiana Society of American Foresters (LASAF) in Alexandria, LA. October 27, 2021.

Microscopy and Microanalyses Conference (M&M) 2021 Virtual Conference. August 2021.

Microscopy and Microanalysis Conference (M&M) 2021 Virtual Conference, July 2020.



SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF VICE CHANCELLOR FOR STUDENT AFFAIRS

April 29, 2022

Dr. Ray Belton, President/Chancellor
Southern University and A&M College
Baton Rouge, LA 70813

Dr. Belton:

This letter comes as a request for a title change and increase in salary for Dr. Anthony Jackson. He currently holds the position of Associate Vice Chancellor for Student Affairs. I am requesting that his position title be changed to Associate Vice Chancellor for Student Affairs and Dean of Students. In June of 2021, I eliminated the separate position of Dean of Students. I reorganized the Student Conduct area by hiring a Coordinator of Student Conduct. This presented Dr. Jackson with additional duties in the Conduct Office as he now has an increased role in the dispensation of conduct cases and serves as the Supervisor of the Coordinator and is the Division leader on matters of student conduct and student crisis intervention.

In addition, I incorporated a Restorative Justice Program in the Division of Student Affairs which operates through the Office of Student Conduct. This has resulted in an increased ability to manage student conduct that facilitates intervention that keeps students from engaging in more egregious conduct violations. Dr. Jackson completed this training and leads certain restorative justice activities. Finally, we secured a Student Conduct software, Maxient, and he is the Division liaison for implementation, maintenance and upgrades.

Because of the change in title and the additional responsibilities, I am asking for an increase in salary to account for the additional duties. His current salary is 96,408.00. I am requesting a salary of \$102,000.00 and that this change become effective as of July 1, 2022.

Thank you for your consideration of this request. I have attached the job description as well as the request to waive the search process.

Respectfully,

A handwritten signature in black ink that reads "F. Carl Walton".

F. Carl Walton, Ph.D.

A handwritten signature in blue ink that reads "Bijoy Sahoo".

Dr. Bijoy Sahoo, Executive Vice Chancellor

A handwritten signature in blue ink that reads "Ray Belton".

Dr. Ray Belton, President/Chancellor

5/11/22

POS CLASS							
EMP CLASS							
III		RT		LV			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

TYPE OF APPOINTMENT:

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

Previous Employee ___ Reason Left ___
Date Left ___ Salary Paid ___

Profile of Person Recommended

Length of Employment June 30, 2014 To Current

Effective Date of Employment Nov 1, 2021

Name Anthony Jackson SS# U01724020 Sex M Race* B
(Last 4 digits only)

Position Title: Associate Vice Chancellor & Dean of Students Department: Division of Student Affairs

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

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

Years Experience 19 Southern University Experience 7

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

Current Employer ___

Personnel Action

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

Annual Salary \$102,000 Salary Budgeted \$102,000 Hourly Rate, if applicable: ___

Pay Cycle: ___ Biweekly X Monthly ___ Faculty

Source of Funds: 216080-27052-29000 Identify Budget: ___ Location: Division of Student Affairs

Change of:

Position: From Associate Vice Chancellor for Student Affairs To Associate Vice Chancellor & Dean of Students

Status: ___

Salary Adjustment: \$95,000 \$102,000

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
216080-27052-29000	102,000

*See Reverse Side

Comments: (Use back of form) [] [] []

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

Supervisor: J. Carter 5-19-22 Date

Vice Chancellor: J. Carter 5-19-22 Date

Director/Personnel: Ray B. Bette 5-19-22 Date

President: Ray B. Bette Date

Chairman/S.U. Board of Supervisors: John Miller 5/19/2022 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.

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

MAY 19 2022

COMMENTS:

[Signature]
COMPTROLLER OFFICE

Contingent upon availability of funds

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: F. Carl Walton

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2505

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1	m	8	9	1	3
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CAMPUS: SUS X SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 09/01/2020 To Present
 Effective Date June 01, 2022

Name Justin James SS# 1101650508 Sex M Race* B
 (Last 4 digits only)

Position Title: Director of Internal Audit Department: SUS

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: _____

Current Employer SUS

Personnel Action

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

Recommended Salary \$ 78,000.00 Salary Budgeted _____

Source of Funds State Inter-Institutional Budget

Identify Budget: 11102 Location _____
 Form Code: _____ Page 1 Item # 7

Change of: _____ From _____ To _____

Position \$74,984.00 \$ 78,000.00

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
111005-11102-10003-16000	\$ 78,000.00

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

Supervisor [Signature] 5/13/2021 Date

Vice Chancellor [Signature] 5/18/2022 Date

Director/Personnel [Signature] Date

President [Signature] Date

Dean/Unit Head _____ Date

Chancellor [Signature] Date

Vice President/Finance Business Affairs/Comptroller _____ Date

Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER: _____

NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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")

FUNDS AVAILABLE
OFFICE OF THE VICE PRESIDENT
FOR FINANCE & BUSINESS AFFAIRS
SOUTHERN UNIVERSITY SYSTEM

RA
HI
F0
SIGNED
DATE 5/11/05
111005-

**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)

**Director
Internal Audit
Southern University at New Orleans (SUNO)
Southern University Agriculture Research and Extension
Center (SUAREC)**

Classification

Exempt

Reports to

Executive Director of Internal Audit

Date Updated

5/7/2022

JOB DESCRIPTION

Summary/Objective

This position is responsible for developing, executing, and implementing the audit plans of SUSLA and SUT.C and aiding in the implementation and execution of the System-wide internal audit plans. While this position will mainly focus on SUNO and SUAREC, the position is also responsible for providing assistance to other Campuses and the System necessary. The individual is a highly skilled professional with a high level of knowledge of the Institute of Internal Auditors Standards of Professional Practice of Internal Auditing. When practical, audits will be coordinated between the campuses and performed on the same time schedule. The individual must have effective verbal and written communications skills, work effectively as a team member and leader, have an appropriately high level of organizational skills, and be able to analyze and provide solutions to problems related to their assignments with minimal supervision.

Essential Functions

1. Conduct annual risk assessments for SUNO and SUAREC in order to develop and continually update the annual audit plans. Prepare the overall audit strategy and detailed audit plan and determine areas of risk, plan the audit work, create and modify audit programs, and evaluate evidential matter for assigned audits.
2. Work closely with the Executive Director and implement the annual audit plan by performing risk assessments, developing audit activities to address identified risks, and working with the audit team to execute the plan.
3. Coordinate and help develop the department's Quality Assurance and Improvement Plan.

4. Execute the annual plan including identifying the audit population; conducting preliminary surveys of audit areas to define objectives, scope and risk; determining the audit scope; designing the audit program for scheduled areas of risk.
5. Successfully complete audit assignments in a timely and efficient manner.
6. Provide weekly status reports each Friday or auditor's last workday of the week.
7. Explain and discuss potential risks, issues, and opportunities with the Campus Administration.
8. Design, manage, and evaluate the internal audit process to ensure compliance with applicable laws, Campus and System policies, and auditing standards.
9. Initiate special audits and perform studies to provide assistance to management in solving problems.
10. Identify internal control loopholes and recommend risk aversion measures and cost savings.
11. Review the effectiveness of internal controls in safeguarding assets, achieving efficiency and economy in operations, and evaluating compliance with regulations and Campus and System policies and procedures.
12. Develop and maintain documentation on internal audits performed, including a database of information.
13. Prepare reports of individual audits and periodic summaries of findings and recommendations with minimal modifications and corrections required.
14. Maintain a follow-up system on deficiencies noted in audits and determine the adequacy of responsive actions taken.
15. Investigate instances of alleged fraud.
16. Coordinate audit activities with other system auditors.
17. Engage in professional development activities in order to stay abreast of rules, regulations, best practices, performance standards, and tools and techniques necessary to perform audits and special reviews.
18. Maintain proper audit workpapers for all audits and special projects with

periodic updates to audit software.

19. Provide guidance to the staff auditor and/or other resources when necessary.
20. Assist with the review of audits performed by other staff, if requested.
21. Prepare quarterly status reports on the status of the audit plans for each campus to be distributed to the respective Chancellor.
22. Perform other tasks and assist with other administrative tasks as assigned.
23. Keep the Executive Director fully informed on audit progress, to include problems related to the audit, correspondence with the client, results of meeting with agency personnel, technical or legal matters, and/or the need for assistance from other auditors.
24. Organize working papers into a systematic indexing, numbering, and filing plan in accordance with the Office of Internal Audit policy.
25. Maintain a working knowledge of SUS computer software.
26. Complete minimum number of training hours required annually for CPE and/or respective certifications.
27. Prepare internal audit assurance document and survey after completion of each audit assignment.

Competencies

1. Independent and requires minimal supervision on all but unique matters.
2. Demonstrates excellent judgement and sound decision making to obtain viable solutions.
3. Capable of analysis and evaluation on a range of factors.
4. Thorough understanding of Generally Accepted Accounting Principles and, the International Standards for the Professional Practice of Internal Auditing (Standards), and the Institute of Internal Auditor Code of Ethics.

Supervisory Responsibility

This position has limited supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical & Mental Demands

1. Requires an adequate range of body motion and mobility, with or without accommodations to enable the individual to perform the essential functions of the position.
2. Requires prolonged periods of sitting, brief standing or walking, occasional bending and stooping, and the ability to lift and carry office equipment and other items such as files, ledgers, etc. weighing up to 10 pounds with or without accommodation.
3. Requires the ability to travel by air and/or surface and public and/or private conveyance.
4. Requires the ability to read and comprehend complex technical materials, financial reports and legal documents to define complex problems and prepare solutions or arguments.
5. Requires the ability to collect and analyze complex numerical and language data and reach logical conclusions and prepare reports.
6. Requires the ability to interact by verbal and written communication with faculty, staff or the public in an independent manner on a routine basis.
7. Requires excellent verbal and written communication skills in the English language in order to manage the essential functions of the position.
8. Requires the ability to work with and cooperate with all levels of management.

Position Type/Expected Hours of Work

This position requires regular and prompt attendance during the working hours scheduled by the supervisor.

Travel

This position requires limited travel.

Required Education and Experience

1. Bachelor's Degree in Accounting, Business Administration, or related field.
2. Ten (10) years of professional experience in auditing or accounting at a public higher education institution.

Preferred Education and Experience

1. University auditing experience.
2. Experience in EDP auditing.
3. Prepared or assisted in preparing reports to management; conducted or participated in conferences with management.

4. Certified Internal Auditor (CIA) or other auditing certifications.

5. Working knowledge of the International Standards for the Professional Practice of Internal Auditing (Standards) and the Internal Auditors' Code of Ethics.

Additional Eligibility Qualifications

None required for this position.

AAP/EEO Statement

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College 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.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager

Director

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Date



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

May 6, 2022

OFFICE OF THE CHANCELLOR
(225) 771-2552
FAX (225) 771-2474

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

RE: Appointment of Yolanda Martin as a Real Estate and Housing Clinical
Professor and Waiver of Search

Dear Dr. Belton:


I hereby request that Attorney Yolanda Martin be appointed to a nine-month clinical faculty position to operate the Real Estate and Housing Clinic at the Southern University Law Center (SULC). In the past, Attorney Martin has served SULC as both an adjunct professor and fulltime clinical professor teaching Real Estate law and has served SULC well.

The appointment, if approved by the Southern University Board of Supervisors would begin in August 2022 for the 2022-2023 academic year. The recommended nine-month academic salary will be \$94,500 and would be renewable for subsequent years pursuant to eligibility of SULC faculty governance rules applicable to clinical faculty members.

I respectfully request that the Southern University Board of Supervisors approve the appointment and also approve a search waiver at its May 20, 2022, board meeting.

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

Sincerely,



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

JOB CLASS 3	8	0	4	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9	6	4
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

<input checked="" type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (_____ % of Full Time)	<input type="checkbox"/> Restricted
<input 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 08/01/2022 To 05/31/2023
 Effective Date 08/01/2022

Name Yolanda Martin SS# XXX-XXX-2833 Sex F Race* B
(Last 4 digits only)

Position Title: Real Estate and Housing Clinical Professor Department: Law Center - Instruction

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

Years Experience _____ Southern University Experience 7

Degree(s): Type/Discipline (BA-Education):
B.S. Xavier University of Louisiana Year: 1988
J.D. Southern University Law Center Year: 1991

Current Employer Louisiana Homebuilders' Association General Liability Trust & Adjunct Southern University Law Center

Personnel Action

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

Recommended Salary \$94,500.00 Salary Budgeted \$94,500.00

Source of Funds Louisiana Housing Corporation

Identify Budget: State _____ Location 311001-31240-61003-34100
 Form Code: 1 Page 1 Item # 1

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

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
<u>N/A Federal</u>	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>Whit Pierre</u> 5/6/22 Supervisor	<u>Gerry L. Hall</u> 5/6/22 Dean/Unit Head
<u>[Signature]</u> 5/6/2022 Vice Chancellor	<u>Whit Pierre</u> 5/6/22 V/C for Finance & Admin
<u>[Signature]</u> 5/18/2022 Director/Personnel	<u>[Signature]</u> Chancellor
<u>[Signature]</u> President	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller
	<u>[Signature]</u> Chairman/S.U. Board of Supervisors

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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: Real Estate and Housing Clinical Professor, effective August 2022 for the 2022-2023 academic year.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Virginia Listach

NUMBER OF EMPLOYEES SUPERVISED, (if any): 6

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 PLAIN CENTER
CODE _____ EXPIRES _____
NUMBERED / FUNDS AVAILABLE
DATE 5/6/22
BY DMG
FO

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)

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 Real Estate and Housing Clinical Professor AS DESCRIBED BELOW

Academic Affairs

(Department or Unit)

Replacement
 Civil Service
 Tenured

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

Unclassified
 Faculty

Source of Funds
 State
 Grant -In-Aid
 System Revenue
 Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

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

Position is to supervise students and case management for the Real Estate and Housing Clinic. Direct supervision of the students in both the classroom and the courtroom, management, and supervision the clinical case load whether directly or through the assigned student attorney. The clinical professor is to at all times maintain good legal standing with the federal, state, and local bars of which they are admitted to practice law. The clinical professor is to conduct him/her self in a manner conducive with legally ethical standards and within the Rules of Professional Conduct.

Salary/Range: \$90,000-\$100,000

Previous Incumbent (if replacement):

Approved Disapproved John K. Pierre 5/6/22
 Department Head Date

Approved Disapproved George H. Hall 5-6-22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DM George</u>	<u>5/6/22</u>
Signature	Date
Budget Number	<u>311001-31240-61003-34100</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:		Job Class:	
Verified By:		Date:	

Approved Disapproved Sharon 5/6/2022
 Vice Chancellor Date

Approved Disapproved John K. Pierre 5/6/2022
 Chancellor/Vice President Date

Approved Disapproved Ray S. Beltr _____
 President Date

An Equal Opportunity Employer

YOLANDA MARTIN SINGLETON

PROFESSIONAL ACCOMPLISHMENTS

REAL ESTATE AND HOUSING / ESCROW SETTLEMENT / TITLE TRANSACTIONS

Southern University Law Center, Assistant Law Professor

Supervising Attorney: Real Estate and Housing Law Clinic and Real Estate Transactions I, II

- Directs the Real Estate and Housing Law Clinic and supervises Student Attorneys in the provision of free legal services, and in connection with housing and real property title transaction services; and otherwise equip and develop the student with specialized advocacy skills for the disproportionately and marginalized community and provide the clients an avenue for equal access to the judicial and legal systems, including assisting the client in navigating the *In Forma Pauperis* application, FEMA and other disaster assistance applications; as well as expose Students to federal and state administrative rule making process, emergency and disaster response to Housing insecurities and threat of homelessness.
- Train and supervise the Student Attorney in Blight and Adjudicated property proceedings, which includes protecting the sovereign constitutional property right and due process thereof.
- Supervise Student Attorneys who represent low-income renters facing evictions and small landlords who have been aggrieved as a result of property damage and other contractual infractions by renters, including infringements from government-imposed evictions moratoria including the CARES and HEROES acts.
- Teach students to research and abstract real property title transactions and draft title examination reports and opinions; Instruct students to distinguish clients' housing assessment needs, keenly structure community partnerships and development through neighborhood revitalization projects and title examinations and clearance that result in housing commerce stimulants.

Professor of Civil Law Property

- Instructs, introduces and submerges first-year law students into the laws governing real and intangible property within the State of Louisiana, which encompasses ownership of property, rights of use of property, occupancy and possession.
- At the end of the course, the student will be able to demonstrate a full understanding of Division and Classification of Things, Dedications, Water Bodies, Possession, Ownership and Co-Ownership, Modes of Acquiring Ownership, Real Actions: petitory, possessory and boundary actions, Dismemberment of Ownership: personal and predial servitudes, Building Restrictions, and the various ways in which an individual can acquire and transfer real property in Louisiana

Chief Managing Partner and Founder: A-1 Title Corporation, Carter Martin Hill, APLC

- Established A-1 Title Corporation, a Title Transaction Company; Performed property abstracts, examined public records title transactions; Prepared title examination reports and opinions; Provided legal services and performed duties commonly associated with escrow agents, preparation of closing settlement documents and title transactions.
- Founder and Managing Partner with Carter Martin Hill, A Professional Law Corporation; Managed the firm's Real Estate section; Researched and analyzed legal issues in the areas of personal injury, employment, and real property law.

GOVERNMENTAL AFFAIRS / HEALTH CARE POLICY AND ADVOCACY

General Counsel and Director of Governmental Affairs and Compliance:

Gulf South Health Plans, Inc.

- Chief Legal Officer for the Health Plan, direct report to the CEO; was responsible for the legal strategy and all legal affairs companywide, advised senior management on a plethora of healthcare issues, regulatory, and insurance matters.
- Directed legal, compliance, and related administrative support services in a highly regulated sector and was responsible for oversight of all state and federal governance, compliance and risk management activities for the health plan and their related entities; Evaluated and monitored organizational compliance via internal and external auditing, and corrective action plan development.
- Leveraged state and federal resources to effect operational efficiency, and improved regulatory satisfaction; Trusted legal counselor on regulatory, business entities, and joint ventures; Extensive legal and policy research; Prepared policy opinions and rendered advice to senior management involving Medicare, Managed Care, operations, contracts, and employment and labor matters; Served as liaison to state and federal regulatory agencies.
Supervised and managed outside counsel and litigation, mitigation of outside counsel spending and company liability, Legal oversight and management of subrogation cases settlement negotiations.
- Analyzed legislation, regulations and government guidelines to counsel senior management on legal implications and impact on business strategies, risks, governance, fiscal and operational activities.

