

Mission Statement

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

PERSONNEL AFFAIRS COMMITTEE (Following Legal Affairs Committee)

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)

A. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUBR)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Jasmine Berry	Asst. Professor of Computer Science Tenure -Track	Existing Position New Hire	N/A	--	\$90,000.00	State
2. Quianna Chaney	Instructor/ Head Girls Basketball Coach SULS	Salary Adjustment	N/A	\$55,917.00	\$70,000.00	State
3. Consuela Douzier	Associate Director of Financial Aid	Salary Adjustment	N/A	\$58,908.00	\$70,000.00	State
4. Dewayne Jerro	Associate Dean for Academic Affairs/ Undergraduate ED College of Science & Engineering (CoSE)	Existing Position	CoSE Structural Reorganization	\$102,231.00	\$126,000.00	State
5. Peter Kochenbuger	Asst. Professor of Risk Management College of Business (CoB)	New Position New Hire <i>(Alliant Ins.)</i>	Waived	--	\$85,000.00	State
6. Francesca Mellieon-Williams	Associate Dean of Student Affairs College of Science & Engineering (CoSE)	New Position New Appointment	CoSE Structural Reorganization	\$90,766.00	\$116,000.00	State
7. Jessica Mellieon	Director of Finance and Federal Programs SULS	New Position New Appointment	Search	--	\$85,000.00	Federal
8. Terrye Moore-Harper	Chairperson-Graduate Nursing Programs	Existing Position New Appointment	Search	\$107,299.00	\$110,000.00	State

9. Rachel - Vincent-Finley	Senior AD & VD for Strat Innovation and Transformation <i>College of Science & Engineering (CoSE)</i>	New Position New Appointment	CoSE Structural Reorganization	\$112,290.00	\$150,000.00	\$120,000.00/ ST \$30,000.00/FD
10. Edwin Walker	AD for Research and Graduate Programs <i>College of Science & Engineering (CoSE)</i>	Existing Position	CoSE Structural Reorganization	\$87,473.00	\$116,000.00	State
11. Scott Wicker	AVC for Accountability and Accreditation/ SASCOC Liaison	New Position New Hire	Waived	--	\$140,000.00	\$55,000.00/ ST \$85,000.00 /FD

B. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUAREC)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. LaShonda Hodges	Full Research Professor	Promotion and Tenure	N/A	\$88,851.00	\$95,500.00	Federal

C. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SULC)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Koshaneke Gilbert	Instructor/Academic Advisor	Existing Position New Appointment	N/A	102,211.00	\$102,211.00	State
2. Candace Hawkins	Financial Affairs Special Project Officer	TITLE CHANGE ONLY	N/A	\$60,278.00	\$60,278.00	State
3. Angela Turner	Program Manager for Diversify LA	New Position	Search	—	\$72,000.00	Federal

D. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUSLA)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Sherlynn Hall	VC for Academic Affairs & Workforce Development	Existing Position New Appointment	Search	\$120,640.00	\$125,000.00	State

6. Other Business

7. Adjournment

MEMBERS

Mr. Sam Gilliam - Chairman, Mrs. Christy Reeves–Vice-Chair,
Atty. Tony Clayton, Ms. Zazell Dudley, Dr. Leon Tarver, II, and Dr. Arlanda Williams,
Mr. Myron K. Lawson - Ex Officio

SUAREC



"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.svagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

July 1, 2024

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

Re: Request for SU Board Approval – Tenure and Promotion and a salary increase for Dr. Lashunda A. Hodges to Full Research Professor.

Dear President Shields:


It is my pleasure to recommend Dr. LaShunda A. Hodges for the rank of Full Research Professor with tenure status. Dr. Hodges met the required academic and research accomplishments during her probationary period.

I also recommend a salary increase from \$88,581 to \$95,500 to achieve salary parity congruent with his faculty peers.

At this time, Dr. Hodges' appointment will remain unchanged (75% research and 25% extension).

Thank you for your time and consideration of this request. Should you have any questions, please do not hesitate to contact me.

Sincerely,


Orlando F. McMeans, PhD
Chancellor-Dean

Approval: _____
Dennis J. Shields Date
President

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 checked="" type="checkbox"/> Academic	_____ Non-Academic	_____ Civil Service
_____ Temporary	_____ Part-time (_____ % of Full Time)	_____ Restricted
<input checked="" type="checkbox"/> 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 Paid _____

Profile of Person Recommended

Length of Employment August 1, 2024 To September 30, 2024
 Effective Date August 1, 2024

Name LaShunda A. Hodges SS# U01219349 Sex Female Race* AA
(*SS# number)

Position Title: Full Research Professor Department: Research

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

U	S
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 New Position Expiration Date: _____

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

Years Experience 20+ Years Southern University Experience 6 Years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS-Soil and Plant Science</u>	<u>Alcorn State University-Lorman, MS</u>	<u>1999</u>
	<u>MS-Agronomy</u>	<u>Alcorn State University-Lorman, MS</u>	<u>2001</u>
	<u>Ph.D.-Agronomy-Environmental Planning and Mgmt.</u>	<u>Louisiana State University-Baton Rouge, LA</u>	<u>2007</u>

Current Employer Southern University Ag Center

Personnel Action

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

Recommended Salary \$95,500 Salary Budgeted \$95,500

Source of Funds Federal Funds

Identify Budget: 621683-65200-62000-75% Location _____
622329-62100-63000-25%

Form Code: _____ Page _____ Item # _____

Change of: _____
 Position Associate Research Professor From Full Research Professor To
 Status Full-time Full-Time
 Salary \$88,581 \$95,500
 Adjustment _____

Financial Aid signature (if applicable):

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

Source of Funds	Amount
<u>621683-65200-61002-62000</u>	<u>75%</u>
<u>622329-62100-61002-63000</u>	<u>25%</u>

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Supervisor Joe U. Tolbert 7/2/24 Date
 Dept./Unit Head Joe U. Tolbert 7/2/24 Date

Vice Chancellor ORL 7/2/2024 Date

Director/Personnel Brandon McClintock 7/2/2024 Date
 Vice President/Finance
 Business Affairs/Comptroller

President _____ Date _____

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

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

Brunetta G. Dillard HMP

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. Jose Toledo

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-2815

NUMBER OF EMPLOYEES SUPERVISED, (if any): 0

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

GUIDELINES: All employees, students, and 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 clearance from the Financial Aid office, a 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, HI-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

FUNDS AVAILABLE
 OFFICE OF THE AGRICULTURAL
 RESEARCH AND EXTENSION
 SOUTHERN UNIVERSITY SYSTEM
Christina S. DeLard / AMP
 FINANCE & ADMINISTRATION SECTION

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Research Professor AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Ag Center
 (Department or Unit)

Replacement New Position* Unclassified
 Civil Service Temporary Faculty
 Tenured Probationary (For Faculty this is same as tenure track)

Source of Funds
 State
 Grant -in-Aid 100%
 System Revenue
 Agency Fund State

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

This is a 12-month position for a Research Professor of Plant and Soil Science at Southern University Agricultural Research and Extension Center (SUAREC) with particular emphasis on plants and soil. The incumbent will be responsible for serving as the project director of plant research, production, and outreach. The incumbent will manage the plant lab, development of experimental research programs, lead in the collection of research and production data (plants), help prepare manuscripts for publication, and participate in meetings, field days, workshops, and conferences at all levels. The incumbent will be required to perform other related duties as assigned.

Salary will be paid from account: 621696-65200-62000

Salary/Range: \$95,500 Previous Incumbent (if replacement):

Approved Disapproved Jose U. Lobe 7/2/24
 Department Head Date

Approved Disapproved Jose U. Lobe 7/2/24
 Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Brunetta B. Deland /tmp 7/2/24</u>	
Signature	Date
<u>621696-65200-61002-62000 75%</u>	
Budget Number	<u>622329-62100-61012-61000 25%</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Job Code: <u>011</u>	Cal Id: <u>101005</u>
<u>Brunetta B. Deland</u>	
Verified By:	Date: <u>7/2/24</u>

Approved Disapproved Jose U. Lobe 7/02/24
 Vice Chancellor Date

Approved Disapproved Ch L 7-2-24
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

Brunetta B. Deland /tmp

LaShunda Anderson Hodges, Ph.D.



Current Rank: Associate Research Professor
Departments: Research & Extension
Emails: lashunda_hodges@suagcenter.com
lashunda.anderson@sus.edu

EDUCATION

Degrees:

- **Ph.D. (2007)**, Louisiana State University, Baton Rouge, Louisiana, Agronomy-Environmental Planning and Mgmt. [*Dissertation: Assessment of *Thelypteris palustris*, *Asparagus sprengeri*, and *Lolium perenne* for Their Potential in the Phytoremediation of Arsenic*]
- **M.S. (2001)**, Alcorn State University, Lorman, Mississippi, Agronomy. [*Thesis: Echinacea Cultivar Evaluation in Southwest Mississippi*]
- **B.S. (1999)**, Alcorn State University, Lorman, Mississippi, Soil and Plant Science

Non-Degree Study/Professional Certifications:

- (2023) Quality Matters® Improving Your Online Course.
- (2023) Citi® Ethical Research Practices Certification
- (2023) Pix4d® Mapper In-Depth Drone Software Training Certification
- (2023) Pix4d® Mapper Drone Software Training Certification
- (2021-In Progress): Emerging Trends in Global Services and Retail Management Certificate. University of Central Florida, MUMA College of Business, Tampa, Florida
- (2021) Diversity, Equity and Inclusion in the Workplace Certificate Registration University of Central Florida, MUMA College of Business, Tampa, Florida
- (2019) LEAD21 Land-Grant University Higher Education Leadership Certification, University of Georgia, Athens, Georgia
- (2020) UAV Drone Program Management Professional Certification Unmanned Vehicle University, Phoenix, Arizona
- (2019) FAA Part 107 Drone Pilot Certification Federal Aviation Administration, Washington, D.C.
- (2019) Employee Supervisory Training, Alcorn State University, Lorman, Mississippi
- (2018) NACADA Building and Supporting A Research Agenda Within A Scholarship of Advising Institute
- (2018) NACADA Assessment of Academic Advising Institute
- (2018) Preventing Discrimination and Sexual Violence: Title IX, VAWA, and Clery Act for Faculty and Staff, Alcorn State University, Lorman, Mississippi
- (2018) Active Shooter Situations Training, Alcorn State University, Lorman, Mississippi
- (2017) NACADA Building Advisor Competencies: Intro to Academic



Advising Core Competencies Model

- (2015) QM On-line Instruction Certification, Quality Matters ®
- (2015) QM On-Line Instruction Course Peer Reviewer Certification, Quality Matters ®
- (2017) Soil Microbial DNA Extraction USDA-Agricultural Research Service, Stoneville, MS
- (2018) Unmanned Aerial Vehicle Analysis of Crop Health – USDA-Agricultural Research Service, Stoneville, MS
- 0-30% Carbon Dioxide Datalogger (2017) CO2 Meters.com
- Hydroponic System Growers Workshop Certificate (2017) -Cropking®, Ludl, Ohio
- Mississippi Subaqueous Soil Training (2017) – Professional Soil Classifiers of Association of Mississippi
- Central Mississippi Soils Training (2012) – Professional Soil Classifiers of Mississippi
- Mississippi River Delta Soils Training (2013) – Professional Soil Classifiers of Association of Mississippi
- Mississippi Loess Bluff Soil Training (2014) – Professional Soil Classifiers of Association of Mississippi
- Mississippi Coastal Plain Soil Training (2015) – Professional Soil Classifiers of Association of Mississippi
- Hobo dataloggers and U30 Environmental Weather Systems (2008) - Onset Computers.com
- Microwave Sample Digestion using EPA Method SWA-846-3052 in a Anton Parr Instruments ®Multiwave 3000 Microwave Louisiana State University, Baton Rouge, Louisiana Department of Chemical Engineering (July 2004).
- (2004-2006). Morphological Assessment of Common Marsh Fern, Asparagus fern, and Ryegrass using a JOEL 840A Scanning Electron Microscope Louisiana State University, Baton Rouge, Louisiana Department of Geology and Geophysics
- (2005-2007) XANES Center for Advanced Microstructures and Devices Synchrotron Application in Environmental Sciences, Louisiana State University, Baton Rouge, Louisiana June 2002
- (2005-2007) Scanning Electron Microscopy evaluation of plant sample internal structures after arsenic exposure
- (2005-2007) Gold Sputter Coated Plant tissue samples for Scanning Electron Microscopy Evaluation
- (2013) QEP Quality Enhancement Program Writing Matters Technical Writing Certification, Alcorn State University, Lorman,

LaShunda Anderson Hodges, Ph.D.



