

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

December 14, 2023

Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg.
2nd Floor
Baton Rouge, LA
1:00 p.m.

SOUTHERN[®] UNIVERSITY SYSTEM

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BOARD OF SUPERVISORS MEETING

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Academic Affairs

ACADEMIC AFFAIRS COMMITTEE

December 14, 2023 / 1:00pm

Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Special Presentation(s)
 - A. Above and Beyond Award
4. Roll Call
5. Adoption of the Agenda
6. Public Comments
7. Action Item(s)
 - A. Request Approval of Commencement Resolutions
 1. SUBR
 2. SULC
 - B. Request Approval to Award an Honorary Degree for Rev. Jesse Jackson (SUBR)
 - C. Request Approval of Appeal to Grant Tenure for Professor Stephone Addison (SUBR)
 - D. Request Approval of Posthumous Honorary Degree for Bryan C. Pecot (SUBR)
8. Other Business
9. Adjournment

MEMBERS

Dr. Leon Tarver, II - Chairman, Mr. Sam Gilliam –Vice-Chair,
Atty Tony Clayton, Mrs. Maple Gaines, Mrs. Ann Smith, and Dr. Arlanda Williams
Mr. Myron K. Lawson – Ex Officio

SOUTHERN UNIVERSITY and A&M College at Baton Rouge

Resolution

Whereas, Spring Commencement Exercises are scheduled for the campus of Southern University and A&M College at Baton Rouge on Friday, December 15, 2023, at 10:00 a.m. in the Felton G. Clark Activity Center; and

Whereas, there are approximately **485** prospective graduates at Southern University at Baton Rouge, who are to receive Bachelor's degrees, Master's degrees, and Ph.D. degrees.

Now, therefore be it resolved that the degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University and A&M College at Baton Rouge submitted by President-Chancellor Dennis J. Shields, upon the approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be, and they are hereby approved.

Be it further resolved that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the 14th day of December 2023.



Dennis J. Shields, Secretary
Board of Supervisors, Southern University
and Agricultural and Mechanical College

Myron K. Lawson, Chair
Board of Supervisors, Southern University
and Agricultural and Mechanical College



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

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

FAX NUMBER
(225) 771-5522

November 14, 2023

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

RE: Commencement Resolution

Dear President Shields:

I am writing to request approval for the Southern University Law Center's Commencement Resolution. Enclosed, please find a resolution to confer 37 Juris Doctor Degrees to candidates on January 20, 2024, at 10:00 a.m. in the J.S. Clark Activity Center.

The faculty of the Law Center has approved the candidates for the degrees. Therefore, we are seeking your approval, as well as the approval of the Southern University Board of Supervisors, to grant the degrees during the commencement ceremony at its December 14, 2023, board meeting.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre".

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



The Southern University Law Center

Resolution

Whereas, fall Commencement exercises are scheduled for the campus of the Southern University Law Center in Baton Rouge, Louisiana on Saturday, January 20, 2024, in the F. G. Clark Activity Center.

Whereas, there are approximately 37 prospective graduates at the Southern University Law Center located in Baton Rouge, Louisiana who are to receive a Juris Doctor Degree.

Now, therefore be it resolved, that the degrees conferred upon the candidates for graduation at the Commencement Exercises at the Southern University Law Center in Baton Rouge submitted by Chancellor John K. Pierre of the Southern University Law Center and the administration upon the approval and recommendation of the faculty be, and they are hereby approved.

Be it further resolved, that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the 14th day of December 2023.



Dennis J. Shields, Secretary
Board of Supervisors, Southern University and
Agricultural and Mechanical College

Myron K. Lawson, Chair
Board of Supervisors, Southern University and
Agricultural and Mechanical College



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

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

FAX NUMBER
(225) 771-5522

November 30, 2023

Dennis J. Shields
President/Chancellor
Southern University System & Baton Rouge Campus
J.S. Clark Administration Building
4th Floor
Baton Rouge, Louisiana 70813

RE: Tenure Appeal of Professor Stephone Addison

Dear President Shields:

Attached is an appeal filed by Professor Addison, Assistant Professor in the Criminal Justice Department to Dr. Bijoy Sahoo requesting tenure, along with an updated resume. After reviewing the request, it is my recommendation that tenure be granted. Upon joining the department as a faculty member, Professor Addison earned a Juris Doctor and a master's degree in criminal justice with several years of experience as a criminal defense attorney.

Professor Addison was hired as a faculty member in the department before the requirement that a faculty member should have an earned Ph.D. to receive tenure. I believe that Professor Addison should be grandfathered because the J.D./M.S. in criminal justice are sufficient credentials to be hired as a tenure-track faculty member.

In addition, Professor Addison has served as the Chair of the department and has been a significant contributor to enrollment growth. Based on his leadership, the department developed an online program, and he has made significant intellectual contributions as a faculty member. Furthermore, Professor Addison recently defended his dissertation for a Ph.D. in Public Policy and will be awarded the degree on December 15, 2023.

Based on the equities involved, I recommend that Professor Addison be granted tenure and promoted to the rank of Associate Professor. I respectfully request that my recommendation be presented for review and approval by the Southern University Board of Supervisors at their December 14, 2023, board meeting.

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

Sincerely,

John K. Pierre, Esq.
Interim Executive Vice-President

APPROVED: _____
Dennis J. Shields, President/Chancellor

VITAE
STEPHONE K. ADDISON

5649 Tioga Drive
Baton Rouge, Louisiana 70812
Telephone: (225) 456 - 6926

EDUCATION

SOUTHERN UNIVERSITY AT BATON ROUGE
Baton Rouge, Louisiana –
Ph.D. Public Policy, December 2023

SOUTHERN UNIVERSITY AT NEW ORLEANS
New Orleans, Louisiana
Master of Arts in Criminal Justice, May 2010

SOUTHERN UNIVERSITY LAW CENTER
Baton Rouge, Louisiana
Juris Doctor Degree, May 1990

UNIVERSITY OF SOUTHWESTERN LOUISIANA
Lafayette, Louisiana
B.S. Degree, Management 1985

TEACHING EXPERIENCE

SOUTHERN UNIVERSITY A & M COLLEGE
Baton Rouge Campus
500 Jessie Stone – Higgins Hall
Baton Rouge, Louisiana 70813
Department of Criminal Justice
(1992 – 2000; 2001 - Present).

SOUTHERN UNIVERSITY LAW CENTER
Adjunct Professor - (2017 - Present).

BATON ROUGE COMMUNITY COLLEGE
Adjunct Professor - (2010).

SOUTH UNIVERSITY (Online)
Adjunct Professor - (2006 – 2008)

ADMINISTRATIVE:

**Interim Chair of Criminal Justice Department
(Undergraduate and Graduate) – (2019 – Present)**

**Director of Academic Online Initiative (2013 – 2015)
--A Title III Program**

**Associate Chair of Criminal Justice (Undergraduate)
Department (2015 – 2016)**

Interim Chair of Criminal Justice Department (2015)

**PUBLICATIONS and
ARTICLES:**

**“Gun Control Policies And the Right to Bear Arms in
America: A Utilitarian Perspective – Journal of Law,
Policy and Globalization (2022).**

“All Aboard” – Southern University Law Center (2022)

**“An Examination of Perceived Factors of Influencing
Mass Killings in the United States of America” - Journal
of Law, Policy and Globalization (2020).**

**Arranged a Compilation of Cases, entitled Social Control
in the Criminal and Civil Courts (2015).**

Co-wrote an Online Policy and Procedure Manual (2013).

**Wrote Article as contributing scholar for the documentary
“Taking a Seat for Justice” (2006).**

**“Drug Testing: Avoiding a Prospective Chill on the
Individual’s Constitutional Rights to Privacy”.**

Southern University Law Review. (1989).

PRESENTATIONS:

**Guest Panelist for Baton Rouge Gallery discussion on
Gun Violence in connection with Cloudburst: The Work
Of Matt Kenyon (2022).**

**Presenter: ASPA Conference RE: Factors of Gun Violence
And Youth Gun Homicide in Louisiana**

**Panel Moderator for Nelson Mandela College of
Government and Social Sciences Speaker Series: Criminal
Justice Forum (2019).**

Guest Panelist for NOBLE Regional Conference speaking

Criminal Justice Reform from a Professor's view (2017)
Guest Panelist for SUBR Open Education Resource
Week (2016).
A **Panelist** at the Louisiana Academy of Sciences
Conference. Spoke on "**Keys to Success for College
Students.**" (2007).
"**Ethical Dilemmas** for Attorneys Representing Defendants
Whom They Suspect to Have Committed the Crime."
(2004)
"**The Basic Principles of the 4th Amendment** Search and
Seizures." (2003).
"The Basic Essentials of **Law Office Practice**" (1995).

**WORKSHOPS AND
CONFERENCES:**

Attended the Academy of Criminal Justice Sciences
(**ACJS**) Annual Conference (2022).
Quality Matters Facilitator Training for Improving Your
Online Course (IYOC) (received certification to train
Faculty in improving their online course) – (2021).
Quality Matters Facilitator Training Applying the QM Rubric
(**received certification to train faculty**) – (2020)
Attended **NOBLE National** Conference - 2019
Attended **NOBLE Regional** Conference - 2017
Attended **Open Textbook Workshop** SU Library (2017)
Completed Lodestar Training (2016)
Obtained Certificate for Moodle Training - SUBR (2016)
Obtained Certificate for Completion for MOOC
Training (2016)
Attended **Instructional Technology Council E- Learning**
Conferences (2013, 2014).
Attended **Quality Matters Online** Conferences (2013, 2014)
Attended **Moodle** Conference (2014).
Provided training for S.U. and S.U.S. Faculty and Staff to
teach online (2013).
Received **certificate** to be a **Quality Matters** Peer Reviewer
for online course design (2014).
Attended workshop and received certificate upgrading
the **Applying the Quality Matters Rubric for Online**
course design (2010).
Provided training for S.U. Faculty and Staff to Teach Online
(2010, 2011).
Attended workshop and received certificate for **Applying
the Quality Matters Rubric for Online** course design
(2010).
Attended **Mentoring Workshop** at Southern University

(2008).

Attended **Forum on Career Opportunities** for students, Sponsored by Nelson Mandela School of Public Policy, (2007).

Received Certificate of Attendance in an **“Electronic Proposal Preparation and Submission”** Workshop with the S.U. Office of Sponsored Programs (2006).

Attended conference entitled **“Developing Good Writing Skills in Your Criminal Justice Students.”** (2007).

Attended conference entitled **“Advanced PowerPoint Techniques for use in Criminal Justice Courses”** (2007).

Attended **“Learning Outcomes”** Workshop with Dr. Caula Beyl with Alabama A & M University (2006).

UNIVERSITY AND OTHER COMMITTEES:

Chair, SUBR Distance Education Advisory Committee, (2020)

SACS - General Education Committee (University) (2019 - 2020)

Member, SUBR Investigatory Panel Committee (2019-2022)

Member, LA Board of Regents Online Committee (2015 - 2020)

SACS Committee Chair (CJ Department) (2017 – 2018)

I-STAR - Academic Advisor (Summer 2018)

Chair, SUBR Investigatory Panel (2016)

Chair, SUBR Investigatory Panel (2014-2015)

Academic Appeals Committee (2010)

SACS Compliance Certification Taskforce (2006 - Present)

Southern University Program Review Committee (2007)

Tenure Review Committee – Public Policy (2006)

Advisor to The Criminal Justice Club (2003 – 2006)

Advisor to the Criminal Justice Student Honor Society (2004 – 2006).

COURSES TAUGHT:

Common Law Contracts - **SULC**

Legal Writing and Oral Advocacy - **SULC**

Obligations – **SULC**

Torts (Pre-Law) - **SULC**

Social Control in the Criminal and Civil Courts - **Online**

Legal Research Methods

Liability and Litigation

Civil Law-Torts – **Online (Paralegal program)**

Domestic Law – **Online (Paralegal program)**

Criminal Law – **Online (Paralegal program)**
Criminal Law
Criminal Procedure
Criminology
Criminal Law and Procedure - **Online**
Black Males and the Criminal Justice System
Introduction to Law Enforcement
Introduction to Criminal Justice
Criminal Investigations - **Online**
Criminal and Civil Investigations - **Online**
Crime Prevention
Special Police Problems
Ethics and Ethnics
Policing in America
Case Preparation and Testifying – **Graduate**
Advance Crime Scene Investigation – **Graduate**
Legal & Ethical Issues in Criminal Justice – **Graduate**
Constitutional and Criminal Law - **Graduate**
Implemented new technology in classroom “**Turning Point Technology**”

LEGAL EXPERIENCE

Apr 1993 - Present

LAW OFFICE OF STEPHONE K. ADDISON
Sole Practitioner
5649 Tioga Drive
Baton Rouge, Louisiana 70812
...Practice - Bankruptcy, Personal Injury,
Domestic, Administrative, and Criminal Law, etc

Mar 1992 – 2000

CAPITAL AREA LEGAL SERVICES, INC.
Private Attorney Involvement/ProBono Program
P.O. Box 3273
Baton Rouge, Louisiana 70821
...Practice - Domestic, Administrative, Bankruptcy.

Feb 1992 - Aug 1992

LAW OFFICES OF WALTER C. DUMAS
1261 Government Street
Baton Rouge, Louisiana 70802
...Practice – Criminal Law, Domestic, Personal Injury.

June 1991 - Jan 1992

NORTHWEST LOUISIANA LEGAL SERVICES, INC.
619 Spring Street
Shreveport, Louisiana 71101

...Practice - Domestic, Bankruptcy,
and Consumer Law.

Aug 1990 - Jan 1991

JOHNSON, TAYLOR, & THOMAS
5700 Florida Blvd., Suite 209
Baton Rouge, Louisiana 70806
...Research, Memorandas, and
Drafted Petitions.

June 1989 - Feb 1990

LAW OFFICES OF MURRAY & WHITE
1606 Scenic Highway, Suite B
Baton Rouge, Louisiana 70802
...Research and Drafted Petitions.

Summer 1988

HOUSE OF LEGISLATIVE SERVICES
Louisiana State Capitol
Baton Rouge, Louisiana 70802
...Researched Bill Proposals to
determine constitutionality.

HONORS

SUBR 30 Years of Service Award (2022)
Business Cluster Award Recipient outstanding faculty (2013)
Sigma Gamma Rho Sorority, Inc.'s African American
Man of Excellence Award (2007).
Received **public recognition** at the Manship Theatre – Shaw
Center for the Arts for role as contributing scholar for the
Documentary “**Taking a Seat for Justice.**” (2006).
Community Achievement Award
Member - LAW REVIEW; (1989-90)
Kappa Alpha Psi Fraternity, Inc. - Outstanding
Member of the Year Award 1984.
Most valuable player (Football) – Amite High School.

ORGANIZATIONS

Academy of Criminal Justice Sciences (2022)
**National Organization of Black Law Enforcement
Officers (NOBLE) – 2021**
LOUISIANA BAR ASSOCIATION - 1991 – Present
National Association of Blacks in Criminal Justice 2005
Advisor to the Criminal Justice Student Honor Society
2004 - present
Advisor to the Criminal Justice Student Club
2004 - present
Academy of Criminal Justice Science 1997-1999

Indigent Defense Attorney - Clinical
Education Class 1989-1990;
Student Bar Association 1988-1990;
Black Law Students Association 1988- 1990
Kappa Alpha Psi Fraternity 1980
Chair: USL Inter-Fraternity
Scholarship Committee 1984.
Louis A. Martinet Legal Society
1991- 2000.

COMMUNITY ACTIVITY

Project 2000

... Made weekly visits to local elementary school and assisted “**at-risk**” students with reading, spelling, and writing.

Public Speaking

...Made appearance on **Channel 2 & 9 News** regarding 10 year anniversary of Hurricane Katrina (2015)

...**Guest** for a local radio talk show regarding Policing in America relative to Ferguson Missouri Incident (2015)

...Made appearance on Channel 9 News regarding crime in Baton Rouge (2011)

...Make occasional speeches to local elementary schools, churches and Southern University Law Center. Also, made appearances on Local and National evening news and on Local Television program (**Channel 33 Morning Show**) regarding **Black on Black crime**.

Religious

...Chairman of the **Board of Trustees**, acting **Treasurer**, **Superintendent** of Sunday School and **Class Leader** for Faith A.M.E. Church

Computers/Technology/Certifications

... Quality Matters Certificate - Applying the Rubric (2010, 2014 to Present)

...Quality Matters Peer Reviewer (2016 to Present),

...Moodle Certificate (2017)

...Blackboard, Westlaw, Lexis Nexis, etc.

REFERENCES

Available upon request.



CRIMINAL JUSTICE DEPARTMENT
Rodney G. Higgins Hall, Suite 419
Baton Rouge, Louisiana 70813

May 9, 2023

Dr. Bijoy Sahoo, Executive Vice Chancellor & Provost
Southern University and A&M College
J.S. Clark Administration Building, Rm 301
P.O. Box 9820
Baton Rouge, LA 70813

Dear Dr. Sahoo:

I am in receipt of your letter of April 27, 2023, wherein your office denied my request for Tenure and Promotion. After carefully reviewing your letter, I respectfully disagree with the decision and hereby appeal the decision. My credentials, and training, backed up by over 25 years of great service to the University, students, and the community, surpass the exceptional credentials referenced in the (Faculty Handbook, p. 55).

I possess a master's degree in criminal justice, a Juris Doctor (Law), and a Ph.D. candidate (ABD). Based on my training and educational background, I provide documentation to support my exemplifying the exceptional credentials referenced in the SUBR faculty handbook, (Faculty Handbook, p.55).

1. I served as the Director of Academic Online as an activity director under Title III from 2013 to 2015.
2. Prior to becoming the Director of Academic Online, I was appointed by the Office of Academic Affairs to train faculty in online teaching because I was in the special class of the few faculty members who possessed the rare credential to teach and train faculty members. During this service, I trained well over 50-plus faculty.
3. I was part of a three-member task force that developed the **first** comprehensive Online Policy and Procedures for SUBR which was used by the University (placed on the University Website at one time) to help show compliance with the Board of Regents and/or SACS.

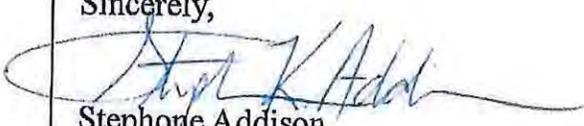
4. During the period in which the University's Athletic Department was found to be out of compliance with the NCAA academic requirements for athletes, I was one of the lead faculty who provided countless hours of service to the Athletic department to help them with a long and arduous journey to regain compliance. Moreover, I was among a smaller group (possibly 3 or 4 faculty members) who remained in the Athletic Complex for days working past 12 midnight to save the department. This was at a huge cost to my family. This can be verified by the Athletic Department staff and the then Interim SUBR Chancellor, Mr. Flandus McClinton. Even till today, I serve as the Certifying Officer to the Athletic Department representing the Department of Criminal Justice (I am currently reviewing certification documents for compliance).
5. For the better part of my 30-year tenure, I served as an advisor to countless students. It appeared at times that I was the only advisor for the undergraduate program, which consistently maintained a student population of over 300 students. Although my role has changed as interim chair of the department, it is still difficult to convince some students that I am not still "everyone's" advisor. My commitment to ensuring that students were properly matriculating through the program led one of my colleagues to describe me as "the backbone of the Criminal Justice Department."
6. Also, during a substantial part of my tenure, I served as Advisor to our student organization in criminal justice. As an advisor, I joined the students in multiple activities and services, among them involved taking students on trips to Angola Prison, the women's prison in St. Gabriel, banquets for members who were graduating seniors, traveling with the students to the Six-Flags theme park in New Orleans, join them in the SU homecoming parade, and helped to establish an honors society for our student with the Academy of Criminal Justice Sciences, just to name a few.
7. During the COVID-19 Pandemic, I was charged to become certified with Quality Matters to prepare faculty for online course design, as well as delivery. Moreover, I trained those who were either not trained to teach online and/or those who took the training through Quality Matters and were unsuccessful. I spent countless hours, days, and weeks conducting the training because I was aware of the vital importance of the training to the University. After becoming certified, not only did I train SUBR faculty and staff, but I also trained some of the faculty and staff at SUNO. Even you, Dr. Sahoo, thanked me for my commitment to service in helping with preparing faculty for online pedagogy during the Covid-19 Pandemic. My skills here were exceptional, for I was among the few in the state who could provide that service.

8. I assisted the Office of Online Services during the last SACS visit where I accepted the role as the Chair of the Distance Education Advisory Committee (DEAC). In this capacity, I was interviewed by SACS officials regarding the institutional process and/or effectiveness that was in place at SUBR to help ensure quality and structure in Online teaching and learning. I was told and believed that this role was important in helping the Office of Online receive favorable feedback from SACS officials.
9. I played an integral role in assisting my former department chair to help ensure compliance with SACS by helping to produce the necessary documents needed to satisfy the Assessment (Live Text) component of the SACS audit.

The listings provided above are not exhaustive but comprise a list of special services and contributions that strongly qualify me as "*possessing exceptional credentials in lieu of*" a terminal degree (Faculty Handbook, p. 55).

Finally, I have been serving the Criminal Justice Department before it was even a department (associate degree program in Law Enforcement under the Sociology Department). I claim with humility that I was one of the lead faculty in the founding of the Criminal Justice Department. I was here during the development of the criminal justice program and later as a department pursuant to the Louisiana Desegregation Settlement. I traveled to various colleges to obtain information and ideas to help establish the Criminal Justice program. I was the chair of the hiring committee that recruited and hired the very first department chair. I have been a member of the criminal justice faculty here at Southern University longer than any faculty, past or current. In addition to being referred to as the "backbone of the department", My colleagues have also said this of me, "*It is difficult to think about the Department of Criminal Justice without thinking about Professor Addison.*" If these documented services, contributions, and credentials do not qualify me as meeting the exceptional credentials, I don't know what does. Additionally, my application was supported by the department, the college, and the Dean. Therefore, I respectfully request that my tenure and promotion application be reviewed and granted.

Sincerely,


Stephone Addison
Assistant Professor of Criminal Justice

121 W.W. Stewart Hall
P.O. Box 9571
Baton Rouge, LA 70813

December 4, 2023

Dr. Luria Young
Interim Vice Chancellor for Academic Affairs
Southern University and A&M College
Baton Rouge, LA 70813

Dear Dr. Young,

Mr. Bryan C. Pecot, a student in the College of Humanities and Interdisciplinary Studies, passed away before completing his Bachelor of Interdisciplinary Studies degree with minors in Criminal Justice and Management. It is his family's wish for the university to consider issuing him a posthumous degree. According to the Director of the Interdisciplinary Studies program, Mr. Pecot was a non-traditional student who returned to Southern University in 2022 to complete his undergraduate degree after a 25-year hiatus. He was scheduled to graduate on December 15, 2023, and it is important that his efforts are honored and celebrated. Please consider awarding Mr. Bryan C. Pecot an In Memoriam (Posthumous) degree at our forthcoming Fall 2023 Commencement. I assure you that his family will be grateful for our institutional acknowledgement of Mr. Pecot's life and his unwavering dedication to the pursuit of higher education at Southern University.

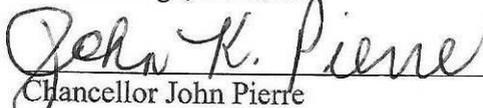
Sincerely,



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

Luria Young 12/05/23

Dr. Luria Young
Interim Vice Chancellor for Academic Affairs
Southern University and A&M College
Baton Rouge, Louisiana



Chancellor John Pierre
Executive Vice President for Southern University System
Southern University System
Baton Rouge, Louisiana

President Dennis Shields
Southern University System
Baton Rouge, Louisiana

ATHLETICS COMMITTEE
(Following Academic Affairs Committee)
Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of Contract for New Head Football Coach Terrence Graves (SUBR)
6. Other Business
7. Adjournment

MEMBERS

Atty Domoine Rutledge - Chairman, Dr. Rani Whitfield – Vice-Chair,
Mr. Paul Matthews, Mrs. Ann Smith, Mr. Raymond Fondel and Atty. Tony Clayton
Mr. Myron K. Lawson - Ex Officio

EMPLOYMENT CONTRACT OF FOOTBALL'S HEAD COACH TERRENCE GRAVES

This agreement is made and entered into on the 14th day of December, 2023 between Southern University at Baton Rouge ("SUBR"), through its management board, the Southern University Board of Supervisors ("Board") and Terrence Graves ("Head Football Coach"). This agreement constitutes the employment contract and appointment of the Head Football Coach at Southern University in Baton Rouge, Louisiana. This agreement shall be effective on January 1, 2024 and shall remain in effect through December 31, 2026.

I. Employment

- a. Board does hereby employ Head Football Coach as the head football coach, and Head Football Coach does hereby accept employment and agrees to perform all of the services pertaining to football program that are required of Head Football Coach as well as other services as may be contemplated hereunder. All appointments are subject to applicable policies and regulations of the Board, and all employees are required to adhere to Board and/or administrative policies as they relate to them.
- b. Head Football Coach shall be responsible to, and shall report, directly to SUBR's Athletic Director.
- c. Head Football Coach shall supervise and manage the football team and shall perform such other duties in SUBR's athletics department as the Athletic Director and/or President-Chancellor may assign, provided such other services are consistent with the services and duties of a NCAA Division I Head Football Coach.
- d. Head Football Coach agrees to represent Southern University System positively in public and private forums and shall perform his duties and personally handle himself in a manner consistent with good sportsmanship and in accordance with high moral, ethical and academic standards of the Southern University System and its athletic programs.

II. Term

- a. The term of this agreement is for three (3) years commencing on January 1, 2024, and terminating on December 31, 2026. The Board shall have the option to extend this agreement for one (1) additional year (i.e., through 2027).
- b. All options to extend and/or renew this agreement must be approved by the Board based upon the recommendation of the Director of Athletics and SUBR Chancellor. Head Football Coach shall have the option to accept/reject such an extension/renewal. Such extensions/renewals shall be in writing and signed by both parties.

III. Compensation and Employment Benefits

- a. For services and satisfactory performance of all terms of this agreement, SUBR shall pay Head Football Coach an annual base salary of two hundred fifty thousand dollars (\$250,000.00). The salary shall be paid in equal amounts monthly or such other regular pay periods used for administrative employees.
- b. SUBR will provide Head Football Coach the opportunity to participate in the benefit plans for health insurance, dental insurance, retirement, disability, and life insurance, subject to eligibility requirements, normally provided by SUBR to its regular non-academic unclassified full-time employees.