Chief Legal Counsel to the Office of Health for the Louisiana Department of Insurance

- Senior Attorney for the Louisiana Department of Insurance; Legislative Liaison; Legal Counsel to the Licensing and Market Compliance Division of the Department. Interpreted and implemented state and federal laws, rules, and regulations, advising Commissioner and top-level staff on its implications and execution.
- Drafted and promulgated the Health Insurance Portability and Accountability Act (HIPAA) Rule pursuant the Louisiana Administrative Procedures Act, impacting the delivery health care statewide.
- Litigation; Advocated on behalf of the agency in all adjudicatory hearings, state district court and federal court; Researched and prepared agency policy opinions; Drafted, analyzed and implemented legislation. Extensive knowledge of the Louisiana Administrative Procedures Act and Open Meetings Laws; Promulgated and effected Agency Rules and Regulations.
- In-house Legal Counsel for the Louisiana Receivership Office. Rendered legal services related to the administration of the run-off business of liquidated companies; supervised and managed litigation and outside counsel, including the review and approval of all invoices pursuant to the Louisiana Department of Justice's Billing Guidelines.

LITIGATION

- Prosecuted cases involving insurance companies and insurance agents through adjudicatory hearing proceedings pursuant to the Administrative Procedures Act. Louisiana Department of Insurance.
- Versed in Directors and Officers lawsuits, including liquidation and disbursement of assets.
- Extensive experience in the oversight and management of outside counsel and litigation.
- Legal analysis and settlement of subrogation and other third-party recovery cases.
- Litigation involving real estate contract disputes.
- Represented the Department of Wildlife and Fisheries in administrative hearings and district court proceedings, presented oral and written evidence, and witness examination.
- Developed legal arguments and drafted pleadings in contemplation of administrative hearings, pretrial motions, and trials; Strategized, coordinated and responded to discovery, including records and documents requests.

GENERAL COUNSEL / HOUSING/ PUBLIC LANDS / REAL PROPERTY TRANSACTIONS

Executive Counsel for the Louisiana Housing Corporation

Served as chief legal counsel for the Agency in all aspects of operations and provided broad technical legal and regulatory guidance to the executive management team, the LHC Board of Directors and all Agency programs and divisions, including the creation, management, and oversight of programs and the procurement of all goods and services necessary for operations.

General Counsel for the Louisiana Department of Wildlife and Fisheries

- Served as chief legal advisor to the Louisiana Department of Wildlife and Fisheries and the Louisiana Wildlife and Fisheries Commission and provided technical legal advice, rendering policy and legal opinions to the Secretary, executive team, and senior level agency staff.
- Navigated policy, interpreted laws, and provided regulatory guidance to the Secretary or designee regarding industry specific boards, associations, task forces, and game and fish preserves and commissions.
- Negotiated contracts and procured related services required for real property title transactions; Prepared and effected closing settlement documents; Negotiated and drafted interagency and intergovernmental Cooperative Endeavor Agreements, multi-agency Consent Decree, Hold-Harmless and Indemnity Agreements, effected Due Diligence, and penned various advisory opinions, directives and legal interpretations, including memoranda of agreement and understanding.

Property Acquisitions / Public Assistance / Procurement

- Created and developed the protocol and matrix for the Agency's Land Acquisition and Conservation Program; Robust legal oversight for land use and management and conserved nearly 100,000 acres of land for public recreational opportunities, and preservation of indigenous natural resources.
- Managed and directed the land acquisitions program in all its phases from due diligence investigations to settlement closings, addressing mineral related title conditions; Secured and examined all due diligence investigation reports including appraisals, environmental site investigations, real property title opinions, and surveys; Effected property title examination opinions and reports.
- Operated and managed a multi-million-dollar capital outlay budget appropriated for land and building acquisition; Grants management and funding for conservation and preservation initiatives; Negotiated and procured a multi-million dollar building acquisition which functions as a consolidated regional field office for biologists, game wardens, and disaster recovery and emergency management.
- Versed in Natural Resource Damage Assessment (NRDA) and Restoration Program and planning; Agency liaison for major oil spills and other public disaster mitigation and recovery efforts; Emergency management and disaster restoration projects utilizing state and federal public assistance; Proficient in grants management and funding for public restoration projects.
- Developed and implemented the Agency's construction and public works projects rubric pursuant to state Public Bid Laws; Review and approval of Requests for Proposals; Effected Performance Contracts and Bonds; Ensured compliance and execution of all related laws, rules, and regulations.

Legislation and Leadership

- Effected and drafted legislation instrumental to the preservation and regulation of the state's natural resources; Provided expert testimony before legislative and administrative bodies; Extensive knowledge of open meetings laws, public records and Freedom of Information Act requests, and provided corresponding guidance.
- Key role in establishing and implementing the agency's Civil Restitution Adjudicatory Hearing program relative to injury or destruction of wildlife and aquatic life within the State of Louisiana to recover monetary value which immediately generated revenues, effecting a self-sustaining division.
- Proven leadership skills managing a team of attorneys, paralegal, and land specialist.

Employment/Labor

- Mediated and advocated on behalf of persons faced with labor and employment issues; principally, cases involving Americans with Disabilities Act, Employee Retirement Income Security Act (ERISA), and sexual harassment.
- Corresponding responsibilities included tailoring alternative dispute resolutions to meet the requirements of any business or any individual case, particularly, when disputants have an on-going business or personal relationship.

Document Review

- Experienced in reviewing mass documents surrounding complex litigation, both paper and electronically.
- Health care and benefit plan contract review and approval.
- Detailed review of documents, including public records, involving real estate and contract dispute litigation.

ACADEMIA

Southern University Law Center

Assistant Law Professor: Supervising Attorney, Real Estate and Housing Law Clinic; Civil Law Property; Real Estate Transactions I, II

EXPERIENCE

Louisiana Housing Corporation

Executive General Counsel
2021 - 2022

Southern University Law Center

Assistant Law Professor 2019 – Present
Adjunct Law Professor 2015 – 2018

Louisiana Department of Wildlife and Fisheries

General Counsel 2016 - 2018
Deputy General Counsel 2012 - 2016
Land Acquisition Attorney 2008 - 2012

Carter Martin Hill, A Professional Law Corporation

Chief Managing Partner, Real Estate Section
2004 - 2006

The Law Office of Yolanda Martin Singleton, formerly Yolanda G. Martin, A Professional Law Corporation also d/b/a A-I Title Corporation

Founder and Chief Operating Attorney; Escrow Agent, Title Attorney
2002 – 2008

Special Council for the Louisiana Department of Justice

Litigation
2003 - 2004

The Oath, Inc. - Health Maintenance Organization (HMO)

General Counsel and Director of Governmental Affairs and Compliance
2001 - 2002

Gulf South Health Plans, Inc., General Health Systems
General Counsel and Director of Governmental Affairs and Compliance
1999 - 2001

Louisiana Department of Insurance
Chief Health Attorney
1992 - 1999

EDUCATION

Southern University Law Center • Baton Rouge, Louisiana
Juris Doctorate

Xavier University of Louisiana • New Orleans, Louisiana
Bachelor of Arts, Political Science

- Concentration in Public Administration and Philosophy
- Freeport McMoran Full Academic Scholarship

PROFESSIONAL LICENSES

- Louisiana State Bar Association License
- Louisiana Title Insurance Agent, Escrow Agent
- Louisiana Real Estate Agent
- Certified by Department of Transportation in Right of Way and Relocation Transactions.

PRESENTATIONS

- Louisiana Housing Corporation: Frequent Presenter, Panelist on Real Property Law Content
- Presenter: Estate Planning, Wills and Successions
- Boards and Commissions Presenter: Open Meetings Laws, Parliamentary Procedure Trainer

CONTACT INFORMATION

- Address: 1610 South Purpera Avenue, Gonzales, LA 70737
- Phone: (225) 802-8758
- Email: yolandamartinsingleton@gmail.com

REFERENCES

- Gary M. Clark, Chairperson
School of Social Services, Dillard University
- Troy Carter, Congressman
U.S. Second Congressional District
- Virginia Listach, Director
Clinical Education Program, Southern University Law Center

SOUTHERN FOUNDATION

POST OFFICE BOX 9562
BATON ROUGE, LOUISIANA 70813

May 10, 2022

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

**RE: Salary Adjustment, Career Services Center Director
Tamara Foster-Montgomery**

Dear Dr. Belton:

I am requesting authorization to increase the salary for Career Services Center Director, Tamara Foster-Montgomery to reflect \$83,736. This increase appointment will be effective on July 1, 2022. Mrs. Montgomery has been with SUBR campus for twenty-one (21) effective years and has been a consistent positive advocate for the Southern University System, SU System Foundation, SU Alumni Federation, and most importantly its greatest stakeholders, **Our Students**.

Mrs. Montgomery has consistently cultivated the Career Services Center to: promote a professional leadership organization, execute professional best practices, strategically implement multi-functional excellence in leadership, and evolve into a 21st Century career focused organization. In addition to leading the Career Services Center, over the past 18 months, Mrs. Montgomery has exemplified essential movement in developing strong partnerships with corporate leaders regarding Capacity Building with the Business Industry Cluster. This platform is designed to recruit and sustain corporations through paid membership to provide an exciting and necessary opportunity for the Southern University students, faculty, administrators with companies and agencies. To date, Mrs. Montgomery has received multiple paid memberships and is excited about its continuous growth for the benefit of Southern University System and its students.

During the pandemic, Mrs. Montgomery adjusted and pivoted with the multiple changes and challenges we all have endured; however, she maintained the level of excellence and leadership to ensure our students had all resources, technology, and tools for their workforce success.

Mrs. Montgomery exudes personal characteristics that motivates confidence, leadership and excellence among her peers, local, national and international stakeholder groups. Her knowledge, structure and work ethic are essential for the Southern University System, and as she has effectively completed the work, maintained endurance and success in the role of Career Services Director.

I ask for your support with this salary increase request and recommendation forward to the Southern University and A&M College System Board of Supervisors for approval. Thank you for your consideration.

Sincerely,



Alfred E. Harrell, III
Southern University System Foundation

JOB			
CLASS			
JOB			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION

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 NA Reason Left NA
 Date Left NA Salary Paid NA

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
 Effective Date July 1, 2022

Name Tamara Foster-Montgomery SSN xxx-xx-4426 Sex F Race* Black
 Position Title: Director Department: Career Services
 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 21 Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): BA-Political Science Institution/Location (SU-Baton Rouge): Southern University - Baton Rouge Year: 1996

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

Personnel Action

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

Recommended Salary \$83,736 Salary Budgeted \$83,736

Source of Funds Career Services 211001-27100-25000

Identify Budget: State 211001-27100-25000 Location General Fund
 Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____

Position Director Executive Director/Business & Industry Cluster
 Status _____ Additional duties Capacity Building & BIC
 Salary Adjustment \$59,500.00 \$83,736.00

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

Comments: (Use back of form)

Source of Funds	Amount
211001-27100-25000 (78,648)	\$83,736.00
211001-27104-25000 (6,312)	65,266.14
	12,869.22

*See Reverse Side

Graduate School signature (if applicable):

Supervisor [Signature] Date 05-09-22 Dean/Unit Head _____ Date _____
 Vice Chancellor _____ Date 5/19/22 Chancellor _____ Date _____
 Director/Personnel _____ Date _____ Vice President/Finance _____ Date _____
 President _____ Date _____ Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

SOUTHERN UNIVERSITY SYSTEM

COMMENTS: I certify that the above purchase(s) is (are) allowed under the terms and conditions of the appropriate budget or award agreement and in accordance with federal, state, local, and university policies and procedures required for fiscal compliance.

Effective July 1, 2022

/Allowability/Compliance Verified By: [Signature]
 /Encumbered/Funds Available By: [Signature]
 Doc. I.D. # _____ Date: [Date]

FUNDS AVAILABLE
 OFFICE OF THE COMPTROLLER
 SOUTHERN UNIVERSITY SYSTEM

GRANTS • CONTRACTS SECTION

EMPLOYEE REGULAR WORK SCHEDULE: M-F (8am -5pm)

EMPLOYEE DIRECT SUPERVISOR: Alfred Harrell

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-3911

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, I11-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)

Tamara Foster-Montgomery
Email: tfoster08@msn.com

CAREER OBJECTIVE

To obtain a position within a higher education institution, where professional experience, sustainable knowledge and network engagement can be utilized to promote institutional advancement.

EDUCATIONAL BACKGROUND

August 2004 – May 2006 Masters of Public Administration	Southern University and A & M College	Baton Rouge, LA
---	--	------------------------

August 1992 – December 1996 Conferred Degree: December 1996 Bachelor of Arts Political Science	Southern University and A & M College	Baton Rouge, LA
--	--	------------------------

PROFESSIONAL SKILLS SUMMARY

- Proven ability to establish and maintain effective working relationships with a variety of internal and external constituents within a complex system
- Proven record in leading and developing cohesive teams, managing performance and productivity while strategically planning, and contributing to organizational leadership
- Entrepreneurial, creative, and innovative spirit; comfortable with change and challenges to exemplify creativity
- Multicultural awareness and competence; ability to work in a diverse environment and serve constituents from a wide variety of backgrounds
- Comfortable and experienced with technology, social media, and digital communication
- Demonstrated passion and experience in employment and career development, relationship development, program planning and execution of group facilitation, engagement, and advising stakeholders
- Knowledge of trends in internships, employment, economy, effective interventions, technology, and industry networks
- Knowledge of employment resources and publications
- Organizational abilities and effective communication and interpersonal skills
- Ability to handle repetitive work regarding processing operations
- Effective communication and diplomatic with internal and external clients
- Exceptional logical and analytical skills with conflict resolution with or without available resources
- Grant writer (Grant Writing USA Certificate) and public speaker on career related topics

PROFESSIONAL EXPERIENCE

October 2008 – Present Career Services Center Director	Southern University and A&M College	Baton Rouge, LA
--	--	------------------------

- Manage, supervise and train career counselor, support staff, graduate assistants, and career
- Actively plan, facilitate, and participate in administrative meetings, training, and professional development programs to cultivate staff retention and development
- Manage all administrative functions, including human, fiscal, and programmatic resources, to support comprehensive career development, job search, and employer services programs
- Develop, organize and implement capacity building with corporate organizations on campus to engage and promote positive programs, activities and projects for student advancement in leadership roles in private and public sectors.

- Lead the process of creating, cultivating, and sharing knowledge about career development, experiential learning, mentoring, and peer learning through research, publications, and conference presentations
- Implemented the online Handshake Management System for employment engagement with students and partnered employers
- Assisted over 7,000 students in contacting potential employers who provide opportunities through internships
- Develop and implement compiled information for presentation into Career Services Research and Statistical Analysis for monthly and annual reports
- Establish and maintain relationships with key campus stakeholders to advance the agenda of engaging students in career education/development early and often
- Provide strategic direction for and manage a major area, school, or cluster of student services programs, including forecasting, planning, and managing program budgets
- Serve as the primary fundraiser for the Career Services Center with contributions totaling over \$100,000 annually
- Successfully managing multiple client relationships and efficiently overseeing Career Services Center accounts: General Fund, Southern University System Foundation and Student Fees; totaling over \$250,000
- Assess, appraise and counsel students in relation to educational and occupational goals
- Collaborate and develop relationships with academic departments, key personnel, and faculty to connect students with relevant resources, programs, and opportunities
- Solicit new companies for the University's Career Fair, recruiting programs and career events
- Compose, publish and distribute various career information booklets and handouts
- Design modules and PowerPoint presentations for a variety of career planning and job search workshops
- Organize professional development and leadership programs implementing the STAR technique
- Coordinate the design and development of the Career Center website, mobile app and social media sites
- Consistently establish and cultivate relationships with over 500 employers to develop employment options for students
- Serve as guest speaker for various student and professional organizations

October 2006 – October 2008

Southern University and A&M College

Baton Rouge, LA

Career Services Center

Career Counselor

- Administer Career Services programs including: job fairs, networking events and development workshops
- Assisted the Director on various projects
- Served as the key interface regarding company and hiring managers' needs and requests
- Supervised, evaluated and coordinated the Cooperative Education (Co-op) & Internship Program
- Organized and prepared presentations on: Resume Writing, Interviewing Skills and Professional Attire
- Counseled students concerning their educational and occupational goals
- Collaborated with office personnel to develop strategic action plans and goals to implement and support university goals
- Identify, build and foster relationships within the local workforce system and business community
- Coached collegiate talent on employee relations, compensation, and employee development
- Organized and prepared presentations on: Resume Writing, Interviewing Skills and Professional Attire
- Provided instruction to one or more sections of Cooperative Education 201: Professional Development Course
- Maintained companies and collegiate talent profiles within database
- Provided recruiters and students with outstanding customer service

May 2011 – October 2011
Division for Student Affairs
Interim Associate Vice Chancellor

Southern University and A & M College

Baton Rouge, LA

- Directly reporting to the Provost for Academic Affairs, served as the Chief Student Affairs Officer providing positive leadership and overseeing the areas regarding student services and campus life: Residential Life & Housing, Career Services, Student Health Services, University Counseling Center, Student Life, Intramural Sports, Food Services, Student Media, Smith-Brown Memorial Union, and Student Programs
- Worked closely with Academic Affairs and top leadership to close the gap on student participation and success
- Engaged with the community colleges to collaborate and create ways to build stronger relationship while strengthen existing partnerships
- Worked with the Business & Industry Cluster to establish close relationships with university administrators to enable corporations to articulate the needs of their companies and to meet the management requirements of the business community
- Served as a strong advocate for all students promoting academics, diversity, inclusion, professional development and high ethical standards

April 2002 – October 2006
Division for Student Affairs

Southern University and A & M College

Baton Rouge, LA

Associate to the Vice Chancellor & Assistant to the Dean of Students

- Assisted the Vice Chancellor for Student Affairs on various departmental projects, managed grants and prepared confidential documents for the division
- Supervised college work study program and volunteer students
- Prepared purchase requisitions, processed personnel action forms and prepared staff and student payroll
- Partnered with student affairs directors on various projects regarding student development and professional growth
- Assisted the Dean of Students with judicial hearings, student violations, traffic hearings, and code of conduct violations

February 2001 – January 2002

Southern University and A & M College

Baton Rouge, LA

Dr. Dolores Richard Spikes Honors College

Records Coordinator

- Assisted the Dean and academic counselors in the counseling process and student registration
- Organized and maintained the database and assisted the Dean with annual reports
- Monitored students' eligibility for membership in the Honors College

HONORS & ACTIVITIES

January 2022 – Present	SUBR Institutional Advancement - Business Industry Cluster Liaison
January 2022 – Present	Alpha Kappa Alpha Sorority, Inc. – Executive Board Member (Gamma Eta Omega)
July 2018 – Present	Southern University Alumni Federation – Chaplain
August 2014 – Present	Southern University System Foundation – True Blue Fundraising Captain
August 2010 – Present	Bayou Classic/Career Fair – Committee Member
August 2010 – Present	Louisiana Association of Colleges and Employers – LACE Member
August 2010 – Present	Southern Association of Colleges and Employers – SoACE Member
August 2010 – Present	National Association of Colleges and Employers – NACE Member
March 1996 – Present	Alpha Kappa Alpha Sorority, Inc.
December 1996	Pi Sigma Alpha National Honors Society

Director of Career Services - SUBR Campus

The Director of the Career Services Center will be an innovative, dynamic, and strategic leader who will promote excellence and creative thinking within the Career Services Center. This position offers the opportunity to play a defining role in shaping the future of career services at Southern University – Baton Rouge Campus. The Director will provide leadership and direction for a comprehensive career planning program with a mission to support the university, college's and students in making informed decisions regarding undergraduate and post graduate plans by providing resources and opportunities to encourage career exploration and self-assessment.