Mississippi

- **(2013) FSC Online Instruction Certification**, Florida State College, Jacksonville, Florida
- **(2006) LSU Scientific Writing for Peers Training**, Louisiana State University, Baton Rouge, Louisiana

PROFESSIONAL EXPERIENCE (26 service yrs.)

- **Associate Research Professor of Soil and Plant Sciences (2020-Present)**, Southern University Agricultural Research and Extension Center, Baton Rouge, Louisiana
- **Associate Professor of Soil and Plant Sciences (2019-2020)**, Alcorn State University, Department of Agriculture, Lorman, Mississippi
- **1890 Visting Research Scientist (2016-2018)**, USDA- Agricultural Research Service, Crop Production Unit, Stoneville, Mississippi
- **Assistant Professor of Soil and Plant Sciences (2009-2019)**, Alcorn State University, Department of Agriculture, Lorman, Mississippi
- **Project Manager/Agricultural Research Associate (2007-2009) Native Grass and Wildlife Habitat Program** Southern University Agricultural Research and Extension Center, Baton Rouge, Louisiana
- **Graduate Research Assistant (2001-2007)**, Louisiana State University, School of Soil, Plant and Environmental Sciences, Baton Rouge, Louisiana
- **Soil Conservation-Scientist Technician (1997-2001)** USDA-Natural Resources Conservation Service, Springfield, Illinois.

PROFESSIONAL EXPERIENCES DUTIES /RESPONSIBILITIES

Associate Research Professor (2020-Present)
Southern University Ag Center
Baton Rouge, Louisiana

- **Lead Scientist**, Southern University Climate-Smart Ag Research Unit, Southern
- **Planned and Delivered Ag Extension Programing:** Industrial Hemp, Agribility, Soil Health, and Ancestral Gardening.
- **Industry Federal Partnerships:** USDA-NRCS, USDA-ARS, McBride Sisters, Grape Research Alliance, NOAR Technology, Nine Ten Drones, PIX4D, FAA
- **\$2,904,999.00 External Funding Applications Submitted**

LaShunda Anderson Hodges, Ph.D.



- Graduate Faculty Membership
- Developed and Instructed Research Special Problems Course: Scientific Writing for STEM Students
- Louisiana USDA-NRCS Plant Materials SU Liaison
- Louisiana USDA-NRCS Soil Survey and Technical Services Liaison
- MANRRS National Hemp Panelist and Committee Member
- 1890 Association of Extension Administrators Conference Moderator: 2022 Orlando, Florida
- Chairperson -Claiborne Elementary Baton Rouge, LA- SU K-5 STEM Club: Baton Rouge, Louisiana
- 2020 USDA-NRCS National Cooperator of the Year Award Nominee
- 1890 Association of Research Directors Conference, 2022 Atlanta, Georgia
- 2021 Cell Mentor 1,000 Inspiring African-American Scientists;
- 2020 Cell Mentor Upcoming African-American Scientist;

Associate Professor of Agriculture (2019-2020)/ Assistant Professor of Agriculture (2009-2019)
Alcorn State University
Alcorn State, Mississippi

- Co-Director of 2014-2015 Alcorn State University Agricultural Summer Enhancement and Leadership Tour
- Recruited and Retained 13 Freshmen student participants from Alcorn State University Enhancement and Leadership Tour
- Established Recruitment partnership with Sandy Springs High School, Sandy Springs, Georgia
- Editor of School of Agriculture and Applied Sciences Fertile Ground Magazine
- Developed and taught 15 Soil and Plant Science online, hybrid, or traditional Instructed courses.
- Academically Advised a maximum of 25 students (4 Graduates/21 Undergraduates)
- Supervised 6 Master's Thesis Projects
- Served on 5 Master's Thesis Project Committees
- Serves as Alcorn Graduate Faculty Member (8 Years)
- Authored new curriculum for Soil and Plant Science Thesis Courses (PS610.PS611. PS612)
- Authored Soil and Plant Science Program Factsheet for Student Recruitment
- Directed Development of Soil and Plant Science Program Recruitment Display
- Chaired 2016 Department of Agriculture Graduating Students Recognition Program
- University Liaison for USDA-NRCS Mississippi Soil Survey and Technical Committee
- Served on USDA-NRCS Native Grass Production Handbook Review Committee
- Served as USDA-NIFA Grant Panelist 5 times
- Peer- Reviewed for USDA-NRCS Native Grass Production Handbook Review Committee
- University Representative for Mississippi Institution of Higher Learning Mississippi Community and Junior Colleges Curriculum Alignment Agriculture
- Serves as American Women in Agriculture National Advisory Board Member
- Served as NCAA Recertification Academic Integrity Subcommittee Member

LaShunda Anderson Hodges, Ph.D.



- Served as Alcorn Civil Rights Compliance Committee Member
- Serves as Alcorn Financial Aid Student Appeals Process Committee
- Serves as Alcorn State University Agricultural Research and Extension Field Day Planning Committee
- Serves as Alcorn Faculty Senate Departmental Representative
- Advised the Alcorn Soil and Plant Science Program Club
- Directed Alcorn High School Day Planning Committee
- Co-Director Alcorn U.S. Virgin Islands Summer Enhancement Program Collaborator
- Peer Reviewer International Journal of Phytoremediation Article
- Administered Shiitake Mushroom Extension Workshops
- Counseled small farmer establishment of family-owned Shiitake Mushroom Production Facility
- small farmer establishment of Switchgrass monoculture production in collaboration with Arkansas Audubon
- Coordinated and conducted small farmer native grass and shiitake mushroom production extension on-site visits and training workshops
- Project Manager and Lead Native Grass Production scientist for Project N.A.T.I.V.E.
- Served on Agriculture Department Soil and Plant Science Undergraduate Curriculum Revision Committee

Visiting Research Scientist Fellow (2016-2018)

USDA-Agriculture Research Service

Stoneville, Mississippi

- **\$100,000 Research Fellowship Funding (2016-2017)** Comparison of Arkansas Grand Prairie Switchgrass with a Commercial Switchgrass Variety to Assess Carbon Sequestration, Biomass Production and Interactions with Soil and Soil Microbial Communities
- **\$100,00 Research Fellowship Funding (2017-2018)** Evaluation of Hydroponic Transplants to Increase Switchgrass Biomass Production for Agricultural, Environmental, and Bioenergy Applications
- **Switchgrass Soil Microbial DNA Extraction:** Trained with Dr. Heather and Ms. Paige Goodlet for microbial DNA extraction for switchgrass established soils.
- **Switchgrass Spectrometry:** Collaborated with Dr. Reginald Fletcher on Switchgrass Spectrometry and Soil Respiration Greenhouse Experiments
- **Switchgrass Direct Seed and transplant establishment in Lower MS River Soils under Greenhouse Conditions:** Collaborated with Dr. Krishna Reddy, ARS Stoneville Research Leader and Mr. Efen Ford
- Research Disseminated at 4 professional research conferences

Research Associate (2007-2009)

Southern University Agricultural Research and Extension Center (SUREC)

Baton Rouge, Louisiana

LaShunda Anderson Hodges, Ph.D.



- **Administrator** SUREC Small Farmer Cash for Conservation Native Grass and Wildlife Habitat Program
- **Organized** the Native Grass and Wildlife Habitat Program on local agricultural-focused television programs, such as Louisiana Paradise Public Access Show
- **with** SUREC media and USDA NRCS of Louisiana in publishing Native Grass and Wildlife Habitat Program promotional video DVDS and YouTube Videos.
- **Authored** written Native and Wildlife Habitat Program reports, course of current work, and annual plan of completed and future work.
- **Organized** SUREC 1st Cash for Conservation Small Farmer Quail and Native Grass Workshop
- **Engaged** in reestablishment of Capital High Charter School Agricultural Science Program Baton Rouge, as well as, team taught agriculture science curriculum
- **Collaborated** with Su Ag Center Faculty on ongoing research and extension projects, such as native grass demonstration plot establishment.
- **Assisted with establishment** of Capital High School Agricultural Science Program community garden and student farmers market establishment.
- **Collaborated** with the Delta Media Corporation, Laying, LA Soil and Water Conservation District to sponsor Deer Management Workshop
- **Served** as SUREC Liaison on USDA-NRCS Louisiana Plant Materials Committee (2007-2009)
- **Served** on SUREC Internal Grant Review Committee
- **Representative** East Baton Rouge Parish Emergency Management SUREC

Graduate Research/Teaching Assistant (2001-2007)

**Louisiana State University
Baton Rouge, Louisiana**

- **Directed** Daily Greenhouse operations.
- **Constructed** two hydroponic systems to evaluate the phytoremediation of arsenic
- **Advised** Two Undergraduate Hydroponic Plant Production Senior Research Projects
- **Instructed** Introductory Soils Laboratory
- **Freeze-dried plant samples** in preparation for additional analytical analysis
- **Scanning Electron Microscopy** evaluation of plant sample internal structures after arsenic exposure
- **Gold Sputter Coated** Plant tissue samples for Scanning Electron Microscopy Evaluation
- **X-Ray Near Edge Spectrometry** determination of arsenic oxidation states in plant tissues after arsenic exposure.
- **Assisted** in course Blackboard Learning Management System Grading operations of Soil Fertility Laboratory

Soil Conservation Technician (1997-2001)

**United States Department of Agriculture Natural Resources Conservation Service
Champaign, Illinois**



- Entered data for soil survey publication of various Illinois counties.
- Digitized county soil shape maps and manually compared lines on mylar pages to confirm digitized soil maps.
- Conducted soil field surveying, soil classifications, and entry of soil classifications in soil pedon program.
- Worked with state biologists and cultural archeologists on sites being considered for the Wetland Reserve Program.

RESEARCH/EXTENSION PRESENTATIONS & PUBLISHED ABSTRACTS

- **Hodges, L. A., McComb, J. Q., & Rogers, C. V. (2023).** Climate-Smart Agriculture (CSA-SUAREC) Research Unit Update. Presented at the SUAREC Summer Research Summit
- **Hodges, L. A., McComb, J. Q., & Rogers, C. V. (2023).** Climate-Smart Agriculture (CSA-SUAREC) Research Unit Update. Presented at the Louisiana USDA-NRCS Cooperative Soil Survey Meeting, Virtual
- **Hodges, L. A. (2022).** Intro to Hemp. Presented at the Circle of Faith Small Farmer Training Conference Virtual
- **Hodges, L. A. (2023).** Intro to Hemp. Presented at the Circle of Faith Small Farmer Training Conference Virtual
- **Hodges, L. A. (2023).** STEM Club. Paper presented at the Clalborne Elementary School Baton Rouge, Louisiana
- **Hodges, L. A. (2021).** Community Drone Engagement Paper presented at the Alcorn State University Community Agriculture Day, Vicksburg, Mississippi
- **Hodges, L. A. (2021).** Engaging Underserved Youth in Agriculture with Drones. Paper presented at the Piney Woods School Agriculture Extravaganza Piney Woods, Mississippi
- **Hodges, L. A. (2022).** Drone Mapping for Agricultural Applications. Presented at the 70th Annual Holtzclaw Farmers Conference, Utica, Mississippi
- **Hodges, L. A. (2023).** Drone Mapping Applications in Agriculture. Presented at the 71st Annual Holtzclaw Farmers Conference & Expo, Utica, Mississippi
- **Hodges, L. A. (2022).** Profile of Louisiana and Mississippi Stakeholders' Interest in and Awareness of Industrial Hemp Production. Presented at the 1890 Association of Extension Administrators System-Wide Conference Orlando, Florida
- **Hodges, L. A., Johnson, U., McComb, J. Q., Rogers, C. V., & Kambiranda, D. (2023).** Impact of Viticulture Production Upon USDSA-MRLA 131A Southern Mississippi River Alluvial Soil Paper presented at the USDA-NRCS National Cooperative Soil Survey Conference Bismark, North Dakota
- **Hodges, L. A., Jones, U., McComb, J. Q., Rogers, C. V., & Kambiranda, D. (2022).** Impact of Viticulture Production Upon USDA-MRLA 131A Southern Mississippi River Alluvial Soil. Paper presented at the 2022 LSU & Southern Ag Centers 2022 Annual Conference, Baton Rouge, Louisiana