IV. Outside Income - Subject to Compliance with Board Rules

- a. Head Football Coach shall be permitted to earn other revenue while employed by SUBR with the understanding that 1) SUBR-sponsored media events and/or obligations are primary and 2) such activities are independent of his SUBR employment and SUBR shall have no responsibility for any claims arising therefrom. All outside income opportunities will be subject to approval of the Athletic Director and handled in accordance with the Board's policies.
- b. Head Football Coach shall report annually in writing to the Athletic Director and President-Chancellor all income received from athletically related sources outside of SUBR including but not limited to income from sports camps, housing benefits, television and radio programs, endorsement or consultation contracts with athletic shoe, apparel or equipment manufacturers or sellers, and SUBR shall have reasonable access to records of Head Football Coach to verify this report.

V. Performance Incentives

- a. As an incentive for exemplary performance and in acknowledgement of the additional work that is required during the season, post-season games and events, SUBR agrees to pay the following performance incentives subject to the limitations contained within subsections V(b) and (c) herein.

i.	<u>SWAC West Division Champion</u>	
	Head Coach	\$10,000.00
	Full Time Assistant Coach	\$ 1,500.00
	Part Time Assistant Coach	\$ 750.00
ii.	<u>Undefeated SWAC Western Division Champions</u>	
	1. Head Football Coach	\$10,000.00
	2. Full-Time Assistant Coaches	\$ 1,500.00
	3. Part-Time Assistant Coaches	\$ 750.00

iii.	<u>SWAC Overall Champion</u>	
	1. Head Football Coach	\$20,000.00
	2. Full-Time Assistant Coaches	\$ 2,500.00
	3. Part-Time Assistant Coaches	\$ 1,000.00
iv.	<u>Undefeated SWAC Overall Champion</u>	
	1. Head Football Coach	\$20,000.00
	2. Full-Time Assistant Coaches	\$ 2,500.00
	3. Part-Time Assistant Coaches	\$ 1,000.00
v.	<u>Defeats an FBS Opponent</u>	
	1. Head Football Coach	\$10,000.00
	2. Full-Time Assistant Coaches	\$ 1,500.00
	3. Part-Time Assistant Coaches	\$ 750.00
vi.	<u>Bayou Classic Victory</u>	
	1. Head Football Coach	\$10,000.00
	2. Full-Time Assistant Coaches	\$ 2,500.00
	3. Part-Time Assistant Coaches	\$ 1,000.00
vii.	<u>National Coach of the Year¹</u>	
	1. Head Football Coach	\$12,500.00 (maximum per year)
viii.	<u>Net University Season Tickets Sales above \$750,000.00/ \$1,000,000.00²</u>	
	1. Head Football Coach	\$5,000.00/\$10,000.00
	2. Full-Time Assistant Coaches	\$ 1,500.00/\$2,000.00
	3. Part-Time Assistant Coaches	\$ 750.00/\$1,000.00
ix.	<u>HBCU/Celebration Bowl Appearance/Victory</u>	
	1. Head Football Coach (Appearance)	\$25,000.00
	2. Head Football Coach (Victory)	\$25,000.00
	3. Full-Time Assistant Coaches	\$15,000.00 ³
x.	<u>APR Incentive</u>	
	1. Head Football Coach	\$ 3,500.00

¹ as determined by Sheridan Poll of Historically Black Colleges and Universities and/or ESPN/USA Division 1 Football Championship Subdivision Poll, or, LSWA, SWAC Coach of the Year, or Regional Coach of the Year Award.

² The calculation for net University ticket sales above \$750k/\$1.0M shall be gross season book sales plus University home game gates sales, less expenses to Ticket Master, Inc., less expenses to reduce athletic department debt. This calculation shall not include any ticket sales from Bayou Classic, Atlanta Classic or any University game played on neutral setting. Calculation is determined once per season.

³ Head Football Coach has the discretion to divide the incentive amount among Full-Time Assistants in accordance with NCAA Bylaw 11.7.5 FCS and with approval from the Athletic Director.

The University will pay Head Football Coach for maintaining a single year APR score at or above 950, or any comparable academic benchmark used by the NCAA in place of APR in the future (the “APR Incentive”). It will be determined each contract year based on the APR issued for the Program in June following the year, beginning with the APR issued in June 2024.

xi. **Fundraising Incentives**

If the Head Football Coach can assist the Director of Athletics in fundraising a minimum of Five Hundred Thousand Dollars (\$500,000.00) Head Football Coach will receive 5% of the total amount raised which can be used as additional income for himself or for any other purpose within the discretion of the Head Football Coach.

- b. In order for Head Football Coach to receive the above-mentioned performance incentives, Football Team shall meet all NCAA APR standards (including maintaining at least a 930 APR) and Football Team shall be eligible for post-season play.
- c. Within forty-five (45) days of the last contest, Head Football Coach shall be provided an annual report of all performance incentives attained and private donations collected by the Foundation designated for football. All incentive payments earned and salary supplements shall be paid not later than sixty (60) days following the last contest of the season, including post-season play.

VI. Compliance with NCAA, Conference and University Rules

- a. Head Football Coach shall be responsible for being knowledgeable of and in compliance with all rules and regulations of the NCAA, SWAC and SUBR. If Head Football Coach or the Football Program is found to be in violation of NCAA regulations, Head Football Coach shall be subject to disciplinary action or termination for cause as defined below. Head Football Coach may be suspended for a period of time, without pay, if Head Football Coach is found to be personally guilty of deliberate and serious violations of NCAA, SWAC or SUBR regulations.
- b. Head Football Coach shall abide by state and federal laws, including but not limited to laws regarding Power-Based Violence and Title IX, the State of Louisiana Code of Governmental Ethics, and the policies and regulations of Southern University System.

VII. Coaching Staff

Head Football Coach shall have the authority to recommend an offer of employment to Assistant Coaches subject to approval by the Athletic Director and President-Chancellor.

VIII. Termination

- a. **For Cause-** The Board shall have the right to terminate this agreement for cause prior to its expiration, and such right shall exist notwithstanding any rights available under Section VI hereof, and in addition to the examples listed in SUBR Personnel Handbook, the termination for cause shall include but not be limited to any one or more of the following:
- i. Negligent or inattention by Head Football Coach of the standards, duties, or responsibilities expected by Southern University System employees, after written notice thereof has been given to Head Football Coach by Athletic Director and Head Football Coach has continued such neglect or inattention during a subsequent period for not less than thirty (30) days;
 - ii. Material, intentional, or reckless breach or violation by Head Football Coach of the agreement, including without limitation governing athletic rules and Southern University System rules;
 - iii. Conviction of Head Football Coach of any criminal violation (does not include minor traffic offenses or non-criminal offenses);
 - iv. Fraud or dishonesty of Head Football Coach in the performance of his duties or responsibilities hereunder;
 - v. Actively engaging in any conduct or committing any act that brings SUBR, Southern University System and Head Football Coach into public disrepute, contempt, embarrassment, scandal or ridicule and that negatively impacts the reputation or the high moral or ethical standards of the Southern University System;
 - vi. Conduct of Head Football Coach constituting a major violation or a pattern of conduct that may constitute or lead to a major violation, of any NCAA or other governing athletic association rule or Southern University System interpretation thereof, that may, in the reasonable and good faith judgment of the Southern University System negatively and significantly impact and reflect adversely upon the Southern University System or its athletic programs;
 - vii. Any NCAA or SWAC rules violation by the football program that results or could result in the University being placed on probation by the NCAA or the SWAC;
 - viii. Conduct by members of Head Football Coach's coaching or football staff or others under his supervision or subject to his control or authority that may constitute a major violation or a pattern of conduct that may constitute or lead to a major violation of any NCAA or other governing athletic rule or

Southern University System interpretation thereof of which Head Football Coach had knowledge and failed to act reasonably to prevent, limit or mitigate, which may, in the reasonable and good faith judgment of the Southern University System negatively and significantly impact and reflect adversely upon SUBR or its athletic program;

- ix. Conduct that the Athletic Director, President-Chancellor and/or Board agree is not the best interest of SUBR and Southern University System and such conduct would be detrimental to the SUBR and Southern University System; or
- x. Failure of the football program to meet the academic benchmarks established by the NCAA (including Academic Progress Rate (APR) benchmarks) which results in penalties or sanctions being imposed by the NCAA or other athletic governing authority.

In the event this Agreement is terminated for cause in accordance with the provisions of Section VIII hereof, then effective as of the termination date, Head Football Coach shall not be entitled to receive any further payments of base salary, and any other compensation or benefits otherwise payable under Section III hereof, except Head Football Coach will be entitled to continue such life or health insurance benefits at Head Football Coach's expense as required by law; and subject to any deductions. Head Football Coach will be paid any earned outstanding payments owed by SUBR as of the effective termination date pursuant to the terms of the Agreement. Head Football Coach will be given notice of the cause and an opportunity to appeal the termination before the Board's Athletic Committee. The Athletic Committee will make a recommendation to Board on whether to uphold or rescind the termination of the Head Football Coach.

- b. **Without Cause-** In the event this agreement is terminated without cause, Head Football Coach and SUBR will be required to provide thirty (30) days written notice to the other party. However, Head Football Coach may not terminate this agreement thirty (30) days prior to the first scheduled football game of the football season through the date of the last game of the football season. In the event the agreement is terminated without cause, Head Football Coach will be paid any earned outstanding payments owed by SUBR as of the effective termination date pursuant to the terms of the agreement. The parties agree that if this agreement is terminated without cause, Head Football Coach may be given a hearing at the sole discretion of the Board's Athletic Committee. If SUBR terminates the agreement without cause in years 1 or 2 (i.e., January 1, 2024 through December 31, 2025), as permitted by Section VIII hereof, SUBR shall pay, and Head Football Coach agrees to accept as liquidated damages, an amount equal to the sum of the annual base salary for the remaining term of the agreement. If after termination without cause in year 1 or 2 of the agreement should Head Football Coach secure employment, the income will be used as a set off on the liquidated damages owed under this agreement. If SUBR terminates the agreement without cause in year 3 (i.e., January 1, 2026 through December 31, 2026), as permitted by Section VIII hereof, SUBR

shall pay, and Head Football Coach agrees to accept as liquidated damages, a total of seventy-five thousand dollars (\$75,000.00) for the remaining term of the agreement.

IX. Miscellaneous

- a. This agreement may be amended at any time only by a written instrument duly signed by SUBR through its designated representative and Head Football Coach. All amendments must be in writing.
- b. The agreement shall be governed by and construed in accordance with the laws of the State of Louisiana.
- c. Head Football Coach's rights and interests under this Agreement may not be assigned, pledged or encumbered by Head Football Coach.
- d. The agreement constitutes the full and complete understanding and agreement of the parties with respect to the employment of Head Football Coach by SUBR and supersedes all prior understandings and agreements, oral and written, regarding Head Football Coach's employment by SUBR.
- e. Head Football Coach acknowledges that he has read and understands the foregoing provisions are reasonable and enforceable, and Head Football Coach agrees to abide by this agreement and the terms and conditions set forth herein.
- f. All notices, requests, demands and other communication hereunder may be given by personal delivery, delivery via expedited delivery or mail service such as Federal Express and United States mail with first class postage prepaid. Notices shall be sent to the names below:

If to Head Football Coach

Terrence Graves
Head Football Coach
_____.com

If to SU-Baton Rouge

Roman Banks
Athletic Director
Southern University – Baton Rouge
F. G. Clark Activity Center
Harding Boulevard
Baton Rouge, LA 70813

With copies to:

Graves's address on file with HR

With copies to:

General Counsel
Office of President
J. S. Clark Administration Bldg.
4th Floor
Baton Rouge, LA 70813

- g. The invalidity or enforceability of any provision of this agreement has no effect on the validity or enforceability of any other provisions.

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

Head Football Coach,
Terrence Graves

Date

Athletic Director,
Roman Banks

Date

System President-Chancellor,
Dennis J. Shields

Date

System Board Chairman,
Myron K. Lawson

Date

Facilities and Property

FACILITIES AND PROPERTY COMMITTEE

(Following Athletics Committee)

Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
 - B. Update on the Status of Shreve Memorial Library Facility (SULC)
 - C. Facilities Update (SUS)
6. Other Business
7. Adjournment

MEMBERS

Atty Edwin Shorty - Chairman, Atty Domoine Rutledge – Vice-Chair,
Mr. Paul Matthews, Mrs. Ann Smith, Dr. Leon Tarver, II and Dr. Rani Whitfield
Mr. Myron K. Lawson - Ex Officio



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 70813

November 30, 2023

Dennis J. Shields
President/Chancellor
Southern University System & Baton Rouge Campus
J.S. Clark Administration Building
4th Floor
Baton Rouge, Louisiana 70813

RE: Update on the Status of Shreve Memorial Library Facility

Dear President Shields:

The Shreve Memorial Library in downtown Shreveport is a facility that houses the “Semester in Shreveport” initiative for the Southern University Law Center. The facility has issues that will affect the educational operations of the Southern University Law Center. I would like to present to the Southern University Board of Supervisors an update at their December 14, 2023, meeting.

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

Sincerely,



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

Southern University System Active Capital Improvement Project Tracking

Key

Planning and Design	Bidding and Contracting
CMAR Selection	Construction

Capital Outlay Funded Projects

Project Title		FY2023-24				FY2024-25				FY2025-26				FY2026-27				FY2027-28				
		1Q	2Q	3Q	4Q																	
SUBR	Ravine, Bluff and Riverbank Stabilization																					
	New STEM Science Complex																					
	School of Business/Professional Accountancy																					
	JK Haynes Hall (School of Nursing) Renovation and Addition																					
	Stewart Hall - Wall Mount HVAC Units, 1st, 2nd, and 3rd floors																					
SUNO	University Caferia																					
	ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University Center, Campus Exterior Lighting Upgrades																					
SUSLA	New Health, Physical Education and Recreation (HPE&R) Complex including New Gymnasium																					
	Louis Collier Hall Science Building Renovation																					
	Data Science and Analytics Center																					
SULC	Renovations and Additions to Existing Law Library																					
SUAC	Disaster Relief Mega Shelter																					

Southern University System Active Capital Improvement Project Tracking

Key

Planning and Design	Bidding and Contracting
CMAR Selection	Construction

Self-Funded Projects

	Project Title	FY2023-24				FY2024-25				FY2025-26				FY2026-27				FY2027-28			
		1Q	2Q	3Q	4Q																
S U B J R	New Student Union																				
	Honors Dorm																				
	Global Innovation and Welcome Center																				
	Public Safety Building																				
	TH Harris Learning Lobby																				
	Outdoor Classroom/Amphitheatre																				

**Southern University System
Active Capital Improvement Project Tracking
New FY24 Projects in the Capital Outlay Act (Act 465/2023)**

Key

Planning and Design	Bidding and Contracting	Multiple SubProjects - Design & Construction
CMAR Selection	Construction	

New FY24 Capital Outlay Projects

Project Title		FY2023-24				FY2024-25				FY2025-26				FY2026-27				FY2027-2028			
		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q												
SUBR	New Southern University Laboratory School Complex																				
	Replace Chilled Water Lines																				

Self-Funded Projects

Project Title		FY2023-24				FY2024-25				FY2025-26				FY2026-27				FY2027-2028			
		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q												
SUBR	Global Innovation and Welcome Center, Phase II																				
	Center for Innovation, Entrepreneurship and Community Engagement																				
SUNO	Nursing and Allied Health Building																				
SUSLA	HVAC Renovations																				
SUAC	High Tech Meat Processing Facility Expansion																				

Finance

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval for Admissions Fee Adjustment (SUBR)
 - B. Request Approval for the Imposition of a Housing Application Fee Policy for Returning Students (SUBR)
6. Informational Item(s)
 - A. Financial Report
7. Other Business
8. Adjournment

MEMBERS

Dr. Arlanda Williams- Chairman, Ms. Ann Smith – Vice-Chair,
Mr. Sam Gilliam, Mrs. Christy Reeves, Atty. Domoine Rutledge, and Dr. Leon Tarver, II
Mr. Myron K. Lawson - Ex Officio



SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

DIVISION OF ENROLLMENT MANAGEMENT

November 15, 2023

To: John Pierre
Executive Vice President
Southern University Baton Rouge Campus

From: Anthony Jackson, Ph.D.
Vice Chancellor of Enrollment Management
Southern University Baton Rouge Campus

REC'D-ACAD AFFRS
2023 NOV 20 AMB:18

RE: ADMISSION FEE ADJUSTMENT – EFFECTIVE SPRING 2024

Dear John Pierre,

The Office of Enrollment Management is proposing an admissions fee adjustment increase from \$20.00 to \$30.00, effective Spring 2024 AY. For several years, the application fee at SUBR has remained at \$20.00. We truly understand the socio-economic challenges of our application base. However, SUBR has been able to steadily increase its overall application pool over the past few years.

Moreover, the SUBR application trend indicates we will continue to acquire a high volume of applications. That being said, this modest \$10.00 increase adjustment may also serve as a stronger indicator of applicants who are highly considering SUBR as their first choice or as a top favorable choice institution.

Fall 2022

Table with 3 columns: Applied, Admitted, Enrolled for Fall 2022. Values: Applied 10,609, Admitted 5,718, Enrolled 1,682.

Fall 2021

Table with 3 columns: Applied, Admitted, Enrolled for Fall 2021. Values: Applied 8,551, Admitted 5,035, Enrolled 1,616.

Fall 2020

Table with 3 columns: Applied, Admitted, Enrolled for Fall 2020. Values: Applied 8,576, Admitted 4,071, Enrolled 1,372.

Furthermore, we believe this increase aligns with the long-term goals of our institution, enabling us to maintain our commitment to academic and student success. Thus, we are proposing to allocate a portion of the increased revenue back to the admissions department. The redirecting of funds will assist with various recruitment and marketing initiatives.

Thank you for your anticipated support!

Vice Chancellor for Enrollment Management

Signature of Anthony Jackson
Dr. Anthony Jackson

APPROVAL:

Signature of John Pierre
John Pierre, Executive Vice President



SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE
DIVISION OF ENROLLMENT MANAGEMENT

SWAC Admissions Application Fee Average: \$32

- Grambling State University: **\$20**
- Alabama State University: **\$25**
- Acorn State University: **No Fee**
- Mississippi Valley State University: **No Fee**
- Jackson State University: **\$25**
- Florida A&M University: **\$35**
- Alabama A&M University: **\$30**
- Bethune Cookman University: **\$50**
- Prairie View A&M University: **\$40**
- Texas Southern University: **\$42**
- University of Arkansas of at Pine Bluff: **\$25**



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

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

FAX NUMBER
(225) 771-5522

November 28, 2023

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

Re: Imposition of Housing Application Deposit for Returning Students

Dear President Shields:

To continue identifying strategies and ways to manage returning student housing constraints on the Southern University Baton Rouge campus, a request has been made by the Baton Rouge Campus Residence Life and Housing Department to adopt a new policy that requires returning students to pay a \$75.00 non-refundable deposit. The current policy requires only new students who reside on campus to pay a \$150 non-refundable fee application.

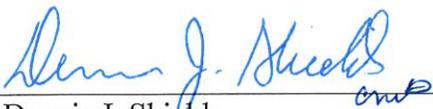
If the revised policy is approved by the Southern University Board of Supervisors, this would require current students residing in campus facilities during the spring 2024 semester to pay a \$75.00 deposit to renew housing for the fall 2024 semester. This revised policy is consistent with policies adopted by higher education institutions across the United States.

I respectfully ask that this request be presented for review and approval at the December 14, 2023, Board meeting. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre".

John K. Pierre
Interim Executive Vice President

Approved: 
Dennis J. Shields
President-Chancellor

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

WWW.SUS.EDU

**Southern University System
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of November 30, 2023**

Executive Summary

Attached is a summary of the Southern University System fiscal year 2023-2024 general operating budget financial activities for the month ending November 30, 2023. The Southern University System is reporting a \$1.1 million decrease in revenues. The decrease primarily resulted from a reduction in self-generated revenue.

Southern University Board and System Administration

The System Office is projecting to finish the fiscal year with a balanced operating budget.

Southern University Baton Rouge Campus

The Baton Rouge Campus projected Fall 2023 tuition exceeded the amount budgeted by \$719,177. The Baton Rouge Campus is using these funds to increase operating services and professional services expenditures.

Southern University Law Center

The Law Center has a \$554,029 projected shortfall in Fall 2023 tuition as compared to the approved budget. The Law Center has reduced operating and professional services expenditures to balance the operating budget for the fiscal year.

Southern University News Orleans Campus

The New Orleans Campus has an \$896,499 projected shortfall in self-generated revenue as compared to the approved budget. The New Orleans Campus has reduced personal services, operating services, and other charges to balance the operating budget for the fiscal year.

Southern University Shreveport Campus

The Shreveport Campus has a \$391,095 projected shortfall in Fall 2023 tuition as compared to the approved budget. The Shreveport Campus has reduced personal services to balance their operating budget for the fiscal year.

Southern University Agricultural Research and Extension Center

The Agricultural Research and Extension Center is projecting to finish the fiscal year with a balanced operating budget.

Summary

Based on the information above, it appears as of November 30, 2023, the campuses have made the appropriate adjustments to end the fiscal year with a balanced operating budget.

Southern University System
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of November 30, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 66,400,531	\$ 33,200,266	\$ 33,200,265	\$ 66,400,531	\$ -	50.0%
Statutory Dedicated	5,051,115	1,066,382	3,984,733	5,051,115	-	21.1%
Federal	3,654,209	7,423	3,646,786	3,654,209	-	0.2%
Self Generated						
Tuition - Fall 2023	35,457,617	34,478,719	-	34,478,719	(978,898)	97.2%
Tuition - Spring 2024	33,473,960	4,689,271	28,784,690	33,473,960	-	14.0%
Tuition - Summer	4,321,912	2,107,918	2,213,994	4,321,912	-	48.8%
Out-of-State Fees	16,682,867	11,987,402	5,125,967	17,113,369	430,502	71.9%
Other	21,332,244	8,098,274	12,659,920	20,758,194	(574,050)	38.0%
Interagency Transfer	4,476,791	1,190,546	3,286,245	4,476,791	-	26.6%
Total Revenues	\$ 190,851,246	\$ 96,826,201	\$ 92,902,599	\$ 189,728,800	\$ (1,122,446)	50.7%
Expenditures						
Salaries	\$ 90,739,457	\$ 38,714,671	\$ 50,585,175	\$ 89,299,846	\$ (1,439,611)	42.7%
Other Compensation	394,759	126,994	271,955	398,949	4,190	32.2%
Related Benefits	38,496,101	14,784,037	22,952,023	37,736,060	(760,041)	38.4%
Total Personal Services	\$ 129,630,317	\$ 53,625,702	\$ 73,809,153	\$ 127,434,855	\$ (2,195,462)	41.4%
Travel	1,490,311	261,451	1,228,860	1,490,311	-	17.5%
Operating Services	17,932,095	7,181,569	12,351,061	19,532,630	1,600,535	40.0%
Supplies	2,136,272	527,361	1,635,561	2,162,922	26,650	24.7%
Total Operating Expenses	\$ 21,558,678	\$ 7,970,381	\$ 15,215,482	\$ 23,185,863	\$ 1,627,185	37.0%
Professional Services	2,727,372	1,569,476	1,381,593	2,951,070	223,698	57.5%
Other Charges	12,367,665	129,666	11,200,040	11,329,706	(1,037,959)	1.0%
Debt Services						
Interagency Transfers	7,865,134	1,047,422	6,817,712	7,865,134	-	13.3%
Total Other Charges	\$ 22,960,171	\$ 2,746,565	\$ 19,399,345	\$ 22,145,910	\$ (814,262)	12.0%
General Acquisitions	425,342	7,650	417,692	425,342	-	1.8%
Library Acquisitions	562,649	309,766	252,883	562,649	-	55.1%
Major Repairs	2,495,314	341,126	2,154,188	2,495,314	-	13.7%
Total Acquisitions/Major Repairs	\$ 3,483,305	\$ 658,542	\$ 2,824,763	\$ 3,483,305	\$ -	18.9%
Scholarships	13,218,775	9,727,896	3,750,972	13,478,867	260,092	73.6%
Total Expenditures	\$ 190,851,246	\$ 74,729,085	\$ 114,999,715	\$ 189,728,800	\$ (1,122,446)	39.2%

**Southern University Board and System Administration
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of November 30, 2023**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,265,886	\$ 2,632,944	\$ 2,632,942	\$ 5,265,886	\$ -	50.0%
Statutory Dedicated	200,000	-	200,000	200,000	-	0.0%
Federal						
Self Generated						
Tuition - Fall 2023		-	-			
Tuition - Spring 2024		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 5,465,886	\$ 2,632,944	\$ 2,832,942	\$ 5,465,886	\$ -	48.2%
Expenditures						
Salaries	\$ 1,930,302	\$ 770,291	\$ 1,160,011	\$ 1,930,302	\$ -	39.9%
Other Compensation	64,500	21,665	42,835	64,500	-	33.6%
Related Benefits	825,606	248,758	576,848	825,606	-	30.1%
Total Personal Services	\$ 2,820,408	\$ 1,040,714	\$ 1,779,694	\$ 2,820,408	\$ -	36.9%
Travel	365,000	28,599	336,401	365,000	-	7.8%
Operating Services	244,000	51,401	192,599	244,000	-	21.1%
Supplies	131,000	12,368	118,632	131,000	-	9.4%
Total Operating Expenses	\$ 740,000	\$ 92,368	\$ 647,632	\$ 740,000	\$ -	12.5%
Professional Services	151,000	37,500	113,500	151,000	-	24.8%
Other Charges	1,587,077	-	1,587,077	1,587,077	-	0.0%
Debt Services		-	-	-		
Interagency Transfers	97,401	-	97,401	97,401		
Total Other Charges	\$ 1,835,478	\$ 37,500	\$ 1,797,978	\$ 1,835,478	\$ -	2.0%
General Acquisitions	70,000	4,798	65,202	70,000	-	6.9%
Library Acquisitions		-	-			
Major Repairs		-	-			
Total Acquisitions/Major Repairs	\$ 70,000	\$ 4,798	\$ 65,202	\$ 70,000	\$ -	6.9%
Scholarships		-	-			
Total Expenditures	\$ 5,465,886	\$ 1,175,380	\$ 4,290,506	\$ 5,465,886	\$ -	21.5%