Position Overview

This position reports directly to the Director of Institutional Advancement and provides campus leadership for the activities that support student and alumni career development and professional success through a comprehensive list of campus programming and career counseling options. Engages with external, community constituents and resources to develop and grow partnerships beneficial to the student population. Serves on various internal and external committees and task forces and leads special projects as assigned.

General Responsibilities

- Lead and implement a comprehensive career development experience as per the strategic plan and timeline. Oversee all employer relations and applied/experiential learning activities with an increased focus on establishing a campus wide applied/career services program. Working with IA and university leadership, build robust employer relationships. Leverage university-wide and business relationships to develop experiential/real world learning opportunities for Southern University students, including special projects, micro-internships, and traditional internships.
- Develop, implement, and lead innovative strategies for assisting undergraduate and graduate/professional students and alumni in making career decisions and developing successful job search strategies that are consistent with individual student interests, aptitudes, and goals.
- Monitor workplace/industry best practices and trends to guide strategic planning and programmatic initiatives.
- Develop strong, ongoing relationships with companies that hire recent graduates. Develop and promote career services' employment-related services to this constituency.

Administrative/Financial

- In collaboration with staff, determines annual and ongoing priorities for center, working diligently to bring these priorities to fruition. Forms and actively participates in committees charged with moving center forward on many fronts (e.g. marketing, diversity, fundraising, etc.). Leads center in strategic planning retreats. Encourages and plans professional development activities. Establishes and implements policies for center.
- Develop and monitor the annual operating budget and monitors monthly activity in all career services' accounts, including special grants and contracts. Prepares proposals for new career development and recruiting services programs, as well as prepare annual reports for the center and IA.
- Supervise individual and group career development activities as well as help innovate new ways to engage students in the career development milestones that connect academic choices and career aspirations with job choices of decided and deciding students.
- Develop and deliver professionalism training to ensure students are prepared and sought after by employers.
- Identifies student needs for information and advising on career planning, employment, graduate schools, and scholarships. In collaboration with staff, creates programs, services, and publications to meet those needs.
- Works with the Honors College and various departments on career related events.
- Serves as guest presenter during classroom and departmental visits on career related topic such as soft skills, resume writing, proper etiquette, etc.

- Supervises Assistant to the Director/Office Coordinator, Career Counselors and Career Ambassadors.

Counseling/Programming

- Counsels students on an individual and group basis regarding career planning and employment issues. Develops and delivers workshops and career-related programs. Coordinate events for students to attend professional conferences and corporate site visits.
- Represents university in various professional organizations and addresses a wide range of constituencies as chief spokesperson for college's undergraduate career services center.
- Addresses alumni groups, parents, faculty, student organizations, and other administrators on career-related issues. Makes concerted effort to develop new partnerships with alumnus and faculty.
- Works with the Office of Admissions to represent the career center regarding recruitment events to increase enrollment.
- Coordinate corporate visits to the campus working directly with business and industry.
- Manage office website and new implementations of online job search systems such as Handshake.

Special Requirements

- Supervisory, management, and relationship-building skills
- Strategic planning/visioning aptitude.
- Strong oral and written communication skills.
- Strong commitment to working with a diverse student population.
- Understanding and appreciation of liberal arts.
- Budget management background/fundraising.
- Understanding and appreciation of growing role technology plays in delivery of career services.

Proposed title changes from **Director of Career Services** to **Executive Director of Career Services**
- with additional duties and responsibilities:

- Business and Industry Cluster Liaison
- Capacity Building Coordinator
- Career Services Development (Primary Fundraiser)

Responsibilities of Business and Industry Liaison and Capacity Building Coordinator

- Coordinate *all* Business Industry Cluster special programs and projects.
- Collaborate with Business & Industry Cluster (BIC) Committee Members to provide the following:
 - Access to opportunities for student co-op employment
 - Summer internship employment,
 - Permanent employment upon earning conferred degrees.
- Collaborate with BIC Committee to develop specific career-oriented curriculums with the purpose of assisting students to meet the management and technical requirements of the business and industry community.
- Serve as a liaison between Business Industry Cluster, BIC Committee, and university administration, university colleges, collegiate organizations, faculty and staff to develop better ways for public and private sectors to enhance research development.
- Serve as a liaison between Business Industry Cluster, BIC committee, university colleges, college organizations, faculty and staff to better address learning deficiencies; in an effort to provide additional support to motivate students for increased performance.
- Coordinate and participate with BIC Committee workshops to emphasize effective orchestration of the multiplex 21st century technology, communication, and creative skills, to prepare active students for the workplace.
- Foster and maintain the *many* valuable projects and programs developed by the BIC Committee which enable companies to recruit top students.
- Plan and organize all corporate capacity building days for the SUBR Campus and Institutional Advancement Center.
- Develop and conduct graduation and employment survey.



Director of Career Services (Job Description as of 2009)

Position Overview and Responsibilities

The director's responsibilities include the total administration of the Career Services Center. Coordinating all efforts of the staff in the daily activities of the office, i.e. recruitment of business, industrial, and governmental agencies to visit Southern University and meet with students and alumni to discuss employment opportunities and graduate training programs. Manage the Career Services General Fund Budget and grant accounts.

Additional responsibilities include, but are not limited to, the items below:

- Recruit students into the program.
- Recruit employers into the program.
- Coordinate contacts between students and employers.
- Provide training and workshops on career related topics.
- Develop fruitful relationships with colleges and departments.
- Responsible for providing placement services to students and alumni.
- Match qualifications to job requirements as indicated by employers and refer applicants for job.
- Give information to students regarding job opportunities, vocational choice and desirable qualifications.
- Communicate with faculty, administration and students to facilitate interaction between employer representatives who visit the office.
- Manage SUBR Website and Simplicity (Jobs4jags online website).
- Reports to the Vice Chancellor for Student Affairs and attend staff meetings.
- Act as staff representative for the Athletic department and Junior Division

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 _____ OTHER _____ (Specify) _____

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

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

Profile of Person Recommended

Length of Employment 09/01/2020 To Present
Effective Date June 01, 2022

Name Tammy Z. Moore SS# 001727372 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Internal Audit Department: SUS

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: _____

Current Employer SUS

Personnel Action

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

Recommended Salary \$ 70,000.00 Salary Budgeted _____

Source of Funds State Inter-Institutional Budget

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

Change of: _____ From _____ To _____

Position \$ 54,855.00 \$ 70,000.00
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
111005-11102-61002-16000	\$ 70,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 5/13/2021
 Vice Chancellor [Signature] Date 5/10/2022
 Director/Personnel [Signature] Date _____
 President _____ Date _____
 Dean/Unit Head _____ Date _____
 Chancellor [Signature] 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:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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")

FUNDS AVAILABLE
CODE _____ EXPIRES _____
OFFICE OF THE VICE PRESIDENT
FOR MANAGEMENT & BUSINESS AFFAIRS
SOUTHERN UNIVERSITY SYSTEM

III
SIGNED: [Signature] DATE: 5/17/22
FO 111005-11102-61002-1605

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 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)

**Director
Internal Audit
Southern University at Shreveport, Louisiana (SUSLA)
Southern University Law Center (SULC)**

Classification

Exempt

Reports to

Executive Director of Internal Audit

Date Updated

5/7/2022

JOB DESCRIPTION

Summary/Objective

This position is responsible for developing, executing, and implementing the audit plans of SUSLA and SULC and aiding in the implementation and execution of the System-wide internal audit plans. While this position will mainly focus on SUSLA and SULC, the position is also responsible for providing assistance to other Campuses and the System necessary.

The individual is a highly skilled professional with a high level of knowledge of the Institute of Internal Auditors Standards of Professional Practice of Internal Auditing. When practical, audits will be coordinated between the campuses and performed on the same time schedule. The individual must have effective verbal and written communications skills, work effectively as a team member and leader, have an appropriately high level of organizational skills, and be able to analyze and provide solutions to problems related to their assignments with minimal supervision.

Essential Functions

1. Conduct annual risk assessments for SUSLA and SULC in order to develop and continually update the annual audit plans. Prepare the overall audit strategy and detailed audit plan and determine areas of risk, plan the audit work, create and modify audit programs, and evaluate evidential matter for assigned audits.
2. Work closely with the Executive Director and implement the annual audit plan by performing risk assessments, developing audit activities to address identified risks, and working with the audit team to execute the plan.
3. Coordinate and help develop the department's Quality Assurance and Improvement Plan.
4. Execute the annual plan including identifying the audit population; conducting

preliminary surveys of audit areas to define objectives, scope and risk; determining the audit scope; designing the audit program for scheduled areas of risk.

5. Successfully complete audit assignments in a timely and efficient manner.
6. Provide weekly status reports each Friday or auditor's last workday of the week.
7. Explain and discuss potential risks, issues, and opportunities with the Campus Administration.
8. Design, manage, and evaluate the internal audit process to ensure compliance with applicable laws, Campus and System policies, and auditing standards.
9. Initiate special audits and perform studies to provide assistance to management in solving problems.
10. Identify internal control loopholes and recommend risk aversion measures and cost savings.
11. Review the effectiveness of internal controls in safeguarding assets, achieving efficiency and economy in operations, and evaluating compliance with regulations and Campus and System policies and procedures.
12. Develop and maintain documentation on internal audits performed, including a database of information.
13. Prepare reports of individual audits and periodic summaries of findings and recommendations with minimal modifications and corrections required.
14. Maintain a follow-up system on deficiencies noted in audits and determine the adequacy of responsive actions taken.
15. Investigate instances of alleged fraud.
16. Coordinate audit activities with other system auditors.
17. Engage in professional development activities in order to stay abreast of rules, regulations, best practices, performance standards, and tools and techniques necessary to perform audits and special reviews.
18. Maintain proper audit workpapers for all audits and special projects with periodic updates to audit software.

19. Provide guidance to the staff auditor and/or other resources when necessary.
20. Assist with the review of audits performed by other staff, if requested.
21. Prepare quarterly status reports on the status of the audit plans for each campus to be distributed to the respective Chancellor.
22. Perform other tasks and assist with other administrative tasks as assigned.
23. Keep the Executive Director fully informed on audit progress, to include problems related to the audit, correspondence with the client, results of meeting with agency personnel, technical or legal matters, and/or the need for assistance from other auditors.
24. Organize working papers into a systematic indexing, numbering, and filing plan in accordance with the Office of Internal Audit policy.
25. Maintain a working knowledge of SUS computer software.
26. Complete minimum number of training hours required annually for CPE and/or respective certifications.
27. Prepare internal audit assurance document and survey after completion of each audit assignment.

Competencies

1. Independent and requires minimal supervision on all but unique matters.
2. Demonstrates excellent judgement and sound decision making to obtain viable solutions.
3. Capable of analysis and evaluation on a range of factors.
4. Thorough understanding of Generally Accepted Accounting Principles and, the International Standards for the Professional Practice of Internal Auditing (Standards), and the Institute of Internal Auditor Code of Ethics.

Supervisory Responsibility

This position has limited supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical & Mental Demands

1. Requires an adequate range of body motion and mobility, with or without

accommodations to enable the individual to perform the essential functions of the position.

2. Requires prolonged periods of sitting, brief standing or walking, occasional bending and stooping, and the ability to lift and carry office equipment and other items such as files, ledgers, etc. weighing up to 10 pounds with or without accommodation.
3. Requires the ability to travel by air and/or surface and public and/or private conveyance.
4. Requires the ability to read and comprehend complex technical materials, financial reports and legal documents to define complex problems and prepare solutions or arguments.
5. Requires the ability to collect and analyze complex numerical and language data and reach logical conclusions and prepare reports.
6. Requires the ability to interact by verbal and written communication with faculty, staff or the public in an independent manner on a routine basis.
7. Requires excellent verbal and written communication skills in the English language in order to manage the essential functions of the position.
8. Requires the ability to work with and cooperate with all levels of management.

Position Type/Expected Hours of Work

This position requires regular and prompt attendance during the working hours scheduled by the supervisor.

Travel

This position requires limited travel.

Required Education and Experience

1. Bachelor's Degree in Accounting, Business Administration, or related field.
2. Ten (10) years of professional experience in auditing or accounting at a public higher education institution.

Preferred Education and Experience

1. University auditing experience.
2. Experience in EDP auditing.
3. Prepared or assisted in preparing reports to management; conducted or participated in conferences with management.

4. Certified Internal Auditor (CIA) or other auditing certifications.
5. Working knowledge of the International Standards for the Professional Practice of Internal Auditing (Standards) and the Internal Auditors' Code of Ethics.

Additional Eligibility Qualifications

None required for this position.

AAP/EEO Statement

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College 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.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

www.suno.edu



Office of the Chancellor

May 10, 2022

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

Dear Dr. Belton:

I am requesting authorization to appoint Ms. Cartina Singleton as the Director of Admissions and Recruitment at Southern University at New Orleans (SUNO). Her annual salary will be \$70,000 with the start date of May 23, 2022. Ms. Singleton has the necessary knowledge, skills and abilities for this role. She holds a Master's of Arts from SUNO and has accumulated 20 years of experience in enrollment management here at the University. Ms. Singleton has worked in the Registrar's Office and in the Office of Admissions and Recruitment. These positions have provided her with the necessary qualifications to step into the role of Director of Admissions and Recruitment.

While employed within the Registrar's Office, Ms. Singleton processed readmit applications and student documents employing ImageNow software. In addition, she evaluated college transcripts and assisted with identifying, collecting, and documenting all student records and providing logistical support for moving documents from the department through the imaging system. Ms. Singleton is currently employed in the Office of Admissions and Recruitment as the Interim Assistant Director of Admissions and Early Start Coordinator (Dual Enrollment Coordinator). She has also served as a data processing specialist within the Office of Admissions and Recruitment where she assisted with processing and evaluating high school and college transcripts and applications. Her experience also includes recruitment at various high schools and community colleges throughout the state and region.

To date, Ms. Singleton has developed positive relationships with area schools, directors and organizations to collaborate with Southern University at New Orleans. In addition, she has a proven track record of developing collaborative and goal-achieving relationships with colleagues, faculty, staff, students and the community-at-large. In hiring her, she ensures that the Office of Admissions and Recruitment will draw diverse families and that Southern University at New Orleans will continue to enroll promising students and deliver admittance decisions in a manner that is honest, caring and diplomatic.

I feel that Ms. Singleton's credentials make her a perfect match for the Director of Admissions and Recruitment leadership position. Therefore, I am seeking your support and approval of the Board of Supervisors for this recommendation.

With kind regards,

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

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

Approved: _____

A handwritten signature in blue ink that reads "Ray L. Belton".

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

Cartina Singleton

6425 Chestershire Drive, #13•New Orleans, L.A 70126•(504) 610-6503•cartina3718@yahoo.com

OBJECTIVE: To obtain a professional leadership role with over 18 years' experience in college level educational environment. Committed to fostering positive learning atmosphere with forward thinking mentality. Work well in a collaborative team environment and can independently manage diverse objectives.

EDUCATION: Southern University at New Orleans
Criminal Justice, MA, May, 2015

Southern University at New Orleans
Management Information Systems, BS, December, 2011

National Education Center, New Orleans, Louisiana
Medical Assistant, June, 1994

EXPERIENCE:

01/11 to present **Southern University at New Orleans**
Position: Data Processing and Communications Specialist
Duties: Update changes in compliance with the Board of Regents Validation Reports. Perform various duties in support of management, staff, and operations of the Office of Admissions; processes admissions applications; input all applications and documents received and track applications in the computer networking system; review high school records to determine school approval; determines the regional accreditation level of universities for acceptance/denial of transfer credits; maintain records in file room; assist with recruitment: evaluate college and high school student transcripts; review Admissions documents for accuracy and completeness; advise students of status of applications; routine clerical duties as assigned.

10/09 to 10/10 **Southern University at New Orleans**
Position: Records Management Coordinator (Interim)
Duties: Develops and implement College-wide electronic imaging/document management plan; evaluate computing environment including hardware, software, and space requirements; import data from the College administrative system and ensures consistency between the systems; interprets and complies with federal and state regulations regarding electronic storage, retention, preservation, and disposition of College records; tests software and hardware upgrades to prevent loss of functionality; designs and maintains statistical reports, provides training, acts as a liaison and technical resource for electronic imaging processes;

develops, writes, and maintains process standards to ensure quality control; develops goals, objectives, timelines, new workflow processes, implementation roles, and responsibilities, and qualifies work volumes.

12/06 to 10/09

Southern University at New Orleans

Position: Records Management Assistant

Duties: Process forms (electronically) in the Office of the Registrar through the ImageNow system; assist in the Records Management Office in all activities associated with identifying, collecting, documenting, classifying, imaging, securing of files to be stored in the imaging system; primarily scan and index technical electronic capturing of all student records; provide logistical support for moving documents from the department through the imaging system.