- **Hodges, L. A., Phillips, B., & Ford, M. (2022).** Overview of Louisiana Industrial Hemp Production Paper presented at the 1890 Association of Extension Administrators System-Wide Conference Orlando, Florida
- **Hodges, L. A., Phillips, B., & Ford, M. (2022).** Overview of Louisiana Industrial Hemp Production. Paper presented at the 1890 Association of Research Directors System Wide Conference Atlanta, Georgia
- **Hodges, L. A., Reddy, K. N., & Ford, E. Z. (2018).** Greenhouse Study of Direct-Seeded Switchgrass (*Panicum virgatum*) establishment in Lower Mississippi River Soils. Paper presented at the 2018 American Forage and Grassland Council National Conference, Louisville, Kentucky
- **Jones, U, Hodges, L. A., McComb, J. Q., Rogers, C. V., & Kambiranda, D. (2022).** Impact of Viticulture Production Upon USDA-MRLA 131A Southern Mississippi River Alluvial Soil. Paper presented at the 1890 Association of Research Directors System Wide Conference Atlanta, Georgia
- **McComb, J. Q., Hodges, L. A., & Rogers, C. V. (2022).** Climate-Smart Agriculture: Sensor-Based Irrigation Technology for Sustainable Hemp Cultivation. Paper presented at the 1890 Association of Research Directors System Wide Conference Atlanta, Georgia
- **McComb, J. Q., Hodges, L. A., & Rogers, C. V. (2023).** Climate-Smart Agriculture: Sensor-Based Irrigation Technology for Sustainable Hemp Production Paper presented at the USDA-NRCS National Cooperative Soil Survey National Conference Bismark, North Dakota.
- **Phillips, B., Anderson-Hodges, L., & Ford, M. (2022).** Soil Remediation From Arsenic and Lead Paper presented at the 1890 Association of Extension Administrators System Wide Conference Orlando, Florida.
- **Rogers, C. V., Hodges, L. A., McComb, J. Q., Janice, E., & Chibuzo, D. (2022).** Observational Greenhouse Transplant Production Study of Industrial Hemp Varieties.
- **Anderson-Hodges, L. (2021).** Green Spaces and Drones in Our Communities Francis Flower and Herb Farm Biodynamic Institute Virtual Francis Flower and Herb Farm
- **Anderson-Hodges, L., et al. (2021).** Hemp and Cannabis in Agriculture: Farming and Future Implications. MANRRS 35th Annual Conference and Career Fair A. Silas, MANRRS.
- **Anderson-Hodges, L. (2021).** Green Spaces and Drones in Our Communities One Health Symposium Virtual Southern University Agricultural Research and Extension Center
- **Anderson-Hodges, L. and C. Vance-Rogers (2021).** Industrial Hemp Applications Francis Flower and Herbs Farm Biodynamic Institute Virtual
- **Anderson-Hodges, L. and C. Vance-Rogers (2021).** Opportunities in Hemp. Alcorn State University / USDA-NRCS Women in Agriculture Virtual Alcorn State University
- **Anderson- Hodges, L., Reddy, K., & Ford, E. (2017).** Greenhouse Study of Direct- Seeded Switchgrass (*Panicum virgatum*) Establishment in Lower Mississippi River Soils. Paper presented at the Association of 1890 Research Directors Atlanta, Georgia
- **Anderson-Hodges L., Reddy, K & Ford, E. (2017)** G Greenhouse Study of Direct-Seeded Switchgrass (*Panicum virgatum*) establishment in Lower Mississippi River Soils. Paper presented at Mississippi Academy of Sciences Annual Conference, University of Southern Mississippi, Hattiesburg, MS

LaShunda Anderson Hodges, Ph.D.



- **Dixon, David, Andrey Dupree, and Anderson-Hodges L (2020)** Student Perceptions of Engagement In Agricultural UAVs/Drone Training Program. Poster Presented at the Alcorn State University CRESS Research Symposium.
- **Dixon, David, Andrey Dupree, and Anderson-Hodges L (2019)** Student Perceptions of Engagement In Agricultural UAVs/Drone Training Program. Poster Presented at the Minorities In Agriculture Natural Resources and Related Sciences Annual Career Fair and training Conference, Overland Park, Kansas
- **Anderson-Hodges L, Dixon, David, Andrey Dupree, and (2019)** Student Perceptions of Engagement in Agricultural UAVs/Drone Training Program. HBCU UP Women in STEM Research Conference, Jackson State University, Jackson, Mississippi
- **Hodges, L (2019)** Small Farmers Conference Agriculture Drone Applications Panel, Kentucky State University Small Farmer Conference,
- **Wiggins, Jazzmarkey & Anderson-Hodges, L. (2016)** Evaluation of Switchgrass Stand Establishment Upon Soil Color. Poster Presented at the Mississippi Academy of Sciences Annual Meeting, University of Southern Mississippi, Hattiesburg, MS. (1st Place Agronomy Student Poster Contest Winner)
- **Wiggins, Jazzmarkey & Anderson-Hodges, L. (2016).** Evaluation of Switchgrass Stand Establishment Upon Soil Color. Poster Presented at the USDA-NRCS Southern Region National Cooperative Soil Survey Meeting, Ricon, Puerto Rico. (Invited Student Conference Poster Presentation)
- **Jazzmarkey Wiggins, LaShunda Anderson Hodges, Klara Tarleton (2016)** Evaluation of Switchgrass Establishment upon Soil Color. Presented at Minorities in Agriculture Natural Resources and Related Sciences National Leadership and Training Conference, Jacksonville, FL. (Top 10 Undergraduate Student Research Contest Abstract)
- **Klara Tarleton, LaShunda Anderson Hodges, Knox, B., Wiggins, J., O'quinn, N., Dorsey, K., Stark, K. (2016)** Above ground Biomass Production of a Two Years Old Arkansas Grand Prairie Switchgrass Stand. Presented at the Mississippi Academy of Sciences, University of Southern Mississippi, Hattiesburg, MS
- **Klara Tarleton, LaShunda Anderson Hodges, Jazmarkey Wiggins (2016)** Above Ground Biomass Production of a Two Year Old Arkansas Grand Prairie Switchgrass. Presented at the Minorities in Agriculture Natural Resources and Related Sciences National Leadership and Training Conference, Jacksonville, Florida (Top 10 Graduate Student Research Contest Abstract)
- **Knox, Byron, L.A. Hodges, and K. Olowola (2014),** Project N.A.T.I.V.E: Arkansas Grand Prairie Plant 3 Week Plant Height Assessment for June 2013 in Southwest Mississippi. 2014 MANRRS National Leadership Conference and Career Fair, Birmingham, Alabama (Top 10 Undergraduate Student Research Contest Abstract)
- **Olowola, K., L.A. Hodges, B. Knox, K. Pittman, L. Wilson and L. Peavie (2014)** Response of Switchgrass Seeds to Priming and Its Influence on stand establishment in Southwest Mississippi. 2014 MANRRS National Leadership Conference and Career Fair, Birmingham, Alabama (Top 10 Graduate Student Research Contest Abstract)
- **Collins, D., L.A. Hodges, G. Panicker, C. Ford (2015)** The Global Food Security Short Course for High School Students: Alcorn State University's Novel Approach to Student Recruitment and

LaShunda Anderson Hodges, Ph.D.



- Engagement. 2015 Association of Public and Land Grant Universities Historically Black Colleges and Universities Student Success Summit, Atlanta, GA
- **Collins, D., L.A. Hodges, G. Panicker, C. Ford (2014)** Future Leaders In Food and Agricultural Sciences: Alcorn State University's Integrated Approach to Academic Support, and Retention Strategies. 2014 Association of Public and Land Grant Universities Historically Black Colleges and Universities Student Success Summit. Atlanta, Georgia

PUBLICATIONS

Articles in Refereed Journals, Industry Magazines and in the Edited Books:

- **Anderson, L., M.M. Walsh, A. Roy, C. Biachenttil, and G. Merchan. (2011).** The Potential of *Thelypteris palustris* and *Asparagus sprengeri* in the Phytoremediation of Arsenic Contamination. *International Journal of Phytoremediation* 13:177-184
- **Anderson, L., P. Igbokwe, J. Jackson, and W. Millis. (2010).** An Alternative Income for Underserved Farmers: Shiitake Mushroom Production. Professional Agriculture Workers Conference- Empowering Underserved Farmers and Rural Communities by Changing Legislation, USDA Eligibility Requirements and Program Delivery Tuskegee University, Tuskegee, Alabama, PAWC Tuskegee University
- **Anderson, L. and M. M. Walsh (2009).** Assessment of the Marsh fern, *Asparagus Fern*, and Ryegrass for Their Potential in the Phytoremediation of Arsenic-Contaminated Soils Professional Agriculture Workers Conference (PAWC) Conference Proceedings - The Color of Wealth in the Green Economy: Best Practices Programs, and Policies, Tuskegee, Alabama
- **Anderson, L., and M.M. Walsh. (2007).** Arsenic uptake by common marsh fern *Thelypteris palustris* and its potential for phytoremediation. *Science of the Total Environment* 379:263- 265.
- **Igbokwe, P., Rizvi, M., Huam, L. C., Dagher, M., & Anderson, L. (2000).** Field Evaluation of Echinacea Species. *Journal of Mississippi Academy of Science*, 45, 12

Articles in Non-Refereed Journals, Recognized Newspapers, Newsletter, etc.

- **Hodges, L. (2021)** PearlZ in the Wild U.S. Fish and Wildlife MOU Program Activity Toolkit Zeta Phi Beta Sorority, Incorporated, Washington D.C.
- **Hodges, L., (2021)** PearlZ in the Wild U.S. Fish and Wildlife MOU Program Job Portal. [https://zphib1920.org/usfws/Zeta Phi Beta Sorority, Washington D.C.](https://zphib1920.org/usfws/Zeta%20Phi%20Beta%20Sorority)
- **Hodges-Anderson, L. (2015)** Healthy Soil Healthy People. 2015 Alcorn State University Annual Agricultural, Research, and Extension Field Day Bulletin.
- **Hodges-Anderson, L. (2014)** Potential of Switchgrass Production for Management of Agricultural And Environmental Issues in Mississippi. 2014 Alcorn State University Annual Agricultural, Research, and Extension Field Day Bulletin



- Hodges-Anderson L. (2013) Response of Switchgrass seeds (*Panicum Virgatum* L.) to Seed Priming and Its Effect Upon Stand Establishment. 2013 Alcorn State University Annual Agricultural, Research, and Extension Field Day Bulletin.
- Anderson, L. (2012). Enhancement of Mississippi Specialty Crop Production Diversity: Shiitake Mushrooms and Native Grasses. 2012 Alcorn State University Annual Agricultural, Research and Extension Field Day
- Anderson L. (2011) Hard-Earned Land: The Kimble Family Farm. Fertile Ground Magazine. Alcorn State University School of Agriculture, Research, Extension and Applied Sciences.
- Anderson, L. (2010). Hard Earned Land: The Kimble Family Farm Minority Landowner v(1):21.
- Igbokwe, P., L. Anderson, and A. Burks, (2010). Lemongrass Evaluation In Southwest Mississippi and Shiitake Mushroom Production, 2010 Alcorn State University Annual Agricultural, Research and Extension Field Day Bulletin
- Anderson, L. 2009. Hard Earned Land: The Kimble Family Farm [Online]. Available by eXtension.org <http://www.extension.org/pages/HardEarnedLand:TheKimbleFamilyFarm>
- Anderson, L., A. Brown, and C. Rogers. (2009) "Cash for Conservation" Quail Native Grass Workshop, Southern University Agricultural Research and Extension Center, Baton Rouge, Louisiana www.suagcenter.com/documents/QuailWorkshopRegistration.doc
- Anderson, L., and A. Brown (2000) "Cash for Conservation" Quail Native Grass Project Promotional DVD (2009) Southern University Agricultural Research and Extension Center, Baton Rouge, Louisiana
- Birch, T., R. McCoy, L. Laynes, and L. Anderson (2011). Global Project Zeta: Zeta Environmentalists Teaching Awareness. Zeta Phi Beta Sorority, Incorporated. Washington, D.C