Southern University Baton Rouge Campus
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of November 30, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 26,039,530	\$ 13,019,766	\$ 13,019,764	\$ 26,039,530	\$ -	50.0%
Statutory Dedicated	1,773,886	550,729	1,223,157	1,773,886	-	31.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2023	21,974,488	22,693,665	-	22,693,665	719,177	103.3%
Tuition - Spring 2024	21,244,676	16,898	21,227,778	21,244,676	-	0.1%
Tuition - Summer	2,201,756	1,527,030	674,726	2,201,756	-	69.4%
Out-of-State Fees	11,222,140	7,142,300	4,079,840	11,222,140	-	63.6%
Other	11,338,306	3,124,572	8,213,734	11,338,306	-	27.6%
Interagency Transfer	4,476,791	1,190,546	3,286,245	4,476,791	-	26.6%
Total Revenues	\$ 100,271,573	\$ 49,265,506	\$ 51,725,244	\$ 100,990,750	\$ 719,177	49.1%
Expenditures						
Salaries	\$ 45,802,691	\$ 19,936,513	\$ 25,866,178	\$ 45,802,691	\$ -	43.5%
Other Compensation	201,377	80,306	121,071	201,377	-	0.0%
Related Benefits	19,883,952	8,654,797	11,229,155	19,883,952	-	43.5%
Total Personal Services	\$ 65,888,020	\$ 28,671,616	\$ 37,216,404	\$ 65,888,020	\$ -	43.5%
Travel	325,870	54,467	271,403	325,870	-	16.7%
Operating Services	10,688,986	2,649,537	8,399,038	11,048,575	359,589	24.8%
Supplies	937,411	224,857	712,554	937,411	-	24.0%
Total Operating Expenses	\$ 11,952,267	\$ 2,928,860	\$ 9,382,995	\$ 12,311,856	\$ 359,589	24.5%
Professional Services	1,101,480	1,111,502	349,567	1,461,069	359,589	100.9%
Other Charges	3,935,631	77,877	3,857,754	3,935,631	-	2.0%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,913,719	-	4,913,719	4,913,719	-	0.0%
Total Other Charges	\$ 9,950,830	\$ 1,189,379	\$ 9,121,039	\$ 10,310,419	\$ 359,589	12.0%
General Acquisitions	62,032	-	62,032	62,032	-	0.0%
Library Acquisitions	137,649	45,997	91,652	137,649	-	-
Major Repairs	62,000	-	62,000	62,000	-	0.0%
Total Acquisitions/Major Repairs	\$ 261,681	\$ 45,997	\$ 215,684	\$ 261,681	\$ -	17.6%
Scholarships	12,218,775	8,517,803	3,700,972	12,218,775	-	69.7%
Total Expenditures	\$ 100,271,573	\$ 41,353,656	\$ 59,637,094	\$ 100,990,750	\$ 719,177	41.2%

Southern University Law Center
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of November 30, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,705,340	\$ 3,352,670	\$ 3,352,670	\$ 6,705,340	\$ -	50.0%
Statutory Dedicated	191,980	57,910	134,070	191,980	-	30.2%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2023	5,376,929	4,822,900	-	4,822,900	(554,029)	89.7%
Tuition - Spring 2024	5,035,879	4,609,004	426,875	5,035,879	-	91.5%
Tuition - Summer	767,123	-	767,123	767,123	-	0.0%
Out-of-State Fees	4,913,227	4,329,725	583,502	4,913,227	-	88.1%
Other	4,324,709	3,828,118	496,591	4,324,709	-	88.5%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 27,315,187	\$ 21,000,327	\$ 5,760,831	\$ 26,761,158	\$ (554,029)	76.9%
Expenditures						
Salaries	\$ 15,343,775	\$ 7,245,909	\$ 8,097,866	\$ 15,343,775	\$ -	47.2%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,925,444	2,237,869	3,687,575	5,925,444	-	37.8%
Total Personal Services	\$ 21,269,219	\$ 9,483,778	\$ 11,785,441	\$ 21,269,219	\$ -	44.6%
Travel	505,000	136,010	368,990	505,000	-	26.9%
Operating Services	1,815,326	765,687	772,626	1,538,313	(277,013)	42.2%
Supplies	280,000	89,256	190,744	280,000	-	31.9%
Total Operating Expenses	\$ 2,600,326	\$ 990,954	\$ 1,332,359	\$ 2,323,313	\$ (277,013)	38.1%
Professional Services	1,250,000	325,172	647,812	972,984	(277,016)	26.0%
Other Charges	981,125	-	981,125	981,125	-	0.0%
Debt Services	-	-	-	-	-	-
Interagency Transfers	264,517	-	264,517	264,517	-	0.0%
Total Other Charges	\$ 2,495,642	\$ 325,172	\$ 1,893,454	\$ 2,218,626	\$ (277,016)	13.0%
General Acquisitions	-	-	-	-	-	-
Library Acquisitions	300,000	149,140	150,860	300,000	-	0.0%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 300,000	\$ 149,140	\$ 150,860	\$ 300,000	\$ -	49.7%
Scholarships	650,000	650,000	-	650,000	-	100.0%
Total Expenditures	\$ 27,315,187	\$ 11,599,044	\$ 15,162,114	\$ 26,761,158	\$ (554,029)	42.5%

Southern University New Orleans Campus
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of November 30, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 9,734,448	\$ 4,867,224	\$ 4,867,224	\$ 9,734,448	\$ -	50.0%
Statutory Dedicated	552,652	157,184	395,468	552,652	-	28.4%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2023	4,144,256	3,391,305	-	3,391,305	(752,951)	81.8%
Tuition - Spring 2024	3,760,661	63,369	3,697,293	3,760,661	-	1.7%
Tuition - Summer	815,662	260,346	555,316	815,662	-	31.9%
Out-of-State Fees	366,000	362,452	360,000	722,452	356,452	99.0%
Other	4,498,838	1,035,588	2,963,250	3,998,838	(500,000)	23.0%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 23,872,517	\$ 10,137,467	\$ 12,838,551	\$ 22,976,018	\$ (896,499)	42.5%
Expenditures						
Salaries	\$ 12,602,295	\$ 4,952,641	\$ 6,520,119	\$ 11,472,760	\$ (1,129,535)	39.3%
Other Compensation	-	4,190	-	4,190	4,190	-
Related Benefits	5,040,918	1,475,267	3,085,651	4,560,918	(480,000)	29.3%
Total Personal Services	\$ 17,643,213	\$ 6,432,098	\$ 9,605,770	\$ 16,037,868	\$ (1,605,345)	36.5%
Travel	20,000	-	20,000	20,000	-	0.0%
Operating Services	2,069,190	2,457,396	1,129,753	3,587,149	1,517,959	118.8%
Supplies	214,000	28,943	185,057	214,000	-	13.5%
Total Operating Expenses	\$ 2,303,190	\$ 2,486,339	\$ 1,334,810	\$ 3,821,149	\$ 1,517,959	108.0%
Professional Services	99,892	23,089	76,803	99,892	-	-
Other Charges	3,152,024	3,653	2,110,412	2,114,065	(1,037,959)	0.1%
Debt Services	-	-	-	-	-	-
Interagency Transfers	299,198	242,163	57,035	299,198	-	80.9%
Total Other Charges	\$ 3,551,114	\$ 268,905	\$ 2,244,250	\$ 2,513,155	\$ (1,037,959)	7.6%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	125,000	114,628	10,372	125,000	-	91.7%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 125,000	\$ 114,628	\$ 10,372	\$ 125,000	\$ -	91.7%
Scholarships	250,000	478,845	-	478,845	228,845	191.5%
Total Expenditures	\$ 23,872,517	\$ 9,780,815	\$ 13,195,203	\$ 22,976,018	\$ (896,499)	41.0%

Southern University Shreveport Campus
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of November 30, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 7,531,907	\$ 3,765,952	\$ 3,765,955	\$ 7,531,907	\$ -	50.0%
Statutory Dedicated	529,902	57,910	471,992	529,902	-	10.9%
Federal						
Self Generated						
Tuition - Fall 2023	3,961,944	3,570,849	-	3,570,849	(391,095)	90.1%
Tuition - Spring 2024	3,432,744	-	3,432,744	3,432,744	-	0.0%
Tuition - Summer	537,371	320,543	216,828	537,371	-	59.7%
Out-of-State Fees	181,500	152,925	102,625	255,550	74,050	84.3%
Other	1,170,391	109,996	986,345	1,096,341	(74,050)	9.4%
Interagency Transfer		-	-			
Total Revenues	\$ 17,345,759	\$ 7,978,175	\$ 8,976,489	\$ 16,954,664	\$ (391,095)	46.0%
Expenditures						
Salaries	\$ 8,728,932	\$ 3,058,346	\$ 5,360,510	\$ 8,418,856	\$ (310,076)	35.0%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,868,603	1,204,077	2,384,485	3,588,562	(280,041)	31.1%
Total Personal Services	\$ 12,597,535	\$ 4,262,423	\$ 7,744,995	\$ 12,007,418	\$ (590,117)	33.8%
Travel	43,000	15,989	27,011	43,000	-	37.2%
Operating Services	2,592,161	773,827	1,818,334	2,592,161	-	29.9%
Supplies	102,500	97,326	31,824	129,150	26,650	95.0%
Total Operating Expenses	\$ 2,737,661	\$ 887,142	\$ 1,877,169	\$ 2,764,311	\$ 26,650	32.4%
Professional Services	20,000	61,125	100,000	161,125	141,125	305.6%
Other Charges	426,000	38,136	387,864	426,000	-	9.0%
Debt Services		-	-			
Interagency Transfers	1,464,563	805,259	659,304	1,464,563	-	55.0%
Total Other Charges	\$ 1,910,563	\$ 904,520	\$ 1,147,168	\$ 2,051,688	\$ 141,125	47.3%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	100,000	81,247	50,000	131,247	31,247	81.2%
Total Expenditures	\$ 17,345,759	\$ 6,135,332	\$ 10,819,332	\$ 16,954,664	\$ (391,095)	35.4%

Southern University Agricultural Research and Extension Center
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of November 30, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 11,123,420	\$ 5,561,710	\$ 5,561,710	\$ 11,123,420	\$ -	50.0%
Statutory Dedicated	1,802,695	242,649	1,560,046	1,802,695	-	13.5%
Federal	3,654,209	7,423	3,646,786	3,654,209	-	0.2%
Self Generated						
Tuition - Fall 2023	-	-	-	-	-	-
Tuition - Spring 2024	-	-	-	-	-	-
Tuition - Summer	-	-	-	-	-	-
Out-of-State Fees	-	-	-	-	-	-
Other	-	-	-	-	-	-
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 16,580,324	\$ 5,811,781	\$ 10,768,543	\$ 16,580,324	\$ -	35.1%
Expenditures						
Salaries	\$ 6,331,462	\$ 2,750,972	\$ 3,580,490	\$ 6,331,462	\$ -	43.4%
Other Compensation	128,882	20,833	108,049	128,882	-	16.2%
Related Benefits	2,951,578	963,268	1,988,310	2,951,578	-	32.6%
Total Personal Services	\$ 9,411,922	\$ 3,735,074	\$ 5,676,848	\$ 9,411,922	\$ -	39.7%
Travel	231,441	26,386	205,055	231,441	-	11.4%
Operating Services	522,432	483,721	38,711	522,432	-	92.6%
Supplies	471,361	74,611	396,750	471,361	-	15.8%
Total Operating Expenses	\$ 1,225,234	\$ 584,718	\$ 640,516	\$ 1,225,234	\$ -	47.7%
Professional Services	105,000	11,089	93,911	105,000	-	10.6%
Other Charges	2,285,808	10,000	2,275,808	2,285,808	-	0.4%
Debt Services		-	-	-		
Interagency Transfers	825,736	-	825,736	825,736	-	0.0%
Total Other Charges	\$ 3,216,544	\$ 21,089	\$ 3,195,455	\$ 3,216,544	\$ -	0.7%
General Acquisitions	293,310	2,852	290,458	293,310	-	1.0%
Library Acquisitions	-	-	-	-		
Major Repairs	2,433,314	341,126	2,092,188	2,433,314	-	14.0%
Total Acquisitions/Major Repairs	\$ 2,726,624	\$ 343,978	\$ 2,382,646	\$ 2,726,624	\$ -	12.6%
Scholarships	-	-	-	-		
Total Expenditures	\$ 16,580,324	\$ 4,684,858	\$ 11,895,466	\$ 16,580,324	\$ -	28.3%

Personnel

PERSONNEL AFFAIRS COMMITTEE

(Following Finance Committee)

Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

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 (SUNO)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Current	Suggested	
1. Erica Witt	Director of Museum/ Asst. Professor <i>SUNO Museum of Art</i>	New Appointment Existing Position	<i>Promotion</i>	\$56,000.00	\$72,240.00	State/Federal

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Current	Suggested	
1. Mary Cobb-Marshall	MBA Online Coordinator <i>College of Business</i>	Salary Adjustment Additional Duties	<i>Title Reclassification</i>	\$64,272.00	\$75,000.00	State/Federal
2. Terrence Graves	Head Football Coach <i>Dept of Athletics</i>	New Appointment Existing Position	<i>Search</i>	-	\$250,000.00	State
3 Karen Jackson	Executive Director of Stakeholder Engagement <i>Office of Academic Affairs</i>	New Position Revised Title & Job Description	<i>Search</i>	-	\$93,600.00	State
4. Toni Jackson	Director of Advancement <i>College of Science and Engineering</i>	Salary Adjustment	<i>N/A</i>	\$85,000.00	\$90,000.00	State
5. Toni Manogin	Associate VP of Accreditation Compliance, Planning & Policy <i>Office of Strategic Planning</i>	Title Change Additional Duties Salary Adjustment	<i>N/A</i>	\$126,959.00	\$148,500.00	State
6. Raymond Plains	Director of Grounds <i>Facility Services</i>	Realignment/ Title Change/ Salary Adjustment	<i>N/A</i>	\$59,900.00	\$70,000.00	State
7. Karen Simms	Project Manager <i>Rehabilitation Disability Studies & Counseling</i>	Additional Duties Salary Adjustment	<i>N/A</i>	\$74,948.00	\$77,234.00	Federal

8. Sarah Spland	IT Liaison and Professional Development Officer <i>Division of IT</i>	New Position	<i>Waived</i>	-	\$80,000.00	Federal
9. Henry Thurman	Director of Projects Architecture <i>Facility Services</i>	Realignment/ Title Change/ Salary Adjustment	<i>N/A</i>	\$69,628.00	\$79,628.00	State
10. Jimmie Wade	Director of Maintenance & Operations <i>Facility Services</i>	Realignment/ Salary Adjustment	<i>N/A</i>	\$72,000.00	\$82,000.00	State
11. Sonia Wilson	TANF MED Program Director <i>Research and Strategic Initiatives</i>	New Position	<i>Waived</i>	-	\$90,000.00	Federal

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Current	Suggested	
1. Caleshia Clark	Coordinator of Records and Registration <i>Southern University Law Center</i>		<i>Waived</i>	-	\$70,000.00	State
2. Joseph Royal	Financial Aid Counselor <i>Southern University Law Center</i>		<i>Waived</i>	-	\$63,000.00	State

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Current	Suggested	
1. Lonnie McCray	Interim Vice Chancellor <i>Academic Affairs and Workforce Development</i>	Continuation	<i>N/A</i>	-	\$108,576.00	State
2. Quiana Skidmore	Director of Human Resources <i>Office of the Chancellor</i>	Promotion Existing Position	<i>Search</i>		\$73,500.00	State

E. Request Approval of Faculty Equity Pay Adjustments Equal to or Greater than \$75,000.00 (SUBR)

NAME	FACULTY RANK	CURRENT SALARY	PROPOSED ADJUSTMENT	PROPOSED SALARY
Yasser Ishmail	Full Professor	\$76,621	\$ 3,702	\$ 80,323
Radian Belu	Full Professor	\$87,529	\$12,702	\$100,231
Lidiya Dubytska	Full Professor	\$79,000	\$ 6,470	\$ 85,470
Twumassi Yaw	Full Professor	\$78,701	\$ 9,260	\$ 87,961
Mathieu Kourama	Full Professor	\$84,915	\$5,085	\$90,000
Shizhong Yang	Full Professor	\$84,915	\$5,085	\$90,000

F. Request Approval of Sabbatical Leave for Mysore Ramaswamy (SUBR)

G. Request Approval of Reassignment of Dr. Bijoy Sahoo to Faculty in the College of Business (SUBR)

Based upon Dr. Sahoo's resignation from his position as Vice Chancellor and Provost and return to the classroom. His new salary of \$136,800 is based upon 80% of his 12-month salary.

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

SUNO

SOUTHERN UNIVERSITY AT NEW ORLEANS
6400 Press Drive
New Orleans, Louisiana 70126
Phone: (504) 286-5311 FAX: (504) 286-5000
www.suno.edu



Office of the Chancellor

November 29, 2023

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

Dear President-Chancellor Shields:

I am pleased to recommend Ms. Erika N. Witt to serve in the role of Director of Southern University at New Orleans Museum of Art (SUNOMA). Ms. Witt, who started her service in the university library, will maintain her affiliation and faculty rank accordingly. Ms. Witt's annual salary will be \$72,240.00 with an effective date of August 1, 2023.

Ms. Witt received a Bachelor's degree in Museum Studies with a concentration in History from Tusculum College in Greeneville, Tennessee, and a Master of Art in Museum Studies and Cultural Preservation from Southern University at New Orleans. She is currently a doctoral candidate at Louisiana State University College of Art +Design Doctor of Design in Cultural Preservation program with a minor concentration in archival studies. Her research focuses on the appreciation of traditional African art in cultural institutions throughout the city of New Orleans and historically black colleges and universities around the nation.

Ms. Witt is also a 2014 fellow of the East-West Art of Dialogue Initiative, an initiative by the Shafik Gabr Foundation to enhance critical understanding and cooperation amongst young emerging leaders in the Arab World and the West through global exchanges.

We are certainly pleased to have someone of her caliber to lead SUNOMA.

Thank you for considering this request and submitting it for ratification at the December 15, 2023, meeting of the Southern University and A & M College System Board of Supervisors.

With kind regards,

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

James H. Ammons, Jr., Ph.D.
Chancellor
Southern University at New Orleans

APPROVED: _____

President-Chancellor Dennis J. Shields
Southern University and A & M College System

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

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

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

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

Previous Employee Ted Ellis Reason Left Resigned
 Date Left May 2023 Salary Paid \$50,000

Profile of Person Recommended

Length of Employment 06/28/2016 To Present

Effective Date 08/01/2023

Name Erika Witt SS# xxx-xx-1619 Sex Female Race* Black

Position Title: Director of Museum /Assistant Professor Department: SUNO Museum of Art

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

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

Years Experience 10 years Southern University Experience 10 years

Degree(s): Type/Discipline (BA-Education): M.A., Museum Studies Institution/Location (SU-Baton Rouge): Southern University at New Orleans Year: 2015

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary \$72,240.00 Salary Budgeted \$72,240.00

Source of Funds General Fund & Title III

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

Change of:
 Position Coordinator of Public Services From To Director of Museum /Assistant Professor
 Status _____
 Salary Adjustment \$56,000 \$72,240.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Source of Funds	Amount
420237 41990 61002 42000	\$65,000.00
411001 42910 61003 44500	\$7,240.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: _____ 11/29/2023
 Supervisor _____ Date 11/29/2023
 Vice-Chancellor _____ Date 11/29/2023
 Director/Personnel J. Bennette Taylor Date _____

Dean/Unit Head _____ Date 11/29/2023
 DocuSigned by: Dr. James Ammons, Jr
 Chancellor _____ Date 11/29/2023
 DocuSigned by: Arlan White
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller

President _____ Date _____

Chairman/S.U. Board _____ Date _____
 Of Supervisor

ERIKA N. WITT

MUSEOLOGIST

KEY COMPETANCIES

- Collections management and cataloging
- Training in the history of African Art
- Excellent interpersonal skills
- Database experience (Embark, Past Perfect, EMu)
- Proficient in Microsoft Office Suite
- Exhibit development and curation
- Interpretation of artifacts in historical context
- Excellent oral and written communication

EDUCATIONAL TRAINING

COLLEGE OF ART + DESIGN, LOUISIANA STATE UNIVERSITY

Doctorate of Design in Cultural Preservation

- Attended from 2018 to Present

- Relevant Courses: Research Methods, Cultural Preservation, Digital Culture, Material Culture, Advanced Archival, Appraisal, African Art

SCHOOL OF CONTINUING STUDIES, TULANE UNIVERSITY

- Attended from 2016 to 2018

- Relevant Courses: Ancient Egyptian Religion and Magic (2016), Egyptian Hieroglyphs: Language of the Pharaohs (2018)

SOUTHERN UNIVERSITY AT NEW ORLEANS

Master of Arts in Museum Studies

- Attended from 2013 to 2015

- Relevant Courses: Topics in African Art, Exhibition Design, History of Art of the African Diaspora, Collections, Management, Museums in, Communities

TUSCULUM UNIVERSITY

Bachelor of Arts in Museum Studies

- Attended from 2010 to 2014

- Relevant Courses: Seminar in Non-Profits, Architecture and Historic Preservation, Curatorial and Collections Management, Development of Exhibits, Interpretation and Museum Education

MUSEUM EXPERIENCE

SOUTHERN UNIVERSITY AT NEW ORLEANS, NEW ORLEANS, LA

Museum Director and Chief Curator | 2023 - present

- Oversees the acquisition, preservation, and interpretation of the museum's art collections
- Curate and develop engaging exhibitions and programming that foster critical thinking, artistic exploration, and educational opportunities
- Collaborate with academic departments to integrate the museum's collection and exhibitions into the university's educational curriculum and support student learning experiences
- Cultivate relationships with donors, foundations, and community partners to secure funding for museums exhibitions, programs, and special events
- Supervises and mentor museum staff, student workers, volunteers, and interns by fostering a collaborative and supportive work environment that encourages professional growth and development

ERIKA N. WITT

MUSEOLOGIST

MUSEUM EXPERIENCE CONT.

SOUTHERN UNIVERSITY AT NEW ORLEANS, NEW ORLEANS, LA **Coordinator of Public Services | 2022 - 2023**

- Plans, organizes, and supervises the activities of the circulation, reference, archives, and government documents units
- Oversees circulation, reference, archival staff, interns, and student workers
- Assists library patrons in the use of library services, and access to facilities and equipment
- Manage the Archives and Special Collections (A&SC) programs, including planning, policies and procedures, acquisition, description, processing, and preservation.
- Promote and provide curriculum integration support, research assistance, and information literacy instruction for students and courses utilizing primary sources, archival and special collections
- Consult with campus offices and departments on identifying and retaining permanent records in accordance with records management procedures

Adjunct Professor | 2017 to present

- Instruct graduate courses in the MA Museum Studies program: Curatorship, Introduction to Museology, and Museum Governance and Administration
- Instructs undergraduate courses in the Interdisciplinary Studies department: Principles in Museology
- Assisting with student recruitment, interviews, and academic counseling sessions
- Developing museology curricula and delivering course material
- Conducting research, fieldwork, and investigations, and writing up reports

Adjunct Curator | 2018 to 2022

- Created collections management policy and emergency preparedness plan for university artifact collections
- Organize displays and exhibitions for student and community members
- Facilitated the opening of the Southern University at New Orleans Museum of Art
- Organize touring exhibitions
- Facilitates campus, library, and museum tours

Interim Circulation Librarian | 2016 - 2022

- Organized and inventoried university's entire African art collection
- Oversee the acquisition, preservation, maintenance, loans, and documentation of African art collections
- Facilitate student and faculty training of research databases
- Perform all jobs related to circulation services, including but not limited to: charging, discharging, and renewing library materials; registering patrons; receiving and processing reserves and hold requests; routing interlibrary loan requests; collecting and recording fines and fees
- Supervise all federal work-study students and interns in the library
- Oversee marketing projects to promote the library and library events

Museum Studies and Cultural Preservation Research Assistant | 2013 to 2015

- Researched object collections for exhibit development and museum records
- Curated public African Art exhibitions throughout the greater New Orleans region
- Assisted in exhibit design, installation, and de-installation

Center for African and African American Studies Curatorial Intern | Summer 2013 and Spring 2015

- Accessioned and catalogued African art collection
- Took digital photographs of objects for accessioning process
- Conducted research on West and Central African Art

ERIKA N. WITT

MUSEOLOGIST

MUSEUM EXPERIENCE CONT.

UTICE INSTITUTE MUSEUM, UTICA, MS

Curatorial Consultant | 2022 to Present

- Conducted research for exhibitions
- Produced exhibition proposal for the permanent outdoor Utica Farmers Conference exhibition

NEW ORLEANS MUSEUM OF ART, NEW ORLEANS, LA

Consultant | 2022

- Assisted in educational programming for Queen Nefertari's Egypt traveling exhibition
- Facilitated student and community tours
- Produced and facilitated talks and lectures

Educational Programming Volunteer | 2015

- Assisted in educational programming and art making activities
- Assisted in the set up of museum events

NATIONAL WORLD WAR II MUSEUM, NEW ORLEANS, LA

Database Clerk | 2015

- Maintained museum database software EMu by entering new and updated donor information
- Verified donor data by reviewing, correcting, deleting, or reentering data; combining data purging files to eliminate duplication of data
- Processed and sent deeds of gifts and acceptance letters to donors

CONTEMPORARY ARTS CENTER, NEW ORLEANS, LA

Front Desk Associate/ House Manager | 2014 to 2018

- Operates Altru system to sell event tickets and gallery admission
- Tracks attendance, including demographics, for daily gallery visitors and events
- Facilitates deliveries throughout the day
- Oversees the general operation of building during weekends and special events
- Assist with formative and summative evaluations of exhibitions and visitor surveys

MCKENNA MUSEUM OF AFRICAN AMERICAN ART, NEW ORLEANS, LA

Curatorial Volunteer | 2013 - 2015

- Installation and de-installation of exhibitions
- Assisted director with programming and events
- Assisted in developing a Collections Management Policy

PITOT HOUSE, NEW ORLEANS, LA

Curatorial Volunteer | 2013

- Catalogued and accessioned 18th century Victorian furniture collection

ERIKA N. WITT

MUSEOLOGIST

MUSEUM EXPERIENCE CONT.

HARRISON MUSEUM OF AFRICAN AMERICAN CULTURE, ROANOKE, VA

Curatorial Intern | 2012

- Initiated and completed the first Collections Management Policy
- Oversaw object acquisition
- Created the first Registrar system
- Assisted in event planning
- Designed letterheads, invitations, tickets, and flyers to community events
- Organized and cleaned the Annex (collection storage)
- Assisted with object and textile conservation

TUSCULUM UNIVERSITY DOAK HOUSE, GREENEVILLE, TN

Curatorial Volunteer | 2008 - 2012

- Facilitated Docent tours
- Performed conservation and research on historic house objects

ANDREW JOHNSON MUSEUM AND LIBRARY, GREENEVILLE, TN

Curatorial Volunteer | 2008 - 2012

- Facilitated exhibit installations
- Assisted with creation of floor plan and layout; assisted with the installation of exhibit cases
- Conducted historical research to tell the story of museum objects for records, exhibits, and docent tours

FELLOWSHIPS AND TEACHING INSTITUTES

WILLIAM HOLTZCLAW SUMMER TEACHING INSTITUTE, HINDS, MS

Teaching Fellow | 2017

- Collaborated with secondary and college instructors to investigate the history of African American education in the South, through a case study of William H. Holtzclaw, founder of the Utica Normal and Industrial Institute and the role of the "Little Tuskegee's" in the Jim Crow South through seminar discussions and shared readings.