10/03 to 12/06

Southern University at New Orleans

Position: Administrative Coordinator I

Duties: Process re-admits applications and update student records in computer; evaluate re-admit students' transcripts; correspond and mail letters of acceptance or rejection to the applicants; input data into the computer for student classification changes.

06/01 to 10/02

MCLNO/University Hospital

Position: Chief Clerk I

Duties: Answer multiple phone lines; maintain, charge, and file patients' charts; schedule clinic appointments for patients; order medical supplies for the unit and place doctors' orders for patients.

9/99 to 9/00

Palmetto Family Dentistry

Position: Receptionist

Duties: Scheduled initial and follow up appointments for patients; billed Medicaid and Insurance Companies for patients' visits; and informed patients of treatment plans.

CAPABILITIES:

- Proven work ethic in various customer service settings
- Experience working with diverse populations
- Well-developed organizational and communicational skills
- Ability to communicate effectively with clients, professionals, and co-workers
- Computer literate in Microsoft Word, Word Perfect, Microsoft Office, ImageNow Software and Microsoft Backup
- Detail oriented, problem solver, ability to work independently and within a team

REFERENCES: Available upon request

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1	M	9	9	2	3
-----------------	---	---	---	---	---	---

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

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

TYPE OF APPOINTMENT:

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

Previous Employee Derrick Warren Reason Left New Position
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date of Employment June 1, 2022

Name Dr. Kendric Stewart SS# xxx-xx- Sex M Race* B
(Last 4 digits only)

Position Title: Director of Alumni Affairs Department: Institutional Advancement

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

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

Years Experience 20+ Southern University Experience _____

Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____
Ph.D-Urban Forestry Southern University and A & M College-BR
MA-Political Science/History Southern University and A & M College-BR
BS-Urban Forestry Southern University and A & M College-BR

Current Employer Stanford Children's Hospital- Menlo Park, CA

Personnel Action

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

Annual Salary \$90,000.00 Salary Budgeted _____ Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly Monthly _____ Faculty

Source of Funds: State Funds Identify Budget: 111005-11158-61002-16000 Action: Alumni Affairs








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 (Current)	Amount

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

	<u>05/10/22</u>		<u>05/10/22</u>
Supervisor	Date	Dean/Unit Head	Date
	<u>5/18/2022</u>		_____
Vice Chancellor	Date	Chancellor	Date
	_____		_____
Director/Personnel	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 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:

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8am-5pm

EMPLOYEE DIRECT SUPERVISOR: Alfred E. Harrell, III

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-3911

NUMBER OF EMPLOYEES SUPERVISED, (if any): Two

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (see receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1-B and J-1 visas, passport, and F-1/3-94/1-20. The latter seven (7) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

✓ posted
01/24/22

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director of Alumni Affairs AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR External Affairs and University Relations
(Department of UNO 8 P 2 23)

- | | | | |
|---|--|---------------------------------------|--|
| <input checked="" type="checkbox"/> Replacement | <input 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).

This position remains vacant and a replacement is needed immediately to continue to fulfill duties as assigned to the Office of External Affairs and University Relations.

Director of Alumni Affairs

The Director of Alumni Affairs is responsible for the planning, implementation and management of programs and projects that strategically engage alumni in strengthening programs and provide tangible benefits to alumni and current students for the Southern University System.

The Director of Alumni Affairs is charged with securing commitments from alumni to provide professional expertise and volunteer service; collaborating with staff in campus offices (including, but not limited to Recruitment and Admissions, Development, Academic Affairs, Student Affairs, and Public Relations) and the five System campuses to create and maintain pathways for alumni participation that advance the goals of the Southern University System; partnering with Development staff to identify, cultivate, solicit and steward alumni giving; and serving as a liaison between the Alumni Federation Executive Board and the academic and administrative leadership.

The Director of Alumni Affairs reports to the Southern University System Vice President for External Affairs and University Relations and is a member of the Advancement team. The Director of Alumni Affairs also serves as the Executive Director of the Southern University Alumni Federation and is an ex-officio member of the Federation's Executive Board.

In the director's capacity as Executive Director of the Federation, he or she shall report to the organization's Executive Board. The director shall work closely with the Federation's President and Executive Board to advance the organization and the university's objectives.

Salary/Range: \$65,000 - \$75,000 Previous Incumbent (if replacement): Derrick Warren

Approved Disapproved *[Signature]* 1-7-22
Department Head Date

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>1M9923</u>	
<u><i>[Signature]</i></u>	<u>1/20/22</u>
Budget Number	<u>11005-1159-4000-14000</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>12840</u>
<u><i>[Signature]</i></u>	<u>1/18/22</u>
Verified By:	Date:

Approved Disapproved _____
Vice Chancellor Date

Approved Disapproved *[Signature]* 1-7-22
Chancellor/Vice President Date

Approved Disapproved *[Signature]* 1/18/22
President Date

An Equal Opportunity Employer

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: 1/7/22 Department: Office of External Affairs and University Relations

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: February 14, 2022 Date position to be filled: ASAP

Position Title: Director of Alumni Affairs Civil Service Pay Level: _____

Salary (annual): _____ or Salary Range: \$ 65,000 to \$ 75,000

Please check all categories that apply to this position:

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

Contact Person: Robyn Merrick Telephone No: 225-771-2000

Contact Email Address: robyn_merrick@sus.edu

Contact e-mail address is for:

Human Resources utilization only posting to VAS website

Brief job description:

The Director of Alumni Affairs is responsible for the planning, implementation and management of programs and projects that strategically engage alumni in strengthening programs and provide tangible benefits to alumni and current students for the Southern University System.

The Director of Alumni Affairs is charged with securing commitments from alumni to provide professional expertise and volunteer service; collaborating with staff in campus offices (including, but not limited to Recruitment and Admissions, Development, Academic Affairs, Student Affairs, and Public Relations) and the five System campuses to create and maintain pathways for alumni participation that advance the goals of the Southern University System; partnering with Development staff to identify, cultivate, solicit and steward alumni giving; and serving as a liaison between the SU Alumni Federation Executive Board and the academic and administrative leadership.

The Director of Alumni Affairs reports to the Southern University System Vice President for External Affairs and University Relations and is a member of the Advancement team. The Director of Alumni Affairs also serves as the Executive Director of the Southern University Alumni Federation and is an ex-officio member of the Federation's Executive Board.

In the director's capacity as Executive Director of the Federation, he or she shall report to the organization's Executive Board. The director shall work closely with the Federation's President and Executive Board to advance the organization and the university's objectives.

Minimal qualifications:

Bachelor's degree (master's preferred), and a minimum of five years of management experience in alumni relations or related area. Strong communication, leadership, problem-solving, strategic thinking, and interpersonal skills. Proficiency in Microsoft Office and a range of technology and membership management systems required.

DR. KENDRIC STEWART

26038 State Highway 441, Holden, LA 70769 • Cell: (225) 771-9507 • kendricstewart@yahoo.com

The accompanying resume should serve to give you an idea, not only of my past achievements, but of my potential for making a significant contribution to your organization. You will find that I am a visionary leader, as exhibited by my career successes.

Having thoroughly reviewed the goals, expectations, professional and present qualification sought, I find that they are in line with my experience, values, and leadership style. I have a proven record of success in reducing cost, reorganizing processes and departments, increasing revenue, and improving operations. My management experience in direction regions and companies has provided me with a strong understanding of business, financial operations, and technology implementations. I have a consistent record of leading highly successful and profitable departments and organizations and have achieved dramatic increase in production and revenue. My skills in strategic planning, operations direction, and program management, together with my background in personnel, management, and business process consulting, have all played a part in my accomplishments. I am adept at formulating and establishing policies and procedures, recruiting, management, administrative personnel, and introducing highly effective business and operational strategies.

My professional career demonstrates my ability to lead very large, complex organizations, while being cognizant of diverse stakeholders. My leadership approach encourages broad participation of varied perspectives centered on facilitating improvement and innovative practices. Throughout my career, I have understood that integrating the views of those tasked with implementing change is critical to effective, efficient strategies, programs, policies and evaluation protocols against explicated outcomes.

You will find that I have provided strategic leadership and direction for various public and external affairs functions and activities that has strengthened organizational goals and objectives. I have superior communications, organizational, and interpersonal skills. I am efficient in facilitating organizational development and change, competency for analyzing recruitment related data and assessing programming activities as part of a strategic enrollment planning initiative. I have the out of the box vision to use innovative technology and social media in the recruitment process, and experience working with diverse populations.

My experience in directing regional and national communication teams has provided me with a strong understanding of the specific issues and needs relating to corporate communications and public relations functions. I have a consistent record of planning, implementing, and leading public, government, and media initiatives, as well as analyzing and resolving a crisis.

As you will garner from my resume, I earned a Bachelor of Science (BS) degree in Urban Forestry/Environmental Science, a Master of Arts (MA) degree in Political Science/Public Policy, and a doctorate degree (Ph.D.) in Urban Forestry from Southern University and A&M College.

My education has focused on IT technology, development, and recruitment. Within my degree I was able to perform analytics, software development and to use the latest and greatest initiatives in the IT world.

My career has progressively moved from entry level to a senior most executive, where I have been accountable for the development, deployment, measurement and oversight for many large-scale technology, and operational projects. More than 10 years of domestic and international management and senior management experience in the areas of Marketing, Business Planning, Sales, Technology, and Implementation. These experiences have afforded me the opportunity to lead, review, construct and establish polices, protocols, and procedures and ensure compliance. Additionally, I have extensive experience in the areas of programmatic and fiscal compliance with laws, regulations, and specific requirements. I have directed externally funded programs including those state and federally funded. Furthermore, I am most familiar with policy and have successful experience collaborating with all stakeholders to assure the maintenance and integrity of empirical data as required for reporting purposes.

In the multiple roles at Stanford, I have provided strategic leadership in creation and implementation of communication programs to ensure positive and productive relationships with the media, government officials, community leaders and organizations. Specifically, I have served as the principal and strategic communication advisor to the company's Chief Information Security Officer, along with Senior Leadership on policies and positions and the development, dissemination, and evaluation of those policies and procedures to enhance relations with external stakeholders and governmental bodies.

I have focused on two essential tasks: motivate talented and committed individuals in a principled manner and to help the company become more efficient and effective. I have led by asking the right questions and listening to people with whom I may not agree, by assembling a diverse team, mentoring subordinates, and managing the consequences of decisions. Those who work with me know that attributes such as honesty, trust, forthrightness, optimism, and transparency in decision making is key in my managing style.

Thank you for your time and consideration.

Sincerely

Kendric D. Stewart, Ph.D.

KENDRIC STEWART, PH.D.

26038 state highway 441, Holden, LA 70744 • Cell: (225) 771-9507 • kendricstewart@yahoo.com

WORK EXPERIENCE

Stanford Childrens Hospital

Menlo Park, CA
October 2020- Present

Director Security Operation

- Infrastructure (solutions, network connectivity and/or services) to identify security risks
- Ensures proper change management and oversight of changes to security controls (including detection and encryption tools) and solutions.
- Creates detailed reports on incidents within the enterprise to include trends, remediation steps taken, and feedback on how to prevent future incidents.
- Manages and oversees the efforts of the outsourced SOC
- Effectively builds and manages the budget for Security Operations
- Measures and reports on operational effectiveness and efficiency; set goals and measure performance
- Leads complex information security projects through to successful completion

Stanford Childrens Hospital

Menlo Park, CA
October 2019- Present

Manager Identity Access Management/Project Management

- Performed gap analysis to determine key risk factors, developed action plans, and implemented necessary enhancements to remediate issues concerning access management.
- Demonstrate the capabilities in understand the clients' business environment and map the requirements into IAM solutions and proactively suggest alternatives as and when required.
- Collaborate with various departments and Business Owners to accomplish the IAM Roadmap which included upgrades to the IAM program and systems, including RBAC, automated provisioning, de-provisioning, certification, and reporting
- Experienced with project management methodologies such as Agile and waterfall.
- Management of technical product management functions including business requirements elaboration, systems, and process flow analysis, meeting critical milestones and deliverables that are time and scope boxed
- Worked using Sailpoint, Active Directory, Service Now, Ping, Box, and other security applications.

Blue Cross Blue Shield of Louisiana

Baton Rouge, LA
August 2016- October 2019

Manager Identity Access Management/Project Management

- Responsible for aligning IT Operations vision with business strategy by integrating company processes with the appropriate technologies and for all aspects of developing and implementing IT Operations initiatives within the organization. Responsible for developing strategy for and for overseeing telecommunications, operations support, data center operations and technical support services.
- Led a highly visible \$20M cybersecurity program containing 20+ strategic global network security projects sponsored by the Board of Directors and IT Cyber Security.
- Played instrumental role as PMO leader and project portfolio manager. Effectively managed 12+ member teams of project managers in driving all aspects of project portfolio health, portfolio reporting, roadmaps, managing risks, issues and financials, and Go-to-Green plans and procedures.
- Translates security design based on business requirements into functional processes while maintaining controls set forth by Information Security.
- Manage all delegated access for external vendors. Work with the Provider community dealing with enrollment.
- Work in collaboration with the Director of Provider Enrollment to ensure compliance with SG/CClient provider enrollment requirements.
- Manage financial analysis and building financial models experience, including management of senior staff

Director of Identity Access (Financial)

August 2014-August 2016

- Directed technical staffs who configure systems and applications, as well as design, develop, and implement software and application solutions for Care Management and Clinical Affairs that integrate with other organizational systems and applications.
- Responsible for strategic direction and overall governance, as well as technical operations support, of the Jiva transaction engine supporting the Consumer Direct and Mid-sized group strategic business units.
- Developed implements, maintains and directs an effective compliance review program to detect, prevent and resolve issues that fail to meet federal and state regulations, and mandates.

- Evaluated and tested applications and software development procedures. Ensured programs functions according to user requirements and established guidelines. Authored and revised quality standards and test programs.
- Carried out total redesign of business plan, targeting C2C sites directly. Developed and introduced strategic plan to market services to C2C sites led large-scale consulting projects involving B2B solutions, data warehousing, and wireless technologies. Developed strategies and architecture, and performed proposal preparation, construction, and partner technology evaluations.

Sr. Process Engineer

February 2013-August 2014

- Discovering, validating, and documenting BCBSLA value streams, high-level enterprise capabilities, and value stream behaviors and supporting activities.
- Collaborating across multi-function teams and personnel to obtain clarity of content and purpose regarding the impact of technology and the business areas.
- To assist assigned clients with development of initial and/or final business case proposals for submission to the appropriate review and approval authority and to lead development of business requirements for assigned corporate projects.
- Proposal development includes the project scope definition, objectives, and estimated resource requirements, costs, benefits, and timelines.
- Defines and documents policies and processes and practices related to Business Architecture responsibilities.
- Performs project manager duties when supplemental project support is required. Individual functions independently within limited guidelines under broad supervision.
- Secondary responsibilities include planning and managing all phases of small to moderate size projects using BCBSLA's adopted project management processes and procedures to meet organizational and/or departmental goals and project specific time and quality goals.

Louisiana Citizens

New Orleans, LA

Director Identity Access Management

March 2012-March 2013

- Created and established new strategic customer-centric conceptual model. Rationalized consumer lending sites, redesigned major business processes, and implemented new technology platform that linked internal systems to Internet. Introduced new front and back-office processes to enhance customer service.
- Formulated market entry strategy and business case for major client services firm, to support development of permanent practice in new market. Defined market is potential, targeted customers, and mapped client's expertise in relation to market needs. Performed competitor analyses. Prepared multiple market entry alternatives with individual cost and return estimates.
- Manage financial analysis and building financial models experience, including management of senior staff.
- Identified business and technology needs required for implementation of enterprise technology solution. Coordinated efforts of technical teams and ensured testing complete and all requirements met.
- Assisted sales teams with client acquisition and conducted major presentations personally. Worked closely with clients to determine requirements and provide information on products and services.
- Deployed automated patch management tools and software update tools for operating system and software/applications on all systems for which such tools are available and safe.

Stanley Moran-Smith Barney

New York, New York

Sr. Project Management

October 2011- March 2012

- Facilitated systems training to Front Line Staff, Financial Advisors, Personal Bankers, and managers. Participated in weekly management routines and escalate issues and trends
- Facilitated merger acquisition training to over 6,000 employees. Delivered Virtual Training via LiveMeeting and Instructor Led Training. Training audience included existing and new hire mortgage fulfillment personnel
- Personally, coach non-performers on 1-on-1 level; partner with managers to determine desired employee goals; conduct role playing techniques to pinpoint weaknesses and strengths
- Facilitated recruitment, hiring, training, and employee orientation. Maintained new hire and termination records, conducted exit interviews, and supervised employee relations and recognition programs
- Analyze user requirements and issues, develop solutions involving automation of processing

Wells Fargo Bank

Des Moines, IA

Director, Business Development

September 2008 – October 2011

Dr. Kendrick Stewart

Page 2

- Designed and implemented all sales and business development strategies for this start up venture that specializes in providing online dispute resolution services for Internet-based B2B and C2C transactions.
- Carried out total redesign of business plan, targeting C2C sites directly. Developed and introduced strategic plan to market services to C2C sites such as eBay, PayPal, and over one dozen others.
- Initiated channel relationships such as website integration, electronic and print marketing backend technical integration, training, and on-going relationship management.
- Identified business and technology needs required for implementation of enterprise technology solution. Coordinated efforts of technical teams and ensured testing complete and all requirements met.
- Oversaw all business development, account management, online marketing, sales, and sales support.
- Hired, trained, and supervised sales, viral marketing, channel management teams. Managed P&L and budgets

State of Louisiana
Appeals Analyst

Baton Rouge, LA
 February 2007- August 2010

- Verify all Homeowners', Flood and FEMA insurance proceeds and identify duplicate payments according to federal policies
- Provide an analysis of insurance proceeds for all applicants to determine duplication of benefits according to federal policies
- Obtain and communicate with Insurance Companies, Attorneys and Applicants.
- Processed procurements for HUD requirements for eligibility of funding prior to award; processed policies based around best value and socioeconomic status
- Focused on training, researching and resolving multiple issues-Additional Compensation Grants, Reviewing Appraisals, Insurance, Estimated cost of Damage

U.S. Army
IT Security

Schofield Barracks, HI
 June 2000 - March 2007

- Managed domestic and international infrastructure, including LAN/WAN, telecommunications, and business applications. Reviewed and implemented new technologies. Designed, established, and maintained WAN.
- Designed, implemented, and maintained security controls in alignment with the Army's risk policy and tolerance levels to support objectives.
- Provide documentation and training to ensure security controls are effectively performed Developed communication plans for leadership abroad
- Lead 500+ staff members, managed reporting for unit during garrison and wartime.
- Evaluate new technologies and recommend extension, expansion, and update of technology standards, practices, and methodologies

EDUCATION

Ph.D. Southern University and A & M College
Urban Forestry
 Concentration: IT/Environmental Policy using GIS and statistical analysis

MA Southern University and A & M College
Political Science/History
 Concentration: IT/Environmental Policy using SPSS, R, SAS, and other analytical tools

BS Southern University and A & M College
Urban Forestry

PROFESSIONAL CERTIFICATIONS

- ITIL Framework Certified
- Lean Six Sigma Green Belt
- Agile Methodologies

Dr. Kendric Stewart

Page 3

- STEM Analytics
- Business Architecture Certified

INDUSTRIES SERVED

- Healthcare
- Federal Government
- Financial Services
- University
- Manufacturing
- State Government



"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

April 27, 2022

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

Re: Request for SU Board to Waive the Search for a Vice Chancellor for Institutional Advancement and External Relations

Dear President Belton:

This correspondence is to request your approval, and the approval of the Southern University Board of Supervisors to waive the search for the position of Vice Chancellor of Institutional Advancement and External Relations in the Southern University Agricultural, Research, and Extension center (SUAREC). For greater efficiencies and operations with the SU Ag Center in the areas of fundraising and development, communications, government and community relations, and marketing, a permanent, experienced individual is required for this critical position. Dr. Katara Allen Williams is my choice and preferred candidate.