EXTERNAL FUNDING GENERATED

- 1.25 Million (2019) USDA-NRCS Mississippi Precision Agriculture for the improvement of small farm soils in Mississippi, Alcorn State University, Lorman, Mississippi
- \$150,000 (2022) USDA-NRCS Southern University Campus 2016 MS River Flood Impact Upon Dynamic Soil Properties, Southern University Ag Center, Baton Rouge, Louisiana
- \$100,000 Departmental Funding: (2013-2019) Alcorn State University Minorities in Agriculture Natural Resources and Related Sciences National Conference Attendance
- \$100,000 USDA-NRCS Funding (2020) USDA-NRCS Collaborative Minority Student Drone Training and FAA Part 107 Licensed Pilots Program. Alcorn State University, Lorman, Mississippi.
- \$70,000 USDA-NRCS Funding (2019): USDA-NRCS Collaborative Minority Student Drone Training and FAA Part 107 Licensed Pilots Program. Alcorn State University, Lorman, Mississippi. (4 FAA Part 107 Licensed Undergrad student Pilots / 2 Faculty Part 107 Licensed Drone Pilots)
- \$100,000 USDA-ARS 1890 Research Capacity Building Visiting Scientist Fellowship (2016 - 2017) Comparison of Arkansas Grand Prairie Switchgrass with a Commercial Switchgrass Variety to Assess Carbon Sequestration, Biomass Production, and Interactions with Soil and Soil Microbial Communities

LaShunda Anderson Hodges, Ph.D.



- **\$100,000 USDA-ARS 1890 Scientist Fellowship 2017** Evaluation of Hydroponic Transplants to Increase Switchgrass Biomass Production for Agricultural, Environmental, and Bioenergy Applications
- **\$850,000 Monsanto Agriculture Outreach and Education Enhancement Grant (2014)** Engagement of undergraduate and graduate students in research mentorship and professional development.
- **USDA NRCS Mississippi Soil and Plant Student Scholars Program Grant - \$100,000 2014** –provides scholarships to incoming freshman soil, plant, and environmental science majors
- **Project N.A.T.I.V.E. \$400,000.00 2011** USDA Outreach Assistance to Socially Disadvantaged Farmer and Ranchers, Audubon Arkansas, Alcorn State University, and University of Arkansas at Pine Bluff
- **Anderson, L. & Walsh, M. \$800.00 2002** Phytoremediation of Arsenic from Contaminated Environments. Louisiana Environmental Education Research Grant Award

RESEARCH COURSES DEVELOPED

- **PS 611** – Thesis Research 2 (Spring/Summer 11) (Hybrid/Traditional)
- **PS610**- Thesis I (Summer II) (Hybrid/Traditional)
- **Special Problems (AGSC-411B-01)**- Scientific Writing for STEM Students
- **PS 612** - Thesis (Summer II, Spring) (Hybrid/Traditional)

AWARDS AND ACHIEVEMENTS

- **2023 Who's Who** – Marquis Biographical Registry
- **Invited Speaker (2022)**, Alcorn Alumni in Professional Stem Careers, Alcorn State University, Lorman, Mississippi
- **Women's History Month Honoree (2022)**, Louisiana Board of Regions, Baton Rouge, Louisiana
- **1,000 Inspiring Black Scientist (2021)** Cell Mentor
- **1,000 Upcoming Black Scientist (2020)** Cell Mentor
- **STEM is Lit: 2021** Beta Delta Chapter Guest Speaker (2021). Alcorn State University
- **CRESS Research Symposium Judge (2021)** Alcorn State University
- **Guest Lecturer Small Farm Management (2021)** Alcorn State University
- **2019 Sisters in STEM Award**, Zeta Phi Beta Sororlty, Incorporated, South Central Region

LaShunda Anderson Hodges, Ph.D.



- **2018 Above and Beyond Student Organization Advisor**, Alcorn State University, School Agriculture and Applied Sciences
- **2017 TOP 10 Advisor**, Minorities in Agriculture Natural Resources and Related Sciences
- **2014 Above and Beyond Award**, Alcorn State University, Quality Matters Quality Enhancement Program.
- **2014 Above and Beyond Award for Address Mississippi Children Literacy Needs**, Children's Defense Fund Freedom Schools Program, Alcorn State University.
- **2013 State of Mississippi Advisor of the Year**, Zeta Phi Beta Sorority, Incorporated State of Mississippi
- **2013 South Central Region Advisor of the Year**, Zeta Phi Beta Sorority, Incorporated-South Central Region
- **Invited Speaker (2010)**, Alcorn Alumni in Professional Stem Careers, Alcorn State University, Lorman, Mississippi

SULC



SOUTHERN UNIVERSITY LAW CENTER

2 ROOSEVELT STEPTOE DRIVE
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813

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

July 3, 2024

Mr. Dennis J. Shields
President
Southern University System
J.S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Shift of Duties for Prof. Koshaneke Gilbert as Instructor

Dear President Shields,

The Southern University Board of Supervisors previously approved a recommendation of Chancellor John K. Pierre to appoint Prof. Koshaneke Gilbert to the academic rank of Instructor. In 2023, Prof. Gilbert was granted the rank of Instructor by the Board of Supervisors while she maintained her 12-month duties as the Director of the Career Services at Southern University Law Center. Due to the increased academic load being carried by the faculty of the Law Center, I am recommending that Prof. Gilbert job duties be adjusted so that she serves as an Instructor/Academic Advisor effective August 1, 2024. This position would be a 12-month position and Ms. Gilbert will carry a normal academic teaching load and work with the Registrar's Office to advise students on their matriculation through law school. Consistent with the current By-Laws of the Board of Supervisors, the position has no promotion potential to tenure status.

I have spoken with Human Resources, and they believe the shift in employment duties referred herein will require approval of the Board of Supervisor. The shift of duties will not impact the compensation of Prof. Gilbert, which is \$102,211.00. Therefore, I respectfully request that the Board waive the search process for this appointment and approve the recommendation contained herein. I ask that the Board consider this recommendation at its July 19, 2024, Board meeting.

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

Your sincerely,

Alvin R. Washington
Interim Chancellor

APPROVED: _____
President Dennis J. Shields

"An Equal Educational Opportunity Institution"

SUS SUBR SULC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

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

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

An Instructor/Academic Advisor is a 12-month academic position without the possibility of gaining tenure. The holder of the position teach skills and/or doctrinal courses as designated by the Chancellor of the Law Center, as well as advise students on their matriculation through law school under the Vice Chancellor for Academic Affairs.

Salary/Range: \$102,211.00 Previous Incumbent (if replacement): N/A

Approved Disapproved Shawn D. Vance 7/9/24
 Department Head Date
 Approved Disapproved Cory K. Hall 7/9/24
 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>7/10/24</u>
Signature	Date
Budget Number	<u>311001-32020-61002-31000</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 Shawn D. Vance 7/16/24
 Vice Chancellor Date
 Approved Disapproved ack _____
 Chancellor/Vice President Date
 Approved Disapproved _____
 President Date
 An Equal Opportunity Employer

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 08/01/2024 To _____
 Effective Date 08/01/2024

Name Koshaneke Gilbert XXX-XX-9028 Sex F Race* B
 (Last 4 digits only)

Position Title: Instructor/Academic Advisor Department: Law Center

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

--	--	--

X New Position Expiration Date: _____

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

Years Experience 16 Southern University Experience 8
 Degree(s): Type/Discipline (BA-Education): BS Institution/Location (SU-Baton Rouge): Southern University Year: 2004
JD Southern University 2008

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$102,211.00 Salary Budgeted \$102,211.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-32020-61003-31000
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Associate Director of Career Services From Instructor/Academic Advisor To
 Status _____
 Salary Adjustment \$102,211.00 \$102,211.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-32020-61003-31000	\$102,211.00
	\$102,211.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Abraham D. King _____ Date _____
 Supervisor
Abraham D. King _____ Date _____
 Vice Chancellor
 _____ Date _____
 Director/Personnel _____ Date _____
 President _____ Date _____

Dean/Unit Head _____ Date _____
JR Hall / [Signature] _____ Date _____
 V/C for Finance & Admin. _____ 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 ORGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Shift of Duties for Pro. Koshaneke Gilbert as Instructor/Academic Advisor. This Shift of duties will not impact the compensation of Prof. Gilbert, which is \$102,211.00. Effective date August 01, 2024.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

V/C Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any)

125

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 EXPIRES DATE

CODE UNIVERSITY EXPIRES DATE

ENCUMBERED / FUNDS AVAILABLE

DOC ID: US

RA

DATE: H1 7/10/24

BY: J1 JMC

F1

F0

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

BAR MEMBERSHIP

Louisiana State Bar Association, 2008

EMPLOYMENT

Southern University Law Center, Baton Rouge, Louisiana

Director

2021-Present

Associate Director

2019-2021

Career Counselor

2017-2019

- Research, and analyze the current state of the private sector legal services and legal job markets and forecasts emerging trends in those markets. Identifies existing and up-and-coming career and job options, assesses (on a continuing basis) their short-and long-term feasibility for our alumni attorneys, and explores alternatives to traditional legal practice
- Placement Data Collection/Dissemination: Collect and report placement data for internship and full-time opportunities
- Coordinate and attend job fairs
- Manage the Chancellor's Public Interest Initiative Stipend Award Program
- Collect data for ABA and NALP reporting
- Liaises with various other Law School departments and individuals to understand their needs and goals and explore and develop mutually beneficial programs, resources, and services
- Maintain and enhance the Law School's existing professional network of potential employers, other law school legal career professionals, and others in the legal field who may be in a position to provide information and assistance to our students interested in pursuing private sector work
- Establish new positive working relationships with law firm recruiters, inhouse legal departments, corporations, (and others who may be of assistance to our private sector oriented students (and who may be of assistance in fundraising and in enhancing the campus's relationship with outside organizations)
- Develops and oversees presentation and delivery of broad and complex career-focused programs and events workshops, and resources
- Provides one-on-one, individually tailored and client-driven career consulting services to students and alumni
- Assist other staff where needed

City Attorney's Office, Shreveport, Louisiana

2012-2017

Assistant City Attorney/Prosecutor

- Provided legal counsel to various departments and boards within the City of Shreveport such as: the Department Community Development, Shreveport Public Assembly and Recreation, Personnel, Metropolitan Planning Commission, Zoning Board of Appeals, Zoning Enforcement, Health Care Trust Fund Board, Loan Review Committee, and the Mayor's Internal Communication Task Force
- Drafted administrative rules and regulations, documents and contracts
- Prepared opinions on questions of law and procedure
- Represented the City in administrative hearings
- Analyzed administrative and management problems within a legal framework to ensure sound practices and procedures
- Investigated and respond to EEOC complaints

- Prepared and reviewed lost note affidavits, promissory notes, loan agreements, and other documents for small businesses and individuals receiving loans from the City
- Prosecuted cases related to: misdemeanor state criminal statutes, city ordinance violations, driving while intoxicated and traffic violations
- Argued motions relative to bond forfeitures

Legal Services of North Louisiana, Shreveport, Louisiana

2010-2012

Staff Attorney

- Completed work pertaining to Family Law, this included but was not limited to: divorces, child support, child custody/visitation, power of attorney, protective orders, etc.
- Prepared a variety of legal forms and documents such as: Petitions, Answers, Motions, Writs, Appeals and other pleadings.