SHAFIK GABR FOUNDATION FELLOWSHIP, EGYPT

East-West: Art of Dialogue Initiative Fellow | 2014

- Exchange program between ten Egyptian and ten American Fellows that promoted cross-cultural dialogue through meetings with renowned Egyptian and American public figures to discuss challenges in our societies as well as mending American-Egyptian foreign relations.
- Collaborated with a team of fellows to plan action projects that would help better communities and promote cross-cultural understanding and aspirations of our societies.

ERIKA N. WITT

MUSEOLOGIST

TEACHING EXPERIENCE

SOUTHERN UNIVERSITY AT NEW ORLEANS, LOUISIANA

YEAR	SEMESTER(S)	COURSE NUMBER/TITLE	CREDIT HOURS
2017	Spr.	MUSE 615 - Museum Curatorship	3
2017-2019	Fall/Spr.	GNST 301 - Principles of Museology	3
2020-Present	Fall/Spr.	IDST 301N - Principles of Museology	3
2022	Fall	MUSE 501N - Introduction to Museology	3
2023	Fall	MUSE 650N - Museum Governance and Administration	3

LOUISIANA STATE UNIVERSITY

YEAR	SEMESTER(S)	COURSE NUMBER/TITLE	CREDIT HOURS
2020-2021	Fall	DART 8003 - Digital Humanities	3
2021	Fall	ARTH 2480- Introduction to Museum Studies	3

EXHIBITIONS

Scholars Then Soldiers: Tusculum College and the American Civil War | 2012-2015
Sustaining Life: Water, Grain, Beer | 2013
Adorned: Contemporary African Waist Beads | 2013
African Art from the Howard and Julia Pence Collection | 2014
Spirited Performance: Performance Masks of Burkina Faso from the Norma Wolfe Collection | 2014
Celebrating a Legacy: Selected Works from the Southern University at New Orleans African Art Collections February | 2015
Arts of Eritrea | 2018
MAAFA Art Exhibit at Ashe Powerhouse | 2018
Adorned: The Ancient Art of Tattooing | 2019
Wandering Spirit: African Wax Prints | 2021
Mystery in Motion: African American Masking and Spirituality in Mardi Gras | 2021
African Art @ SUNO: Highlighting Over 50 Years of African Art at Southern University at New Orleans Campus Exhibition | 2022
Louisiana HBCU - Capitol Park Museum Permanent Exhibition | 2023

CONFERENCES AND PRESENTATIONS

ARCHIVAL EDUCATION AND RESEARCH INITIATIVE

Plenary Speaker | 2023

Museum and Archive Case Study: Southern University at New Orleans

GATEKEEPERS IN THE ART MARKET CONFERENCE

Presenter | 2023

Gatekeepers, Collectors, and Provenance of Art in HBCU Collections

ERIKA N. WITT

MUSEOLOGIST

CONFERENCES AND PRESENTATIONS CONT.

Toward Radical Imagination: HBCUs, Digital Libraries, and Authentic Collaboration

Panelist | 2023

Care, Curation, and Collaboration: Art, Archives, and Exhibitions at HBCUs and Beyond

SHAFIK GABR EAST-WEST ART OF DIALOGUE INITIATIVE REUNION PRESENTATIONS

Panelist | 2023

Ancient Egypt in New Orleans: Finding Common Ground and Likeness

TUSCULUM UNIVERSITY COLLEGE OF CIVIC AND LIBERAL ARTS

Keynote Speaker | 2023

2023 CCLA Honors Ceremony

NEW ORLEANS MUSEUM OF ART

Presenter | 2022

Ancient Egypt in New Orleans: A Community Conversation

COUNCIL ON LIBRARY AND INFORMATION RESOURCES MATERIAL MEMORIES PODCAST

Participant | 2022

Season 3: HBCU Library Alliance Tour

Episode 2: There's Magic in Creating Something from Nothing

SOUTH EASTERN MUSEUM CONFERENCE (SEMC)

Panelist | 2021

Stolen Memories: Reclaiming Our Artifacts and Images

PRESBYTERE- LOUISIANA STATE MUSEUM

Presenter | 2021

African Influence in Black Masking Traditions: A Conversation with Curators at the Musée du Quai Branly-Jacques Chirac of Paris and Southern University at New Orleans

LOUIS USERS CONFERENCE

Presenter | 2020

SUNO Library 1, COVID 0: A Proactive Approach to Offering Library Resources and Services

NEW ORLEANS PRESERVATION COALITION

Panelist | 2020

Restoring Museum Collections After Disasters: How SUNO Saved Its African Art Collection After Katrina

ERIKA N. WITT

MUSEOLOGIST

SPECIALIZED TRAINING

- Museum Collection Software (PastPerfect, Embark, EMu)
- University Instructional Platforms (Canvas, Blackboard, Moodle)
- Banner Student Information System
- Preventative Conservation and Handling Techniques
- Proficient in Quickbooks online accounting software
- Competent with all Microsoft Office applications
- Database searches (LexisNexis, CQ Researcher, EPSCOhost, JSTOR, ProjectMUSE, etc.)
- Experienced in Adobe Photoshop, InDesign, Illustrator
- Proficient in French
- Grant writing
- Proficient in Social Media applications (Tumblr, Facebook, Instagram, Twitter)
- Web design (Wordpress, IMPXR, Tumblr, Squarespace, Wix)

AWARDS AND RECOGNITION

- Tusculum University Alumni Association Frontier Award | 2023
- American Association for State and Local History Award of Excellence for contributions to the Council on Library and Information Resources "Material Memory: HBCU Library Alliance Tour" Podcast | 2023
- Southern University System Board of Directors Above and Beyond Award | 2023
- Council for Library Information Resources Material Memory Battle of the Books Competition | 2022
- President's Award, Tusculum College | 2013
- Dean's List, Tusculum College | 2008, 2011 - 2012
- Charles Oliver Gray Scholars, Tusculum College | 2011-2012
- Senior Honor's Key in Museum Studies, Tusculum College | 2012

AFFILIATIONS AND MEMBERSHIPS

- American Alliance of Museums | 2014 - present
- American Research Center in Egypt | 2014 - present
- New Orleans Museum of Art | 2014 - 2015, 2023 - present
- Contemporary Arts Center | 2014 - 2018
- Association of African American Museums | 2016 - present
- American Institute for Conservation | 2016 - present
- American Library Association | 2016 - present
- HBCU Library Alliance | 2016 - present
- National Museum of African Art | 2018 - present
- Society of American Archivists | 2018 - present
- Louisiana Association of Museums | 2020 - present
- Virginia Museum of Fine Arts | 2020 - present
- Virginia Association of Museums | 2020 - present
- Association of Academic Museums and Galleries | 2020 - present
- College Arts Association | 2021
- Arts Council of the African Studies Association | 2021 - present
- Louisiana Afro-Indigenous Society | 2021-present

SUBR



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING

4TH FLOOR

BATON ROUGE, LOUISIANA 70813

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

FAX NUMBER
(225) 771-5522

November 28, 2023

Dennis J. Shields, President/Chancellor
Southern University System and Baton Rouge Campus
4th Floor – J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

Re: Reclassification of Job Title and Salary Increase for Additional Duties for Mary Cobb-Marshall

Dear President Shields,

Dr. Donald Andrews, dean of the College of Business seeks to have Mary Cobb-Marshall job title reclassified and that she receive a salary increase/adjustment for additional responsibilities. Ms. Marshall was hired as the MBA Online Program coordinator in September 2019 to help the College of Business relaunch its SUBR College or Business Online MBA Program. The program had 9 students during Fall 2019 when Ms. Marshall took on the charge as a coordinator. Since then, she has built the program to an enrollment of 76 students. The program has graduated 52 students.

The number of graduates was 4 during the 2020-2-21 academic year, 21 during the 2021-2022 academic year and 37 during the 2022-2023 academic year. The SUBR Online MBA Program has also shown a steady increase in revenue. The revenue generated during 2020-2021 was \$702,750, \$731,025 during 2021-2022, and \$894,900 during 2022-2023.

The aforementioned increases are directly attributable to the efforts of Mary Cobb-Marshall. Dr. Andrews proposes that her position be reclassified.

The proposed new title is Associate Graduate Programs Director and College of Business and Special Projects Coordinator. A job description for the new position is attached to this letter.

Ms. Cobb-Marshall is a valuable employee in the College of Business with an exceptional skill set rarely seen in working with students, according to Dr. Andrews. Dr. Andrews has identified her as a critical staff member that is dedicated, diligent, and focused on student recruitment, advisement, retention and completion.

Her current salary is \$64,272 and Dr. Andrews has made a request that her salary be increased to \$75,000 to compensate her for the additional responsibilities as the Associate Graduate Programs Director and Special Projects Coordinator. Based upon my conversations with Dr. Andrews and my review of the data, I heartily recommend that this request be presented to the Southern University

System Board of Supervisors at its November 24, 2023 board meeting. Approval of this request would enhance the ability of the College of Business Online MBA Program to remain competitive.

The effective date of the proposed salary increase/adjustment is January 1, 2024. If you have any questions, please feel free to contact me.

Approved



Dennis J. Shields, President/Chancellor

Yours Sincerely,



John K. Pierre, Interim
Executive Vice President

Dennis J. Shields, President/Chancellor
Southern University System and Baton Rouge Campus
4th Floor – J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

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The effective date of the proposed salary increase/adjustment is January 1, 2024. If you have any questions, please feel free to contact me.

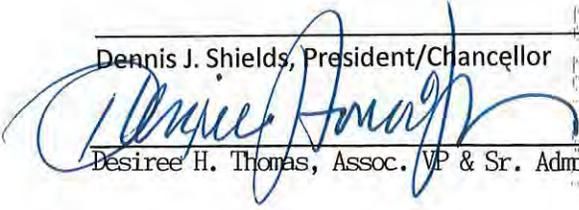
Yours Sincerely,



John K. Pierre, Interim
Executive Vice President

Approved

Dennis J. Shields, President/Chancellor



Desiree H. Thomas, Assoc. VP & Sr. Admin. Operations Officer

SU HUMAN RESOURCES
NOV 28 12:23 PM '23

Associate Director of Graduate Programs and Special Projects Coordinator

JOB Description

Essential Duties and Responsibilities of the COB Associate Director of Graduate Programs and Special Programs Coordinator

1. Coordinates daily operations of the COB Graduate programs (On-campus MBA, Online MBA, JD/MBA, and the Graduate Certificate Program in Supply Chain Management) as related to student recruitment, admissions, advisement, registration, transfer, financial aid, graduation, grievance, program promotion and other matters related to COB graduate students.
2. Provides appropriate answers to inquiries from prospective applicants and existing COB graduate program students on admission requirements, degree plans, registration, advisement, financial aid, graduation, internship, study abroad, and other matters of interest to graduate students.
3. Works closely and collaborates with the Offices of eLearning, Office of the Registrar, the Graduate School, Financial Aid, Office of Communications, and Office of International Students.
4. Ensures Compliance with policies and procedures governing the University's graduate programs and that the COB Graduate programs are operated efficiently.
5. Recruit potential students for the COB Graduate programs using designated marketing strategies via the University Website, social media, newsletter, billboards, etc.
6. Collaborating with the University's relevant units, actively develops and implements marketing and promotional activities.
7. Provides course offering schedules and other information to prospective students, relevant university units, and COB departments.
8. Attend educational workshops, meetings, conferences, and other events associated with the COB graduate programs.
9. Prepares periodic reports regarding the COB Graduate programs recruitment, retention, graduation, degree of student satisfaction and overall trends and submit to the COB Associate Dean and Graduate Programs Director.

10. Maintains database and files of all students enrolled in the COB graduate programs.
11. Conducts incoming student orientations twice per year for admission.
12. Call current students throughout the semester to make sure students can handle any school-related activities. (Financial Aid, Registration, Courses, etc.)
13. Attends weekly Dean Council meetings, giving updates, successes, difficulties, and improvements for the Online MBA Program and other projects assigned.
14. Completes Tasks given by the Dean and Associate Dean as directed.
15. Completes and enters schedules of classes for every student enrolled in the Graduate Programs.
16. Completes any other task the College Dean, Associate Dean, and Graduate Programs Director gives.
17. Plan and organize all Study Abroad and case-competition programs and coordinate all arrangements with the host institutions.
18. Coordinates Special Projects/Events of the College of Business as directed by the Dean and Associate Dean—examples: Conferences, Seminars, Meetings, Receptions, AACSB and SACSCOC Accreditation Team, and partnering institutions visits to COB.
19. Submits interim and annual reports on the state of the COB graduate programs to the Associate Dean and Graduate Programs Director.

Required Knowledge, Skills, and Abilities

1. Holds a minimum of a master's or doctoral degree
2. Has extensive knowledge of working with students, preferably in graduate programs.
3. Demonstrates the ability to be well-organized, systematic, and duty-conscious.
4. Displays exceptional verbal written communication, and interpersonal skills.
5. Shows a marketing talent, formulating and implementing innovative ideas for promoting the business graduate programs.
6. Encourages and motivates when dealing with prospective graduate program applicants.
7. Demonstrates the ability to attract and recruit prospective graduate students.
8. Displays excellent networking abilities.
9. Demonstrates excellent skills and abilities required for special project planning and implementation.

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: 11/27/2023 Department: College of Business / Malveaux Master of Business Administration Program

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: NA (Inter Office Fill) Date position to be filled: Jan. 1, 2024 (Inter Office Fill)

Position Title: Associate Graduate Programs Director and COB Special Projects Coordinator Civil Service Pay Level: _____

Salary (annual): \$75,000.00 or Salary Range: _____ to _____

Please check all categories that apply to this position:

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

Contact Person: Dean Donald Andrews Telephone No: 225 771 2763 or 771-5640

Contact Email Address: Donald.andrews@sus.edu or jazandrews@yahoo.com

Contact e-mail address is for:

Human Resources utilization only posting to VAS website

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

Mrs. Mary Cobb-Marshall position title is being changed from MBA Online Program Coordinator to Associate Graduate Programs Director and COB Special Projects Coordinator. Her current salary is \$64,272.00, and we request her salary increase to \$75,000.00 to compensate her for the additional responsibilities as the COB Associate Graduate Programs Director and Special Projects Coordinator. Her salary will be paid from two (2) budgets \$70,000 from MBA state budget 211001-22202-21000 and \$5,000 from the Online MBA Program account 211001-22011-61007-21000.

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

see Mary Cobb-Marshall resume for qualification and experience. The program had nine (9) students during Fall 2019 when Mrs. Marshall took over the charge. Since then, she has built the Program to an enrollment of over 70 and has graduated over 52 students. This semester alone, 16 more students will graduate through her advisement and mentorship.

Under the supervision of Mary Cobb-Marshall, the revenue generated from the Online MBA Program has steadily increased from \$702,750.00 in FY 2020-2021 to \$894,900 in 2022-2023, and student enrollment from 44 to 76 students. The current fiscal year's enrollment and revenue are projected to exceed all the previous year's data.

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

Position to be filled within by current employee.

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

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

Mary A. Cobb-Marshall



Results, Data, and Research driven professional with many years of experience in leadership development, teaching, analytics, technical, project planning, and coordinating, with abundant organizational and creative skills. Extensive experience in Counseling, K12, and Post-Secondary access, awareness, and services.

Core Competencies

Team Leadership Project Planning/Management Client Management & Retention
Strategic Planning Data-Driven Creative Thinking Customer Service

WORK EXPERIENCE:

September 2019 – Present

Southern University – Baton Rouge Campus

Online Programs Coordinator

- Increased enrollment in the Online MBA Program with 98% retention of students.
- Increased recruitment efforts in the Online MBA by 100% in the past year and a half through the development of an intensive phone call and social media marketing campaign.
- Commended by MBA students for courteous, helpful, and responsive service; achieved a high customer service satisfaction rating.
- Increased Online MBA Revenue by 85%. Increased revenue by over \$100,000.00 in one semester due to increased enrollment and student retention.
- Recruit and Advise Online MBA Students
- Assist the Online Director with special projects and duties for the overall success of the Online Programs.
- Assist the College of Business Dean with special projects and duties for the College's overall success.
- Uses research data to improve the efficacy of Online Business Graduate Programs.
- Uses research data to implement new programs to increase enrollment in college.
- Assist with the College of Business Study Abroad Program with planning, coordinating special projects, and formulating a relationship with Partnership College in the visiting country.

November 2016 – August 2019

Louisiana Board of Regents – LOSFA

Regional Coordinator – East Baton Rouge

- Supervised 13 Middle and High Schools in East Baton Rouge Parish School District as part of the Field Outreach Unit, with over 10,000 students in caseload.
- Managed a budget of Federal and State funds of over \$600,000.00 for College Access and Academic Improvements for the East Baton Rouge Parish School System
- Approved Expenditures utilizing best practices (data) for effectiveness and to promote successful outcomes for student success (research)
- Shared strategies for student improvements using research, data, and education policies
- Recognized by the supervisor in annual performance reviews for instilling a sense of dedication, commitment, and pride in the school-managed

- Presented on Local, State, and National Levels on College Access and College and Career Awareness of best practices. (TOPS, ACT, Education Reform, Financial Literacy, Financial Aid, and College and Career Awareness and Access)
- Supervised student workers and On-Site School-Based Coordinators, over 50 people
- Project lead for Catahoula Parish Project – College Awareness and Access (Block High School)
- Mentored High School Students

August 2010 – November 2016

East Baton Rouge Parish School System

School Counselor – High School

- Senior School Counselor with 95% Graduation Rate
- Implemented Louisiana Core 4 Graduation Curriculum aligned with Louisiana TOPS Curriculum and College Preparation Courses
- Member of School Leadership Team
- 100% Engagement with Students and Parents offering Post-Secondary and Career Awareness Support and Assistance
- Presentations on Graduation Requirements, TOPS Eligibility, College and Career Awareness, and Virtual College Tours
- Relationship building with Louisiana Colleges and Universities to foster pathways to admission

September 2007 – August 2010

Southern University and A&M College – College of Business

Assistant to the Associate Dean and MBA Director

- Coordinated and Managed the Office of the Associate Dean and MBA Director
- Maintained an open door of communication to students, professors, colleagues, and community partners on the state of the College of Business and MBA Program for the Associate Dean
- Arranged MBA Board Communications, Facilitated Meeting Arrangements with the Board Chair, and contacted constituents to enhance the MBA Program
- Transcribed Minutes for the MBA Board of Directors, Accounts Receivables for Board Donations, Accounts Payable for expenses (Faculty and Students)
- Supervised MBA Graduate Assistants
- Assist with the College of Business Study Abroad Program with planning, coordinating special projects, and formulating a relationship with Partnership College in the visiting country.

January 1994-December 2006

Pointe Coupee Parish School System

East Baton Rouge Parish School System

High School Business and Computer Science Teacher

- Teacher of Business and Computer Subjects
- Mentor and Assessor of New Teachers (Master Teacher) – 1st and 2nd Year Support
- Member of SACS Committee
- Served as School-to-Work Coordinator

- Served as a Supervisor for Student Teachers at Southern University
- Coordinator of Career Options Program
- Future Business Leaders of America Sponsor and Coordinator of Career Day Activities
- Facilitated Faculty/Staff and Parental Involvement Technology Classes
- Business Department Chairperson
- Coordinator of Homecoming Activities
- Assistant Softball Coach
- Manager of Athletic Events and Concessions

EDUCATION:

**Nelson Mandela School of Public Policy PH.D. Student
Concentration – Education Policy**
Fall 2022 - Present

Southern University, Baton Rouge, LA
Plus 30 Hours – School Counseling Certification
December-2006

Master of Education – Curriculum and Instruction
December-1997

Bachelor of Science – Business Education/Computer Literacy/Computer Science
December-1993

CERTIFICATIONS and TRAININGS:

Louisiana Type A – Teaching Certificate - #057092

- Business Education
- Computer Science and Literacy
- Counselor Education
- Supervisor of Student Teachers

Microsoft Office User Specialist (MOUS) – Word

Louisiana Teacher Assistance and Assessment Program – Assessor/Mentor

Ethics Training for Government Employees

School Counselor Trainings (Yearly)

TOPS (Taylor Opportunity Program for Students – College Access Training (Yearly)

Financial Aid Training (Yearly) College Access Officer

ACT Training (Yearly)

SREB (Southern Regional Education Board) Conference 2017-2019

Rural Summit Conference – Lexington, Kentucky – 2018-2019

GEAR UP Conference Yearly 2017-2019

NCAN (National College Attainment Network Conference) 2017-2018

NCAN College Access Training - Yearly

Michelle Obamas’s Reach Higher Conference – Colorado Springs, Colorado 2018

QM Rubrics Certification – Badge

IBM Enterprise Design Thinking – Badge

Honor:

2015 High School Counselor of the Year – East Baton Rouge School System

Affiliations:

Delta Sigma Theta Sorority, Inc.	Member	1995
Hermitage/Cross Creek Crime Prevention District	Commissioner	2009-Present
South Burbank Crime Prevention District	Commissioner	2000-2008

REFERENCES:

Available Upon Request

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

Academic 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: MARY COBB-MARSHALL Reason Left _____ SALARY/TITLE CHANGE _____
 Date Left: DECEMBER 31, 2023 Salary Paid: \$64,272.00

Profile of Person Recommended

Length of Employment: JANUARY 1, 2024 To JUNE 30, 2024
 Effective Date: JANUARY 1, 2024

Name: Mary Cobb-Marshall SS# 9857 (S00016749) Sex F Race* B
 (Last 4 digits only)

Position Title: MBA Online Coordinator Department: MBA / College of Business

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 41 Southern University Experience 7

Degree(s):
 Type/Discipline (BA-Education): BS - Education (Business) Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: 1993
M.ED - Education Southern University and A&M College 1997
+30 Counseling Education Southern University and A&M College 2006

Current Employer: COLLEGE OF BUSINESS /MBA DEPARTMENT - SUBR

Personnel Action

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

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

Source of Funds: Master Business Administration (MBA) - State Funds & MBA ONLINE Program funds

Identify Budget: 211001-22202 & 211001-22011 Location: MBA

Form Code: _____ Page: _____ Item #: _____

Change of:
 Position: MBA Online Program Coordinator From Associate Graduate Programs Director and COB Special Projects Coordinator To _____
 Status: _____
 Salary Adjustment: \$64,272.00 (211001-22202) \$70,000 (211001-22202) & \$5,000 (211001-22011)

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

Source of Funds	Amount
211001-22202-21000	\$64,272.00

*See Reverse Side

Graduate School signature (if, applicable): _____

Supervisor: [Signature] Date: 11/27/2023

Vice Chancellor: [Signature] Date: 11/27/23

Director/Personnel: [Signature] Date: 11/29/2023

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: Mrs. Mary Cobb-Marshall position title is being changed from MBA Online Program Coordinator to Associate Graduate Programs Director and COB Special Projects Coordinator. Her current salary is \$64,272.00, and we request her salary increase to \$75,000.00 to compensate her for the additional responsibilities as the COB Associate Graduate Programs Director and Special Projects Coordinator. Her salary will be paid from two (2) budgets \$70,000 from MBA state budget 211001-22202-21000 and \$5,000 from the Online MBA Program account 211001-22011-61007-21000.

EMPLOYEE REGULAR WORK SCHEDULE: 8AM – 5 PM Monday - Friday

EMPLOYEE DIRECT SUPERVISOR: Dean Donald Andrews & Dr. Ashagre Yigletu 771-5640

NUMBER OF EMPLOYEES SUPERVISED, (if any) 2-4

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE
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

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
EXPIRES
NOV 29, 2023
C. J. [Signature]
FUND AVAILABLE

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

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

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



Office of Academic Affairs

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

November 28, 2023

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

RE: Appointment of Dr. Karen Jackson as Executive Director of Stakeholder Engagement
Office of Academic Affairs

Dear President Shields:

The departure of Dr. Brian Lucas in August 2023 from the Office of Academic Affairs created a void on the Southern University Baton Rouge campus. Dr. Lucas served as the Special Assistant to the Executive Vice Chancellor. Based upon my observations and experiences, and after careful consideration, we decided to revise this position to the Executive Director of Stakeholder Engagement to better service our internal and external constituencies. This revised title and job description supports the overarching vision for the Office of Academic Affairs and aligns with being responsive to the needs of our diverse stakeholders. This position is a critical position and needs to be filled immediately to ensure effective and efficient operations.

I am recommending that Dr. Karen Jackson be appointed as the Executive Director of Stakeholder Engagement and that the search be waived. Dr. Jackson has comprehensive experience in higher education having served in academic, administrative, and non-academic positions for over fifteen years in diverse institutions. She holds a doctorate in leadership for higher education, master's of business administration, human resources management certificate, master's in organizational management, and bachelor's in business management.

The resume of Dr. Jackson is attached for your review, and it shows that she has the knowledge, leadership and management skills, higher-level organizational skills, and resilience required for this position. The proposed salary for Dr. Jackson is \$93,600, the same salary that Dr. Lucas earned, with an effective start date of January 1, 2024.

I respectfully request that my recommendation for this appointment and waiver of the search be presented to the Board of Supervisors for consideration and approval at their December 2023 Board of Supervisors' meeting. If you have any questions, please feel free to contact me.

Sincerely,



John K. Pierre, Esq.
Interim Executive Vice-President

APPROVED: _____

Dennis J. Shields
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2M9929

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Brian Lucas Reason Left Resigned
 Date Left August 2003 Salary Paid \$93,600

Profile of Person Recommended

Length of Employment January 1, 2024 To _____
 Effective Date January 1, 2024

Name Karen Jackson xxx-xxx-1895 Sex F Race* AA
 (Last 4 digits only)

Position Title: Executive Director of Stakeholder Engagement Department: Office of Academic Affairs

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

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

Years Experience 20 years Southern University Experience n/a

Degree(s):	Type:	Institution/Location	Year:
	<u>PhD, Leadership for Higher Ed.</u>	<u>Capella University</u>	<u>2020</u>
	<u>MBA/Master's Org. Mgmt.</u>	<u>University of Phoenix/ University of Phoenix</u>	<u>2006/2003</u>
	<u>BS, Business Management</u>	<u>University of Phoenix</u>	<u>2001</u>

Current Employer Xavier University

Personnel Action

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

Recommended Salary \$93,600 Salary Budgeted \$93,600

Source of Funds State

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

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Source of Funds	Amount
<u>211001-22002-4/002-</u>	<u>\$93,600</u>

Graduate School signature (if, applicable):

Luvia Young 11/28/23
 Supervisor Date
Luvia Young 11/28/23
 Vice Chancellor Date
Samuel Hearn 11/30/23
 Director/Personnel Date

Luvia Young 11/28/23
 Dean/Unit Head Date
[Signature]
 Chancellor Date
[Signature]
 Vice President/Finance Date
 Business Affairs/Comptroller

President _____ Date _____

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

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: This position is a 12-month unclassified position.