Dr. Williams is currently serving as the Chief of Staff and Executive Director for Strategic initiatives for the Southern University and A & M College System. Dr. Williams has over 20 years of experience in the areas of public relations and policy, administration leadership, management and engagement of internal and external stakeholders, strategic planning, legislative matters, and crisis management. In addition, she holds degrees in mass communication, and a doctorate in public policy, all of which are pertinent to this position.

Dr. Katara Williams is the most qualified person for the position of Vice Chancellor for Institutional Advancement and External Relations. As aforementioned, she will bring over 20 years of experience, the necessary skill sets, and a wealth of knowledge to the Southern University Ag Center and the College of Ag.

If you have any questions or need additional information, please do not hesitate to contact me. Thank you in advance for your consideration.

Sincerely,

Orlando F. McMeans, PhD
Chancellor-Dean

Approved  _____

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

CAMPUS: SUS SURR SULAC SUAREC SUNO SUSLA

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

Academic Non-Academic Civil Service
 Yearprovary 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 _____ Salary Pktd _____

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
 Effective Date July 1, 2022

Name Katrina Allen Williams SSN XXX-XX- Sex Female Race* AA
(*S number)

Position Title: Vice Chancellor of Institutional Advancement and External Relations Department: SUAREC

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

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

Years Experience 20+ Years Southern University Experience 13 Years

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS-Mass Communication</u>	<u>Southern University, Baton Rouge, LA</u>	<u>1999</u>
	<u>MS-Mass Communication</u>	<u>Southern University, Baton Rouge, LA</u>	<u>2005</u>
	<u>PhD-Public Policy-Education Policy</u>	<u>Southern University, Baton Rouge, LA</u>	<u>2011</u>

Current Employer Southern University

Personnel Action

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

Recommended Salary \$150,800 Salary Budgeted \$150,800

Source of Funds Research and State Funds

Identify Budget: 611001 61210 66000 - 590,480 Location _____
622305 62065 63000 - 560,320

Form Code: _____ Page _____ Item # _____

Change of: _____

Position Chief of Staff and Executive Director for Strategic Initiatives From To Vice Chancellor of Institutional Advancement and External Relations

Status Full-time Full-Time

Salary \$150,800 \$150,800

Adjustment _____

Financial Aid signature (if applicable):

List total funds currently pktd to this employee by Southern University:

Source of Funds	Amount
<u>111001 11151 16000</u>	<u>\$150,800</u>

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

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

Supervisor [Signature] Date _____
 Dean/Alt Head [Signature] Date _____
 Vice Chancellor [Signature] Date _____
 Chancellor [Signature] Date _____
 Director of Finance [Signature] Date _____
 Vice President/Finance [Signature] Date _____
 Business Affairs/Comptroller _____
 President _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

BCD
4/27/2022

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Monday - Friday / 8:00 am - 5 pm

EMPLOYEE DIRECT SUPERVISOR: Dr. Orlando F. McMeans

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-4310

NUMBER OF EMPLOYERS SUPERVISED, (if any): N/A

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by 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, a Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

The United States Citizen/Certificate of Naturalization
Resident Alien
H-1 Visa (Distinguished Merit & Ability)
J-1 Visa (Exchange Visitor Program)
F-1 Visa (Student Emp. FT Student at S.U.)
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY SYSTEM
I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement in accordance with federal, state, local, and university policies.
CODE Allowability/Compliance Verified/Encumbered/Funds Available
RA Doc. I.D. #:
By: ABD Date: 4/26/2022
Expiration Date: 6/30/2022
FO

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fact/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 Vice-Chancellor of Institutional Advancement and External Relations AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern Agricultural, Research and Extension Center
 (Department or Unit)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Replacement | <input checked="" type="checkbox"/> New Position | <input checked="" type="checkbox"/> Unclassified | Source of Funds |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty | <input 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 Vice Chancellor for Institutional Advancement and External Relations will serve as the chief external relations officer providing leadership in fundraising and development, communications, government and community relations, and marketing. Responsibilities include, but aren't limited to, providing leadership and oversight on strategy development to reach, influence, and collaborate with the university's internal and external stakeholders; supervising units within the respective portfolio; and representing the SU Ag Center and SU College of Agricultural, Family and Consumer Sciences throughout the state and nation to advance the Ag Center and college's mission, vision, and strategic initiatives.

Salary/Range: \$150800 Previous Unit (if replacement): _____

Approved Disapproved _____
 Department Head Date

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>B. Gambel-Dillard</u> Signature	<u>5/17/2022</u> Date
Budget Number	611001 61210 66000-\$90,480 622305 62065 63000-\$60,320

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>65092</u>
<u>Michelle Williams</u> Verified By:	<u>05/17/22</u> Date:

Approved Disapproved _____
 Vice Chancellor Date

Approved Disapproved _____
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

BGD
5/17/2022



Katara Allen Williams, Ph.D.

Innovator. Mobilizer. **Visionary.**

7060 Rue Papillon |
Zachary, LA 70791 |
kataraawilliams@gmail.com

Katara Allen Williams, Ph.D.

kataraawilliams@gmail.com
225.205.0606

> PROFILE

innovator. Mobilizer. Visionary.

Senior leader with more than twenty years of professional experience in public and external affairs, strategic planning, communications, and administration. Highly adept in project management, creating and managing public relations campaigns, executing optimal stakeholder engagement and legislative strategy. Profound understanding of the various facets of media relations, marketing and advertising, along with grant management. Additional areas of expertise include public speaking, crisis management, training and leadership development, diversity and inclusion, along with policy implementation and analysis. Outstanding leadership and business acumen coupled with strong oral and written presentation skills.

EDUCATION

Ph.D.

Southern University and A & M College
Public Policy
Concentration: Education Policy
May 2011

May 2011

MA

Southern University and A & M College
Mass Communication
Concentration: Public Relations

December 2005

BA

Southern University and A & M College
Mass Communication

July 1999

> RESEARCH EXPERIENCE

Research, The Effect of Knowledge Management and Motivation on Organizational Performance: A Case of Techiman Municipal Assembly, Ghana

2018

Dissertation, Southern University and A & M College
Advisor: James S. Larson, Ph.D.

Assessing the Impact of Governing Boards for Louisiana Public Institutions of Higher Learning Regarding Policy and Governance

2011

Research, Southern University and A & M College
Multiple Streams Theory and Political Policy:

An examination of Mass Media Coverage during the 2008 Presidential Election

2009

Research, Southern University and A & M College
Mass Media – Affecting Perceptions and Shaping Policy

2008

PROFESSIONAL EXPERIENCE

- January 2018 - Present** **Southern University and A&M College System**
Chief of Staff and Executive Director for Strategic Initiatives
- Serves as the key advisor to the President;
 - Chief Diversity Officer for the System;
 - System COVID-19 Task Force Manager;
 - Director of student leadership programs on behalf of the President;
 - Oversees university operations for the Office of the President;
 - Provide coordination and oversight in the development of defined core initiatives for the President's Office;
 - Represents the President and the university to the external community;
 - Helps to facilitate strategic management processes, provides expertise for legislative initiatives that are critical to meeting the institutions strategic planning goals;
 - Responsible for interacting with colleagues across the System to ensure Institutional alignment and synergy;
 - Liaison to the Board of Supervisors on key executive matters as delegated by the President. Works in collaboration with administration liaison to the board;
 - Analyzes policy issues, and identifies System-wide impacts on issues impacting the university;
 - Assists the President with correspondence which may be confidential or sensitive in nature;
 - Builds and facilitates relationships as a resource for the President;
 - Serves as the point of contact for key constituents and stakeholders to resolve complex issues and help move forward strategic priorities;
 - Leads and participates in key meetings with faculty, legislators and other critical stakeholders;
 - Represents the President during meetings and discussions and aiding in critical decision making and executing strategies which advance the university;
 - Assists constituencies on critical issues;
 - Writes and delivers policy briefs, speeches and presentations locally and nationally on behalf of the university;
 - Assists in all aspects of the day-to-day operation and functionality of the flagship campus; and
 - Handles and directs special projects and initiatives as assigned by the President.

- August 2016 - January 2018** **Louisiana Highway Safety Commission**
Executive Director/State of Louisiana
- Appointed by the Governor to direct traffic safety for the state of Louisiana through education, outreach and enforcement.

- November 2012 - August 2016** **Louisiana Board of Regents**
Associate Commissioner of Public Affairs/Advisor to the Council of Student Body Presidents
- Served as the official spokesperson for the State of Louisiana Board of Regents;
 - Provided leadership and coordination in areas of public relations and legislative affairs to all public university systems in Louisiana. This includes the development of visual tools and messaging, management of communication campaigns, capacity-building workshops, stakeholder and student engagement, strategy and advocacy for higher education issues;
 - Facilitated Trainings for Louisiana Higher Education students/leaders;
 - Managed and directed media plans and budgets for TV, radio, web and print;

- Redesigned website; providing creative direction for all communications/advertising utilized for stakeholder engagement;
- Co-advisor for the Council of Student Body Presidents providing assistance in leadership development, strategic communication, policy development and legislative outreach; and
- Spokesperson for Louisiana public higher education and directed messaging/strategy.

November 2011 - November 2012

Louisiana Department of Education

Manager of Stakeholder Relations

- Developed public messaging in the form of talking points, speeches, and presentations for education reform pertaining to new teacher evaluation policy;
- Liaison between stakeholders and LDOE;
- Assisted with policy implementation of Act 54 education policy;
- Responded to requests for information and provide training for HCO staff on protocols related to media or public requests for information;
- Managed communications strategy relating to educator effectiveness reforms, specifically with respect to development of implementation of COMPASS;
- Researched effective communications and engagement strategies used in other states and/or districts embarking on aggressive education reforms and apply lessons learned to Louisiana's strategy;
- Coordinated communications efforts with other LDOE offices.
- Ensured integration of technology into communications strategy, including overseeing updates to the Act 54 website;
- Designed and delivered presentations/ trainings to districts across the state;
- Facilitated meetings with district staff to promote educator effectiveness reforms;
- Collaborated closely with LDOE leaders to provide opportunities for stakeholder input in the development, testing, and implementation phases of COMPASS; and
- Collected and presented stakeholder feedback to HCO leadership and make recommendations regarding the appropriate LDOE response.

October 2006 – November 2011

Southern University A & M College System

Director of Media Relations

- Coordinated national and regional publicity efforts through mass media;
- Served as spokesperson for the System Office, regularly providing media responses on behalf of the President;
- Planned, organized, and managed public relations initiatives in coordination with the strategic plan (press releases, media advisories, etc.);
- Coordinated media appearances/placement for events;
- Researched and determined news stories and trends supporting the University's mission and core values, pitching and obtaining targeted media placements;
- Managed event publicity and crisis communication;
- Producer and Host of System-wide University Radio Show;
- Managed a variety of special projects for the President;
- Served as a member of the Legislative Team /assisted with the coordination of legislative events.
- Established relationships with key media outlets;
- Produced presentations, publications, and audiovisual productions;
- Served as a member of the President's Executive Cabinet, providing input on administrative decisions and processes;
- Served as a member of the System Strategic Planning Team;
- Managed System website content;
- Composed speeches and presentations for the President and
- Coordinated press conferences for the President and SU System administration.

October 2002 - October 2006 **Southern University Agricultural Research & Extension Center**
Public Relations Specialist / Executive Assistant to the Chancellor

- Managed all communications activities and Center events;
- Served as the spokesperson for the Ag Center;
- Developed press notices, PSAs, articles, television and radio spots, and speeches;
- Assisted with the "branding process," for the Center;
- Assisted in editing and providing support/content for the Center's newsletters, newspapers, or bulletins;
- Presented at conferences and trainings relative to communications best practices;
- Assisted and provided support for the production of electronic communications, such as the Center's website and video production;
- Worked with technology staff on presentations, publications, and audiovisual productions. Photographed events;
- Managed the day-to-day activities of the office support staff, to include management and training, scheduling and prioritizing work assignments, and implementation of effective operating policies, procedures, and systems;
- Served as the primary point of initial contact for internal and external constituencies on all matters pertaining to the Chancellor;
- Represented the Chancellor, as appropriate, in communicating with internal and external constituents;
- Independently researched, prioritized, and followed up on multiple incoming issues and concerns addressed to the Chancellor, including those of a sensitive and/or confidential nature;
- Managed a variety of special projects for the Chancellor;
- Assisted in coordinating conferences, workshops, and public hearings; and
- Produced and hosted SU Ag Center's public affairs television show.

June 2001 - October 2002 **LSU System-Pennington Biomedical Research Center**
Recruiter / Outreach Coordinator

- Recruited subjects for nutritional research;
- Provided training for study participants;
- Served as a spokesperson for various clinical trials;
- Implemented strategies to promote community outreach (speaker for various community events and state agencies);
- Constructed newsletters and promotional items for program participants; and
- Conducted interviews/media appearances for the promotion of various clinical trials.

August 1999 - May 2001

Port Allen High School

English / Journalism Instructor

- Instructor of English I, II, III and Business English Classes;
- Homecoming and Beta Club Sponsor; and
- Publications Instructor and Yearbook editor.

May 1999 - July 1999

WAFB Channel 9

News Production Assistant

- Performed Teleprompter and studio camera operation while providing production assistance.

February 1999 - July 1999

Citywide Broadcasting

Community Affairs Liaison

- Producer of Community Related Talk Shows;
- Constructed and Aired Public Service Announcements; and
- Liaison between Community Businesses and Radio Stations.

July 1998 – July 1999

Citadel Broadcasting/KQXL 106.5

Air Personality

- Host of weekend music programming; and
- Assisted with various community events and activities, including remote broadcasts.

December 1998 - May 1999

Louisiana State Senate

Public Relations Assistant

- Assisted with Public Relations functions for the Louisiana State Senate.

► PROFESSIONAL AFFILIATIONS

- Louisiana Diversity Officers for Higher Education – Board of Directors and Executive Committee
- Louisiana COVID-19 Health Equity Task Force- Member and Governor's Appointee
- 2019 Millennium Leadership Institute Fellow- American Association of State Colleges and Universities
- Learn4Life – National Board Member
- YMCA Baranco Clark – Former Board of Directors
- Southern University 1880 Society
- 2016 American Council on Education (ACE)- Aspiring Leaders Fellow
- 2016 Southern University Public Policy Dean's Award
- 2015 Graduate - Higher Education Leadership Foundation (HELFF) – Alpha Cohort
- 2014 Graduate - Council for a Better Louisiana (CABL) Leadership Louisiana
- 2011 Graduate - Leadership Baton Rouge – Baton Rouge Area Chamber (BRAC)
- Recovery School District – Baton Rouge Achievement Zone Advisory Board
- East Baton Rouge Academic Honors' Planning Board
- Louisiana Public Broadcasting– Former Board of Directors
- Greater Baton Rouge Association of Realtors
- YWCA of Greater Baton Rouge- Former Board Member
- North Baton Rouge Women's Help Center- Former Board Member/Vice-President
- Baton Rouge Ballet Theater – Former Board of Trustees
- Greater Baton Rouge Advertising Federation – Former Board of Directors
- Alpha Kappa Alpha Sorority, Inc.
- Kappa Delta Phi Educational Honorary Society
- Southern University Alumni Federation

► TEACHING EXPERIENCE

- Higher Education- Southern University and A&M College- Baton Rouge- Adjunct Professor - Public Administration – Political Leadership / Political Philosophy and Philanthropy
- Higher Education- Lone Star Community College System- Adjunct Professor
- Higher Education- University of Phoenix – Adjunct Professor
Speech and Communications
- K-12 – West Baton Rouge Parish School System - Instructor
English and Business Education

► REFERENCES

Dr. Ray L. Belton

President

Southern University and A&M College System

(318) 617-2697

ray_belton@sus.edu

Dr. Vladimir Appeaning

Interim Chancellor

Southern University at Shreveport

(225) 931-2433

appeaning@sus.edu

Representative Jason W. Hughes

Louisiana

State Representative

(504) 914-0844

jhughes@legis.la.gov

**Vice Chancellor for Institutional Advancement and External Relations
Southern University Ag Center and the
College of Agricultural, Family and Consumer Sciences**

Reporting directly to the Chancellor-Dean and working in concert with all Vice Chancellors, the Vice Chancellor for Institutional Advancement and External Relations serves as the chief external relations officer providing leadership in fundraising and development, communications, government and community relations, and marketing. Responsibilities include, but aren't limited to, providing leadership and oversight on strategy development to reach, influence and collaborate with the university's internal and external stakeholders; supervising the units within the respective portfolio; and representing the SU Ag Center and SU College of Agricultural, Family and Consumer Sciences throughout the state and nation to advance the Ag Center and College's mission, vision and strategic initiatives.