Davis Law Office, LLC, Shreveport, Louisiana

2009-2010

Attorney

- Completed work pertaining to the defense of the City of Shreveport. Which, included but was not limited to: defending against fraudulent Worker's Compensation Claims, Personal Injury Accidents involving city workers and civilian and Slip and Fall incidents on city property
- Prepared a variety of legal forms and documents such as: Answers, Motions for Summary Judgment, Motions in Opposition to Summary Judgment and Interrogatories
- Prepared and conducted depositions

The Law Office of Koshaneke N. Gilbert, LLC, Baton Rouge, Louisiana

2008-Present

- Handle matters involving but not limited to: Personal Injuries, Adoptions and Family Law
- Prepare a variety of legal forms and documents, such as: Motions to Dismiss, Declarations, Discovery Request and Responses, Petition for Damages and other pleadings
- Collect organize and summarize information, materials, documents, reports and evidence
- Negotiate on behalf of my clients and their respective needs
- Represent children in need of care

TEACHING EXPERIENCE

Southern University Law Center, Baton Rouge, Louisiana

Instructor of Law

2023-Present

Adjunct Professor

2017-Present

- Provide comprehensive instruction to students in Legal Research, Conflict of Laws, Lawyering Process and Statutory Analysis, utilizing appropriate teaching methodologies
- Full responsibility for the teaching and evaluation of students in several classes
- Where appropriate, create and build a course that is easy to navigate, utilizes a variety of tools and assessments, and provide materials that foster student learning
- Prepare for and teach courses in accordance with the syllabi and lesson plans I have developed

EDUCATION

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

Doctor of Public Policy, Candidate, Fall 2025

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

Master of Public Administration, December 2020

Southern University Law Center, Baton Rouge, Louisiana,
Juris Doctor, May 2008

LEGAL TRAININGS/PROFESSIONAL DEVELOPMENT

Speaker: National Association for Law Placement: The Historical Six: Recruitment and Retention of HBCU Law Candidates

Speaker: Becoming Fierce in the Practice of Law: Professionalism, October 16, 2020

Speaker: Cannabis and Hemp Continuing Education Symposium: Professionalism, December 12, 2019

Nita Trial Advocacy Certified-Best Opening Argument

Equal Access to Justice

Louisiana Board of Ethics Certification

Children in Need of Care Certified Attorney

American Association of Law Schools 2018, 2021=

National Association for Law Placement Conference 2017, 2018, 2019, 2021, 2022, 2023

LifeBound Coaching Institute 2018

National Association for Law Placement Newer Professionals Forum 2019

American Bar Association Midyear Meeting 2019, 2020, 2021

The LGBT Bar 2019 Lavender Law Conference



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

SOUTHERN UNIVERSITY LAW CENTER

2 ROOSEVELT STEPTOE DRIVE
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70818

July 2, 2024

Dennis J. Shields
President/Chancellor
Southern University System & Baton Rouge Campus
J.S. Clark Administration Building
Fourth Floor
Baton Rouge, Louisiana 70813

RE: Transfer to another department and title change

Dear President Shields:

I am seeking your approval and waiver for the transfer of Ms. Candice Hawkins from her current position as an Operating Management Specialist in the Office of Student Affairs to the role of Financial Affairs Special Project Officer in the Department of Travel, with her current salary maintained at \$60,278.

Because her salary exceeds \$60,000, this request will be presented to the board for approval. I have attached the job description, position vacancy waiver, and resume for your review.

I kindly request that this matter be included in the agenda for the July 19, 2024, board meeting for approval, with an effective date of July 1, 2024.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Alvin R. Washington, Esq.
Interim Chancellor

APPROVED: _____

Dennis R. Shields
President/Chancellor

JOB CLASS 3				
JOB CODE	M			
CAT. ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M			
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CAMPUS: SUS ___ SUBR ___ SULAC X SUAREC ___ SUNO ___ SUSLA ___

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

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

Previous Employee Lois Holden Reason Left Retirement
 Date Left 06/30/2024 Salary Paid \$72,072.00

Profile of Person Recommended

Length of Employment 07/01/2024 To ___
 Effective Date 07/01/2024

Name Candice Hawkins XXX-XX-0301 Sex F Race* B
 (Last 4 digits only)

Position Title: Financial Affairs Special Project Officer Department: Law Center-Institutional Support

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

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

Years Experience 10 Southern University Experience 2
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S. Southern University A&M College 2009
M.B.A. Southern University A&M College 2021

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$60,278.00 Salary Budgeted \$60,278.00

Source of Funds State

Identify Budget: State/Grant Location 311001-36110-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position Assistant Financial Affairs Special Project Officer
 Status No Salary adjustment
 Salary Adjustment \$60,278.00 \$60,278.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-36110-61002-36000	\$60,278.00
Total	\$60,278.00

*See Reverse Side

Graduate School signature (if, applicable):

Kenneth Tillery 7/3/24 Date
 Supervisor
Shawn D. Van 7/3/24 Date
 Vice Chancellor
 Director/Personnel Date
 President Date
Gary R. Hall 7-3-24 Date
 V/C for Fin. and Administration
 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: New position (Financial Affairs Special Project Officer) with no salary adjustment.

EMPLOYEE DIRECT SUPERVISOR: Daily
Karvett Tillery

NUMBER OF EMPLOYEES SUPERVISED, (if any) 2

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
DOC. I.D. # US
DATE: RA 7/3/24
BY: H1 DMC/WR
J1
F1
F0

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

Title: **Financial Affairs Special Projects Officer**

Department/Division: Finance and Business Affairs

POSITION SUMMARY: Finance and Business Affairs coordinator and specialist working closely with the Travel Manager and accounting staff performing critical duties. Audit and process travel expense account reports in accordance with Southern University travel policy and procedures and Office of State Travel.

ESSENTIAL RESPONSIBILITIES:

1. Assists Travel Card Program Administrator with the Administration of Travel Card and CBA Card programs, managing all facets of the Works On-line Program, including but not limited to, requesting travel cards, manage card limits, audit and process travel card invoice and analyze travel reports.
2. Review and process employee travel transactions reviewing for proper support documentation and compliance status with all laws, entities governing travel transactions for SULC
3. Approve and process travel transactions to be charged to the CBA Card account for high-cost transactions such as hotel lodging, registration fees, airline fees and rental car fees.
4. Review and approve travel transactions for reimbursement
5. Prepare documents for payment of monthly credit card bills Travel/CBA Card.
6. Administer pre-travel request and the associated process and authorization.
7. Adhere to the Office of State Travel guidelines
8. Audit and process travel expense account reports (national and international), in accordance with Southern University travel policy and Office of State Travel Policies and Procedures.
9. Effective Communication skills
10. Proficient in Excel
11. Prepare journal entries to record monthly credit card transactions paid by Bank Wire Transfer for and Travel/CBA Card.
12. Review financial feed reports for Law Center errors and propose correcting JVs where necessary.
13. Data entry for recording journal vouchers and payment into Banner Finance System when needed and maintain files for all JVs processed.
14. Maintain and file travel documents

Assist with all audits with respect to SULC responsibilities and perform other assignments or Special Projects as required, relative to job

Candice Hawkins

candi_hg@yahoo.com | (225) 401-0808

SUMMARY

Seasoned professional with 16 years of diverse experience, including operational management and recruitment coordination. Skilled in policy development, student affairs, and event planning, seeking a Management role. Expertise in organizational leadership, compliance, and human resources management.

WORK EXPERIENCE

- Southern University Law Center** Baton Rouge, LA
Operational Management Specialist Mar 2022 - Present
- Coordinate inter-agency management activities within the Student Affairs division, ensuring effective collaboration and compliance with organizational regulations.
 - Input and manage data within the Maxient system to support administrative processes and program development.
 - Contribute to the development of the Legal Scholars Program, enhancing academic offerings and supporting student success.
 - Facilitate communication and conflict resolution among student organizations, and oversee the creation and implementation of student travel policies and procedures.
- Recruitment Coordinator** Aug 2019 - Mar 2022
- Managed complex appointment calendars and coordinated travel and meeting arrangements to support departmental objectives.
 - Facilitated the planning and execution of recruitment events, ensuring seamless operations and engagement.
 - Handled the review and coordination of documents for signature, contributing to the maintenance of departmental records and correspondence.
 - Maintained detailed logs of key events, tours, and student interactions, providing reliable data and support for departmental reporting and assessment.
- Coordinator of Records Assistant** Mar 2013 - Aug 2019
- Managed the enrollment process by diligently tracking and following up with prospective students to facilitate successful admissions.
 - Maintained accurate and comprehensive student records, both digital and physical, ensuring all necessary documentation was systematically filed and readily available.
 - Conducted thorough audits of student files and prepared degree audits and bar certification documents, upholding institutional standards and compliance.
- Office of Community Development, HMGP** Baton Rouge, LA
Mitigation Analyst Assistant Oct 2012 - Mar 2013
- Administered grants for hazard mitigation measures, ensuring adherence to complex federal and state regulations.
 - Maintained comprehensive project files, facilitating full compliance and timely grant payments to applicants.
- Welser Security Services Inc.** Baton Rouge, LA
Human Resource Manager Dec 2011 - Sep 2012
- Developed and implemented recruitment strategies to attract and select qualified candidates, successfully meeting staffing needs.
 - Conducted comprehensive employee training programs, ensuring team proficiency and support for organizational development initiatives.
- Old Navy** Baton Rouge, LA
Sales Associate Feb 2011 - Jun 2012

- Delivered exceptional customer service, ensuring satisfaction and fostering a positive shopping environment.
- Maintained accurate inventory levels through effective stock management.

Walmart

Customer Service Manager

Baton Rouge, LA
Nov 2007 - Feb 2011

- Managed scheduling logistics to ensure efficient staff allocation and customer service operations.
- Conducted comprehensive training for cashiers on front-end policies, including transaction authorizations and processing returns.

EDUCATION

Southern University A&M College

Baton Rouge, LA
Dec 2009

Bachelor of Consumer Science, Apparel Merchandising and Textile

Southern University A&M College

Baton Rouge, LA
Dec 2021

Master of Business Administration, Entrepreneurship

CERTIFICATIONS

IBM Data Science Practitioner

Jul 2021

Enterprise Design Thinking Practitioner Badge

Feb 2022

SKILLS

Microsoft Office Suite • Strong Work Ethic • Positive Attitude • Good Communication • Problem-Solving • Team Player • Self-Confidence • Ability to Accept and Learn From Criticism • Leadership • Human Resource • Time Management • Onboarding • Customer Service • Event Planning • Sourcing • Employee Relations

Job Description Program Manager

The Program Manager will be instrumental in achieving the program's goals and ensuring the efficient operation of DiversifyLA.

The Program Manager will

- Lead weekly team meetings, arrange matchmaking events with our DiversifyLA partners,
- Build and maintain strong relationships with partners to ensure ongoing support and participation throughout each grant year, understand the requirements for doing business with each partner,
- Ensure clients are prepared to meet these requirements,
- Organize and lead webinars,
- Provide training materials to help businesses prepare for opportunities with our partners,
- Increase program awareness through marketing and social media,
- Innovate to grow the program, aiming for
 - 50% client engagement with the program
 - 75% of clients match with our buying partners, and
 - 25% increase in contract opportunities

Angela Turner

Business, Accounting, Financial Analysis and Data Assessment

A results-driven and seasoned professional with over 20 years of experience in business, financial analysis, accounting, planning, and assessment. Strong focus on process development and process improvement.

WORK EXPERIENCE

Southern University Law Center • Baton Rouge, La • 06/2019 – Present

Financial Consultant – Louisiana MBDA Business Center • Part-time

- Conduct small business financial statement training programs that enhanced client understanding and awareness of financial statement analysis and reporting.
- Provide QuickBooks Online training to enhance client understanding and familiarity with accounting systems, enabling more efficient financial statement reporting and analysis.
- Devised actionable recommendations to enhance financial training programs, leading to a 60% increase in financial training opportunities offered by the business center within one year.

Director Planning, Assessment, and Institutional Research • Full-time

- Created a data-driven planning and assessment environment in 3 years, focused on continuous improvement, aligning with the college's mission, and meeting accrediting body standards.
- Achieved a 98% student participation rate in assessments in three years, leading to improved efficiency in student data and making informed decisions for program improvement.
- Provide support to Law Center faculty and units in assessing student learning by providing assessment data and statistical reports that enhanced processes and procedures to distribute, maintain and monitor the progress of student assessments.
- Engage in ongoing, comprehensive, and integrated research-based planning and evaluation of student assessment and student performance.
- Fulfill and maintain accreditation requirements for the Southern Association of Colleges and Schools Commissions on Colleges and the American Bar Association.
- Enhanced operational efficiency by designing and maintaining databases, spreadsheets, and graphs to report and track performance metrics. Streamlined processes and improved decision-making.
- Promote Institutional Effectiveness by assisting units and sub-units with preparing annual unit plans including objectives, expected outcomes, assessment criteria, results, and impact of results.