EMPLOYEE REGULAR WORK SCHEDULE: _____ Monday – Friday; 8:00 – 5:00

EMPLOYEE DIRECT SUPERVISOR: _____ Luria Young

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 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)

JOB DESCRIPTION

EXECUTIVE DIRECTOR OF STAKEHOLDER ENGAGEMENT

SUMMARY

The Executive Director of Stakeholder Engagement is a crucial administrative role providing high-level support to the Vice Chancellor for Academic Affairs in managing academic affairs and cultivating strategic relationships with internal and external stakeholders. The successful candidate will be responsible for ensuring the overall efficiency of the Office of Academic Affairs, including seamless operations and facilitating effective collaborations within the academic community and with external partners, all in an overall effort to strengthen Southern University and A&M College.

KEY RESPONSIBILITIES

1. **Administrative Support:** Provide comprehensive support to the Vice Chancellor.
2. **Communication Management:** Serve as a primary point of contact for internal and external stakeholders, ensuring clear and efficient communication on behalf of the Vice Chancellor.
3. **Stakeholder Engagement:** Coordinate and facilitate engagements with academic partners, government officials, donors, and other stakeholders to enhance collaboration and support the institution's goals.
4. **Event Planning:** Assist with the organization and management of commencement, events, conferences, and meetings, both on and off-campus, to promote academic initiatives and strengthen relationships with stakeholders.
5. **Documentation and Reporting:** Prepare and compile reports, presentations, and documentation as required by the Vice Chancellor, ensuring accuracy and timeliness.
6. **Project Management:** Assist in the planning and execution of special projects related to academic affairs and stakeholder engagement, ensuring alignment with organizational objectives.
7. **Confidentiality:** Manage sensitive information with discretion and maintain confidentiality in all matters related to academic affairs and stakeholder engagement.
8. **Meeting Facilitation:** Prepare materials for meetings, attend sessions, and assist in capturing key action items and follow-ups. Of particular importance are the Southern University System Board of Supervisors' (SUS BoS) Meetings and SUS BoS programs and activities.
9. **Collaboration with Academic Units:** Foster effective communication and collaboration between the Office of Academic Affairs and academic departments and the stakeholder engagement team to support the implementation of new and innovative academic initiatives.
10. **Other Duties and Responsibilities:** As assigned.

REQUIRED QUALIFICATIONS

- Doctorate degree from an accredited university
- Minimum of five years of experience in higher education
- Pleasant demeanor with proven evidence of quality customer service, excellent interpersonal skills, ability to sustain an environment conducive to excellence

- Demonstrated ability to manage confidential information with discretion and maintain a high level of integrity
- Knowledge and experience with accreditation (SACSCOC and programmatic accreditations)
- Ability to generate well-written speeches/talks, memos, letters, reports, and e-mail communications, and edit documents as requested
- Superior analytical and project management skills
- Strong organizational and time-management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment
- Superior proficiency with the Microsoft Suite and the ability to quickly learn new applications
- Strong Excel skills – formulas, pivot tables, VLOOKUPs
- Experience with project management software
- Strong communication skills: written, oral, non-verbal, visual, and active listening
- Exceptional organizational skills with high levels of confidentiality, accuracy, attention to detail, and timeliness. Must be able to exercise judgment when managing sensitive and confidential information
- Ability to adapt to changing priorities and navigate complex situations with poise
- Ability to gain a firm understanding of academic organizations within the University as well as policies and procedures applicable to institutions of higher education
- Ability to communicate professionally, schedule appointments and process requests for information in accord with established procedures
- Ability to acquire comprehensive knowledge of university policies and procedures.
- Ability to establish and maintain collegial working relationships with internal and external constituencies
- Experience working in an academic or non-profit organization, and interacting with elected officials and regional/national associations
- An affinity for working in a dynamic, fast-paced environment

PREFERRED QUALIFICATIONS

- Earned MBA from an accredited college or university is a plus
- Knowledge of and experience with human resources functions as they relate to academic affairs is a plus
- Knowledge of and experience with online degree programs is a plus
- Experience in academic environments as a faculty/instructor is a plus
- Proficiency with Canvas, Banner, EAB Navigate, Watermark, and related platforms is a plus

SALARY

Salary commensurate with qualifications and experiences

DR. KAREN JACKSON

info@kjacksonconsulting.org

PROFESSIONAL PROFILE

An accomplished, results driven, self-motivated, detailed-oriented, and highly skilled education consultant with 20 years of experience in higher education. Experienced in managing sensitive and confidential information. Demonstrated history of managing multiple projects and operational budgets, and meeting aggressive deadlines that align to the achievement of organizational goals and objectives.

EDUCATION —

CAPELLA UNIVERSITY
PHD LEADERSHIP FOR
HIGHER EDUCATION, 2020

UNIVERSITY OF
PHOENIX
MASTER OF BUSINESS
ADMINISTRATION
DEGREE, 2006

UNIVERSITY OF
PHOENIX
HUMAN RESOURCES
MANAGEMENT
CERTIFICATE, 2004

UNIVERSITY OF PHOENIX
MASTER OF ARTS IN
ORGANIZATIONAL
MANAGEMENT DEGREE,
2003

UNIVERSITY OF PHOENIX
MASTER OF SCIENCE IN
BUSINESS MANAGEMENT
DEGREE, 2001

EXPERIENCE

CHIEF EXECUTIVE OFFICER-KJACKSON CONSULTING GROUP- 1/21-PRESENT

- ◆ Coach clients through pivotal points in their lives by applying life coaching techniques that promote self-awareness, discovery, and personal and professional growth.
- ◆ Assist clients in identifying strategies and systems that can be applied in professional development or used to increase effectiveness in business, ministry, or the marketplace.
- ◆ Discuss funding resources with clients and provide a list of applicable industry specific organizations that furnish financing and contracting opportunities.
- ◆ Provide career coaching, career mapping, job development and training by using career assessments and exploration tools, and personality assessments. Resume writing and interview preparation workshops are also provided.
- ◆ Employ counseling techniques to assist clients who are seeking assistance with overcoming addiction, anger, anxiety, depression.
- ◆ Devise strategic plans and organizational assessments for business clients.

ACADEMIC COACH/FACULTY-XAVIER UNIVERSITY 08/23- PRESENT

- ◆ Assist CARE Students with creating individualized academic plans and provide accountability; work closely with the Office of Career Services to provide career/pathway exploration and planning.
- ◆ Collaborate with faculty to enhance achievement of student learning objectives.
- ◆ Serve as liaison between students and staff, faculty, and administrators.
- ◆ Connect CARE Students with campus resources, provide referral services (including mental health), and develop appropriate interventions.

SKILL HIGHLIGHTS

Management

Change Management

- ◆ Support students with academic alerts; uses resources to assist CARE Students in identifying their strengths and opportunities for improvement.

Human Resource Management

- ◆ Build strong, trusting relationships with CARE Students.
- ◆ Work collaboratively with other members of the CARE Network to ensure all CARE Students are well supported.

Planning and Organizing

- ◆ Supervise and work collaboratively with CARE Colleagues to support CARE Students.

Strategic Management

- ◆ Assist with organizing and conducting programming (workshops, brown bags, and other presentations) for the benefit of CARE Students.

Classroom Management

- ◆ Assist the CARE Director in developing assessment reports, including developing CARE Program goals and objectives, revising yearly outcomes, reviewing national statistics, and other data collection and assessment responsibilities.

Written Correspondence

Curriculum Development

- ◆ Work with the Student Academic Success Office team to develop new programs and activities to promote student's academic success, personal growth, and leadership skills.

Diversity Management

- ◆ Facilitate an undergraduate College Experience course that averages 25 students.

Leadership Development

- ◆ Use Brightspace to post syllabi, assignments, worksheet attachments, and other communication materials.

Operations Management

- ◆ Provide course syllabus that highlights course objectives, learning outcomes, attendance policy, teaching methodology, evaluation criteria, book requirements, and assignment timelines.

Presentation Skills

Marketing

- ◆ Evaluate student performance in meeting course objectives/outcomes.

Coaching/Consulting

- ◆ Incorporate instructional technology in the classroom.
- ◆ Maintain records of enrollment and attendance, assessments, and grades, and consultation for students.
- ◆ Perform other duties as assigned.

CAMPUS DIRECTOR-UPPER IOWA UNIVERSITY-07/17-05/22

- ◆ Successfully managed a prominent location and supervised three additional campus sites.
- ◆ Managed and supervised staff in accordance with university guidelines and EEOC guidelines.
- ◆ Managed campus and programmatic accreditations.
- ◆ Recruited and developed staff and faculty and allocated financial and human resources appropriately to meet campus goals.
- ◆ Ensured center staff were proficient in the military portal, scheduling classes, enrollment management database, and student records database.
- ◆ Followed enrollment management process from inquiry stage to student enrollment. Conducted student orientations and informational sessions. Established and evaluated processes to re-enroll stop out students. Additionally, created student appreciation and recognition programs to retain students.
- ◆ Met with prospective learners and advised (200-300 undergraduate and graduate learners) on academic and financial aid requirements, course selection, program requirements, the satisfactory academic progress

- requirements and the early alert system initiated by faculty members. Assisted with registering and scheduling of classes from admission to degree completion, updated degree plans every semester, conducted student evaluations using respective transcripts, completed graduation audits, and resolved student issues.
- ◆ Managed all commencement activities for the campus.
 - ◆ Prepared master course schedules and assured proper sequencing for students to complete degrees and completed faculty development training annually.
 - ◆ Provided oversight of all aspects of the center's marketing and communication efforts, which included hiring a marketing company to implement strategies to create brand awareness such as social media optimization, geofencing, OTT, email marketing, and search engine optimization.
 - ◆ Managed the MBA Program; recruited students, employed different marketing strategies to create awareness of program, conducted presentations in classrooms, prepared promotional material to advertise on social media as well as to distribute to employers, and established community partnerships. Participated in committees to create graduate campaigns. Increased MBA enrollments by 40% within the second year.
 - ◆ Prepared budget proposals in alignment with the organization's goals and strategic plans and monitored expenses to maximize direct margin contributions.
 - ◆ Cultivated and maintained strong mutually beneficial relationships with constituents, community partners, colleges, businesses, government agencies, and law enforcement agencies.
 - ◆ Collaborated with student affairs departments to create career management resources and services available through HandShake.
 - ◆ Projected enrollment, headcount and new student numbers, tuition revenue, and utilize resources to accomplish university enrollment and quality goals.
 - ◆ Established a culture of excellent customer service through example, encouragement and providing direction to staff and faculty.
 - ◆ Implemented team building activities and served on University Committees as appropriate.

**ADJUNCT PROFESSOR FACULTY-UPPER IOWA UNIVERSITY-
10/12-05/22**

- ◆ Facilitated undergraduate courses in areas of Business Management, Strategic Management, International Management, Leadership Theory, Supervision, Health Services Administration, Human Resources Management, Marketing, Global Marketing and Labor Relations.
- ◆ Planned, developed, and designed course instruction and materials that consider the learning needs of students by incorporating e-learning technologies, and evaluating taxonomies, models, tools, and techniques.

- ◆ Incorporated technology (simulations, PowerPoints, links, audio/video) and create innovative activities/exercises to increase learner participation, promote student engagement/motivation, and afford opportunities for students to communicate effectively and provide feedback.
- ◆ Integrated methods and/or techniques that promoted inclusion and alleviated disconnects in the classrooms.
- ◆ Employed a variety of assessment strategies to assess student learning and performance.
- ◆ Advisory Board Chair.

JOB/CAREER COACH-BATON ROUGE COMMUNITY COLLEGE-7/16-07/17

- ◆ Provided workshops and seminars on the career decision making process.
- ◆ Assisted in teaching job readiness skills such as resume writing, job search, and mock interviews, and assisted students in obtaining internships.
- ◆ Facilitated classroom presentations on career center services, academic skills building, soft skills and technical skills, and supported faculty in incorporating career activities into the classroom.
- ◆ Utilized online career assessments including but not limited to MBTI/Type Focus, Strong Interest Inventory, or other comparable career exploration and decision-making tools and assessments.
- ◆ Assisted students in developing career plans and taught students to conduct extensive career research.

CERTIFIED ADVANCED FACULTY-UNIVERSITY OF PHOENIX-12/05-05/17

- ◆ Facilitated Undergraduate and Graduate courses at three campus sites in Louisiana in the areas of Business Management, Leadership, Human Capital Management, Organizational Behavior, Health Services Administration, Diversity and Human Resources Management.
- ◆ Incorporated technology (simulations, PowerPoints, links, audio/video) and created innovative activities/exercises to increase learner participation, and afford opportunities for students to communicate effectively and provide feedback.
- ◆ Integrated methods and/or techniques that promoted inclusion and alleviated disconnects in land-based classrooms and the online learning environment.
- ◆ Created value in the course work and used reinforcement techniques to ensure retention, adaptability, higher learning and reflection, and comprehension.
- ◆ Co-Chair of the Education to Careers Committee.

PRESIDENT/CEO-JATI-09/07-12/10

- ◆ Devised and implemented strategies to achieve state rehabilitation program (supported employment) goals and organizational goals and objectives.

- ◆ Recruited and trained employees, using a variety of selection and recruiting tools, such as job boards, job fairs, networking, recruiting, and social media.
- ◆ Completed competitive, market and industry analyses that helped the organization forecast and plan for future growth opportunities.
- ◆ Provided assessments, job-analysis, job development and training, and job placement, as well as providing counseling and career advising services.
- ◆ Structured and designed training curricula to help consumers become acclimated to the community and obtain meaningful employment.
- ◆ Conducted small-group sessions on leadership and career management.
- ◆ Managed day-to-day operations which consist of compiling daily reports, implementing, and enforcing program budget, and coordinating expenditures.
- ◆ Established professional relationships with employers, nonprofit agencies, private agencies, and community organizations.

AFFILIATIONS

The National Society of Leadership and Success (NSLS)

National Association of Professional Women (NAPW)



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING

4TH FLOOR

BATON ROUGE, LOUISIANA 70813

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

FAX NUMBER
(225) 771-5522

November 27, 2023

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

RE: Salary Adjustment for Dr. Toni Jackson

Dear President Shields:

On August 13, 2023, Dr. Patrick Carriere, Dean of the Southern University College of Science and Engineering requested a salary adjustment for Dr. Toni Jackson, Director of Advancement for the College of Science and Engineering. The rationale for this request was that Dr. Jackson had been placed on a one-year probationary period, with objectives to achieve, and would be considered for an adjustment to her salary and compensation.

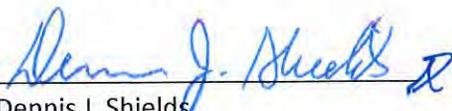
During the relevant probationary period, Dr. Jackson has secured \$752,000 in gifts for the College of Science and Engineering. The requested salary adjustment of \$5,000 if approved by the Southern University Board of Supervisors will bring her salary to \$90,000 and would be effective January 1, 2024. It is my recommendation that the request for a salary adjustment be presented for approval to the Board of Supervisors at its December 14, 2023, board meeting.

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

Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre".

John K. Pierre, Esq.
Interim Executive Vice-President

Approved: 
Dennis J. Shields
President-Chancellor



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING

4TH FLOOR

BATON ROUGE, LOUISIANA 70813

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

FAX NUMBER
(225) 771-5522

November 27, 2023

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

RE: Additional Duties, Title Change, and Salary Adjustment for Dr. Toni Manogin

Dear President Shields:

Dr. Vladimir Appeaning, Southern University System Vice-President for the Office of Strategic Planning, Policy, and Institutional Effectiveness is requesting a salary adjustment of \$148,500 for Dr. Toni Manogin, as well as a title change to Associate Vice-President of Accreditation Compliance, Planning, and Policy. Dr. Manogin currently serves as the Associate Vice-Chancellor of Strategic Planning, Policy, and Institutional Effectiveness at a salary of \$126,959.

The effective date of the requested adjustment is December 1, 2023. Dr. Appeaning appropriately notes based on equity grounds, Dr. Manogin is the lowest compensated Associate Vice-President in the Southern University System. The additional duties are chronicled in a letter dated October 2, 2023, and are attached.

Dr. Manogin has over 25 years of professional experience in Higher Education Administration, having previously served as a Department Chair, Dean, Provost, and Vice-Chancellor of Academic Affairs.

I support this request from Dr. Appeaning and recommend that this be presented to the Southern University Board of Supervisors at its December 14, 2023, meeting.



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING

4TH FLOOR

BATON ROUGE, LOUISIANA 70813

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

Sincerely,

John K. Pierre

John K. Pierre, Esq.

Interim Executive Vice-President

Approved: *Dennis J. Shields*

Dennis J. Shields

President-Chancellor

Five Campuses, One Vision...Global Excellence

WWW.SUS.EDU



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

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

October 2, 2023

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

RE: Additional Duties, Title Change and Salary Adjustment

Dear President-Chancellor Shields:

I am requesting your support and approval for additional duties, title change and salary adjustment for Dr. Toni Manogin to the position of Associate Vice President of Accreditation Compliance, Planning and Policy in the system Office of Strategic Planning, Policy and Institutional Effectiveness at a salary of \$148,500. Dr. Manogin currently serves as the Associate Vice President of Strategic Planning, Policy, and IE at a salary of \$126,959. Funding for the salary adjustment is in the FY 2024 General Fund. The effective date of this appointment is December 1, 2023. It should be noted that on equity grounds, Dr. Manogin is currently the lowest compensated Associate Vice President in the Southern University System.

Over the past five (5) years, Dr. Manogin's work has focused on the *Southern Association of Schools and Colleges, Commission on Colleges (SACSCOC) Accreditation, Strategic Planning and Policy Development*, where all three collective efforts were instrumental in the **successful Re-affirmation of SACSCOC Accreditation for the SUBR Campus with NO FINDINGS**.

- With respect to SACSCOC Accreditation, Dr. Manogin was instrumental in developing a five-phase institutional effectiveness (IE) model that is research-based and integrates the university's annual planning, assessment, and budgeting cycle. The IE model ensures that at both the macro (institutional) and micro (unit) levels, the university identifies expected outcomes for its educational programs, administrative, as well as academic support and student services; assesses whether it achieves expected outcomes; and provides evidence of improvement based on analysis of results; where the data ultimately informs decision-making. This IE Model served as the cornerstone to SUBR's successful Re-affirmation of SACSCOC Accreditation with no findings.
- With respect to Strategic Planning, Dr. Manogin was instrumental in the development of the 2023-24 Plan of Action requested by President Shields for the SUBR campus, titled: *"Increasing Excellence: Southern University and A&M College Strategic Initiatives: 2023-24 Work Plan."* SUBR Vice Chancellors were heavily involved in the development of the action plan and contributed to the Tactics, Resources, Success Measures, Leads, Timelines and Critical Partners identified in the action plan, which focuses on three SUBR student outcomes and a fundraising goal, namely:
 - Increase 6-Year Graduation Rates to 30%
 - Increase Retention Rate to 62%
 - Increase Enrollment to 7,500
 - Fundraising Goal \$300M

Dr. Manogin's prior Strategic Planning work experience included serving as a key stakeholder in the development of the SU System's Board-Approved Strategic Plan, titled: *Fulfilling the Promise: A Pathway to Excellence: 2018-2025* and SUBR's Board-Approved Strategic Plan, titled: *Imagine 20K: 2018-2030*.

- With respect to Policy Development, Dr. Manogin was instrumental in the development of a Board-Approved *Policy on Policies* as well as a Board-Approved *Policy Template* for the Southern University System and campuses, ensuring in the process, compliance with SACSCOC Principles of Accreditation. Additionally, Dr. Manogin helped in the drafting and approval of the following Board-Approved SACSCOC-Related Policies that were essential in the SACSCOC reaffirmation for all SU System Campuses - SUBR, SUNO, SULC and SUSLA.
 - Policy # 6-001 – Board Policy on Policies
 - Policy # 6-002 – Board Policy on Policies Template
 - Policy # 6-003 – Board Self-Evaluation Policy and Instrument

- o Policy # 6-004 – Board Mission Review Policy
- o Policy # 6-006 – Board Dismissal Policy
- o Policy # 6-007 – Board Conflict of Interest Policy

Building upon her work focused on SACSCOC Accreditation, Strategic Planning and Policy Development, Dr. Manogin will take on additional duties that will scale up her work across the Southern University System.

- With respect to the development of a new *systemwide model to SACSCOC Accreditation Compliance*, Dr. Manogin will be charged with tracking each campus's progress to maintaining compliance with SACSCOC Accreditation. This systemwide model will replicate a similar model currently used by the SU System VP for Finance and Administration, where Mr. McClinton meets monthly with campus Chief Financial Officers (CFOs), sharing best practices and monitoring the fiscal health of the Southern University System. In a similar fashion, Dr. Manogin will be charged with the establishment and coordination of a systemwide *SACSCOC Accreditation Compliance Committee* that will be comprised of SACSCOC Accreditation Liaisons from each of the four SACSCOC accredited campuses - SUBR, SUNO, SULC and SUSLA. The committee will be tasked with monitoring each campus's accreditation status and progress towards re-affirmation, where accreditation best practices will be shared and accreditation technical assistance offered. The committee will meet monthly and a report will be generated for distribution to the President's Cabinet and Campus Chancellors.
- With respect to the development of a new *systemwide model for Policy Development and Approval*, Dr. Manogin will be charged with the establishment of a *systemwide policy process focused on policy development, routing, approval, and archival system* that is aligned with the Board approved Policy on Policies (6-001). Dr. Manogin will co-chair the newly designated *systemwide Policy Committee*, that will be charged with reviewing campus and system policies that require Board approval, enhancing the current electronic policy manual to better serve as a central repository of all Board-Approved policies, and clarifying policy classifications to separate system policies from campus policies. The committee will also be charged with conducting periodic reviews of Board By-Laws as stipulated by the policy review cycle articulated in the Board's Policy on Policies (6-001). The composition of the *systemwide Policy Committee* will include system and campus senior faculty and staff, as well as a student representative, ensuring that governance groups are properly represented.
- Finally, Dr. Manogin will be charged with ensuring that the Southern University System Board of Supervisors continues to maintain compliance with the *12 SACSCOC Standards* identified in *Section 4 of the SACSCOC Principles of Accreditation*.

Dr. Manogin is uniquely qualified to take on the aforementioned additional duties and responsibilities. She has over 25 years of professional experience in higher education administration having previously served as a teaching faculty, Department Chair, Dean, Provost and Vice Chancellor of Academic Affairs. Dr. Manogin was a 2023 recipient of the Southern University System Board of Supervisors *Above and Beyond Award* demonstrating her dedication and commitment to advancing her alma mater, where she was instrumental in the successful SACSCOC Re-affirmation of Accreditation of the SUBR campus with no findings.

Thank you for considering this request and submitting it for approval at the December 2023 meeting of the Southern University and A&M College System Board of Supervisors.

Respectfully submitted,

Vladimir Alexander Appeaning

Vladimir Alexander Appeaning, Ph. D.

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

Approved By:

John K. Pierre

John K. Pierre
Executive Vice President

Desiree Honpre Thomas

Desiree Honpre Thomas
Acting Vice Chancellor, Finance & Admin.

Dennis J. Shields

Dennis J. Shields
President-Chancellor
Southern University System

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Previous Employee Dr. Toni Manogin Reason Left N/A
 Date Left N/A Salary Paid \$126,959

Profile of Person Recommended

Length of Employment April 27, 2018 To Present
 Effective Date December 1 2023

Name Dr. Toni Manogin SS# xxx-xx- Sex Female Race* AA
 (Last 4 digits only)

Position Title: Associate Vice President of Accreditation Compliance, Planning & Policy Department: Office of Strategic Planning, Policy and Institutional Effectiveness

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 _____ Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
D.H.Sc. Doctor of Health Science Nova Southeastern University, Ft. Lauderdale, FL. 2005
M.S.N. Master of Science in Nsg. Southern University and A & M College, B.R., LA. 1996
B.S.N. Bachelor of Science in Nsg. Southern University and A & M College, B.R., LA. 1989

Current Employer Southern University and Agricultural & Mechanical College

Personnel Action

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

Recommended Salary \$148,500 Salary Budgeted \$148,500

Source of Funds State General Funds

Identify Budget: 211001-21081-61002-26000 Location _____

Form Code: _____ Page _____ Item # _____

Change of:
 Position Associate Vice President of Strategic Planning, Policy and Institutional Effectiveness From Associate Vice President of Accreditation Compliance, Planning & Policy To
 Status Full-time
 Salary Adjustment \$126,959 Full-time \$148,500

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amnt
111035-11601-16000	\$112,476
211001-21081-61002-26000	\$36,024

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

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> 10/02/2023 Supervisor Date	<u>[Signature]</u> 10/02/2023 Dean/Unit Head Date
_____ Vice Chancellor Date	<u>[Signature]</u> 10/3/23 Chancellor Date
<u>[Signature]</u> 11/29/23 Director/Personnel Date	<u>[Signature]</u> Vice President/Finance Date
<u>[Signature]</u> President Date	<u>[Signature]</u> Business Affairs/Comptroller Date
	_____ Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: M - F 8am - 5pm
 EMPLOYEE DIRECT SUPERVISOR: Dr. Vladimir A. Appeaning
 SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 931-2433
 NUMBER OF EMPLOYEES SUPERVISED, (if any): None

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Curriculum Vitae
Toni Manogin DHSc RN

Email: toni_manogin@sus.edu

EDUCATION

- 2005 Doctor of Health Science (DHSc)
Nova Southeastern University, Ft. Lauderdale, FL.
- 1996 Master of Science in Nursing (M.S.N.)
Southern University and A & M College, Baton Rouge, LA.
- 1989 Bachelor of Science in Nursing (B.S.N.)
Southern University and A & M College, Baton Rouge, LA.