In addition, the Vice Chancellor for Institutional Advancement and External Relations will:

- **Oversee the following units: Federal and State Governmental Relations; Communications and Information Technology; Marketing and Public Relations; Constituent Engagement; and Fundraising and Development.**
- **Develop and implement an integrated communications strategy across marketing communications, digital communications, executive communications, internal communications, and media relations.**
- **Advise the Chancellor and the executive team on best practices to favorably influence the SU Ag Center and CAFCS image within the system, the State and nationally.**
- **Serve as a senior advisor to the Chancellor-Dean on a wide range of issues, including long-range planning, development and implementation of programs designed to enhance understanding of the University among public and private constituencies.**
- **Develop, integrate and execute successful public relations, governmental relations and media relations strategies which support the research, education and public service missions of the SU Ag Center and CAFCS.**
- **Monitor issues and areas which affect higher educational institutions and oversee teams that monitor and advocate for state and federal legislative proposals which may impact the University.**

- Establish overall strategy for advocacy on the SU Ag Center's State and Federal funding and other priority issues, creating and leveraging partnerships and collaboration opportunities on behalf of the Center, involving faculty, researchers, Extension personnel and other internal resources, as well as alumni and CAFCS.
- Work with the Ag Center's executive leaders to cultivate and strengthen relationships with state and federal government legislators, agencies, alumni, donors and external audiences, especially as it relates to critical areas such as the university's land-grant status and medical marijuana research and innovation.
- Oversee and manage a robust issues management operation; establish processes and procedures that will enable "early warning" of potential crisis and other issues that could impact the SU Ag Center and CAFCS and establish strategies to mitigate reputational damage.
- Develop strategies for addressing crisis and other issues management; and build best practices to ensure consistent approach for managing media events, including proactive and reactive media relations. Serve as a senior advisor to the Chancellor on crises and work with the senior leadership team to manage them.
- Oversee the management of the SU Ag Center and CAFCS brands and direct large-scale marketing campaigns to build public awareness of and support for SU Ag Center's value and its impact on the lives of people in Louisiana and beyond.
- Monitor issues and areas which affect higher educational institutions and oversee teams that monitor and advocate for state and federal legislative proposals which may impact the University.
- Establish overall strategy for advocacy on the SU Ag Center's State and Federal funding and other priority issues, creating and leveraging partnerships and collaboration opportunities on behalf of the Center, involving faculty, researchers, Extension personnel and other internal resources, as well as alumni and CAFCS.
- Serve as a key partner and influencer, in concert with the SU Ag Center's Advancement Officer, on philanthropic efforts and programs.
- Develop, maintain, and enhance collaborative strategic relationships with key external relations and communications throughout the Southern University System as well as with administrative and academic leadership throughout the that enables establishing robust, coordinated external relations and communications strategies that effectively support the various constituencies across the university system at the campuses, academic health centers, and national laboratories.

- Cultivate, champion, embody, embrace and support diversity, equity, inclusion and a sense of belonging, demonstrate empathy and respect for all people inclusive of differences and promote fairness and equity.

Qualifications

- Demonstrated expertise and experience in external relations and/or communications serving as a successful spokesperson for a large, complex and high-profile organization communicating executive initiatives and decisions.
- Demonstrated success developing, integrating and executing public relations, governmental relations and media relations strategies.
- Proven track record as a relationship manager who effectively leads crisis management and communications that successfully mitigates reputational damage.
- Demonstrated experience successfully advising executive leadership on communication-related issues, and navigating multiple internal and external constituencies in support of organization's reputational themes.
- Demonstrated ability to think strategically and serve as a thought partner to executive leaders, assess short-term and long-term business challenges, identify opportunities, and recommend strategies to accomplish organizational objectives.
- Demonstrated exceptional interpersonal and relationship management skills to develop collaborative and productive partnerships, and act as a team player in all circumstances by contributing to the successful outcome of initiatives, accountabilities, and operations of others.
- Demonstrated ability to effectively lead in a diverse, mission-driven environment with a variety of different constituencies.
- Proven track record as an inclusive and forward-looking leader; proven team building and people management experience leading a diverse functional team in a matrixed organizational structure with local and remote teams.
- Expert written, verbal, and presentation skills; including the ability to communicate clearly, logically, persuasively, and with appropriate sensitivity while maintaining trust and strong working relationships with internal and external stakeholders.
- Outstanding judgement, impeccable integrity; a transparent and honest style that embodies the University's values.

- Enthusiasm for challenges and a strong desire to ensure a high level of excellence in achieving the University's legislative and communications priorities.

Education

An earned baccalaureate and Master's degree is required. Ph.D. is preferred.



SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF VICE CHANCELLOR FOR STUDENT AFFAIRS

May 3, 2022

Dr. Ray Belton, President/Chancellor
Southern University and A&M College
Baton Rouge, LA 70813

Dr. Belton,

This letter comes as a request for an increase in salary for Dr. Greta Wilkes, Director of the Health Center. We are privileged at Southern to have a full-time medical doctor on site. This sets us apart from many colleges and universities – particularly among the historically Black institutions. Dr. Wilkes' responsibilities have increased substantially over the past two years and that new level of activity will continue.

As the nation transitions from the Covid-19 pandemic to an endemic phase, healthcare delivery must evolve to meet the required accommodations. Students will require ongoing services due to the unique settings of a collegiate environment. The Student Health Center will continue to be at the forefront of this delivery while continuing to provide preventive services and manage acute and chronic illnesses. In order to maintain the established level of service, additional technology is now in place at the Center. Training and implementation of new technology for testing and diagnosis of Covid-19 and other infections has occurred under the leadership of Dr. Wilkes. In addition, her interactions with Human Resources, Academic Affairs and other divisions of the University have expanded. This includes consistent briefings and communication with local, state, and federal healthcare officials to maintain current vaccine, medications, diagnostic tools, and implementation of updated student protocols for the Southern University campus.

It is important that we maintain the level of care that is expected at Southern. Dr. Wilkes maintains this and constantly seeks new innovations to assure that our student body has the highest level of health care. I am requesting an increase for Dr. Wilkes. Her current salary is \$122, 545.00. I am requesting a total salary of \$135,000.00. This number still represents a substantial discount for us based on the salaries that persons in her position often earn. The funds for the increase are allocated in the Health Center budget. I am requesting that this increase go into effect as of July 1, 2022. Thank you for your consideration of this request.

Respectfully,

Handwritten signature of F. Carl Walton in blue ink.

F. Carl Walton, Ph.D.
Vice Chancellor for Student Affairs

Handwritten signature of Dr. Bijoy Sahoo in blue ink.

Dr. Bijoy Sahoo, Executive Vice Chancellor

Handwritten signature of Dr. Ray Belton in blue ink.

Dr. Ray Belton, President/Chancellor

Handwritten signature of Mr. Ben Pugh in blue ink.

Mr. Ben Pugh, Vice Chancellor for Finance and Administration

POS CLASS				
EMP CLASS				
HI		RT		LV

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) ___

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

Previous Employee ___ Reason Left ___
 Date Left ___ Salary Paid ___

Profile of Person Recommended

Length of Employment June 30, 2014 To Current
 Effective Date of Employment May 1, 2022

Name Greta Wilks SS# U01527057 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Student Health Department: Division of Student Affairs

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

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

Years Experience 31 Southern University Experience 15

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

Current Employer ___

Personnel Action

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

Annual Salary \$ 135,000 Salary Budgeted \$135,000 Hourly Rate, if applicable: ___

Pay Cycle: ___ Biweekly X Monthly ___ Faculty ___

Source of Funds: 216060-27401-29000 Identify Budget: ___ Location: Division of Student Affairs

Change of:

Position: Director of Student Health From Director of Student Health To

Status: ___

Salary Adjustment: \$120,000 \$135,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
216060-27401-29000	135,000

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

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

J. Carl Wilks 5-19-22 [Signature] 5
 Supervisor Date Dean/Unit Head Date
J. Carl Wilks 5-19-22 [Signature] C'19
 Vice Chancellor Date Chancellor Date
[Signature] 5-19-22 [Signature] McCon
 Director/Personnel Date Vice President/Finance Date
 Business Affairs/Comptroller
[Signature] Date President Date Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: F. Carl Walton

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2505

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertisement) (applicable)
- Application for Employment Form-Admin/Fac/Uni. Positions (Civil Service Application for Classified employees)
- Reference Check Form (reference check performed by HR)
- Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
- Criminal/Background Check Process (forms completed by employee submitted to State Police)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment Form (completed by hiring supervisor)
- Proposed Employee Clearance Form (completed by hiring supervisor)
- Letter of Justification for Restricted/ Job Appointment (Data NC, Data 6 & appointments)
- Citizenship/Visa Status Verified, I-20/I-94 provided (applicable)

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM
MAY 19 2022
Contingent upon availability of funds
 F123



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of Academic Affairs – DXC Technologies Project

T.H. Harris Hall Annex – Room 155
Baton Rouge, LA 70813
Phone: (225) 771-2383

March 31, 2022

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

RE: One –year Salary Adjustment for Constance Woods

Dear Dr. Belton:

The educational partnership between the LED FastStart program and the Southern University System was initiated in 2018 to support the staffing of the DXC Technology New Orleans headquarters office and to increase technology courses offered throughout the SU System. The grant partnership has grown, and a new technology hub has been created through the SULC Continuing Education department called LAABSET which has provided over ten certification courses over the past year.

To achieve the goals of the grant on our SUNO campus, Constance Woods has taken on additional responsibility for

- academic advising in the College of Business Administration
• coordinating professional development training in-person and virtually
• serving as a teaching assistant for 4 technical courses/year offered through the LAABSET initiative (AWS Cloud Practitioner, Cyber Security, Artificial Intelligence and Data Science)
• coordinating vendor relationship and course delivery for Amazon Web Services (AWS)

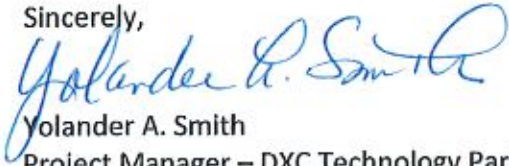
The duties performed have been in addition to her primary job responsibilities and will increase as the number of course offerings increase. I am requesting a one-year salary adjustment for Constance Woods to compensate her for the additional responsibilities, to incorporate her current overloads into her regular salary and to cover upcoming course teaching assistant responsibilities. The proposed adjustment is outlined below:

Table with 6 columns: Name, Title, Base, Current Overloads, Additional Course Compensation, Total Salary Adjustment. Row 1: Constance Woods, Student Success Specialist, \$ 48,204, \$ 10,000, \$4,000, \$ 62,204

The LED/DXC Grant ends in July of 2023. If the funding is renewed in subsequent years, I will seek permission in those subsequent years to renew the salary adjustments for those years.

I respectfully ask that the requested one-year salary adjustments be presented for approval to the Southern University Board of Supervisors at its May 2022, meeting. If you have any questions, please feel free to contact me.

Sincerely,



Yolander A. Smith
Project Manager – DXC Technology Partnership
Southern University System

Approvals:



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



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

Constance C. Woods

woods.constance@aol.com

5054-432-5721

SKILLS

•Analytical decision-maker with proven problem-solving skills •Effectively work with multiple databases and student platforms •Familiarity with online learning and Internet technology
 •Skilled at connecting and building rapport with staff and students from diverse backgrounds •Creative & innovative, able to work independently and in a team environment •Self-starter •Ability to adapt to new and rapidly changing situations.

MAJOR COURSES

•Design Thinking Badge •Data Science Coursework •Artificial Intelligence Coursework •AWS Coursework

EDUCATION

Southeastern Louisiana University M.A., Organizational Communication, Minor in Public Relations - May 2008 Cum Laude honors	Hammond, LA
Dillard University B.A., Mass Communications, Minor in Public Health - May 2002 Cum Laude honors	New Orleans, LA
University of Alabama at Birmingham Public Health Coursework	Birmingham, AL
Tulane School of Public Health and Tropical Medicine Public Health Coursework	New Orleans, LA

PROFESSIONAL EXPERIENCE

November 2016 - Present **Southern University at New Orleans** New Orleans, LA

DXC Student Success Specialist (April 2019) - College of Business & Public Administration

- Collaborate with partnering universities between the Southern University System and Louisiana Economic Development FastStart, representing DXC Technology.
- Lead Student and Community Outreach Coordinator (SUNO) for the LAABSET Initiative
- Serves as teaching assistant during IBM Skills Academy Bootcamps and AWS Certification classes per semester with over 400 students in attendance system wide, with approximately 250 badges and certifications achieved.
- Compute data for IBM Skills Academy Bootcamps and AWS classes for reporting purposes.
- Assist in the development of long-term technology curriculum enhancements
- Provide learning opportunities through AWS classes and IBM Skills Academy Bootcamps for students and alumni to gain stackable credentials in technology through certifications and badges.
- Assist students in the College of Business & Public Administration (CBA), Computer Information Systems (CIS) majors in transitioning from high school to college academically and socially
- Share in academic advisement of CBA students per semester.

American General Life Insurance Company **May 2010 – Feb 2015** **Metairie, LA**
Bankers Life & Casualty Insurance **Jan 2009 - May 2010** **Baton Rouge, LA**

Licensed Agent

- Highly skilled at prospecting, meeting sales goals, selling to customer needs, developed client relationships, enhanced people skills, increased product knowledge.
- Public speaking at community events regarding financial well-being through life insurance products.

Southwestern Louisiana University **Aug 2006 – May 2008** **Hammond, LA**

Graduate Assistant - Office of Public Information and Publications

- Assisted the director in the development of the crisis communication plan for the university.
- Conducted interviews to produce press releases to publish in the Lion's Roar (school newspaper).
- Received extensive training in public relations campaigns and strategies, culture and diversity, ethical & legal issues in organizational communication, and research methods.

Tulane University School of Public Health & Tropical Medicine 2002 – Aug 2005 New Orleans, LA
Senior Program Coordinator - Office of Admissions and Student Affairs

- Assistant to the Director of the inaugural Undergraduate Public Health Studies program.
- Served as a member of the undergraduate public health committee.
- Assisted in the development of and maintained updates of the student handbook.
- Coordinated social events for students.
- Provided academic advisement for undergraduate public health students; monitored student's progress; assisted students in understanding the registration, billing, and accounts receivable procedures.
- Managed students' advising records and adhered to Family Educational Rights and Privacy Act (FERPA).

Tulane University School of Public Health & Tropical Medicine **New Orleans, LA**
Executive Secretary/Office Manager - Office of Admissions and Student Affairs

- Graduate School Recruiter: Participated in Grad School Fairs to recruit the best and brightest students to attend the university. Arranged campus visits.
- Served as part of the management team to develop and implement strategies to retain graduate students by working with the Dean of Admissions and graduate program directors in academic departments.
- Developed and maintained communication with prospective graduate students, developed web-based resources for prospective students, met with prospective students to introduce the university and graduate study opportunities.
- Coordinated communication between the academic programs and the prospective students for campus visits and pre-admission advisement.
- Assisted in planning and implementing student orientation, provided registration assistance, and helped students in navigating University processes.
- Coordinated the production of recruitment publications; planned and coordinated the recruitment visits to Graduate Fairs and other potential recruitment audiences.



Office of The
President-Chancellor
(225) 771-4680

Southern University and A&M College System
J.S. Clark Administration Building
4th Floor
Baton Rouge, Louisiana 70813



Fax Number
(225) 771-5522

May 9, 2022

Board of Supervisors
Southern University and A&M College System
Chairman, Edwin Shorty
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

Re: Appointment of President-Chancellor to an Administrative Staff Role

Dear Mr. Chairman and Honorable Members of the Board of Supervisors:

This communication comes seeking your support relative to my appointment to the role of Special Advisor to the President and Tenure Professor. Compensation will mirror my current base salary, whereas the assignment will be effective July 1, 2022, through September 1, 2022.

As you are aware and while I am poised to finalize my retirement from the university community, President-Chancellor Elect Dennis Shield and I found this role prudent as he continues to transition and assume his duties and responsibilities in advancing the goals of the Southern University and A&M College System. Accordingly, I solicit your approval and kind consideration during the convening of the next scheduled Board of Supervisors Meeting.

Please do not hesitate to contact me at your earliest convenience if there is a need for further clarification.

With Warm Regards,

A handwritten signature in blue ink, appearing to read "Ray L. Belton".

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 X SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ OTHER _____ (Specify) 2-Month

- | | | |
|--|--|---|
| <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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2022 To September 1, 2022
 Effective Date July 1, 2022

Name Ray Belton SS# _____ Sex M Race* B
 (Last 4 digits only)

Position Title: Special Advisor to the Pres./Tenure Professor Department: SUS

Check One Existing Position New Position *Visa Type (See Reverse Side): _____
 Expiration Date: 09/01/22

(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 40 plus Southern University Experience _____

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Bachelor of Science - Psychology	SU Baton Rouge	1984
	Master of Arts - Counseling	University of Nebraska at Omaha	1987
	Doctor of Philosophy - Educational Administration	University of Texas at Austin	1998

Current Employer SUS

Personnel Action

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

Recommended Salary \$ 78,553.50 Salary Budgeted _____

Source of Funds State

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

Change of: _____
 Position \$ 78,553.50 From _____ To \$ 78,553.50
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
	\$ 78,553.50

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

Graduate School signature (if, applicable):

Supervisor _____ Date _____
 Vice Chancellor _____ Date 6/18/2022
 Director/Personnel _____ Date _____
 President _____ Date _____

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

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

- White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER: _____

NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

IUR 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. F1 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 Criminals/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)

RESUME

RAY L. BELTON, Ph.D.
18821 Cotton Bay Court
Baton Rouge, Louisiana 70809
Office (225) 771-4680 Cell (318) 617-2697
ray_belton@sus.edu

EDUCATION

University of Texas at Austin
Doctor of Philosophy – Educational Administration (1998)
Minor: Public Administration-LBJ School of Public Affairs

The University of Nebraska at Omaha
Master of Arts - Counseling (1987)

Southern University at Baton Rouge
Bachelor of Science - Psychology
(Graduated Summa Cum Laude- 1st in class-1984)

Southern University at Shreveport/Bossier City
Associate of Arts - Social Sciences/Psychology (Graduated 1st in class)

CERTIFICATION AND LICENSES

National Certified Counselor (1995) Lic # 40647
Licensed Professional Counselor (1994) Lic # 1864
Qualified Mental Retardation Professional (QMRP) State of Louisiana (1988)

ADMINISTRATIVE EXPERIENCE

2015 to Present **President-Chancellor**
Southern University and A&M College
Baton Rouge, LA 70813

The Southern University and A&M College System has a diverse enrollment of more than 13,000 students with locations in Louisiana's capital city of Baton Rouge, New Orleans, and Shreveport. A law school and agricultural and research center are also located in Baton Rouge. The System campuses appeal to students with various undergraduate, graduate, and professional degree offerings. In the capacity of President-Chancellor, this role serves as both the President of the Southern University System and Chancellor of the Southern University and A&M College located in Baton Rouge.