SKILLS

Ability to work effectively with a wide range of constituencies in a diverse community, Administration, Attention to Detail, Critical Thinking, Data Analysis, Data Collection, Effective Communication, Financial Analysis, Leadership, LiveText, Management, Organization, Planning, Problem-solving skills, Project Management, Time Management, TWEN, Accounting, Data Analytics, Management, Project Management, Strategic Planning

EDUCATION

BS in Accounting

Dillard University
New Orleans La

MBA in Business

Southern Methodist University
Dallas, TX

Certificate – Building an Entrepreneurship Education Ecosystem

Babson College

Certificate – Entrepreneurship Essentials

Harvard Business School

- Conducted training workshops and created videos to assist with assessment implementation processes.
- Effectively planned, managed, and executed the logistical aspects of the Faculty and Staff Retreat, Faculty Workshop, and Staff Workshop for the entire Law Center for 3 years.
- Spearheaded the coordination and execution of the SULC Assessment Day which included administering over 600 formative assessments to students during the Fall and Spring semesters consistently for 3 years.
- Recommended, developed, and executed the State of the Law Center electronic booklet, demonstrating a systematic approach to planning, assessing, and evaluating Institutional Planning and Effectiveness while supporting accreditation standards.

**Southern University A&M College • Baton Rouge, La •
10/2018 – 05/2019**

**Assistant Director Assessment, Planning, and Institutional
Research •
Full-time**

- Developed a planning and assessment calendar and handbook within 5 months.
- Developed assessment training modules and presentations for 100% of the academic units and conducted training workshops to assist with assessment implementation processes.

**Baton Rouge Community College • Baton Rouge, La •
07/2014 – 09/2018**

Business Department Head/ Chairperson • Full-time

- Responsible for all planning and assessment activities, including the completion and submission of program learning outcomes, curriculum development, faculty evaluations, student course evaluations, and meeting the programmatic accreditation requirements for business programs by the Accreditation Council for Business Schools and Programs (ACBSP).
- Developed Accounting, Business, and Management courses approved by the BRCC Curriculum Committee including the Accounting Enrolled Agent Certificate and the Accounting Certificate.
- Served as Chairperson for the Business Advisory Board
- Oversaw and conducted comprehensive performance evaluations for 12 faculty members.

Online Adjunct Accounting Professor • Part-time

- Taught online college-level Business and Accounting courses using Canvas™ LMS including Financial Accounting I, II, III; Computerized Accounting (QuickBooks); Introduction to Business; Principles of Management; Managerial Accounting.

**Ascension Financial Group • Baton Rouge, Louisiana •
05/2006 – 07/2015**

Financial Services business offering investment and insurance products to individuals and closely held businesses.

Financial Advisor • Part-time

- Provide financial consultations and retirement planning for individuals and small businesses. Maintained 100+ client accounts with multi-millions in assets under management.

**Baton Rouge Community College • Baton Rouge, La •
08/2009 – 06/2014**

Business Instructor / Assistant Professor of Accounting • Full-time

- Developed and implemented a departmental student advising process.
- Served as program manager for the Associate of Applied Science Business Technology degree program
- Developed Accounting, Business, and Management courses approved by the BRCC Curriculum Committee including the Accounting Enrolled Agent Certificate and the Accounting Certificate.
- Served as co-chair for the BRCC Business Advisory Board.
- Taught in-person and online college-level Business and Accounting courses using Blackboard and Canvas™ LMS, including Financial Accounting I, II, III; Computerized Accounting (QuickBooks); Introduction to Business; Principles of Management; Managerial Accounting, Business Communication, Small Business Management, Intro to Entrepreneurship, Business Law, Intro to Financial Management, and Negotiations, , Customer Service, Professional Selling.

A G Edwards & Sons • Baton Rouge, La • 10/2004 – 04/2006

Financial Consultant • Full-time

- Taught Retirement Planning and Financial Planning seminars
- Opened and maintained over 60 new client accounts
- Opened and maintained 5 multiple-employee Small Business retirement accounts.
- Provided retirement planning education services to Small Business Owners .
- Performed Portfolio Reviews and Financial Goal Analysis.

Texas Instruments • Dallas, Tx • 06/1998 – 08/2004

Senior Auditor -TI Internal Audit Services • Full-time

- Managed client relationships; communicated key findings and recommendations and performed internal controls testing for compliance with Sarbanes-Oxley 404 Act.
- Aided internal customers on essential business matters and ensured services were rendered in a timely manner and within the constraints of budgets and profitability goals.
- Conducted training classes for senior level management staff.

General Accounting Supervisor - TI Financial Planning • Full-time

- Managed accounting for \$1 billion worldwide semi-conductor R&D costs and performed quarterly and annual cost center analysis and forecasting.
- Performed quarterly and annual cost center analysis and forecasting.
- Lead and mentored staff to ensure accuracy of semi-conductor trade and inter-company accounts payable.
- Developed policy and procedure for R&D Internal Order requests. Developed guidelines for semi-conductor R&D Accounting, prepared annual audits for GAAP R&D Reporting.
- Conducted quarterly R&D training sessions for 10 or more Cost Accountants. • Completed annual audit schedules for tax creditable R&D and GAAP R&D reporting.

Planning Analyst - TI Wireless • Full-time

- Managed and forecasted backlog specifically for Qualcomm and acted as liaison between customers, Assembly / Test sites, and Production Centers.
- Managed production inventories, shipping requirements, and critical customer delivery issues.

Cost and Financial Planning Analyst - Mixed Signal Logic • Full-time

- Performed SHP03 Invoice Audits and TCM Audits, Created Credit and Debit Notes, and Provided SAP Support by creating internal orders and internal order groups.
- Provided SAP Support - Creating internal orders and Internal Order Groups
- Performed the Close Process for TID WFAB and SCE Cost and Financial Planning Analyst - Texas Instruments - Analog Logic

Cost and Financial Planning Analyst - Analog Logic • Full-time

- Prepared quarterly analyses of actual vs. forecasted costs of Support organization, monthly Backlog report for the Close process, and performed quarterly tax forecast.
- Prepare monthly Backlog report for Close process
- Performed quarterly tax forecast

CERTIFICATIONS

ProAdvisor

QuickBooks Online

VOLUNTEERING & LEADERSHIP

Women Working with Women Empowerment

Director • Baton Rouge, Louisiana

Baton Rouge Community College

Panelist - ICTCS Conference • Baton Rouge, Louisiana

Presentation on Faculty Learning Community Experience

Southern University Law Center • 10/2020

Student Advisor – SULC Hewlett Packard HBCU Business Challenge
Case Competition – Team won 2ND Place

Junior League Baton Rouge

Member • Baton Rouge, Louisiana

**National Coalition of 100 Black Women Metropolitan Baton Rouge
Chapter**

Member • Baton Rouge, Louisiana

Alpha Kappa Alpha Sorority Incorporated

Member • Baton Rouge, Louisiana

Baton Rouge Community College

• Baton Rouge, Louisiana

Business Advisory Board Chairperson

National Black MBA Association

Lifetime Member

PUBLICATIONS

**Transforming the Culture of Assessment to an Online Model: “There is
More Than Meets the Eye” ISSN: 2189-1036 – The IAFOR International
Conference on Education – Hawaii 2023 Official Conference
Proceedings <https://doi.org/10.22492/issn.2189-1036.2023.54> •
10/2023**

Ramsey R., White P., Turner A., Thompson S., & Young L.

JOB CLASS 3			
JOB CODE	U		
CAL ID	M		

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M			
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CAMPUS: SUS _____ SUBR _____ SUAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2024 To _____
 Effective Date 07/01/2024

Name Angela Bruns xxx-xx-7799 Sex F Race R
 (Last 4 digits only)

Position Title: Program Manager Department: Law Center-Instructional

Check One Existing Position *Vlsa 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 5

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A (Accounting)</u>	<u>Dillard University, New Orleans</u>	<u>1990</u>
	<u>MBA</u>	<u>Southern Methodist University, Dallas, TX</u>	<u>1998</u>

Current Employer Baton Rouge Community College

Personnel Action

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

Recommended Salary \$72,000.00 Salary Budgeted \$72,000.00

Source of Funds LAMBDA Grant

Identify Budget: State Location 327575-31120-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____

Position Director of Assessment, Planning and Institutional Research Program Manager

Status _____
 Salary Adjustment \$78,000.00 \$72,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
327575-31120-61002-36000	\$72,000.00
	\$72,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Charlene Johnson 7-1-2024
 Date _____
 Vice Chancellor Sharon D. Vance 7/1/2024
 Date _____
 Director/Personnel Kim Hays 7/2/24
 Date _____
 President _____ Date _____

Dean/Chair/Head Garry B. Hall 7/1/24
 Date _____
 V/C for Fin. and Administration _____ Date _____
 Chancellor _____ Date _____
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____ Date _____
 Chairman/SU, 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: The Program Manager will be instrumental in achieving the program's goals and ensuring the efficient operation of DiversifyLA. Effective, July 01, 2024.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Charletta Fortson
NUMBER OF EMPLOYEES SUPERVISED, (if any) 1
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
DOC. I.Q. US
DATE RA 7/1/24
BY H1 McGeorge
F1
F0

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SUSLA



Dr. Aubra J. Gantt
CHANCELLOR

OFFICE OF THE CHANCELLOR
SOUTHERN UNIVERSITY AT SHREVEPORT

AGANTT@SUSLA.EDU
OFFICE: (318) 670-9312
FAX: (318) 670-6374

June 10, 2024

Dennis Shields, President
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, LA 70813

RE: Appointment of Dr. Sherlynn Hall as Vice Chancellor of Academic Affairs and Workforce Development - Southern University at Shreveport

Dear President Shields,

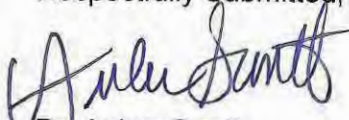
This communication comes seeking your support relative to the appointment of Dr. Sherlynn Hall as Vice Chancellor of Academic Affairs and Workforce Development for Southern University at Shreveport.

Dr. Hall currently serves as the Associate Dean of Arts Sciences and Technology at Panola College. She received her Doctorate degree in Philosophy, Mass Communication and Media Arts from Southern Illinois University. Dr. Hall's experience in academic affairs, curriculum development and instruction make her an asset to Southern University at Shreveport.

I believe that Dr. Hall is ideally suited to serve in this role. I am requesting that the effective date of this appointment is July 01, 2024, with the annual salary of \$125,000.

Should you have any questions or concerns please advise.

Respectfully Submitted,


Dr. Aubra Gantt
Chancellor

Approved: _____
Dennis J. Shields _____
President Date

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

- | | | |
|--|--|---|
| <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 Employed Dr. Lonnie McCray Reason Left Interim
 Date Left 06/30/2024 Salary Paid 119,433.60

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 07/01/2024

Name Sherlynn Hall SS# _____ Sex F Race* B
 (Last 4 digits only)

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

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

--	--	--

 New Position Expiration Date: _____

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

Years Experience 28 Southern University Experience _____

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	PhD- Philosophy Mass Comm, Media Arts	South Illinois University	2004
	EDs - Educational Leadership	Northwestern State University	1997
	MA- Liberal Studies, Mass Communication	Grambling State University	1990

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$125,000 Salary Budgeted _____

Source of Funds _____

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

Change of: _____

Position From _____ To _____

Status _____

Salary Adjustment _____

Financial Aid signature (if, applicable):



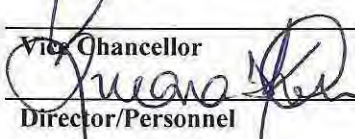

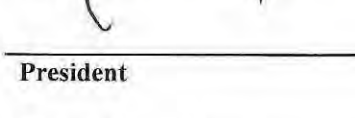
List total funds currently paid this employee by Southern University:

Source of Funds	Amount
General Funds	\$125,000

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

 Supervisor	<u>6/11/24</u> Date	 Dean/Unit Head	<u>6/11/24</u> Date
 Vice Chancellor	<u>6/11/24</u> Date	 Chancellor	<u>6/11/24</u> Date
 Director/Personnel		Vice President/Finance Business Affairs/Comptroller	Date
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Sherlynn Howard Hall, PhD

XXXXXXXXXXXX

ADMINISTRATIVE EXPERIENCE

AUG 2018- PRESENT PANOLA COLLEGE, CARTHAGE, TX

ASSOCIATE DEAN OF ARTS, SCIENCES, AND TECHNOLOGY

Panola College is a small thriving, award-winning community college located in Carthage, Texas. The name derives from Panola County, Texas, of which Carthage is the county seat. Panola College services two off-site campuses, located in Harrison and Shelby Counties. Panola services 3,066 credit, dual credit, and non-credit, certificate, and continuing education students utilizing face-to-face and online teaching platforms

Accomplished Activities:

Ensure continued effectiveness of division instructional programs, guiding scheduling, overseeing professional development, IE assessment data, student and faculty recruitment, carrying out performance evaluations, and maintaining open educational resources within disciplines. Support full and part-time faculty in all facilities and locations. Adhere closely to all federal, state, and local regulations as well as agencies at the regional and national levels. Engage in active professional and community outreach with both faculty and staff. Emphasize the importance of professional organization participation and conferences for division faculty and staff.