PROFESSIONAL WORK EXPERIENCE

SOUTHERN UNIVERSITY SYSTEM AND SOUTHERN UNIVERSITY A&M COLLEGE

Associate Vice President for Strategic Planning, Policy, and Institutional Effectiveness

Southern University and A&M College System, Baton Rouge, Louisiana: January 2018 – present

Serves as Title III Activity Director and manage the daily operations of the SUBR Office of Institutional Effectiveness, charged with the following functions:

- Monitors progress of SUBR's Board of Supervisors Approved Strategic Plan – Imagine 20K: 2018 – 2030
- Completes Annual Program Learning Outcomes Report (Planning and Assessment Reports) submitted by Educational/Academic Programs
- Completes End-of-Semester Course Evaluations of Faculty by Students
- Completes Exit Surveys of Graduating Students
- Implements a Master Calendar for External Reporting
- Completes the Institutional Operational Plan
- Provides institutional data to inform decision-making
 - Completes Institutional Factbook and Quick Facts
- Monitored Board Compliance with SACSCOC Standards 4.2a, 4.2d, and 4.2g

2022 US News and World Report Rankings

- The 2022 edition of US News and World Report for Best College Rankings released on September 13, 2021, ranked Southern University and A&M College #20 among all Historically Black Colleges and Universities (HBCUs) in the nation and #9 among all public HBCUs nationally. This year's national rank of #20 represents a marked improvement of 14 places from last year.

SACSCOC Accreditation – SUBR's Deputy SACSCOC Accreditation Liaison

- Assigned by the Vice President for Strategic Planning, Policy, and Institutional Effectiveness to serve as the Deputy SACSCOC Accreditation Liaison for Southern University and A&M College guided by the 2018 Southern Association of Schools and Colleges, Commission on Colleges (SACSCOC) Principles of Accreditation that encompassed 14 sections across 73 standards.
- Facilitated the successful decennial reaffirmation of Southern University and A&M College in 2020 **with no recommendations** by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC). The next reaffirmation is in 2030.
 - Facilitated preparation for the **SACSCOC Onsite Committee** site visit scheduled for March 2-5, 2020.
 - Facilitated the completion of SUBR's 2020 **Focus Report** by providing additional documentation and narrative clarification in response to the SACSCOC Offsite Committee Findings in Sections 4, 5, 6, 8, 9, 10, 12, 13, and 14.
 - Facilitated the completion of SUBR's 2019 **Compliance Certification Report** by serving as the narrative writer for the following SACSCOC sections:

- **Section 7 – Institutional Effectiveness and Planning**
 - 7.1 – Institutional Planning
 - 7.2 – Administrative Effectiveness
- **Section 8 – Student Achievement**
 - 8.1 – Student Achievement
 - 8.2c – Academic and Student Support Services

Institutional Effectiveness Model for Planning and Assessment

- Developed a five-phase institutional effectiveness (IE) model that is research-based and integrates the university's annual planning, assessment, and budgeting cycle. The IE model ensures that at both the macro (institutional) and micro (unit) levels, the university identifies expected outcomes for its educational programs, administrative, as well as academic support and student services; assesses whether it achieves expected outcomes; and provides evidence of improvement based on analysis of results; where the data ultimately informs decision-making.
- Implemented the **five phases of the IE Model - Planning, Implementation, Assessment, Improvement, and Budgeting** – guide the university in advancing an evidence-based planning and assessment culture that is centered on the institution's mission and provides guidance for the allocation of resources.
 - The **planning phase** is executed in July and August when each functional organizational unit, both academic and non-academic, establishes annual goals that are aligned with the unit's mission and support institutional goals. Unit mission, goal(s), university strategic plan goal(s) reference, expected outcome(s), target(s), measures of assessment (direct and indirect), and strategies/action plans are documented on the Annual Planning, Budget & Assessment (APBA) Reporting Form.
 - The **implementation phase** is executed in the months of August through May, where units implement their action plans and strategies designed to achieve their expected outcomes identified during the planning phase. The operational budget that supports implementation was developed during the previous cycle, where prior year assessment results served as the cornerstone in resource allocation decisions.
 - The **assessment phase** is executed in the months of May and June. Units complete the results/findings section of the APBA integrated report by documenting and comparing actual data achieved with performance targets that were set during the planning phase to determine whether the unit met, exceeded, or failed to meet its expected outcomes.
 - The **improvement phase** is executed in the months of June and July. Units complete the use of results section of the APBA integrated report when they fail to meet expected outcomes. Units develop corrective action plans and provide recommendations for improvement. These recommendations are reflected on the APBA Report under the improvements (use of results) section.
 - The **budgeting phase** is executed in the months of June and July when units complete the budgeting section of the APBA integrated report in preparation for the upcoming planning cycle. Budget hearings are held where individual budget units develop and submit their budget requests identified on the APBA reports to a Budget Committee for consideration. The recommendations are forwarded to the President-Chancellor and Southern University Board of Supervisors for final action. Unit budget allocations are partly influenced by the unit's assessment results. The process occurs in June-July in anticipation of the new budget cycle that begins on July 1st.

Southern University System Strategic Planning - Fulfilling the Promise: A Pathway to Excellence: 2018-2025

- Worked collaboratively with internal stakeholders (faculty, staff, students, senior administration, chancellors, SU Board of Supervisors) and external constituencies (alumni, governmental, business, and community leaders) of the five Southern University campuses to develop the SU System's Strategic Plan, ***Fulfilling the Promise: A Pathway to Excellence: 2018-2025*** sustained by 7 goals and supported by *Specific Measurable, Attainable, Results-Oriented, Time-bound (SMART) objectives*. The 7 SU System Goals are:
 - Commitment to Student Access and Affordability
 - Commitment to Academic Excellence and Student Success
 - Commitment to Institutional Effectiveness and Accountability
 - Commitment to Scholarly Research, Discovery, and Entrepreneurship
 - Commitment to Fundraising and Philanthropic Support
 - Commitment to Improve Campus Life through Infrastructural Development
 - Commitment to Promote the SUBR Brand through Outreach and Global Engagement
- Developed an Annual Accountability Scorecard that contains a series of key performance indicators (KPIs), benchmarks and targets, thereby providing evidence of annual performance and progress.
- Fulfilling the Promise: A Pathway to Excellence 2018-2025, represents the System's "public agenda" for higher education, where we embrace our vital role as a leader in workforce solutions, community and economic development. Specifically, Fulfilling the Promise: A Pathway to Excellence:

- Links our efforts directly in support of the Louisiana Board of Regents Master Plan - Louisiana Prospers: Driving Our Talent Imperative – a robust new education attainment goal that calls for 60% of all working-age adults (ages 25-64) in Louisiana to hold a degree or high-value credential by 2030.
- Aligned the strategic plans of each campus within the SU System, thereby re-enforcing our motto: We Are Southern - Five Campuses, One Vision ... Global Excellence!

Southern University and A&M College Strategic Planning - Imagine 20K: 2018-2030

- Worked collaboratively with internal stakeholders (faculty, staff, students, senior administration, chancellors, SU Board of Supervisors) and external constituencies (alumni, governmental, business, and community leaders) of the Southern University Baton Rouge Campus (SUBR) to develop SUBR's Strategic Plan, *Imagine 20K: 2018-2030* that has *ten (10) goals and is supported by SMART objectives*. The 10 SUBR Goals are:
 - Commitment to Student Access and Affordability
 - Commitment to Academic Excellence and Student Success
 - Commitment to Institutional Effectiveness and Accountability
 - Commitment to Scholarly Research, Discovery, and Entrepreneurship
 - Commitment to Fundraising and Philanthropic Support
 - Commitment to Improve Campus Life through Infrastructural Development
 - Commitment to Promote the SUBR Brand through Outreach and Global Engagement
 - Commitment to Enhance Campus Technology
 - Commitment to Invest in Human Capital and Strengthen Human Resources Operations
 - Commitment to Quality Customer Service
- Developed an Annual Accountability Scorecard that contains a series of key performance indicators (KPIs), benchmarks and targets, thereby providing evidence of annual performance and progress.

Policies

- Developed a Board Approved Policy Template for the Southern University System and Campuses.
- Maintained consistency with best practices and ensured compliance with the Southern Association of Schools and Colleges, Commission on Colleges (SACSCOC), Principles of Accreditation and other regulatory and compliance entities.
- Drafted policies for Board approval essential for SACSCOC reaffirmation for SU System Campuses:
 - Policy # 6-001 – Board Policy on Policies
 - Policy # 6-002 – Board Policy on Policies Template
 - Policy # 6-003 – Board Self-Evaluation Policy and Instrument
 - Policy # 6-004 – Board Mission Review Policy
 - Policy # 6-006 – Board Dismissal Policy
 - Policy # 6-007 – Board Conflict of Interest Mission Review Policy
- Collaborated closely with SU Campuses Leaders in drafting campus policies for Board approval.

Human Capital and Budget Management

- Conducted planning and evaluation sessions for direct reports.
- Managed a budget of approximately \$600,000.00. (State General Funds and Federal Title III funds) allocated across several categories including personnel (salaries & fringe benefits), travel, supplies, operating, professional services, etc.

Data Reporting Requirements

- Met all reporting obligations. Examples include:
 - Facilities Inventory and Space Utilization System - Board of Regents (BOR)
 - IPEDS 12-month enrollment - National Center for Education Statistics (NCES)
 - IPEDS 200% GRS - National Center for Education Statistics (NCES)
 - IPEDS Completions - National Center for Education Statistics (NCES)
 - IPEDS Graduation Rates - National Center for Education Statistics (NCES)
 - LAPAS First, Second, Third, and Fourth Quarter Performance Progress Reports (OPB)
 - Operational Plans - Office of Planning and Budget (OPB)
 - Statewide Student Profile System- Fall/Winter Semester(s) (SSPS) - Board of Regents
 - Statewide Student Profile System Spring Semester (SSPS) - Board of Regents (BOR)
 - Student End-of-Course Evaluations - Southern University and A&M College (SUBR)

University Committee Service

- University Budget Committee - Member
- University Strategic Planning Committee – Co-Chair
- University Assessment Committee – Co-Chair
- University SACSCOC Steering Committee – Member
- University Graduate Council - Member
- SUBR Vice Chancellors Council – Member
- SUNO Chancellor Search Committee – Member

Adjunct Professor - Undergraduate Nursing Program

Southern University and A&M College, Baton Rouge, Louisiana: 2021

- Taught the following course in the Bachelor of Science Nursing (B.S.N.) Program:
 - NURS 310 – Family Development I

Adjunct Professor - Public Administration and Policy

Southern University and A&M College, Baton Rouge, Louisiana: 2018 – present

Member of the Graduate Faculty with Graduate Faculty Status.

- Taught the following courses in the Doctoral (Ph.D.) Public Policy Programs:
 - PPOL 706 and EPHD 706 - Program Evaluation and Design
 - PPOL 708 and EPHD 706 - Issues of Program Implementation
- Taught the following course in the Master of Public Administration (M.P.A.) Program:
 - PADM 544 – Program Planning and Evaluation

Dissertation Experience

- Served as a Committee Member on the following Doctoral Dissertations:
 - Connecting Louisiana: Examining the Challenges of Broadband Internet Connectivity in Rural Louisiana: Policy Implications. Mr. Terrence Ginn. (Ph.D. in Public Policy). Graduation date – May 2022.
 - An Analysis of Every Student Succeeds Act (Essa) In the Advent of The Covid 19 Pandemic: Policy Implication. Mr. John Barthelemy. (Ph.D. in Public Policy). Graduation date – May 2022.
 - Parent Views of Primary School Lunches in Ascension Public Schools. Ms. Leuna Johnson. Graduation - May 2022.
 - An Examination of Community Perceptions and Hypertension Among Residents of a Predominantly Black, Low-income Neighborhood in Houston. Ms. Adrienne Joseph. Graduation date – May 2022.
 - Minimizing Health Disparities of Covid¹⁹ Outcomes Among Racial Minorities in Louisiana: An Examination of the Relationship Between the Individual T2r Phenotype-Ecological Factors and Health Outcome. Mr. Scott Westbrook. (Ph.D. in Public Policy). Graduation date – August 2023.
 - An Examination of the Relationship Between Patient Trust and Patient Engagement with Health Providers in the United States of America. Brandy Alford (Ph.D. in Public Policy). Graduation date – August 2023.

**PROFESSIONAL WORK EXPERIENCE
BATON ROUGE COMMUNITY COLLEGE**

Vice Chancellor for Academic & Student Affairs

Baton Rouge Community College, Baton Rouge, Louisiana: 2017 – 2018

Provided Leadership for three core institutional areas:

- *Academic Affairs*
- *Student Affairs*
- *Institutional Effectiveness (IE)*

Academic Affairs Responsibilities:

- Daily operations of Academic Affairs Office to includes degree granting divisions and academic support units.
 - Degree-Granting Divisions include:
 - Business, Social Sciences and History Division

- Liberal Arts Division
- Nursing and Allied Health Division
- Science, Technology, Engineering and Math (STEM) Division
- Academic-support units include:
 - Innovative Learning and Academic Support Division (Tutorial, testing, prior learning assessment, e-learning support)
 - Learning Resources Division (Academic Library)
- Accreditation, Curriculum and Articulation
 - Responsible for the accreditation efforts of the college that include programmatic accreditation and SACSCOC reaffirmation efforts under the SACSCOC 2018 Revised Principles of Accreditation.
 - Provide leadership to the BRCC accreditation team led by the SACS Accreditation Liaison
 - Provide leadership to the Quality Enhancement Plan (QEP) team led by the QEP Director
 - Provided leadership to sub-committees aligned to the 14 Sections in the SACSCOC 2018 Revised Principles of Accreditation chaired by faculty and staff to support the preparation and completion of the Compliance Certificate and Quality Enhancement Plan
- Ensured the assessment of non-academic program outcomes and student learning outcomes for educational programs on an annual cycle.
- Academic/Workforce/Business/High School Partnership(s):
 - Established collaborations with area high schools (Tara, Port Allen, and Brusly) and business partners (IBM and DOW) to establish a new Partnership - *Pathways in Technology Early College High School (P-TECH)*, a new education model co-developed by IBM working together with educators, policymakers and elected officials. P-TECH is designed to be both widely replicable and sustainable, as part of a national effort to reform career and technical education. P-TECH students are supported by business partners who help to ensure that students graduate career-ready, providing mentoring, site visits and paid internships. The schools map skills that employer's value into the curriculum, preparing P-TECH graduates to enter the workforce after graduation.
- Dual Enrollment Efforts: Launched Dual Enrollment initiatives with Service Area High School Partners (Tara, Port Allen, Brusly, Lavonia, White Castle, East and West Feliciana) where high school students, grades 9 – 12, take BRCC courses, earn college level credit, and upon admission apply the credits to the completion of a program of study at BRCC.
- Developed and approves the budget for degree granting programs of study in academic support units.
- Oversaw the implementation of a faculty development program including a comprehensive orientation program for new faculty.
- Chaired the Academic Council comprised of academic deans and directors for the academic support units.
- Chaired the Council of Academic Deans.
- Advanced the strategic priorities for the academic enterprise contained in the current BRCC Strategic Plan.
- Promoted a student centered and faculty engaged environment that embraced diversity in all of its forms.
- Applied technology to promote teaching and learning across the BRCC Mid-City campus and all instructional sites.
- Ensured appropriate fiscal resources are available to support distance learning.
- Provided supplemental support to encourage research and scholarship opportunities for BRCC faculty, staff and students in collaboration with business and industry groups, foundations, the federal government, and 4-year universities.
- Promoted positive relations by maintaining effective lines of communication with the students, faculty and officers of the Faculty Senate, deans, department heads, staff, administrators, and members of the executive staff.
- Served as the chief advocate for faculty, staff and students.

Student Affairs Responsibilities:

- Provided executive-level leadership, strategic planning, oversight, and coordination of all units in the Office of Student Affairs and Enrollment Management to support operational programming, policy development, human resources, facilities, and fiscal resource management.
- Provided leadership and guidance for the development and implementation of high-quality and student-centered approaches to support student success.
- Responsible for the overall operations of the Student Affairs and Enrollment Management units.
- Ensured the assessment of program outcomes for non-academic programs on an annual cycle.
 - Oversight of Enrollment Management units include:
 - Office of Admissions and Recruitment
 - Office of Financial Aid

- Office of the Registrar or Oversight of Student Affairs units include:
 - Career Services
 - Student Leadership Development
 - Student Organizations and the Student Government Association (SGA)
 - Phi Theta Kappa (PTK) – Honors society for community college students
 - Upward Bound
 - Counseling Center
 - Carl D. Perkins Basic Grant program
- Co-developed a comprehensive 5-year Enrollment Management Plan (2017 – 2022) for BRCC.
- Coordinated and led the work of multiple offices in support of institutional enrollment goals.
- Developed and approves the budget for the student affairs and enrollment management units.
- Oversaw the implementation of a staff development program including a comprehensive orientation program for new staff.
- Chaired the Academic and Student Affairs Council comprised of academic deans, directors for the academic support units, and directors for the student affairs and enrollment management units.
- Advanced the strategic priorities for the student affairs and enrollment management enterprise contained in the current BRCC Strategic Plan.
- Applied technology to improve the operations of the student affairs and the enrollment management units such as the use of Maxient Solutions - a software application package.
- Promoted positive student relations by maintaining effective lines of communication with students, parents/guardians, and staff.
- Served as the chief advocate for the student affairs and enrollment management units.
- Ensured that all programs and services in the student affairs and enrollment management enterprise remained in compliance with relevant state and federal laws, and LCTCS policies.

Vice Chancellor for Institutional Effectiveness

Baton Rouge Community College, Baton Rouge, Louisiana: 2018

Institutional Effectiveness Responsibilities:

- Served as a member of the Chancellor's Cabinet.
- Co-developed and implemented a five-phase institutional effectiveness (IE) model that is research-based and integrates the university's annual planning, assessment, and budgeting cycle. The IE model ensures that at both the macro (institutional) and micro (unit) levels, the university identifies expected outcomes for its educational programs, administrative, as well as academic support and student services; assesses whether it achieves expected outcomes; and provides evidence of improvement based on analysis of results; where the data ultimately informs decision-making.
- Co-developed a *Policy on Policies* process that detailed the policy development, policy submission, policy approval, and policy archiving procedures.
- Met all external reporting obligations to include:
 - Employee Salary Data System (EMPSAL) - Board of Regents (BOR)
 - Facilities Inventory and Space Utilization System - Board of Regents (BOR)
 - IPEDS 12-month enrollment - National Center for Education Statistics (NCES)
 - IPEDS 200% GRS - National Center for Education Statistics (NCES)
 - IPEDS Completions - National Center for Education Statistics (NCES)
 - IPEDS Graduation Rates - National Center for Education Statistics (NCES)
 - IPEDS Student Financial Aid - National Center for Education Statistics (NCES)
 - LAPAS First, Second, Third, and Fourth Quarter Performance Progress Reports (OPB)
 - Operational Plans - Office of Planning and Budget (OPB)
 - Preliminary Enrollment Survey - Board of Regents (BOR)
 - Statewide Student Profile System- Fall/Winter Semester(s) (SSPS) - Board of Regents (BOR)
 - Statewide Student Profile System Spring Semester (SSPS) - Board of Regents (BOR)
- Ensured the assessment of program outcomes for academic and non-academic programs on an annual cycle.
- Provided leadership to the following institutional effectiveness functional areas:
 - *Institutional Research, Data Analytics and Reporting, Institutional Information Processes, Planning and Assessment, and Institutional Policy Development*

- Served as a member of the Chancellor's Executive Cabinet to provide Institutional Effectiveness guidance for the entire college. Worked closely with campus and site teams to leverage strategies that promote an Institutional Effectiveness model that utilizes data to inform planning and assessment designed to improve college operations and promote continuous improvement at the macro (institutional) level and micro (unit) level.
- The IE model was adopted and implemented by the academic and non-academic/administrative units at BRCC to generate three cycles of assessment data namely: FY 2014-15, FY 2015-16 and FY 2016-17.
- The IE model served as the cornerstone for BRCC's response to Sections 7 and 8 of the 2018 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) revised principles of accreditation.
- The IE model was used in evaluating the BRCC 2012-2017 Strategic Plan.
- Collaborated with the Faculty Senate on academic program reviews and assessment activities.
- Directed the academic deans and department heads to submit their annual program level assessment data based on the institution's assessment calendar.
- Provided leadership in completing the institution's annual Program Health Index (PHI) – an academic program inventory assessment initiative by the Louisiana Community and Technical College System (LCTCS) designed to identify the number of high-wage, high-demand (4 and 5 star) programs at BRCC.
- Served as the institution's Chief Policy Officer.
 - Collaborated on the development of the *BRCC Policy on Policies* which was used as the framework to assess existing policies based upon a three-year policy review cycle.
 - A select list of academic and student affairs policies that were assessed using the *BRCC Policy on Policies* framework include:
 - 1-4100 Academic Program Review
 - 1-4280 College Catalog
 - 1-7040 Responsibility and Authority of Faculty in Academic and Governance Matters
 - 1-7050 Closing a Program
 - 1-4421 Transfer of Credit
- Maintained an Annual Reporting Calendar for all external state and federal constituencies.
- Oversaw the College's reporting functions. To date BRCC has maintained 100% compliance with state and federal reporting requirements.
- Oversaw the College's institutional research operations.
- Oversaw the collection, analyses, and publication of institutional data in the BRCC Fact book, etc.
- Evaluated institutional goals on a quarterly, semi-annual, and annual basis regarding the system-wide strategic initiative titled, *Our Louisiana 2020-Building the Workforce of Tomorrow*.
- Provided leadership in supporting the institution-wide strategic planning process by identifying appropriate measures and outcomes of student access, success and completion.
- Ensured that the institution's Strategic Plan addresses five (5) key questions:
 - *Who are we?* (identified in well-constructed mission and vision statements, and core values) o *Where are we now?* (identified through an environmental scan and a Strengths Weaknesses Opportunities & Threats – S.W.O.T. Analysis) o *Where do we want to be?* (identified through data-informed goals, objectives and outcomes that are Specific, Measurable, Achievable, Results Oriented, and Time bound – S.M.A.R.T.)
 - *How do we get there?* (identified through well-developed strategies and action plans that contain timelines and responsible individuals for accountability)
 - *How do we measure progress/performance?* (identified through a systematic ongoing, research-based, and comprehensive assessment process that focused on continuous improvement)

Dean of Nursing and Allied Health

Baton Rouge Community College, Baton Rouge, Louisiana: 2013 – 2017

- Responsible for day to day operations of the Nursing and Allied Health Division, including the following programs of study:
 - Associate of Science in Nursing
 - Associate of Science in Surgical Technology
 - Associate of Applied Science in Diagnostic Medical Sonography
 - Associate of Applied Science in Veterinary Technology
 - Licensed Practical Nurse Diploma
 - Pharmacy Technician Diploma,
 - Patient Care Technician Certificate

- Nurse Assistant Certificate
- Medical Assistant Certificate
- Served as direct supervisor to department chairs and support staff for Nursing and Allied Health.
- Worked with the Vice-Chancellor for Academic Affairs in advancing the priorities of the Nursing and Allied Health Division.
- Demonstrated positive growth in the NCLEX-RN passage rates during my tenure:
 - December 31, 2013 – 90.74%
 - December 31, 2014 – 88.14%
 - December 31, 2015 – 91.67%
 - December 31, 2016 – 97.37%
- Served on SACSCOC Committee in 2015 for the merger between Baton Rouge Community College (BRCC) and Capital Area Technical College (CATC). Worked on CR 2.7.4.
- Collaborated with other academic deans, faculty and college committees during all aspects of program development, program improvement, governance, and professional development.
- Collaborated with the Louisiana Board of Regents, state regulatory and licensing boards, and national regulatory and accrediting bodies to ensure program compliance.

Associate Dean of Nursing and Allied Health

Baton Rouge Community College, Baton Rouge, Louisiana: 2008 – 2013

- Provided leadership for Allied Health programs, faculty and staff.
- Responsibilities included marketing, management, and assisting in curriculum design of educational programs
- Worked closely with industry partners and advisory committee to determine program development need
- Designed innovative curricula to enhanced skills and knowledge and comply with professional accreditation requirements
- Recruited qualified faculty
- Managed program budgets and contracts
- Served as liaison to external agencies, community organizations, and other constituencies.
- Served on Quality Enhancement Plan (QEP) committee in 2009 for The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmation visit.
- Worked on subcommittee to identify the QEP mission and focus groups to ultimately identify the QEP topic. Based on the responses received, the QEP committee narrowed its focus to two target areas: Enhancing the first-year student experience, and professional development for faculty and staff.

Faculty and Department Chair of Nursing and Allied Health

Baton Rouge Community College, Baton Rouge, Louisiana: 2006 – 2008

- Served as one (1) of seven (7) inaugural faculty and department chair for the Nursing program.
- Duties included development of course and program proposals, subsequently approved by BRCC Curriculum Committee, Louisiana Community and Technical College System and the Louisiana Board of Regents. Ordered equipment and supplies for setup of clinical nursing laboratory.
- Established clinical affiliation agreements with local healthcare facilities.
- Created class and clinical schedules, observed and evaluated faculty, participated in program review and course assessment planning. Assisted with curriculum and articulation plan development.
- Initiated the development of clinical affiliation agreements, addressed faculty and student concerns, and assisted in management of the department annual budget.
- Developed departmental advising practices, selective admission procedures, and program admission testing.
- Ensured that the Nursing program met Louisiana State Board of Nursing (LSBN) approval standards, National League for Nursing Accrediting Commission (NLNAC) standards and SACSCOC accreditation standards.

Publications and Presentations

Baton Rouge Community College, Baton Rouge, Louisiana: 2006 – 2018

- Manogin, T. BRCC New Student Convocation. Presentation (2017)
- Manogin, T. Nursing and Allied Health Pinning Ceremonies. Presentation (2017)

- Manogin, T. Phi Theta Kappa Honor Society Induction Ceremony. Presentation (2017)
- Manogin, T. MLK Unity Celebration. Presentation (2017)
- Manogin, T. and Norton, B. Nursing Simulation Expansion Project. Louisiana Community and Technical College System: 2016 Annual Conference.