The President serves as the executive head of the only historically black higher education system in America and all its divisions and campuses, further serving as Secretary to the Board of Supervisors. The President is responsible to the Board for the conduct of the System in all its

affairs, and the enforcement of all the decisions, orders, rules, and regulations of the Board with respect to the conduct of the System.

As the administrative head of the flagship campus of the Southern University System, the Chancellor is the chief executive officer of the Southern University A&M College, therein, exercises complete executive authority subject to the direction and control of the Board of Supervisors. Within this framework, the Chancellor implements educational and administrative policies for the campus and organizationally structures the major divisions of the campus. Moreover, this role assumes responsibility for intercollegiate athletic programs, institutional advancement activities and includes the function of reviewing and making recommendations concerning the budgets of all divisions of the campus and the preparation of a consolidated budget, as well as execution of the budget as approved by the Board.

2000 to 2015 **Chancellor**
Southern University at Shreveport
Shreveport, LA 71107

Southern University at Shreveport is a two-year comprehensive community college serving Shreveport, Bossier City, and surrounding areas in Northwest Louisiana. It is one of five (5) campuses comprising the Historically Black Southern University and A&M College System. The University has approximately 3,000 undergraduate students and 365 full and part-time employees. The Shreveport campus offers 34 undergraduate degrees, maintains a robust online inventory of courses, and enjoys substantive relationships with secondary educational institutions and business and industry. Southern University at Shreveport is located on more than 102 acres on its main campus site. The University also has two instructional sites, one in Downtown Shreveport and another at the Shreveport Regional Airport.

The Chancellor is the Chief Executive Officer of Southern University at Shreveport, responsible to the President of the Southern University System for the effective administration of the University. The Chancellor approves all resolutions, policies, rules and regulations adopted by appropriate agencies for the administration and operation of the University; and all policies, rules, regulations, directives, and memoranda issued by the System President. Over the course of the Chancellor's current tenure, the following events have been achieved:

- The University's student enrollment evolved from a Fall 2000 headcount of 1,176 to a Fall 2013 enrollment of 3,018 students, increasing by one-hundred and fifty-six (156%) percent;
- In 2013, Community College Week cited Southern University at Shreveport as ranked 88th in the nation in the production of associate degrees for African Americans. The findings were seen as significant in realizing that there are over 1200 community colleges across the nation;
- The University received national recognition by the University of Texas - 2012 Community College Survey of Student Engagement (CCSSE) as being one of the top performers amongst 322 peer two-year institutions in the United States;
- The University was recognized in 2010 as the 22nd fastest growing institution of its size in the nation by the Community College Journal;

- In 2007, Washington Monthly cited Southern University at Shreveport as the 3rd Best Community College in America;
- In 2005, the University established and admitted its maiden class of students in the newly approved Nursing Associate of Science degree program. In Spring 2010, the program enjoyed a 100% first time pass rate on the NCLEX inventory. Similarly, the newly developed Dental Hygiene program at the University was ranked 5th nationally as a result of seven (7) consecutive years of achieving 100% pass rates on the national registry. Moreover, allied health programs generally have on average a first time pass rate of over 90% on national registries;
- In, 2009, the University established and continues to bring leadership to the SUSLA Community Development Corporation (CDC)-a nonprofit organization created to serve as a catalyst for economic revitalization in Shreveport's Martin Luther King neighborhood;
- In, 2009, the University established the scope, presence and vitality of a new Center for Business and Community Development that serves to support and nurture small business development, providing the capacity to house more than ten (10) new businesses on the MLK site. The Center also provided for the establishment of a full-service bank in the community, indeed, one of only two HBCU's to have such provisions on their campuses;
- The University was successfully in securing reaffirmation of its accreditation from the Southern Association of Colleges and Schools (SACS), whereas, SUSLA was reaffirmed during the June 2013 meeting of the accrediting body. Also, hosted a Substantive Change SACS committee in Spring 2014 that served to give authorization for the campus to facilitate online offerings delivered 100% online. The Board of Trustees of SACS affirmed in July 2014 this authorization and continued the university's accreditation without an additional report;
- The University facilitated the discussion and advanced the imperative to secure Priority #1 funding to support the construction of a New Classroom Building on the Shreveport campus. Construction is ongoing at this time;
- The University facilitated the discussion and advanced the imperative to secure Priority #1 funding to support the establishment, construction and renovation of a School of Nursing. Construction is scheduled to begin in July 2015;
- The University led the discussion for the planning and design of a Day Care Center to be constructed on the MLK campus. Construction is ongoing at this time;
- The University has operated in compliance with federal and state regulations. Over the last five (5) years, SUSLA has received no legislative or federal audit finding as noted in the annual review;
- Despite repeated budgetary reductions, the administration has worked with faculty to develop comprehensive cost reduction strategies in response to budget shortfalls. SUSLA continues to support faculty development regardless of fiscal environment;

- The Administration continues to champion the interests of students. This year established a bus shuttle service between campuses and worked with the City of Shreveport to establish additional parking opportunities for students at no cost to them;
- The University was instrumental in defining the SUSLA CONNECT initiative that provides enrollment opportunities within the Southern University System. SUSLA currently facilitates the program on both the Baton Rouge and New Orleans campuses;
- The University continues to support the advancement of the Honore' CUSA initiative facilitated on the Southern University New Orleans campus. Whereas, the administration has been forthright in attempting to refine processes as to ensure programmatic success;
- The University's ability to attract grants and be awarded contracts increased by more than 54% over the course of ten (10) years (2004-2014);
- To date, the University has generated over \$34 million dollars to support capital improvements on campus, to include the acquisition of a downtown Allied Health & Nursing Complex, Business Development Center, Lobby Renovation for the Barnes Administration Building, the Expansion of a Student Activity Center, New Classroom Building, Day Care Center, monies to address Drainage and support campus lighting and the first time development of Student Apartments;

2000 to 2000

**Executive Vice Chancellor & Vice Chancellor for Student Affairs
Southern University at Shreveport
Shreveport, LA 71107**

The Executive Vice Chancellor was the primary and immediate advisor to the Chancellor, acting on behalf of the Chancellor in his absence. Worked closely with the Chancellor to ensure compliance with University policies and procedures, state and federal regulations and accreditation requirements. Served as liaison between the Chancellor and other Vice Chancellors.

1998 to 2000

**Vice Chancellor for Student Affairs
Southern University at Shreveport
Shreveport, LA 71107**

The chief student officer of the University was responsible for providing leadership in developing a team approach to delivering comprehensive student support services and enhancing institutional collaboration for teaching and learning. The comprehensive supportive services include: Academic Advising, Career and Personal Counseling, Financial Aid, Educational Talent Search and Student Support Services (TRIO funded), Intramural Sports, Athletics, Recruitment, Graphic Services, Student Activities and Standardized Testing. The Vice Chancellor was responsible for student discipline and served in a capacity to develop policy concerning issues relative to student life and welfare. This position reported to the Chancellor and achieved the following milestones:

- Identified and pursued internal and external funding sources to support the mission and priorities of the Division of Student Affairs. The Division successfully generated in less than one semester support funds in the amount of \$190,000 for said purposes;
- Reorganized Counseling Center to enhance the quality of academic advising and career education services to students. Reorganization funded by merging the resources of the

Division and the Academic & Career Enhancement Center;

- Coordinated the relocation and expansion of physical space for the Athletic Program, Counseling Center and Graphic Services Department. Renovations were also undertaken to expand the physical space of the Office of Financial Aid;
- Reorganized the structure of the Division providing for middle level management and shaped a climate that empowers all employees to contribute to the goals of the Division. Established five-year strategy plans for each unit and formulated with inputs from all divisional members Core Values that currently guide the Division;
- Developed an institutional model for Institutional Effectiveness and guided the University community in its understanding and adoption of the institutional effectiveness process. Served as Chair of the Self-Study Institutional Effectiveness Committee.

1997 to 1998 Assistant to Vice-President of Student Development (Administrative Internship). Brookhaven College, Dallas, TX

Brookhaven College is one of seven campuses in the Dallas County Community College District. The College enrolled approximately 8,500 credit and over 10,000 noncredit students each semester and had an operating budget of approximately \$20 million funded by the state local taxes and tuition.

- Worked closely with the Vice-President of Student Development in managing a holistic student services environment;
- Examined and analyzed institutional enrollment processes, submitted findings and recommendations acquired from original research data accumulated during academic year;
- Developed flow charts of operations and reviewed institutional effectiveness standards and measurements to ensure compatibility with stated goals;
- Assisted the Vice-President in ensuring that support staff is provided appropriate representation in a collegial model for decision making and policy development.

1992 to 1997 Chair, Department of Health & Human Services - Southern University at Shreveport

Responsible for the academic administration of a department within the Behavioral Science/Education Division. The department offered certificate and associate of arts and science degree programs in the following areas: Mental Health & Mental Retardation Program, Substance Abuse Counseling Program, Criminal Justice, Public Administration and Health & Human Services Program.

- Submitted proposals for the establishment of four (4) degree programs (Substance Abuse Counseling, Health & Human Services, Public Administration, & Criminal Justice Administration), all of which were supported by the Board of Regents;

- Revised curriculums and submitted recommendations to respond to the changing needs of the workforce. Supervised staff, managed budgets, advised student organizations and coordinated activities and initiatives identified by the Advisory Committees;
- Developed partnerships/internships with community agencies and postsecondary personnel to create retention focused programs for students;
- Served on numerous university committees charged by the Chancellor and Vice Chancellor to identify growth opportunities for the university. Elected Faculty Senate President.

1992 to 1993 Co-Director, LSUS/SUSBO Academic Achievement & Transfer Partnership Grant – (American Council on Education)

The Southern University at Shreveport/Louisiana State University at Shreveport Academic Achievement and Transfer Partnership Program was built on collaborative initiatives designed to improve instructional delivery systems and increase the rate of transfer between the two institutions. Techniques for collaborative learning and team/partnership instruction were fostered to improve the academic success of students. Faculty members from each institution participated in this partnership as identified by critical disciplinary areas.

- Dually managed a student transfer partnership between Louisiana State University at Shreveport and Southern University at Shreveport;
- Developed targeted instructional ventures and recruited faculty from defined discipline areas from both institutions, facilitated communication, team-teaching opportunities; and presentation forums at local and regional conferences;
- Instrumental in the development of an articulation agreement between campuses, and the establishment of a mutually cooperative learning community. Developed and submitted quarterly and final reports to funding agency.

1989 to 1992 Director, Partnership Program- Caddo Parish School System/Southern University, Shreveport, LA

The Partnership Program was a collaboration between Southern University and the Caddo Parish School System to provide tutorial services to as many as 180 high schools students over the duration of its programmatic year. A Youth Awareness component allowed students to engage in personal and career counseling, motivational seminars, personal development workshops, cultural enrichment tours and pre-vocational training. The tutorial program provided enhancement services in the English, Math, and Science disciplines.

- Developed and implemented program and services specifically designed to meet the needs of diverse populations of educationally and/or economically disadvantaged high school students;
- Collaborated in planning, facilitating, and reviewing curriculum development, evaluated all program activities; recruited, interviewed, recommended, and supervised faculty and staff for the program;
- Established and administered \$200,000 annual budget, interpreted relevant school board and federal policies, submitted annual reports and made board and community presentations as necessary.

TEACHING EXPERIENCE

1992 to 1999 **Associate Professor/Chair, Department of Health & Human Services
Southern University at Shreveport, Shreveport, LA**

Taught all courses within area of specialty in the Mental Health, Substance Abuse, Human Services, and Counseling Education disciplines (Introduction to Human Services, Substance Abuse; Counseling Techniques, Group Dynamics, Legal Aspects of Mental Health, Psychopharmacology, Multicultural Issues, etc.). Furthermore, taught a broad spectrum of courses in Psychology and Special Education (General Psychology, Psychology of Death, Dying and Bereavement, Exceptional Children, Introduction to Mild/Moderate Retardation, Behavioral Management, Humanistic Approaches in Managing Mild/Moderate, etc.).

1987 to 1992 **Director/Mental Health & Mental Retardation Program
Southern University at Shreveport, Shreveport, LA.**

Responsibilities included curriculum development, budget, supervision, and instruction. Involved in recruitment, grant writing, community relations, and program expansion. Conducted workshops/seminars in stress management, alcohol and drug abuse, and behavioral management. Authored university newspaper advisement column and was instrumental in testing/assessment.

1998 to 2001 **Adjunct Professor/Wiley Management Institute, Wiley College,
Marshall, Texas**

Served as senior thesis advisor to cohorts of 25 students whose program of study was organizational management. Instructed a module entitled Group and Organizational Behavior that assessed group behavior and how group functioning affects organizational effectiveness.

1998 to 2001 **Adjunct Professor/Louisiana State University at Shreveport
Graduate School, Shreveport, LA.**

Provided instruction in Human Service Administration Program (graduate), specifically related to research methods and evaluation. Facilitated distance learning classes as well as traditional modes of instructional delivery.

Non-Teaching Experience

1999 to 2001 **City of Faith Community Corrections Center, Shreveport, LA
Relapse Prevention Therapist**

Facilitated relapse prevention groups for adults placed in federal community-based halfway facility. Additionally, provided individual and career counseling where applicable.

1993 to 2001 **Community Support Programs, Inc., Shreveport, LA
Therapist,**

Instrumental in providing individual, family, and group therapy to adolescents and adults. Further, involved in relapse prevention, case management, staff consultation, workshop development and facilitation. Knowledgeable of documentation required for Medicaid, to include prior authorization procedures.

- 1992 to 1993 **Providence House, Shreveport, LA**
Counselor/Weekend Supervisor
 Provided individual, family and career counseling to residents of a transitional shelter. Further, developed and monitored a point level system for residents. Invested in supervision, staff training, and the development of vocational and substance abuse treatment plans.
- 1989 to 1992 **South Shreveport Community Center for Alcohol & Drug Abuse**
Assistant Director/Counselor
 Engaged in individual and group counseling to children and adolescents. In addition, was involved in supervision, testing, peer counselor training, and workshop facilitation.
- 1985 to 1987 **Operation Bridge, Inc. Youth and Family Services, Omaha, NE**
Family Therapist
 Conducted individual, group, family, and marital therapy. Provided vocational counseling/assessment and engaged in substance abuse treatment. Created and facilitated support groups and invested in workshop facilitation. Administered psychometric tests, and conducted chemical and psychological evaluations.
- 1985 to 1987 **Nebraska Psychiatric Institute, Omaha, NE**
Psychiatric Therapy Technician
 Member of multi-disciplinary team serving adult, adolescent, children, and geriatric ED/MR populations in inpatient facility. Provided casework services to individuals and families by interviewing, preparing complete case histories, psychiatric diagnosis, and planning treatment. Primary therapist for daily group therapy.
- 1984 to 1985 **Haverhill/Newburyport Human Services, Inc., Haverhill, MA**
Residential Manager
 Supervised inter-disciplinary team providing direction and coordination in developing, monitoring and evaluating mentally retarded programs. Managed program objectives and fiscal responsibilities. Directed service to ED/MR clients, engaged in counseling, and the implementation of behavioral modification techniques.
- 1971 to 1979 **U.S. Army, E-6 / Staff Sergeant, Fort Hood, Texas**
Platoon Sergeant/NCOIC Alcohol & Drug Abuse Counseling
 Served as platoon sergeant commanding a combat unit. Later, in career, transitioned to senior advisor for family counseling and Non-commissioned officer in charge of drug and alcohol abuse counseling. Received two Army commendation medals.