- Create and lead all faculty development programs.
- Administer academic budget of \$200, 000, in addition to management of human, fiscal, and physical resources in the division, optimizing expenditures.
- Spearhead educational activity grant research and writing process.
- Directly supervise Social/Behavioral Science, Science/Mathematics, and Kinesiology departments
- Work with the Deans to execute all aspects of technical, and workforce education programs, and stress continuous improvement initiatives in collaboration with the Director of Workforce and Continuing Education.
- Works closely with faculty and library director to develop open educational resources within their respective course discipline. The relationship resulted in the development of open educational resources (OER) within all core courses at the College.
- Planned and developed a faculty mentorship program
- Responsible for the development and oversight of a competitive faculty OER grant.

2017-JAN 2018

ARKANSAS BAPTIST COLLEGE LITTLE ROCK, AR

SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS

Arkansas Baptist College, originally named the Minister's Institute, was founded in 1884 by the Colored Baptists of Arkansas during their annual convention at Mount Zion Baptist Church in

Little Rock. Arkansas Baptist College is an urban Historically Black College located in the historic Little Rock Central High District. It also neighbors the Wright Avenue District and the famous Paul Lawrence Dunbar Junior High School.

Accomplishment Activities

As Senior Vice President, I reported directly to the President and was the principal leader with oversight of the infrastructure and systems that support the academic mission. I provided leadership in enrollment planning, educational planning activities, program and course development functions, curriculum and information.

- Promoted and sustained an environment that supports and encourages academic excellence and student learning both inside and outside of the classroom.
- Served in an advisory role as a ranking member of the President's Cabinet and participated in development of the College's strategic plan, goals and policies.
- Established and implemented new academic programs and policies to meet the needs of the student population, the college, and the community.
- Insured that academic units complied with all applicable federal, state and local regulations, guidelines, and accreditation standards.
- Supervised employment-related actions for all faculty, to include hiring, evaluation, tenure, promotion, discipline, student complaint and non-renewals.
- Collaborated with HR to ensure that all actions are in accordance with the Faculty Handbook and applicable college policies and procedures.
- Supervised the development and implementation of faculty-development programs.
- Managed the academic budget to ensure alignment with the strategic goals of the College.
- Supervised and provided leadership for academic off-site and distance learning platforms and learning management systems.
- Supervised and encouraged grant development to guide and promote fund raising initiatives and develop academic and support programs.
- Responsible for all student support services through Deans, department heads and operational units.
- Maintained a commitment for faculty shared governance.
- Coordinated student academic grievance procedures with the appropriate committee(s).
- Served as Director of Title III grants for Academic Affairs
- Composed and revised policies, procedures, guidelines and other documents where the initiating authority is within the Office of Academic Affairs.
- Interpreted and disseminated information related to College policies.
- Provided coordination for the retention, tenure and promotion process.
- The Senior Vice President serve as the chair of the Academic Council, Deans Council and on the President's Leadership Team.
- Served as a member of the Higher Learning Commission (HLC) steering committee

July 2015-17 **ASSOCIATE PROVOST FOR CURRICULUM & INSTRUCTION**

July 2011-15 **DEAN, SOCIAL SCIENCE AND HUMANITIES & ASSISTANT VP OF INSTRUCTION**

Wiley College, founded in 1873 in Marshall, Texas, is a historically black, primarily liberal arts, residential, co-educational, baccalaureate degree-granting institution affiliated with The United Methodist Church. Known as the home of the Great Debaters.

Accomplished Activities:

Collaborate with the Provost, Executive Vice President, and Office of Institutional Research, Planning, and Assessment on each division's SACSCOC information. Supported newly drafted Interdisciplinary Adult Degree Curriculum. Represented Provost/Executive Vice President and liaised with Provost, campus Vice Presidents, and senior campus leadership. Managed sensitive issues and documentation, sustaining absolute confidentiality. Coordinated with the Registrar on course offerings and grade submission accuracy. Served as operational manager for Library and Resource programs as well as oversight of academic program quality determined by analysis of student learning outcomes. Kept student-centric focus among faculty and staff. Overhauled curricula and ensured technology integration into the classroom.

- Designed and introduced an independent hybrid adult education program online in cooperation with Associate Provost for Extended Education.
- Ensured compliance with accreditation standards and eliminated graduation requirement redundancy within each academic division.
- Created and initiated a completely new faculty orientation program.
- Developed and implemented the academic affairs priority initiative ROUTINE: Mastering Order, Routine and Excellence; M.O.R.E =Less to ensure timely submission of all institutional and SACSCOC-related deliverables. This initiative aligned an electronic online faculty evaluation process with faculty contacts.

Promoted from Dean, Social Science & Humanities & Assistant VP of Instruction to Associate Provost of Instruction.

Led 70 full-time and adjunct faculty with an enrollment of 300 full and part-time general education and discipline-specific students in the division of Social Science and Humanities. Work closely with the VPAA and the office of Institutional Research, Planning, and Assessment for the implementation of the relevant SACSCOC information applicable to each academic division. Addresses the mission and goals of the College by promoting the College's academic support programs, managing a cohesive student academic development program to enhance the educational experience of students while promoting a sense of community among a diverse student body, faculty, administration, and staff through the implementation of the Student Success Academy. Facilitated monthly planning meetings with the Division of Social Sciences and Humanities. Actively assessed learning outcomes for continuous improvement of institutional effectiveness and collaborated with Provost and Director for Distance Learning on creation and implementation of an Interdisciplinary adult major.

- Administered \$200K annual division budget and led divisional budgets hearings.
- Chaired launch of Student Success Academy.
- Coordinated first ever Student Research Paper Call via Center of Humanities.
- Created and implemented the Center for Excellence in Humanities.
- Ensured incorporation of general education competencies in general education courses through oversight of faculty-standardized syllabi.
- Served on the Quality Enhancement Plan Assessment Committee (QEP).

JULY 2005-2011 ALCORN STATE UNIVERSITY LORMAN, MS
DEPARTMENTAL CHAIR OF MASS COMMUNICATIONS

Alcorn State University is a public, historically black, comprehensive, land-grant institution in rural unincorporated Claiborne County, Mississippi. Founded in 1871 by the Reconstruction-era legislature to provide higher education for freedmen, Alcorn 4000 full and part time undergraduate and graduate students.

Accomplished Activities:

Led mass communication faculty in policy development, articulation agreements, program curriculum review, admissions requirements, disciplinary review, faculty sabbatical requests, and approval of promotions, tenure, and scholarships as well as general daily department administration. Ensured proper attention to recruitment of under-served students throughout Mississippi. Executed departmental and radio station budgetary oversight. Completed departmental and Title III assessment reports.

- Won Rural Service grants for \$80K.
- Won McCormick Tribune Journalists Speakers Grant worth \$25K.
- Established operations of the Mass Communication Board of Directors across Mississippi.
- Serve as a member of the QEP committee.
- Appointed Full-Professor status by the President, and affirmed by the State of MS. I did not apply for tenure.

JULY 2002- 2005 EAST TEXAS BAPTIST UNIVERSITY MARSHALL, TX
FOUNDING CHAIR AND ASSISTANT PROFESSOR OF COMMUNICATION

East Texas Baptist University is a private, co-educational Christian university in Marshall, Texas, associated with the Baptist General Convention of Texas.

Accomplished Activities

Established admission requirements, coordinated requests for sabbaticals, promotions, and faculty scholarship. Generated external grants.

- Revised and launched the Mass Communication Department curriculum and increased enrollment by 50%.

- Founded the Mass Communication Board of Directors committee

**JULY 1997- 1999 NORTHWESTERN STATE UNIVERSITY NATCHITOCHEES,
NSU-TV DIRECTOR & ASSISTANT PROFESSOR, JOURNALISM**

Program schedule, program budgeting, supervision of NSU-TV staff, and proposals for applicants seeking video-produced programming. Advised student reporters, anchors, producers, directors, and other positions affiliated with the production of the daily live NSU-22 newscast, (viewed community and university-wide). The faculty advisor of KNWD-TV, a 24-hour student-funded and student-operated FM radio station.

**AUG 1993-1996 BOOKER T. WASHINGTON HIGH SCHOOL, SHREVEPORT, LA
MASS COMMUNICATION COORDINATOR/INSTRUCTOR**

Accomplished Activities

Developed and implemented the Mass Communication Magnet curriculum and state-of-the-art Radio and Television Center for the Caddo parish school board.

- Managed departmental budget
- Fundraised to purchase equipment
- Recruited high school and middle school candidates for the magnet program
- Organized and implemented a mass communication advisory committee

EDUCATION

May 2004

Southern Illinois University, Carbondale, IL

Doctor of Philosophy, Mass Communication & Media Arts, PhD.

Dissertation Topic: A Legal Pursuit of Justice: Gender and Age Discrimination Among Women in the Broadcast News Industry

August 1997

Northwestern State University, Natchitoches, LA

Education Leadership, Educational Technology, ED.S

Thesis Topic: A Comprehensive Study for the Development and Implementation of Distance Learning to Adult and Non-Traditional Students in the State of Louisiana

May 1990

Grambling State University, Grambling, LA

Master of Arts in Liberal Studies, Television Production, MALS

December 1985

Southern University, Baton Rouge, LA

Bachelor of Arts, Broadcasting, BA

TEACHING EXPERIENCE

August 2018- Present	Professor Panola College
August 2011- 2017	Professor Wiley College, Marshall, TX
April 2006- 2011	Faculty Facilitator/Instructor (Adjunct) University of Phoenix (On-line)
August 2005- 2011	Professor Alcorn State University, Alcorn, MS Promoted to Full-Professor on June 16, 2011.
April 2002- 2005	Assistant Professor East Texas Baptist University, Marshall, TX
August 2001- 2002	Visiting Instructor Southern Illinois University, Carbondale, IL
August 1999- 2001	Teaching Graduate Assistant Southern Illinois University, Carbondale, IL
August 1996- 1999	Assistant Professor of Journalism Northwestern State University, Natchitoches, LA
August 1993- 1996	Telecommunications Adjunct Instructor Bossier Parish Community College, Bossier City, LA
August 1993 1996	Mass Communication Coordinator/Instructor Booker T. Washington High School, Shreveport, LA
January 1990- 1993	Mass Communication Instructor Grambling State University, Grambling, LA

Professional Media Experiences

AUG 1994- **Television Production**
DEC 1994 **KTAL-Channel 6, Shreveport, LA**
Part-time studio camera operations for the six and ten newscast

APR 1990-1992 **Production Supervisor/Instructor**
 Grambling State University, Grambling, LA
Supervised students in television workshop laboratory; produced, directed and wrote for television productions carried by the university's cable access channel.

NOV 1988-1990 **Master Control Operator**
 KMSS-Channel 33, Shreveport, LA
Edited network commercials from 1" to 3/4" tapes; monitored the satellite for incoming national programming; switched local and nationally produced programming; maintained the production facility for on-air transitions. Assisted studio production personnel with EFP and assisted in videotape operations for producing television commercials.