Committee Membership

Baton Rouge Community College, Baton Rouge, Louisiana 2006-2018

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation Committee, Chair
- Academic Program Review (APR) Committee, Member
- Campus-wide Enrollment Management Plan Committee, Member
- Faculty Senate Assessment Committee, Ex Officio, Member
- General Education Assessment Committee, Ex Officio, Member
- Chancellors Executive Team, Member
- Executive Council for Institutional Effectiveness, Member
- Academic and Student Affairs Council, Member
- Deans Council, Member
- Office of the Mayor President, Healthy BR Initiative, Member
- EBRP Paramedic Program Advisory Committee, Member
- Associate Nursing Program Advisory Committee, Chair
- Practical Nursing Program Advisory Committee, Member
- Veterinary Technology Program Advisory Committee, Member
- Surgical Technology Program Advisory Committee, Member
- Diagnostic Medical Sonography Program Advisory Committee, Member
- Pharmacy Technician Program Advisory Committee, Member, Member
- EBR Career and Technical Education Center Advisory Committee, Member
- LCTCS Council of Chief Academic Officers, Member
- LCTCS Council of Chief Student Affairs Officers, Member
- American Nurses' Association, Member
- National League of Nursing, Member
- Louisiana State Board of Nursing Registered Nurse, Licensee
- The National Organization for Associate Degree Nursing, Member
- The Louisiana Council of Administrators of Nursing Education, Member

Programmatic Accreditation Experience

Baton Rouge Community College, Baton Rouge, Louisiana 2006-2018

Provided leadership in the transfer and development, implementation, accreditation and reaffirmation of five (5) academic programs.

- Associate of Science in Nursing program accredited by the Accreditation Commission for Education in Nursing (ACEN).
- Associate of Science in Surgical Technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council for Education in Surgical Technology and Surgical Assisting (ARC-ST/SA).
- Associate of Applied Science in Paramedic program accredited by the Committee on Educational Programs for the Emergency Medical Services Professions.
- Associate of Applied Science in Diagnostic Medical Sonography program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Joint Review Committee on Education in Diagnostic Medical Sonography (JRC DMS).
- Associate of Applied Science in Veterinary Technology program accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technical Education and Activities (CVTEA).
- Certificate of Technical Studies in Pharmacy Technician program

PROFESSIONAL WORK EXPERIENCE **SOUTHERN UNIVERSITY AND A&M COLLEGE, SCHOOL OF NURSING**

Nursing Faculty and Course Coordinator

Southern University and A&M College, School of Nursing, Baton Rouge, Louisiana: 1997 – 2006

HLSC 120 Orientation to Health and Safety 2002 – 2006

A general introductory course emphasizing the history and principles of health and safety and their relation to general education.

NURS 200 Fundamentals of Nursing Research 1998 – 2000

Introductory nursing research seminar. Major focus is on valuing nursing research and utilization in clinical nursing care.

NURS 310 Family Development I 1997 – 2006

Focus is on assisting childbearing and childrearing families to maximize health as they experience events related to intrauterine stages of life, the neonatal period, parenting, and issues such as sexuality and reproductive complications.

Publications and Presentations

Southern University and A&M College, School of Nursing, Baton Rouge, Louisiana: 1997 – 2006

Manogin, T.W., Bechtel, G.A., Rami, J.S. Caring behaviors by nurses: women's perceptions during childbirth. *Journal of Obstetric, Gynecological and Neonatal Nursing*, 29(2): 153-7. (2000).

Brown, S.C. Geiselman, P.J., Copeland, A.L., Gordon, C., Dudley, M., Manogin, T., Backstedt, C. Cardiac assessment risk evaluation (CARE study) of African American college women. *Health Education Journal*, Vol. 64, No. 1, 13-30. (2005).

Pourcaiu, C. and Ghebretatios, G. Cardiac assessment risk evaluation (CARE Study) of African American college women. *Health Education Journal*, 64(1): 13-30. (2005).

Awards and Honors

Southern University and A&M College, School of Nursing, Baton Rouge, Louisiana

Teacher of the Year. Southern University School of Nursing. 2003

Business and Industry Cluster, Quality Performance Award Recipient. 2003

Committee Membership

Southern University and A&M College, School of Nursing, Baton Rouge, Louisiana

American Nurses' Association, Member

National League of Nursing, Member

Louisiana State Board of Nursing Registered Nurse, Licensee

The National Organization for Associate Degree Nursing, Member

The Louisiana Council of Administrators of Nursing Education, Member

Sigma Theta Tau International Honor Society of Nursing: Tau Pi Chapter, Member

CLINICAL NURSING EXPERIENCE

Clinical Nursing Staff Positions

Staff Nurse, Birth Center, Mother-Baby 2006 – 2001

Baton Rouge General Medical Center, Baton Rouge, LA.

Staff Nurse, Family Birthing Center, Labor and Delivery 1992 – 2001

Woman's Hospital, Baton Rouge, LA.

Staff Nurse, Labor and Delivery, Postpartum, Nursery 1989 – 1992

West Jefferson Medical Center, Marrero, LA.

Staff Nurse, Medical Surgical Unit 1989

Earl K. Long Hospital, Baton Rouge, LA.



Academic Affairs

3rd Floor, J.S. Clark Administration Building
 Post Office Box 9820
 Baton Rouge, Louisiana 70813
 Office: 225-771-2360

December 1, 2023

Dennis J. Shields, President/Chancellor
 Southern University System and Baton Rouge Campus
 4th Floor – J.S. Clark Administration Building
 Baton Rouge, Louisiana 70813

Re: Realignment of Office of Facility Services and Salary Adjustments Needing Board Approval

Dear President Shields:

Mr. Maurice Pitts, Executive Director of the Office of Facility Services is seeking approval to realign the structure of the Office of Facility Services that will improve synergy, efficiency, and operational management. He proposes to use cost savings by redistributing duties once held by a Senior Program Manager who had a salary of \$72,000. Part of the savings salary can be redistributed to employees who have absorbed the duties of the former Senior Program Manager.

The salary adjustments requiring approval from the Southern University Board of Supervisors at its December 14, 2023 board meeting are as follows:

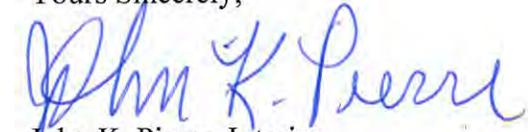
NAME	CURRENT TITLE	PROPOSED TITLE	CURRENT SALARY	PROPOSED SALARY
Henry Thurman	Assistant Director	Director of Projects & Architecture	\$69,628	\$79,628
Jimmie Wade	Director of Maintenance & Operations	No Title Change	\$72,000	\$82,000
Raymond Plains	Superintendent of Grounds	Director of Grounds	\$59,900	\$70,000

The proposal by Mr. Pitts only uses \$30,100 of the salary savings to fund the aforementioned salary adjustments. He has proposed using \$35,631.35 to upgrade the salaries of other less well-compensated employees in the Office of Facility Services, who have also absorbed additional duties.

The proposal by Mr. Pitts appears to be reasonable and shows innovation in utilizing resources. I support this kind of thinking and I recommend that the proposal be presented to the Southern University Boards

of Supervisors for approval at its December 14, 2023, board meeting. If you have any questions, please feel free to contact me.

Yours Sincerely,



John K. Pierre, Interim
Executive Vice President

Approved:

Dennis J. Shields, President/Chancellor

POS CLASS				
EMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2023 To June 30, 2024
Effective Date of Employment January 1, 2024

Name Raymond Plains SS# xxx-xx-0518 Sex M Race* AA
(Last 4 digits only)

Position Title: Director of Grounds Department: Operations of Grounds

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

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X New Position Visa Expiration Date: ___

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

Years Experience 24 years (Port of Baton Rouge) Southern University Experience 4.5 yrs.
Degree(s): Type/Discipline (BA-Education): Automotive Mechanic Institution/Location (SU-Baton Rouge): Frazier Institute - Baton Rouge Year: 1988
Heavy Equipment Oper. H & E Heads & Quest 2007

Current Employer Southern University

Personnel Action

Check One X New Appointment ___ Continuation ___ Sabbatical ___ Leave of Absence ___
___ Transfer ___ Replacement X Other (Specify) ___ Title Change/Salary Increase ___

Annual Salary \$70,000 Salary Budgeted \$70,000 Hourly Rate, if applicable: ___

Pay Cycle: ___ Biweekly X Monthly ___ Faculty ___

Source of Funds: 26353 Identify Budget: ___ Location: ___

Change of:

	<u>From</u>	<u>To</u>
Position:	<u>Superintendent of Grounds</u>	<u>Director of Grounds</u>
Status:	___	___
Salary Adjustment:	<u>\$59,9000</u>	<u>\$70,000</u>

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

Source of Funds (Current)	Amount
<u>26352</u>	<u>\$70,000</u>

Comments: (Use back of form)

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

<u>[Signature]</u>	<u>12/1/23</u>	<u>[Signature]</u>	<u>12/1/23</u>
Supervisor	Date	Dean/Unit Head	Date
<u>Luna Young</u>	<u>12/1/23</u>	<u>[Signature]</u>	<u>12/1/23</u>
Vice Chancellor	Date	Chancellor	Date
<u>[Signature]</u>	<u>12/1/23</u>	<u>[Signature]</u>	<u>12/1/23</u>
Director/Personnel	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	

President ___ Date ___ Chairman/S.U. Board of Supervisors ___ Date ___

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8a - 5p

EMPLOYEE DIRECT SUPERVISOR: Maurice Pitts

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771.6241

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
DEC - 1
e211001-26356-61002-21000
FUND AVAILABLE

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

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

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

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

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

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2023 To June 30, 2024
 Effective Date of Employment January 1, 2024

Name Jimmie Wade SS# xxx-xx-4567 Sex M Race* AA
 (Last 4 digits only)

Position Title: Director of Maintenance & Operations Department: Facility Services

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

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

Years Experience 9 yrs. (Louisiana State University) Southern University Experience 7 yrs.

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Associates in Science/Business</u>	<u>Remington College - Baton Rouge</u>	<u>2016</u>
	<u>Certified & Licensed Plumber</u>	<u>Local 198 Piping and Drafting Trade School - BR</u>	<u>2000</u>
	<u>Degree Seeking</u>	<u>Southern University</u>	<u>1993-1995</u>

Current Employer Southern University

Personnel Action

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

Annual Salary \$82,000 Salary Budgeted \$82,000 Hourly Rate, if applicable: ___

Pay Cycle: ___ Biweekly X Monthly ___ Faculty ___

Source of Funds: 26352 Identify Budget: ___ Location: ___

Change of:

	<u>From</u>	<u>To</u>
Position:	<u>Director of Operations & Maintenance</u>	___
Status:	___	___
Salary Adjustment:	<u>\$72,000</u>	<u>\$82,000</u>

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
<u>26352</u>	<u>\$72,000</u>

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Financial Aid signature (if, applicable):

Graduate School signature (if, applicable):

<u>[Signature]</u>	<u>12/1/23</u>	<u>[Signature]</u>	<u>12/1/23</u>
Supervisor	Date	Dean/Unit Head	Date
<u>[Signature]</u>	<u>12/1/23</u>	<u>[Signature]</u>	<u>12/1/23</u>
Vice Chancellor	Date	Cancellor	Date
<u>[Signature]</u>	<u>12/1/23</u>	<u>[Signature]</u>	<u>12/1/23</u>
Director/Personnel	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	

President ___ Date ___ Chairman/S.U. Board of Supervisors ___ Date ___

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8a - 5p

EMPLOYEE DIRECT SUPERVISOR: Maurice Pitts

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771.6241

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2023 To June 30, 2024
Effective Date of Employment January 1, 2024

Name Henry Thurman SS# xxx-xx-1621 Sex M Race* AA
(Last 4 digits only)

Position Title: Director of Projects and Architecture Department: Facility Services

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

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

Years Experience 7 yrs Southern University Experience 22 yrs.
Degree(s): Bachelor of Architecture Institution/Location (SU-Baton Rouge): Southern University - Baton Rouge Campus Year: 1994

Current Employer Southern University

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Title Change/Salary Increase

Annual Salary \$79,628 Salary Budgeted \$79,628 Hourly Rate, if applicable: ___

Pay Cycle: ___ Biweekly Monthly ___ Faculty

Source of Funds: 26352 Identify Budget: ___ Location: ___

Change of:

From Assistant Director of Facility Services To Director of Projects and Architecture
Status: ___
Salary Adjustment: \$69,628 \$79,628

List total funds currently paid this employee by Southern University: \$69,628

Source of Funds (Current)	Amount
<u>26352</u>	<u>\$79,628</u>

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

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

Supervisor [Signature] 12/1/23 Date
Dean/Unit Head [Signature] 12/1/23 Date
Vice Chancellor [Signature] 12/1/23 Date
Director/Personnel [Signature] 12/1/23 Date
Cancellor [Signature] 12/1/23 Date
Vice President/Finance [Signature] 12/1/23 Date
Business Affairs/Comptroller
President ___ Date
Chairman/S.U. Board of Supervisors ___ Date

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COMMENTS:

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8a - 5p

EMPLOYEE DIRECT SUPERVISOR: Maurice Pitts

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771.6241

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	SOUTHERN UNIVERSITY SYSTEM BUDGET OFFICE 2/1/01 - 2/6/35 - 6/1/02 - 2/1/00 FUND AVAILABLE
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	

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- Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

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

FAX NUMBER
(225) 771-5522

October 24, 2023

Dennis J. Shields, President/Chancellor
Southern University System and Baton Rouge Campus
4th Floor-J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

Re: Request for salary increase for Ms. Karen D. Simms Project Manager for Project STEMM Up resulting from expanded responsibilities for the grant funded through the Louisiana Rehabilitation Services (LRS)

Dear President Shields,

Dr. Madan Kundu and Dr. Derek Ruiz request permission to provide a salary increase for Ms. Karen D. Simms resulting from expanded job responsibilities for the grant-funded project funded through the Louisiana Rehabilitation Services (LRS). Project STEMM-Up is a sub-award agreement to SUBR for a federally funded grant awarded by the U.S. Department of Education Rehabilitation Services Administration (RSA).

Ms. Simms has supervised Career Pathway Coordinators (CPC's) to work with potential job seekers living with a disability and seeking to pursue or advance in a career in science, technology, engineering, mathematics, or medicine (STEMM). In addition to supervising the CPC's, Ms. Simms is now responsible for the day-to-day operations as well as the fiscal management of the project. The requested increase is from \$74,984 to \$77,234 with an effective date of October 21, 2022. The 3% increase is approved in the grant budget.

I respectfully urge approval of the requested increase by Dr. Kundu and Dr. Ruiz in a letter dated October 6, 2023, that is attached to my letter by the Southern University Board of Supervisors at its December 14, 2023 board meeting. If you have any questions, please feel free to contact me.

Yours Sincerely,

A handwritten signature in black ink that reads "John K. Pierre".

John K. Pierre
Interim Executive Vice President

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

WWW.SUS.EDU

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	7	8	0	8
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RECORDS AND AFFAIRS
2023 NOV 28 PM 12:05

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

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

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

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

Profile of Person Recommended

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

Name Karen Denise Simms SS# 4158 Sex Female Race* Black
(Last 4 digits only)

Position Title: Project Manager Department: Rehabilitation, Disability Studies, and Counseling

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

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

Years Experience 38 Southern University Experience 18.4
 Degree(s): Type/Discipline (BA-Education): MPA Institution/Location (SU-Baton Rouge): SU-Baton Rouge Year: 2006
BS-Business Management SU-Baton Rouge 1996

Current Employer _____

Personnel Action

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

Recommended Salary \$77,234 Salary Budgeted \$77,234

Source of Funds Grant Funds - U. S. Department of Education/Rehabilitation Services via Louisiana Rehabilitation Services

Identify Budget: 2 2 5 1 2 9 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____
 Position _____
 Status _____
 Salary Adjustment \$74,984 \$77,234

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:	Source of Funds	Amount
	Grant Funds	\$74,984
*See Reverse Side	<u>225129 22473-23000</u>	
Comments: (Use back of form)		

Graduate School signature (if, applicable):

*See Reverse Side

<u>[Signature]</u> Supervisor	Date <u>11/28/23</u>	<u>[Signature]</u> Dean/Unit Head	Date <u>11/28/2023</u>
<u>[Signature]</u> Vice Chancellor	Date <u>11/30/23</u>	<u>[Signature]</u> Chancellor	Date <u>11/29/23</u>
<u>[Signature]</u> Director/Personnel	Date	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller	Date
President	Date	Chairman/S.U. Board of Supervisors	Date

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

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_____ 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: 12-Month Staff
EMPLOYEE DIRECT SUPERVISOR: Dr. Derek Ruiz, PI
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225.771.2667
NUMBER OF EMPLOYEES SUPERVISED, (if any) 5-8

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

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<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)
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- _____ Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
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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)



Office of Academic Affairs

3rd Floor, J.S. Clark Administration Building
Post Office Box 9820
Baton Rouge, Louisiana 70813
Office: 225-771-2360

November 29, 2023

Dennis J. Shields, President/Chancellor
Southern University System & Baton Rouge Campus
4th Floor, J. S. Clark Administration Building
Baton Rouge, Louisiana 70813

RE: *Appointment of Sarah Spland to the position of IT Liaison and Professional Development Officer and Waiver of Search*

Dear President Shields:

The Division of Information Technology (DOIT) has a need for the creation of an IT Liaison and Professional Development Officer to work with the Office of Academic Affairs and Office of Human Resources on the Southern University-Baton Rouge Campus to support a new employee empowerment professional development initiative.

The IT Liaison and Professional Development Officer will lead and facilitate the professional development initiative through in-person, remote, hybrid, and online courses, webinars, and seminars.

Dr. Gabriel Fagbeyiro and Dr. Luria Young have identified Ms. Sarah Spland as an exceptional individual who can serve in this position without a need for a search. I am requesting that the Southern University Board of Supervisors, on December 14, 2023, at its board meeting authorize the appointment of Ms. Spland without the need for a search. Ms. Spland is a well-educated professional with over twenty-five years of experience. The proposed salary is \$80,000 and will be funded through Title III federal funds with an effective start date of January 1, 2024.

I respectfully request that this item be placed on the December 14, 2023, board agenda. If you have any questions, please feel free to contact me.

Yours sincerely,

John K. Pierre, Esq.
Interim Executive Vice President

Approved: _____

Dennis J. Shields
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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REC'D-ACAD AFFRS
2023 NOV 28 PM 12:40

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

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

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

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

Profile of Person Recommended

Length of Employment October 1, 2023 To September 30, 2024
Effective Date January 1, 2024

Name Sarah T. Spland SS# U01489074 Sex Female Race* AA
(Last 4 digits only)

Position Title: IT Liaison and Professional Development Officer Department: Division of Information Technology

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

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

Years Experience 25 Years Southern University Experience 16 Years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BA - Education</u>	<u>Southern University & A&M College</u>	<u>1978</u>
	<u>Masters - Supervision & Admin</u>	<u>Southern University & A&M College</u>	<u>1978</u>
	<u>Technology Facilitator</u>	<u>Louisiana State University</u>	<u>2005</u>

Current Employer Division of Information Technology - Southern University & A&M College

Personnel Action

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

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

Source of Funds Title III - 220498-21091-61002-24100 - 220464-22002-24106

Identify Budget: 220498-21091-61002-24100 Location DoIT-JB Moore Hall
Form Code: _____ Page _____ Item # _____

Change of:
From To
Position Information Technology Liaison IT Liaison & Professional Development Officer
Status Full-Time Full-Time
Salary Adjustment \$65,000.00 \$80,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
Title III - 220498-21091-61002-24100	*\$65,000
220464-22002-24100	\$15,000

*See Reverse Side

Graduate School signature (if, applicable):

Michael Johnson Supervisor Date 11/28/23
Laurie Young Vice Chancellor Date 11/30/23
Sam Adams Director/Personnel Date _____

[Signature] Dean/Unit Head Date 11/21/23
[Signature] Chancellor Date 11/28/23
[Signature] Vice President/Finance Date 11/28/23
 Business Affairs/Comptroller

President _____ Date _____

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

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_____ 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: Ms. Sarah Spland will function as the **IT Liaison and Professional Development Officer** who builds and maintains successful working relationships with the University community on strategic technology initiatives needed for campus development and growth.

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

EMPLOYEE DIRECT SUPERVISOR: Dr. Gabriel Fagbeyiro

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5091

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

MEMORANDUM

TO: Dennis J. Shields, President/Chancellor
SU System

FROM: Michael A. Stubblefield, PhD 
Vice Chancellor

CC: Dawn M. Harris, Director of Human Resources

DATE: September 18, 2023

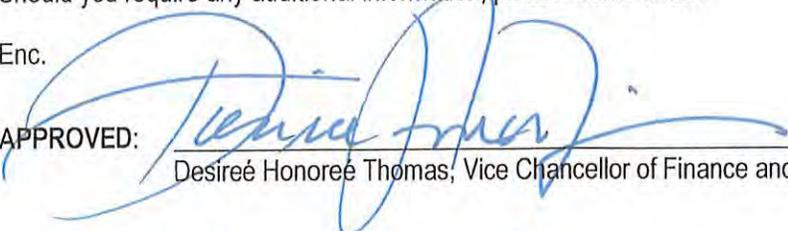
RE: **WAIVER OF POSITION VACANCY ANNOUNCEMENT**

I am requesting the waiver of the following position vacancy announcement for my office. The position of TANF MED Program Director. The position is on a grant that is entering its' third year and will be filled by Mrs. Sonia Wilson, who has previously served as Project Manager. Sonia has worked on the project since its inception and she is very familiar with the system and has been fully trained.

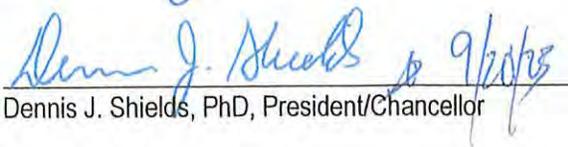
Your approval of this request is greatly appreciated.

Should you require any additional information, please let me know.

Enc.

APPROVED: 

Desiree Honoree Thomas, Vice Chancellor of Finance and Administration

APPROVED: 

Dennis J. Shields, PhD, President/Chancellor

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE TANF Program Director AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of Research and Strategic Initiatives
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The TANF Program Director will provide entrepreneurial assistance to staff in the areas of coaching, and strategic direction for new business startups in Louisiana; oversee professional training class delivery; represent the TANF MICRO Business Program at local/state professional events and associations. This is a grant-funded position contingent upon availability of grant funds. Assesses, determines, and designs timelines, programs and services that meet the requirements of the TANF program. Recruits, trains, and supervises full and part-time staff to support administrative, consulting and training operations in the defined state service area as funding allows. Complete monthly and quarter reports as required by DCFS. Counsels prospective small business owners/managers and coordinates delivery of services throughout the service region. Analyze situations, make recommendations, and educate clients with regard to business plans, market feasibility, financial viability, operations management, etc. Responsible for the TANF Program required annual site visits, quarterly meetings, monthly conference calls, and reports as required throughout the service area. Responsible for verifying participants to go through and finalize.

Salary/Range: \$90,000 Previous Incumbent (if replacement): _____

Approved _____ Disapproved _____ Michael Hubbert 11.16.2023
 Department Head Date

Approved _____ Disapproved _____ Michael Hubbert 11.16.2023
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Shelton</u>	<u>11/20/2023</u>
Signature	Date
Budget Number <u>224608-22204-61002-23000</u>	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Employee Class: <u>MU</u>	Job Class: <u>24495</u>		
<u>Michael Williams</u>		<u>11/26/23</u>	
Verified By:		Date:	

Approved _____ Disapproved _____ Michael Hubbert 11.16.2023
 Vice Chancellor Date

Approved _____ Disapproved _____ John K. Pierre 11/20/23
 Chancellor/Vice President Date

Approved _____ Disapproved _____ Henry J. Shields 11/2
 President Date

An Equal Opportunity Employer

9/30/24

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: November 16, 2023 Department: ORSI

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: November 22, 2023 Date position to be filled: November 30, 2023

Position Title: TANF Program Director Civil Service Pay Level: _____

Salary (annual): _____ or Salary Range: \$90,000 to \$90,000

Please check all categories that apply to this position:

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

FOR HR USE ONLY:
 CS Job Code: _____

Contact Person: Pamela Johnson Telephone No: 225-771-3890

Contact Email Address: Pamela_johnson@subr.edu

Contact e-mail address is for:

Human Resources utilization only posting to VAS website

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

The TANF Director will provide entrepreneurial assistance to staff in the areas of coaching, and strategic direction for new business startups in Louisiana; oversee professional training class delivery; represent the TANF MICRO Business Program at local/state professional events and associations. This is a grant-funded position contingent upon availability of grant funds.

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

Bachelor's degree required. Minimum of five (5) years of Management experience preferred. This position requires a well-organized individual who can multi-task, and who has excellent oral and written communication skills. Ability to multitask and quickly abstract information and solve problems in a deadline driven environment. Ability to work effectively in a team environment with researchers, community, administrators, sponsors and co-workers. Able to work collaboratively with diverse leaders, communicate a strategy across all levels of the organization, and build consensus around key initiatives and projects.

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

To apply, please send application, cover letter, vita, and two letters of recommendation to Mrs. Pamela Johnson, ORSI, P. O. Box 927., Southern University and A&M College, Baton Rouge, LA 70813 or via email to pamela_johnson@subr.edu

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

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



Sonia E. Wilson

CARES ACT PROGRAM MANAGER/BUSINESS
CONSULTANT LOUISIANA SMALL BUSINESS
DEVELOPMENT CENTER

PROFESSIONAL PROFILE

225-771-5169

Sonia.wilson@sus.edu



With more than 25 years of experience in assisting over 1500 small businesses with starting and expanding initiatives, Sonia has assisted Louisiana Small Business Development Center at Southern University and A&M College secure over \$40 million in capital infusion. This is also inclusive of grant/project management and providing consultation services pertaining to the development of business plans, financial projections and the facilitation of training programs.

In addition, Sonia is a four-time recipient of the illustrious "LSBDC Million Dollar Club" and recipient of the ASBDC "State Star" for her role in extraordinary achievement and diligence as it pertains to grant management and assisting small businesses in metropolitan, urban and rural communities. Sonia has enhanced her experience by extending assistance to a variety of small businesses in various industries by developing and incorporating structural procedural initiatives to ascertain growth and access to capital.

Sonia has developed and incorporated small business program initiatives that target small businesses in metropolitan, urban and rural communities as they garner a thorough understanding of successful business expansion; managing and developing strategic planning initiatives to assist small businesses create and retain employment opportunities; assisting small business obtain access to capital; developing/ implementing effective partnerships; and enhancing grant/project management and administration.

EDUCATION

MASTER'S DEGREE (2005)
ADMINISTRATION/SUPERVISION
Southern University and A&M College
MASTER'S DEGREE (1999)
POLITICAL SCIENCE
Southern University and A&M College
BACHELOR'S DEGREE (1995)
Political Science
Southern University and A&M College

RELEVANT PROJECT EXPERIENCE

KEY SKILLS

Project Management

Grant/Business Plan Developer and
Writer

Diagnostic and Analytical Skills

Communication/Interpersonal and
Conflict Resolution Skills

Planning & Organization

Program Developer/Facilitator

- Provided LSBDC with overall managerial and project assistance for numerous grants, inclusive of The CARES Act program initiative.
- Co-wrote, secured and managed federal contract awards: LSBDC, Community Development Block Grant, Supportive Housing Grant, Economic Development
- Strategically Planned, Developed and Managed LSBDC staff/CARES Act program team initiatives for LSBDC at Southern University and A&M College.
- Develop and facilitate numerous economic and business management training classes to promote and enhance small business growth in urban and rural communities.
- Project Manager for HBCU educational and community awareness for Alpha Kappa Alpha Sorority, Inc.
- Developed and facilitated "Peer-to-Peer Roundtable" program for small business owners in urban and rural communities.