PROFESSIONAL /COMMUNITY ACTIVITIES

- Transition Team Member, Mayor, City of Shreveport, Educational and Economic Development Committees, Shreveport, LA (2019)
- Presenter, Louisiana Legislature, various House and Senate Committees, Baton Rouge, LA (2015-Present)

- Presentations/Presenter, LA Board of Regents, Baton Rouge, LA 2015-Present)
- Panelist, Higher Education Summit, Shreveport Bossier Business Alliance/ Greater Shreveport Chamber of Commerce (2015)
- Presenter, HBCU-IC Collaboration Panel, NSEPH Annual Summit, 2016
- Presenter, State of Black Shreveport, NAACP, (2015)
- Presenter, Caddo Parish Commission, (2014)
- Speaker, African-American Chamber of Commerce, Shreveport, LA 2014
- Presenter, Louisiana Board of Regents, Education Committee, Shreveport, LA (2014)
- Presenter, Southern University National Alumni Federation, Houston, TX (2014)
- Speaker, Kiwanis Club of America, Shreveport, LA (2013)
- Speaker, Black History Commemorative Event, Shreveport, LA 2013
- Speaker, Empowering Future Leaders Banquet, (2013)
- Presenter, Southern University National Alumni Federation, Baton Rouge, LA (2012)
- Participant, Greater Shreveport Chamber of Commerce Higher Education Taskforce, (2012)
- Speaker, Zion Baptist Church, Black History Celebration, Shreveport, LA (2011)
- Presenter, Southern University National Alumni Federation, Washington, DC (2010)
- Presenter, Tucker Commission, Board of Regents, State of Louisiana (Fall-2009)
- Panelist, Concurrent Session, White House Initiative on Historically Black Colleges and Universities Conference, (2009)
- Speaker, Minority Business Council Awards Banquet, Shreveport, LA (2009)
- Keynote Speaker, Black History Month Observance Program, Overton Brooks VA Medical Center, Shreveport, LA (2008)
- Panelist, HUD HBCU National Conference, Dallas, TX (2007)
- Presenter, Caddo Parish Commission, Caddo Parish, LA (2007)
- Presenter, Louisiana Board of Regents, Baton Rouge, LA (numerous)
- Presenter, Louisiana Bond Commission, Baton Rouge, LA (2007)
- Speaker, Economic Development Forum, Shreveport, LA (2007)
- Presenter, Southern University National Alumni Federation, Memphis, TN (2007)
- Speaker, Committee of One Hundred, Shreveport, LA (2006)
- Speaker, Rotary Club, Shreveport, LA (2006)
- Presenter, Southern University National Alumni Federation, Philadelphia, PA (2006)
- Presenter, House Finance Committee, Louisiana Legislature, Baton Rouge, LA (2006)
- Speaker, Green Oaks Performing Magnet, Shreveport, LA (2006)
- Presenter, Southern University National Alumni Federation, San Antonio, TX (2005)
- Presenter, Senate Finance Committee, Louisiana Legislature, Baton Rouge, LA (2005)
- Speaker, City of Shreveport, Faith Builder Forum, Shreveport, LA (2005)
- Panelist, Southern Christian Leadership Conference (SCLC) 1st Annual Community Think Tank, *Subject: The Community Role in Education*, (2004)
- Presenter, Southern University National Alumni Federation, Orlando, FL (2004)
- Transition Team Member, Governor-Elect Kathleen Blanco, Department of Economic Development, (2003-2004)
- Presenter, Fourth International Conference on Public Management, Policy and Development, Republic of Mozambique, South Africa (2003)
- Presenter, "Sunset Hearing", Joint House of Representatives and Senate Finance Committees, Louisiana Legislature, Baton Rouge, LA (2003)
- Presenter, African-Americans in Louisiana Higher Education Conference, Shreveport, LA (2003)

- Presenter, Southern University National Alumni Federation, Houston, TX (2003)
- Speaker, African American History Month, Trinity Baptist Church, Shreveport, LA (2003)
- Speaker, Leadership Shreveport, Greater Shreveport Chamber of Commerce, Shreveport, LA (2002)
- Speaker, First Missionary Baptist Church, Black History Celebration, Plain Dealing, LA (2002)
- Keynote Commencement Address, *Criminal Justice Institute*, Bossier Parish Community College, Bossier City, LA (May, 2002)
- Presenter, Southern University National Alumni Federation, Miami, FL (2002)
- Keynote Speaker, Annual Educational Focus Banquet, Bossier City Christian Clergy Alliance, February 2001
- Keynote Speaker, Third Annual Afro-American History Luncheon, National Sorority of Phi Delta Kappa, Inc. Beta Alpha Chapter, (2001)
- Keynote Speaker, 20th Annual Observance Day Program for Dr. Martin Luther King, Jr., sponsored by MJK Foundation, Shreveport, LA (2001)
- Keynote Commencement Address, Southern University at Shreveport Commencement (2001)
- Presenter, National Southern University Alumni Association, Las Vegas, NV (2001)
- Speaker, Graduation Ceremony-Entrepreneur Business Development Program, Southern University Metro Campus, May 2001
- Speaker, Entrepreneurship and Business Summer Camp for Inner City High School Student, National Foundation for Teaching Entrepreneurship, Inc. (NFTE) BizCamp 2001, Shreveport, LA
- Guest Speaker, Community Support Programs, Inc. Father's Day Program, Shreveport, LA
- Speaker, Hamilton Terrance Learning Center, Caddo Parish School System, 2001
- Speaker, Graduation Program, Zion Missionary Baptist Church, Shreveport, LA (2000)
- Member, Doctoral Dissertation Committee, University of Texas at Austin - *A study of fundraising in selected urban and suburban California community colleges: A description of programs and an identification of successful strategies* (1999)
- Presenter, *Strategic Planning & Outcome Assessment*-Faculty Colloquium SUS (1999)
- Presenter, Fair Park High School Faculty In-Service Training- *Teaching strategies that respond to the Iowa Basic Skills Examination* (1999)
- Keynote Speaker, National Association of Black Social Workers Annual Banquet- *The long-term impact of deinstitutionalization on the African-American Family* (1998)
- Presenter, *Institutional Effectiveness at Southern University Shreveport*-Faculty/Staff Development Institute, Southern University Shreveport (1998)
- Grant Reader, Caddo Public Education Foundation (1995)
- Facilitator, One Great River (Conflict Resolution Group) 1994
- Presenter, *Managing the Difficult Teen*, Continuing Education Offering SUSBO (1994)
- Presenter, Stress Management Seminar (1994)
- Member, Martin Luther King, Jr. Celebration Committee - City of Shreveport (1993)
- Facilitator, Junior Achievement of North Louisiana (1993)
- Presenter, *Basic Counseling Techniques*, Community Support Programs, Inc. (1993)
- Judge, Sigma Shining Star Scholarship Pageant, 1991
- Consultant, VOA Pregnancy Evaluation Team, Shreveport, LA (1990)
- Consultant, Prevention of Child Abuse, Shreveport, LA (1988)

PROFESSIONAL AND COMMUNITY MEMBERSHIPS

- Board of Trustees, Appeals Committee, Southern Association of Colleges and Schools-Commission on Colleges, Atlanta, GA (2016-present)
- Member, Association of Public & Land-Grant Universities, (2015-present)
- Member, National Association of System Heads (NASH), Adelphi, MD (2016-present)
- Member, Council of 1890 Land-Grant Universities, (2015-present)
- Board of Directors, Baton Rouge Chamber of Commerce (2015-present)
- Member, Committee of One Hundred, Baton Rouge, (2015-present)
- President, Board of Directors, Consortium for Education, Research and Technology (CERT 2015)
- Member, Executive Board, Louisiana Campus Compact, Hammond, LA (2008-2013)
- President, Conference of LA Colleges and Universities (CLCU) 2010
- Member, National Advisory Board, Community Renewal International, (2010- present)
- Member, Committee of One Hundred, Shreveport, LA (2001- 2015)
- Member, Executive Board, Committee of One Hundred, Shreveport, LA (2007-2008)
- Board of Directors, Consortium for Education, Research and Technology (CERT 2000-present)
- President, Consortium for Education, Research and Technology (2006-2009)
- Board of Directors, Biomedical Research Foundation of Northwest Louisiana, Shreveport, LA (2007-2010)
- Board of Directors, Shreveport Chamber of Commerce (2006-2012)
- Louisiana Representative, Commission on Colleges, Southern Association of Colleges and Schools (2002-2009)
- Board of Directors, The Coordinating & Development Corporation (CDC) of Northwest Louisiana (2005-present)
- American Association of Community Colleges (AACC), Member, Commission on Diversity & Inclusion, (2002-2010)
- Board of Directors, Alliance for Education (2001 – present)
- President, Consortium for Education, Research and Technology (2004)
- Board of Directors, Shreveport Regional Arts Council (SRAC 2003-2007)
- Board of Directors Workforce Investment Board (2000 – 2007)
- Board of Directors Sickle Cell Foundation (2000 – 2002)
- Board of Directors, Volunteers of America of Northwest Louisiana (1991 - 1996)
- Executive Committee Member, Special Education Advisory Council-Caddo Parish School System, (1994-1996)
- Executive Committee Member, Conference of LA Colleges and Universities (CLCU) 1995
- Chairman, VOA Lighthouse Committee (1994-1996)
- President, Educational Talent Search Advisory Committee (1995)
- Chairman, VOA Case Management Committee (1993 - 1994)
- Board of Directors, Cities in Schools Program - Caddo Parish School Board (1988 - 1990)
- Member, Inner City Entrepreneur Institute (ICE)
- Member, Greater Shreveport Optimist Club
- Member, American Counseling Association (ACE)
- Member, Louisiana Counseling Association (LCA)

- Kappa Alpha Psi Fraternity, Inc. (2000)
- Kappa Delta Pi Honor Society (1998)
- Psi Chi Honor Society (Psychology) 1983, 1984

AWARDS, FELLOWSHIPS, RECOGNITIONS

- Recipient, Commendation, LA Legislative Black Caucus, State of Louisiana, 2017
- Recipient, Justin Smith Morrill Leadership Award, College of Sciences & Agriculture, Southern University Baton Rouge, 2016
- Recipient, Outstanding Service Award, Honor's College, Southern University Baton Rouge, 2015
- Recipient, "Education Person of the Year Award" *Phi Beta Sigma Fraternity, INC, Alpha Xi Sigma* Chapter Centennial Gala, September 2015
- Recipient, "National Board Award", Southern Christian Leadership Conference (SCLC), December 2014
- Recipient, "Achievement Award", Louisiana Gender for Health Equity, 2013
- Recipient, "Lifetime Contributor Award", Southern University Shreveport Biology Club, 2010
- Recipient, "Educational Service Award", NAACP, September, 2009
- Recipient, Minority Business Council, Achievement Award, November, 2009
- Recipient, "Community Service Award", Community Action Agency, 18th Annual Cochran-Lynch-Wilson Awards Banquet, October, 2008
- Recipient, "1st African-American Achiever of Shreveport Award", St. Luke C.M.E. Church, (2005)
- Recipient, "Educator of the Year Award in Higher Education", Coordinating & Development Corporation, Bossier City, LA (2004)
- Recipient, "Outstanding Leadership Award", Alliance for Education, Shreveport, LA (2003)
- Recipient, "Community Service Award", Project Neighborhood, Willis-Knighton Health Centers, Shreveport, LA (2003)
- Recipient, Afro-American Society, "Leader of the Year Award", Shreveport, LA (2003)
- Recipient, *Shreveport Times*, "Leaders of the New Century Award", Shreveport, LA (2002-2003)
- Recipient, "Thurgood Marshall Community Service Award," Black Lawyers Association, 2002
- Recipient, "Outstanding African American Award (2002)," The African American Awards Committee and Shepherd N. Sheep Theatrical Ministry
- Recipient, "Distinguished Service Award", Student Support Services, Southern University at Shreveport (2002)
- Recognized for Innovative Leadership, 32nd Annual Festival of the Arts, Southern University at Shreveport (2002)
- Recipient, "2001 Distinguished Graduate," University of Texas at Austin, Community College Leadership Program, Austin, TX
- Recipient, 23rd National Institute for Staff and Organizational Development (NISOD) Excellence Award, Austin, TX (2001)
- Recipient, Distinguished Achievement Award, Kappa Alpha Psi Fraternity, Inc. January 2001
- Recipient, W. K. Kellogg Graduate Fellowship 1996, 1997, 1998
- Recipient, League for Innovation Graduate Scholarship 1996, 1997

- Recipient, C. C. Colvert Scholarship 1997, 1998
- Recipient, John and Suzanne Roueche Scholar 1997, 1998
- Recipient, Community College Leadership Program Fellowship 1996, 1997
- Recipient, Rotary Club of Shreveport Academic Scholarship, 1983
- Selected Outstanding Young Men of America, 1988
- Summa Cum Laude, 1984 (Graduated 1st in undergraduate class)

RESOURCE DEVELOPMENT/GRANT AWARDS

Endowments

- Capital One Endowed Professorship in Business Studies, (Funded-\$100,000)
- Dr. & Mrs. CO Simpkins Endowed Professorship in Nursing (Funded-100,000)
- Jack Binion Endowed Professorship in Marketing (Funded- \$100,000)
- Jack Binion Endowed Professorship in Accounting (Funded-\$100,000)
- Caddo Parish Commission Endowed Professorship in Business Studies (Funded-\$100,000)

Grant Awards

- Biomedical Research, National Institute of Health, \$334,308
- Minority Access Baccalaureate, National Institute of Health, \$81,757
- Computer Assisted Learning Lab, LA Board of Regents, \$38,164
- Library Wired Access, LA Board of Regents, \$51,552
- Enhancing E-Learning Through Faculty Development, LA Board of Regents, \$78,991
- The Smart Classroom Expansion Project, LA Board of Regents, \$109,130
- Strengthen Library Resource Collection to Support Health and Medical Sciences Program, LA Board of Regents, \$77,300
- Improved Open Access Lab to Support Health and Medical Sciences Program, LA Board of Regents, \$64,676
- Computer Assisted Music: Enhancing the Quality of Learning Music Notations, Theory and Software, LA Board of Regents, \$86,160
- Implementing Students Curriculum, Advising and Program Planning, LA Board of Regents, \$66,073
- International Business and Economics Research Center, U.S. Department of Education, \$108,000
- Brownfield's Job Training Grant, City of Shreveport, \$180,000
- Brownfield's Job Training Grant, Environmental Protection Agency, \$200,000
- Business Opportunity Grant Program, City of Shreveport, \$50,000
- Carl Perkins Vocational & Technical Education Act of 1998, U.S. Department of Education, \$614,281
- Incumbent Worker Training Grant-Grigg's McDonald, LA Department of Labor, \$505,562
- Incumbent Worker Training Grant-Christman McDonald, LA Department of Labor, \$91,522
- Incumbent Worker Training Grant-Express Jet Airlines, Inc., LA Department of Labor, \$2,587,251

- Incumbent Workforce Training Grant-Caddo Community Action Agency, I.A Department of Labor, \$59,777
- Incumbent Workforce Training Grant-Memorial Enterprises, I.A Department of Labor, \$46,422
- Community Outreach Partnership Center Program, Housing and Urban Development, \$322,211
- Community Economic and Development and Housing Initiatives, Housing and Urban Development, \$550,000
- Universities Rebuilding America Partnership, Housing and Urban Development, \$220,493
- Brownfield -Minority Worker Training Program, National Institute of Environmental Health Services, \$37,000
- Community Based Job Training Grant, U.S. Department of Labor, \$1,992,240
- The Community Foundation of Shreveport, Community Foundation, \$25,000
- TANF-After School for All (ASFA), TANF, \$166,560
- Strengthening Historically Black Colleges and Universities, U.S. Department of Education, \$3,265,915
- Educational Opportunity Centers Programs, U.S. Department of Education, \$220,000
- Student Support Services, U.S. Department of Education, \$348,407
- Talent Search Program, U.S. Department of Education, \$384,070
- Upward Bound Programs (North), U.S. Department of Education, \$300,000
- Upward Bound Programs (South), U.S. Department of Education, \$300,000
- Students in the Eliminating Number Game: Math Anxiety, I.A Board of Regents, \$18,845

RESEARCH AND CREATIVE WORKS

- Belton, R.L. (1998). Student Perceptions of a Coordinated Studies Program: A Community College Perspective. Dissertation Abstracts International. Austin, TX: The University of Texas at Austin.
- Belton, R. L. (1998). Coordinated Studies Program: The Practice of TQM Principles in Educational Settings. Lyndon B. Johnson School of Public Affairs, Austin, TX: The University of Texas at Austin.
- Belton, R. L. (1998). Coordinated Studies Programs as a determinant of African American Student Achievement. Austin, TX: The University of Texas at Austin.
- Belton, R. L. (1998). Civil Rights Legislation as Influenced by Presidential Leadership. Lyndon B. Johnson School of Public Affairs, Austin, TX: The University of Texas at Austin.
- Belton, R.L. (1998). Restructuring a community college as guided by public principles of total quality management. Austin, TX: The University of Texas at Austin.
- Belton, R.L. (1998). A quantitative study of first-time students at Brookhaven College. Dallas, TX: Brookhaven College.
- Belton, R. L. (1998). Transactional v. Transformational Leaders: A Summary of Research Findings. Austin, TX: The University of Texas at Austin.
- Belton, R.L. (1997). Change management: The challenge of human resource professionals.

Arlington, TX: The University of Texas at Arlington.

Belton, R. L. (1997). *Sociotechnical System Approach: A Response to Organizational Change*. Austin, TX: The University of Texas at Austin.

Belton, R. L. (1997). *An Analysis of Higher Education Governance in Louisiana: Ramifications for the Southern University System*. Lyndon B. Johnson School of Public Affairs, Austin, TX: The University of Texas at Austin.

Belton, R.L. (1997). *Afrocentrism and Coordinated Studies Programs: An Examination of Paradigms*. Austin, TX: The University of Texas at Austin.

Belton, R.L. (1997). *A discussion of the Myers-Briggs Type indicator*. Lyndon B. Johnson School of Public Affairs, Austin, TX: The University of Texas at Austin.

Belton, R.L. (1996). *Black student college success as influence by academic integration*. Austin, TX: The University of Texas at Austin.

Belton, R. L. (1996). *Academic Achievement: African-American students in predominant White and in historically black public institutions*. Austin, TX: The University of Texas at Austin.

Belton, R.L. (1996). *The effect of background variables on student persistence and degree completion*. Austin, TX: The University of Texas at Austin.

Belton, R.L. (1987). *Commitment to the Organization as a Determinant to Staff Turnover in Residential Facilities Serving the Mentally Retarded (Unpublished Master's Thesis)*. Omaha, NE: The University of Nebraska at Omaha.

SOUTHERN UNIVERSITY AT NEW ORLEANS

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www.suno.edu



Office of the Chancellor

May 5, 2022

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

RE: Ms. Deidrea Hazure – Request for Family Medical Leave

Dear Dr. Belton:

This letter comes as a request to approve Ms. Deidrea Hazure for Family Medical Leave. Ms. Hazure has requested leave from April 1, 2022 to July 1, 2022. Attached is the supporting document for Ms. Hazure's leave request. We have made adequate provisions to cover Ms. Hazure's job assignments.

I am requesting your endorsement and that of the Southern University Board of Supervisor for Ms. Hazure to take Family Medical Leave. Thank you in advance for your consideration of this request and that of the Southern University System Board of Supervisors.

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 Disapproved

Handwritten signature of Ray L. Belton in blue ink, written over a horizontal line.

Ray L. Belton, PhD
President – Chancellor
Southern University and A&M College System

Attachment

"An Equal Educational Opportunity Institution"

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO X SUSLA

Name of Employee: Deirdrea Jones-Hazure SSN: 566331480

Address: 11279 Waverly Dr Phone: 504 982 9077

Title: Graduate School Director Highest Degree: Masters

Birth Date: 050160

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 13

EFFECTIVE DATE OF LEAVE: 01-11-2022 ANTICIPATED RETURN DATE: 07-01-22

Purpose of leave Requested (click one):

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

*must be attending physician

TYPE OF LEAVE REQUESTED (check one):

- a. with pay X
- b. without pay

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

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

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

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

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

05-04-2022
DATE

Deirdrea Jones Hazure
SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave:
Purpose of Last Leave:

TYPE OF LAST LEAVE:

With pay Amount:
Without Pay
Length of last leave:

N/A
Signature of Chairperson

N/A
Signature of College Dean

Gregory D. Ford
Signature of Chief Academic Officer

James H. Ammons
Signature of Campus Chancellor

Signature of System President

5/4/2022
DATE

DATE

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

Date