JULY 1989-1990 **Executive Producer and Creator of "Community Concerns with"**
 KMSS-Channel 33, Shreveport, LA
Creator, producer, writer and host of an educational program that promoted the importance of education to high school and college students directed to viewers in Louisiana, Texas and Arkansas

PROFESSIONAL DEVELOPMENT CERTIFICATIONS

December 2020 **Cornell University**
 Diversity and Inclusion Certificate

March 2019 **Quality Matters (QM)**
 Designing Your Online Course (DYOC)

June 1998 **Certified Diversity Trainer and Consultant**
 Professional Woman Network (PWN)

March 2002 **Diversity P-16+ Service-Learning Promoting**
 Communication about Diversity, Dialogue Leader
 Southern Illinois University, Carbondale, IL

BOARD APPOINTMENTS

July 2021- **Commission on Accreditation of Allied Health Education**
 Programs (CAAHEP) Public Member

Aug 2006- 2011 **University Press of Mississippi's Board of Directors**

May 2016- Omega Essentials, Inc. Founder and President

AWARDS AND RECOGNITIONS

August 2000 Outstanding Graduate Student, Southern Illinois University
April 2008 Lumina Foundation, featured faculty member, Spring 2008, pg.24

GRANTS AND DEVELOPMENT ACCOMPLISHMENTS

WILEY COLLEGE

April 2017 United Methodist Church, Black College Fund and Ethnic Concerns
Division of Higher Education \$2,500

ALCORN STATE

May 2009 McCormick Tribune Journalists Speakers Grant \$25,000
May 2009 Engaging Communities Grant \$10,000
March 2008 Aaron Rent-To-Own \$500
March 2008 Regions Bank \$1500
May 1994 Lucent Technology community grant \$5,000

Title III Funds Awards

(05-06) Alcorn State Mass Communication Internship Grant, \$148,649
(06-07) Alcorn State Mass Communication TV Center \$219,996
Renovation Grant
(07-08) Alcorn State WPRL Radio Station Renovation Grant \$68,000
(17-18) Arkansas Baptist Student Success Grant \$220,00

Community Service Grant (CSG) and CPB Rural Bonus Grant

(05-06) Alcorn State University \$149,475
(06-07) Alcorn State University \$136,977 + \$30,287
(07-08) Alcorn State University \$126,997 + \$29,250
(08-09) Alcorn State University \$126,257 + \$28,739

PROFESSIONAL MEMBERSHIPS

- American Association of Women in Community Colleges (AAWCC),
- National Communication Association (NCA),
- Texas Community College Teacher Association (TCCTA),
- National Association of Black Journalists (NABJ),
- Association for Education in Journalism and Mass Communication (AEJMC)

PROFESSIONAL ORGANIZATION ACTIVITIES

- July 2016-17 Optimist International Foundation
- Aug 2007-2012 AEJMC National Diversity Committee
- Aug 1996-1999 National Broadcasting Society (NBS, AERho) advisor

SELECTED COLLEGE COMMITTEES

- Arkansas Baptist College, Strategic Planning Committee, 2017-2018
- Arkansas Baptist College, Higher Learning Commission Steering Committee, 2017-2018
- Wiley College, Prior Learning Assessment Committee, 2015-2017
- Wiley College, Adult-Ed Implementation Committee, Co-Chair, 2014-2016
- Wiley College, Academic Council Chair, 2014-2016
- Wiley College, Student Success Academy Chair, 2012-2013
- Wiley College, Observer, On-Sight Reaffirmation Committee, 2013
- Wiley College, Honors Convocation Chair, 2012-2017
- Wiley College, Center of Excellence in the Humanities, Founding Chair 2011-201
- SIU, Diversity Development Committee Chair, 2000-2001

RESEARCH ACTIVITY

CONFERENCE PRESENTATIONS

- August 2019 Open Education Texas Conference, Policy, Practice and Potential
Eyes Wide Open: Hindsight 20/20
Austin, TX

- January 2010 **Expert Research Trial Witness for:**
The Amlong Law Firm: **In the case of Mitzel vs. Sunbeam Television** 500 Northeast Fourth Street Fort Lauderdale, Fl. 33301
- April 2009 30th Intercultural Communications Conference
"I'm Not a Physician in Real Life, but I Play One on TV: The Impact of Medical Dramas and Soap Operas on Viewers," Houston, TX
- March 2009 3rd Annual College of Education Symposium
Grambling State University
"The Recruitment of African American Male Teachers: The Missing Role Model"
- November 2008 **National Public Radio Interview Show Guest up/to/date 89.3 FM KCUR** discussing published book on *Gender and Age Discrimination Among Women in the Broadcast News Industry* with Host: Steve Kraske on 89.3 KCUR-FM
<http://archive.kcur.org/kcurViewDirect.asp?PlaylistID=6187>
- July 2008 5th Annual J. K. Haynes Conference
"Building Stronger Classrooms: Teaching Black Males" The Need, Benefit and Role of the Black Teacher, Baton Rouge, Louisiana
- February 2008 National Association of African American Studies (NAAAS)
"African American Females in the Broadcast News Industry: Gender or Race Discrimination," Baton Rouge, Louisiana
- April 2007 Panel Presentation Broadcast Education Association (BEA)
"African American Females: Teaching, (Preaching), and Leading in Predominantly Black and White Public and Private Colleges and Universities," Las Vegas, NV
- January 2005 Christian Association of Student Leaders
"Effective Communication Skills," paper presented at the annual conference at East Texas Baptist University, Marshall, TX
- May 2002 American Association of University Women (AAUW)
"Gender and Age Discrimination against

Women in the Broadcast News Industry,”
paper presented at the AAUW monthly meeting,
Carbondale, IL

March 2000 *“Minority Faculty Representation in Journalism and Mass
Communication Programs in the Southeast Region”*
paper presented at the annual conference of, African
Americans in Louisiana Higher Education,
Grambling, Louisiana

PUBLICATIONS

March 2013 El Dorado News-Times
Disabled Veteran Makes Most of Life,
pg.1-3A; Vol.123No.323

December 2008 **Academic Book (2008)**
Gender and Age Discrimination among Women in the Broadcast
News Industry,
Mellen Press 2008 ISBN10: 0-7734-5144-7
ISBN13: **978-0-7734-5144**

August 2008 Diversity Revisited: Good Ideas for Your Diversity Plan
Diversity at HBCUs, pg. 14:
ASJMC Diversity Committee

NOMINATED LEADERSHIP FELLOWSHIPS

July 2017-19 Penn Center for Minority Serving Institutions (MSI) Aspiring Leaders
program to cultivate future MSI Presidents

July 2012–13 Senior Leadership Academy (SLA) Fellow cosponsored by the
Council of Independent Colleges (CIC), and the American
Academic Leadership Institute (AALI) Provost/Vice President
Training Institute

July 22-27, 2009 Faculty Fellow
Dow Jones Newspaper Fund, Inc. Multimedia Training Seminar

January 2009 Faculty Fellow, 2009
The National Association of Television Program Executives
(NAPTE)

April 2007

Journalism and Mass Communication Leadership Institute for
Diversity (JLID) Fellow, Association of Education in Journalism
and Mass Communication (ACJMC) Mid-level Leaders' Institute

June 2006

Scripps Howard Academic Leadership Academy Fellow
Manship School of Mass Communication, Louisiana State
University, Mid-level Leaders' Institute



Vice Chancellor of Academic Affairs and Workforce Development

Careers at SUSLA

I. Deadline

Full-Time: Review of applications begins **Tuesday, November 07, 2023** and continues until the position is filled.

SUMMARY

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

Position Overview:

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

Primary Responsibilities:

- Oversees all academic and career tech credit and non-credit program offering
- Oversees all customized training and/or corporate training offerings;
- Oversees curriculum development and new program development processes
- Establishes and/or enhances partnerships and relationship, with business, industry, government, and community organizations that support local and regional economic and workforce development efforts.
- Assures the development of academic schedules across the college that meet the needs of students and academic programs, assigns faculty members effectively, enhances facility use, and integrates instructional technology in all modes of delivery.
- Supervises the timely development and publication of the university schedule and catalog
- Identify potential local state and or federal funding sources, assessing impact and requirements, and facilitating system efforts to secure these resources
- Serve as the university liaison for the SUSLA community development corporation (CDC). Promotes small business, entrepreneurship, and community development and incorporates training opportunities.
- Develop and update the university's academic affairs and workforce development strategic plans and assures their integration with other major planning efforts with the college.
- Develops the budget for Academic Affairs and Workforce Development
- Supervises and manages the Academic grievance and appeals process
- Coordinate the development of Academic Affairs and Workforce Development brochures, handouts and other materials.
- Supervise and evaluate the performance of assigned personnel; coordinates the work assignments of those personnel.
- Develop and implement measures and methodology for determining the effectiveness and efficiency of the Academic Affairs and Workforce Development Division.



tions, procedures and policies applicable to Academic Affairs and Workforce Development trends, practices, laws and regulations.

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

Minimum Qualifications:

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

Preferred Qualifications:

- Doctorate degree from an accredited college or university
- Three or more years of increasingly responsible financial/business and/or operations related administrative experience at or above the Dean or Director's level in Academic Affairs
- Organizational and managerial skills with respect to complex, sensitive issues

Compensation: Commensurate with experience

Type

Full-time

APPLICATION PROCEDURE:

The application can be filled out online at the <https://www.susla.edu/ApplicationforEmployment>. Please attach cover letter, resume, transcript(s), and three references to application.

APPLICATION DEADLINE: Review of applications begins **Tuesday, November 07, 2023** and continues until the position is filled.

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

Criminal background check and reference verification is required.

Southern University at Shreveport, an institution within the Southern University and A & M System, seeks to provide quality education for its students, while being committed to the total community. This institution prepares students for careers in technical and occupational fields; awards certificates, diplomas and associate degrees; and offers courses and programs that are transferable to other colleges and universities. Dedicated to excellence in instruction and community service, this open enrollment institution promotes cultural diversity, provides developmental and continuing education, and seeks partnerships with business and industry.

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX prohibits use of federal money to support sex discrimination in education programs and provides individuals protection against such practices.

In compliance with federal law and USDOE federal guidance, including provisions of Title VII of the Civil Rights Act of 1964 (Title VII), Title IX of the Education Amendments of 1972 (Title IX), Section 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, the Age Discrimination in Employment Act of 1967 (ADEA), Executive Order 11246, Executive Order 13988, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, an institution of the Southern University System shall not discriminate against



or employment.

As part of their commitment to maintaining a community free of discrimination, and in compliance with Title IX's mandate, institutions of the Southern University System shall address allegations of power-based violence and sexual misconduct, including sexual harassment and sexual assault, in a timely and effective manner. Further, institutions of the Southern University System will provide resources as needed for affected persons (Reporters, Complainants, Respondents, and third parties within the institution's community) and will not tolerate retaliation against any person who reports or participates in the investigation of alleged power-based violence or sex/gender discrimination.

In accordance with the requirement of Title II of the Americans with Disabilities Act of 1990 and its Amending Act of 2008 (collectively "ADA"), the Southern University System (System) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The System does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA. The System will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the System's programs, services, and activities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments. The System will make reasonable modifications to policies, procedures, and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the System, should contact the ADA Coordinator. The ADA does not require the System to take any action that would fundamentally alter the natures of its programs or services or impose an undue financial or administrative burden. Complaints that a program, service, or activity of the System is not accessible to persons with disabilities should be directed to the ADA Coordinator.

-EOE-

**Southern
University
at Shreveport**



- > Accreditation
- > Careers
- > Chancellors Office
- > Military School
- > Mission

3050 Martin Luther King Jr. Dr.
Shreveport, LA 71107
(318) 670-6000

[STAFF DIRECTORY →](#)

- > Notice of Non-Discrimination
- > Accessibility Statement
- > Policy and Procedure
- > Title II 504 Compliance
- > Title IX

A Member of the
SOUTHERN UNIVERSITY SYSTEM

SU BATON ROUGE, SU NEW ORLEANS, SU SHREVEPORT, SU LAW CENTER, SU AG CENTER