CERTIFICATES/ TRAINING

Certified Facilitator-Edward Lowe
Foundation "Peer-Spectives" and
Kauffman Fast Trac Program;
Program Management with Small
Business Development Center, SBA

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

REC'D - ACAD AFFAIRS
2023 NOV 15 PM 1:30

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

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

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

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

Profile of Person Recommended

Length of Employment October 1, 2023 To September 30, 2024
Effective Date October 1, 2023

Name Sonia Wilson SS# xxx-xx-4038 Sex F Race* Black
(Last 4 digits only)

Position Title: Director - TANF Department: Research and Strategic Initiatives

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

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

Years Experience 21 years Southern University Experience 19 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Bachelor's/Political Science</u>	<u>SUBR</u>	<u>1995</u>
	<u>Master's/Political Science</u>	<u>SUBR</u>	<u>1999</u>
	<u>Master's Ed/Admin/Supervision</u>	<u>SUBR</u>	<u>2002</u>

Current Employer _____

Personnel Action

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

Recommended Salary \$90,000.00 Salary Budgeted \$90,000.00

Source of Funds _____

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

Change of: _____ From _____ To _____

Position _____
Status _____
Salary Adjustment _____

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
<u>224608</u>	<u>\$90,000.00</u>

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor	<u>11.16.2023</u> Date	<u>[Signature]</u> Dean/Unit Head	<u>11.16.2023</u> Date
<u>[Signature]</u> Vice Chancellor	<u>11.16.2023</u> Date	<u>[Signature]</u> Chancellor	<u>11/20/23</u> Date
<u>[Signature]</u> Director/Personnel	<u>11/23/27</u> Date	<u>[Signature]</u> Vice President/Finance	<u>11/21/23</u> Date
<u>[Signature]</u> President	<u>11/23/27</u> Date	<u>[Signature]</u> Business Affairs/Comptroller	
		<u>[Signature]</u> Chairman/S.U. Board of Supervisors	

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

The TANF Director will provide entrepreneurial assistance to staff in the areas of coaching, and strategic direction for new business startups in Louisiana; oversee professional training class delivery; represent the TANF MICRO Business Program at local/state professional events and associations. This is a grant-funded position contingent upon availability of grant funds.

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

EMPLOYEE DIRECT SUPERVISOR: Michael A. Stubblefield

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

SOUTHERN UNIVERSITY EMPLOYMENT
OFFICE OF THE CONTROLLER
 (I certify that the salary & purchase price is (are) allowable under the terms and conditions of the appropriation, budget or award agreement)

APR 10 2007
 Responsibility/Compliance Verified By: *Michael Stubblefield*
 Encumbered Funds Available By: *Michael Stubblefield*
 Doc. I.D. No.:

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)

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

November 28, 2023

Dennis J. Shields
President/Chancellor
Southern University System & Baton Rouge Campus
J.S. Clark Administration Building
4th Floor
Baton Rouge, Louisiana 70813

**RE: Appointment of Caleshia Clark to Coordinator of Records & Registration
and Vacancy Announcement Waiver Request**

Dear President Shields:

As you are aware, the Law Center has experienced a great deal of growth over the last ten years. However, the office that is responsible for processing student records and conducting our student registration process, the Records and Registration Department, has not been able to maintain sufficient staff personnel to match the growth we have experienced in student enrollment. Recently, we reorganized the Records and Registration Department and created a Coordinator of Records and Registration position as a 12-month position, reporting to the Director of Records and Registration.

Ms. Caleshia Clark currently works in the Financial Aid office of Southern University Law Center. She has several years of experience in financial aid and student service functions and has knowledge of working in Banner Systems. She has been identified for appointment to the position of Coordinator of Records and Registration. Additionally, Ms. Clark has agreed to accept the position at an annual salary of \$70,000.00. The effective date of the appointment would be January 1, 2024.

Due to a recent departure from the Records and Registration Department, there are only two career professional employees staffed in the unit. As we are amid registration for the spring semester, obtaining qualified staff in a short period of time is a necessity. Therefore, I am requesting approval by the Southern University Board of Supervisors at its December 14, 2023, meeting to hire Ms. Clark and to waive the announcement of this position vacancy.

Should you have any questions, please contact me.

Sincerely,

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

APPROVED: _____

Dennis J. Shields, President/Chancellor

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Coordinator of Records and Registration AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Coordinator of Records and Registration, herein referred to as the "Coordinator," is a full-time, 12-month, non-faculty position. The coordinator reports to the Registrar (Director of Records and Registration) whose office reports to the Vice Chancellor for Academic Affairs. The coordinator is responsible for maintaining an effective, efficient record-keeping system and to maintain and enforce the rule of confidentiality with respect to all student records.

(A more detailed job description is attached.)

Salary/Range: \$70,000.00 - \$76,000.00 Previous Incumbent (if replacement): n/a

Approved Disapproved *Patonya Wright* 11/28/2023
 Department Head Date

Approved Disapproved *Garry L. Hall* 11/29/23
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u><i>DM George</i></u>	<u>11/28/23</u>
Signature	Date
Budget Number	<u>311001-33010-61002-35000</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 *[Signature]* 11/28/2023
 Vice Chancellor Date

Approved Disapproved *John K. Pierre* 11/28/23
 Chancellor/Vice President Date

Approved Disapproved *Henry J. Stead* 11/29/23
 President Date

An Equal Opportunity Employer

Caleshia C. Clark, MBA

6025 G... Baton Rouge, LA 70711

Career Objective: A position that will utilize my knowledge and skills in education, student success, and record keeping, which will benefit the business and students.

SKILLS AND QUALIFICATIONS

- Qualified Business professional that is productive and quick to learn in order to reach the company's goal and business' success
- Excellent communication and writing skills when working with personnel and students
- Skills in organization, multi-tasking, and flexibility when changes arise
- Team player committed to enhancing and supporting the operation of the Business
- Proficiency with MS Word, PowerPoint, Excel, Banner and LA Award System

Work Experience

Southern University Law Center, Financial Aid Counselor 06/2021-Present

- Process students' financial aid, Unsubsidized loans, Grad plus loans, scholarships, etc.
- Ensure that students complete requirements (FAFSA, entrance counseling, MPNs, and Grad plus application)
- Update and check students' budgets for accuracy
- Complete monthly reconciliation report and outstanding requirements.
- Monitor grades appeal report to make sure students are meeting SAP.
- Conduct monthly staff meeting and various administrative assistant duties

LA Office of Student Financial Assistance, Student Financial Aid Specialist 3 11/2007-6/2021

- Administer the GO Youth Challenge Program, TOPS Tech Early Start Program, Chafee Educational and Training Voucher Program, and the John R. Justice Program
- Review, and process applications for scholarship and grant programs, use ranking protocol to determine eligibility
- Maintain database by reconciling programs and updating information
- Prepare and submit correspondence to campus officials and potential and current recipients
- Attend and present information and updates at conferences and meetings

Student Worker 3/2003-8/2005
Baton Rouge, LA

Lakeview Regional Medical Center Mental Health Tech 6/2006-2/2007

- Provided help and assistance to patients for their safety and well-being
 - Facilitated community groups.
- Covington, LA**

West Teleservice Customer Service Representative 6/2005-3/2006

- Processed customer orders and credit card applications 11/2002-03/2003
- Advertised to customers the benefits of a variety of products **Baton Rouge, LA**

Convergys's Customer Service Representative 2/2007-11/2007

- Processed payments
- Answered questions regarding Spring PCS services

2/2002-10/2002
Baton Rouge, LA

Education

Bachelors of Science- Rehabilitation Services, Southern University, Baton Rouge, LA
Master of Business Administration, University of Phoenix, Baton Rouge, LA

2001- 2006
2008- 2010

References Available upon Request

Southern University Law Center
Records and Registration

Coordinator of Records and Registration

Job Description:

The Coordinator of Records and Registration is responsible for maintaining an effective, efficient record-keeping system and to maintain and enforce the rule of confidentiality with respect to all student records.

Responsibilities:

- Process all character and out of state bar certifications, draft letters of enrollment and other correspondence as needed for students, graduates, and former students.
- Process and prepare student deferments, transcripts, and incomplete grade forms.
- Process all transfer credits for students visiting other law schools and assist with receipt and recordation of final grades for each semester.
- Process fees for all graduating law students in Banner.
- Assists with managing the Degree Works system to ensure that information is up to date for course selection and graduation requirements.
- Assist the Director of Records and Registration in the performance of any other duties of special projects deemed necessary to facilitate the office operating as efficiently as possible.

Qualifications:

- Bachelor's degree in appropriate field.
- Three (3) to five (5) years of experience in Higher Education.
- Experience in implementing emerging technologies, such as Banner and Degree Works, that can maximize enrollment and registration efficiencies and effectiveness.
- Demonstrate background in assuming responsibility, initiative, and working under pressure in a fast-paced environment.
- Capability for meticulous attention to detail in matters of record accuracy, format, and transcript quality.
- Thorough understanding of the Family Rights and Privacy Act and other legal issues relating to academic records or academic history.

Proposed Salary:

- \$73,000 Annually

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9		
-----------------	---	---	---	--	--

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

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

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

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

Profile of Person Recommended

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

Name Caleshia Clark XXX-XX-1524 Sex F Race* B
 (Last 4 digits only)

Position Title: Coordinator of Records and Registration 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 21 Southern University Experience 2

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>MBA</u>	<u>University of Phoenix, Baton Rouge, LA</u>	<u>2010</u>
	<u>BS.</u>	<u>Southern University and A&M College</u>	<u>2006</u>

Current Employer Southern University Law Center

Personnel Action

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

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

Source of Funds _____

Identify Budget: State _____ Location 311001-33010-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-33010-61002-35000	\$70,000.00
Total	\$70,000.00

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

Latonya Wright 11/29/23
 Supervisor Date
Shirley D. Vance 11/29/23
 Vice Chancellor Date
Henry J. Nichols 11/29/23
 Director/Personnel Date
 President Date

Carroll Hall 11/29/23
 Dean/Unit Head Date
John K. Pierre _____
 V/C for Fin. and Administration Date
 Chancellor Date

 Vice President/Finance Date
 Business Affairs/Comptroller Date

 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS Caeshia Clark is replacing Amanda O'Conner at SULC for the Coordinator of Records & Registration Position, effective January 01, 2024

Daily

EMPLOYEE DIRECT SUPERVISOR:

Latonya Wright

NUMBER OF EMPLOYEES SUPERVISED, (if any)

3

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	EXPIRES
DATE	RA	11/28/23
BY	J1	<i>[Signature]</i>
	F1	
	F0	

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY LAW CENTER

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

November 27, 2023

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

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

RE: Appointment of Joseph Royal as Financial Aid Counselor for the
Southern University Law Center

Dear President Shields:

The Southern University Law Center has a vacant Financial Aid Counselor position. Dr. Calandra M. Clarke, Associate Vice-Chancellor of Financial Aid for the Southern University Law Center has selected a candidate for this position.

She is recommending Joseph Royal as a new hire at a salary of \$63,000. Mr. Royal has five (5) years of Banner and financial aid experience within the Southern University System. Dr. Clarke is requesting that his hire date be made effective January 1, 2024, with a waiver of search.

The resume for Mr. Royal is attached. I recommend that this request be presented to the Southern University Board of Supervisors at their December 14, 2023, board meeting for approval.

If you have any questions, please contact me.

Sincerely,


John K. Pierre, Esq.
Chancellor

APPROVED: 

Dennis J. Shields
President/Chancellor

Joseph Royal, Jr.



Objectives

Professional with 6 years of financial aid experience seeking an opportunity for professional development and growth

Education

Northeast High School

May 2010 High School Diploma

Southern University and A & M College

August 2014- May 2017 Accounting

- Graduated Spring 2017; B.S. in Accounting

University of Louisiana at Lafayette

August 2010- Feb 2013 Accounting

- Withdrew due to chronic medical condition (Crohn's Disease)

Experience

Southern University A&M 801 Harding Blvd Baton Rouge, LA 70813

Online Financial Aid Counselor/Procurement Specialist December 2020-Present

- Provide students with financial knowledge of available resources and recommendations on how to minimize debt post-graduation.
- Verify all online students selected for verification by Department of Education
- Award and package all online students' financial aid awards
- Provide guidance on how to maneuver through banner system to accept financial aid
- Provide student with steps to complete enrollment process
- Configure budgets for student who have attended multiple campuses
- Provide great customer service to students and parents
- Reconcile loans for all online students every 30 days as mandated by Department of Education
- Process private and Direct Plus loans for all online students
- Configure AY tuition and fee tables for each E-Learning department program
- Assists with ensuring students are billed accurately each term
- Participate during orientation prior to each semester to educate student on financial aid processes

- Create purchase requisitions for the E-Learning departments purchases and events
- Ensure invoices are paid timely
- Assists with getting necessary documents to facilitate professional service contracts
- Assists with creating and formatting E-learning budget and facilitates budget modification and transfers

Southern University A&M 801 Harding Blvd Baton Rouge, LA 70813

Financial Aid Counselor/Reconciliation Specialist January 2019-December 2020

- Provide students with financial knowledge of available resources and recommendations on how to minimize debt post-graduation.
- Verified students selected for verification by Department of Education
- Award and package students' financial aid awards
- Provide guidance on how to maneuver through banner system to accept financial aid
- Provide student with steps to complete enrollment process
- Manage state programs (TOPS, GO Grant, Chaffee Grant) approximate value: \$4.5 M
- Reconcile State Programs for Aid Year
- Configure budgets for student who have attended multiple campuses
- Provide customer service to student and parents

Southern University A&M 801 Harding Blvd Baton Rouge, LA 70813

Accounting Specialist February 2018- December 2019

- Process vendor invoices and departmental invoices
- Process Insurance Claims
- Reconcile Vendor Statements

Celerity Lanier Charter School 4705 Lanier Drive, Baton Rouge, LA 70812 (225) 308-3273

Program Leader August 2015 – May 2017

- Assist students with homework, engage students in games of chess and other physical activities, support services to other school staff, such as copying, filing, etc.

Southern University Law Center
Office of Financial Aid

Financial Aid Counselor

Job Description:

Work with all facets of financial aid: awarding, counseling, verification, packaging, grants, scholarships, and compliance for federal, state, and institutional aid, assists with the student employment program, assists students in resolving problems and selecting appropriate solutions and courses of action, and evaluates students' needs. Conduct financial aid workshops and participate in student activities as requested. Coordinate and administer programs, events, and projects. Work in close collaboration with the main campus Financial Aid Department. Attend meetings, webinars, and training sessions to ensure that all financial aid processes are within compliance. Perform other duties as assigned.

Qualifications:

Two years of financial aid experience, student services, or related field. Working knowledge of federal and state financial aid regulations, practices, and options; working knowledge of Microsoft Office (Word, Excel etc). Demonstrated ability to make decisions and carry through actions having implications with regard to regulations and other service areas. Detail oriented. Bachelor's Degree.

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9			
-----------------	---	---	---	--	--	--

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

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

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

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

Profile of Person Recommended

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

Name Joseph Royal XXX-XX-6052 Sex M Race* B
 (Last 4 digits only)

Position Title: Financial Aid Counselor 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 8 Southern University Experience 3

Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University A&M College Year: 2017

Current Employer Southern University A&M College

Personnel Action

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

Recommended Salary \$63,000.00 Salary Budgeted \$63,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-31250-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-31250-61002-35000	\$63,000.00
Total	\$63,000.00

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

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

Calvin M. Clarke 11/28/23
 Supervisor _____ Date _____
Shawn D. Vance
 Vice Chancellor _____ Date _____
Shawn J. Stovall 11/29/23
 Director/Personnel _____ Date _____
 President _____ Date _____

Gerry R. Hall 11/29/23
 Dean/Unit Head _____ Date _____
Walter K. Pierre
 V/G for Fin. and Administration _____ Date _____
 Chancellor _____ Date _____
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS Joseph Royal is replacing Caeshia Clark at SULC for the Financial Aid Counselor Position, effective January 01, 2024

Daily

EMPLOYEE DIRECT SUPERVISOR: Assoc. V/C Calandra Clarke

NUMBER OF EMPLOYEES SUPERVISED, (if any) 4

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
CODE _____ **EXPIRES** _____
ENCUMBERED / FUNDS AVAILABLE

USC I.D. # _____
 RA _____
 DATE 11/28/23
 BY JMB/clg
 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

SUSLA



OFFICE OF THE CHANCELLOR
SOUTHERN UNIVERSITY AT SHREVEPORT

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

Dr. Aubra J. Gantt
CHANCELLOR

November 29, 2023

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

RE: Continuation of Interim Status for Vice Chancellor for Academic Affairs and Workforce Development at Southern University at Shreveport (SUSLA)

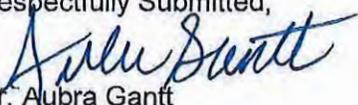
Dear President Shields,

This communication comes seeking your support relative to the continuation of the interim appointment for Dr. Lonnie McCray as Vice Chancellor for Academic Affairs and Workforce Development at Southern University at Shreveport (SUSLA).

The current end date for Dr. McCray's interim appointment is December 31, 2024. I am requesting to extend this appointment to January 31, 2024 while the search for a permanent vice chancellor continues.

Should you have questions or concerns, please advise.

Respectfully Submitted,


Dr. Aubra Gantt
Chancellor

APPROVED: _____
Dennis J. Shields
President-Chancellor
Date _____

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

<input type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (<input type="checkbox"/> % 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. Barry Hester Reason Left Retirement
 Date Left 06/30/2022 Salary Paid 108,576.00

Profile of Person Recommended

Length of Employment 01/17/2012 To Present
 Effective Date 01/01/2024

Name Lonnie McCray SS# xxx-xx-xxxx Sex M Race* B
 (Last 4 digits only)

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

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

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

Years Experience 10 Southern University Experience 10
 Degree(s): Type/Discipline (BA-Education): BGS- Humanities Institution/Location (SU-Baton Rouge): Louisiana State University Year: 1996
MA - Literature Louisiana Tech University 1999
PhD- Higher Education Administration University of North Texas 2011

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$108,576 Salary Budgeted _____

Source of Funds _____

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

Change of: From To
 Position Dean, Arts/Humanities/SoSci/ED Interim Vice Chancellor of Academic Affairs and Workforce Development
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
General Funds	108,576.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor	<u>11/29/23</u> Date	<u>[Signature]</u> Dean/Unit Head	<u>11/29/23</u> Date
_____ Vice Chancellor	_____ Date	<u>[Signature]</u> Chancellor	_____ Date
_____ Director/Personnel	_____ Date	_____ Vice President/Finance	_____ Date
_____ President	_____ Date	_____ Business Affairs/Comptroller	_____ Date
		_____ Chairman/S.U. Board of Supervisors	_____ Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



OFFICE OF THE CHANCELLOR
SOUTHERN UNIVERSITY AT SHREVEPORT

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

Dr. Aubra J. Gantt
CHANCELLOR

November 29, 2023

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

RE: Selection of Director of Human Resources for Southern University at Shreveport

Dear President Shields,

This communication comes seeking your support relative to the appointment of Quiana Skidmore as the Director of Human Resources for Southern University at Shreveport. Ms. Skidmore engaged in a search process which included an interview with a selection committee comprised of SUSLA faculty and staff representation. She was one of two candidates recommended as finalists for the position. The search process as well as my own observations of Ms. Skidmore's work ethic has influenced my decision to select her for this role.

Ms. Skidmore holds a Master's Degree in Human Resource Management from Keller Graduate School of Management and has six years of experience in the field. She has served as the Interim Director since January 2022, leading the university through the COVID-19 pandemic. Among her other achievements: introducing dynamic forms into human resources processes, collaborating with the Payroll Department to eliminate employee pay issues, and updating all Civil Service position descriptions in adherence to the Office of Civil Service mandates.

Therefore, I am recommending the appointment of Quiana Skidmore as the Director of Human Resources at an annual salary of \$73,500 effective January 1, 2024.

Should you have questions or concerns, please advise.

Respectfully Submitted,


Dr. Aubra Gantt
Chancellor

APPROVED: _____
Dennis J. Shields
President-Chancellor
Date _____

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	5	M	9	1	6	9
-----------------	---	---	---	---	---	---

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

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

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

Previous Employee Wayne Bryant Reason Left Resigned
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 1/1/2024 To 06/30/2024

Effective Date 1/1/2024

Name Quiana Skidmore SS# xx-xxx- Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Human Resources Department: Office of the Chancellor

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

--	--	--

New Position Expiration Date: _____

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

Years Experience 20 Southern University Experience 6

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS - Technical Management</u>	<u>DeVry</u>	<u>2009</u>
	<u>MS - Human Resource Management</u>	<u>Keller School for Management</u>	<u>2010</u>
	<u>MBA- Business Administration</u>	<u>Southern University and A&M College</u>	<u>2025</u>

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$73,500 Salary Budgeted \$73,500

Source of Funds State/General Funds

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

Change of:

Position	<u>Interim Director of Human Resources</u>	<u>Director of Human Resources</u>
Status	<u>Unclassified</u>	<u>Unclassified</u>
Salary Adjustment	<u>\$67,702.75</u>	<u>\$73,500.00</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
511001 56410 61002 56000	\$73,500

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>April Smith</u> Supervisor	<u>11/29/23</u> Date	<u>April Smith</u> Dean/Unit Head	<u>11/29/23</u> Date
_____ Vice Chancellor	_____ Date	<u>April Smith</u> Chancellor	<u>11/29/23</u> Date
_____ Director/Personnel	_____ Date	_____ Vice President/Finance Business Affairs/Comptroller	_____ Date
_____ President	_____ Date	_____ Chairman/S.U. Board of Supervisors	_____ Date

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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.

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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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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
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PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

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

ABOUT ME

Forwarding thinking human resource professional with a Master's Degree in HRM and 5+ years' of experience. With 17+ years of experience as a State of Louisiana Employee

CONTACT

[REDACTED]

[REDACTED]

[REDACTED]



EDUCATION

 **DEVRY UNIVERSITY**
Bachelors -Technical
Management
2008

 **KELLER GRADUATE SCHOOL
OF MANAGEMENT**
Masters of Human Resource
Management
2009

QUIANA SKIDMORE

HUMAN RESOURCE PROFESSIONAL

OBJECTIVE

Self-motivated HR professional with a degree in Human Resources Management seeking managerial position. Prepared to apply exceptional ability to oversee recruitment efforts and utilize the principles of communication protocols in maintaining efficient human resource operations.

EXPERIENCE

INTERIM HUMAN RESOURCE DIRECTOR

(January 2022-present)

- Supervision of all personnel actions including recruitment, appointments, promotions, upgrades, training, performance evaluations and disciplinary actions such as suspensions and terminations, develop and enforce organizational policies and procedures.
- Act as the Equal Opportunity Officer on campus, responsibilities include formal hearings, sexual harassment complaints and oversee grievance procedures.
- Act as an advisor on campus to supervisors on personnel matters and concerns related to University and Civil Service matters.
- Completion, submission and dissemination of the Affirmative Action Plan
- Represent the University at civil service, unemployment compensation, civil court and workmen's compensation hearings

HUMAN RESOURCE ANALYST

(July 2017-December 2021)

- Full responsibility for all recruitment and selection processes while maintain compliance with EEOC, Federal, State and University requirements including background checks & Louisiana Workforce requirements.
- Coordinate new hire orientation
- Provide tracking data for Affirmative Action Plan
- Provides assistance to management team on routine university policies and procedures, civil service rules, Federal and State laws, and department policies and procedures
- Maintain proper maintenance of human resources files and database while remaining in compliance with government and company requirements for record keeping/retention
- Processes pay/promotion adjustments as dictated by company
- Creates and compile reports/statistical data to support the needs of the university
- Assist and advises in the proper application of regulatory issues, including but not limited to FMLA, ADA, FLSA, etc.

- Processes request and investigates employee issues in the grievance/fair treatment review process
- Coordinate required training, Comprehensive Public Training Program (CPTP), and maintain associated records
- Assists with routine Visa processes as needed (e.g. working with legal, applications, maintain files)
- Participates in planning special events, communications, foster employee participation
- Assist with terminations, process terminal pay, etc
- Supervises student workers/ front desk coordinator
- Assist with the training of incoming HR staff
- Works with the finance department ensure that payroll is accurate and processed in a timely manner. Reviews electronic payment authorization. Enters employee deductions.
- Serves as the liaison between SUSLA, the Louisiana Department of Compensation, the agency's HR Consultants and Civil Service.
- Completes verifications of employment for both active and separated
- Maintains office, keeping track of departmental supplies & other needs
- Reach effective solutions while balancing the needs of the organization against the expectation of individual employees

SOCIAL SERVICE ANALYST

(December 2011-July 2017)

- Determined initial and ongoing eligibility for SNAP (supplemental nutrition assistance program), LaCap (Louisiana combined application project) FITAP (Family Independence Temporary Assistance Program), STEP (Strategies to Empower People), Kinship, and CCAP (Child Care Assistance Program) programs.
- Recognized customer needs and determines the appropriate programs and/or referrals to assist customers
- Interpreted and applies complex federal, state and agency policies and procedures
- Maintained each case so that ongoing benefits are provided at the correct level by processing, redeterminations, semi-annual reporting reviews, changes and other case activities.
- Cooperated and works collaboratively with people from different divisions and different departments and performs duties across division and department lines, as may be assigned.
- Served as a lead analyst in my unit assisting with the training of new analyst

REGIONAL PURCHASING/PAYROLL COORDINATOR

(December 2006-December 2011)

- Primary function was to purchase all goods and services and monitor all expenditures for all of the Louisiana Department of Health and Hospitals Office of Behavioral Health clinics (6) in northern Louisiana.
- Secondary function was to serve as the time administrator of all employees hired within Region VII OMH. Which included, keeping track of employee's hours worked, leave and the necessary

documentation, verifying information and entering that information into the payroll system.

- Participated in regional management team meetings, regional informational meetings and regional performance improvement meetings to maintain documentation of planning/ongoing activities through meeting minutes.
- Organized minutes and maintained files necessary to ensure efficient operation and communication of activities within the region.
- Was responsible for printing and processing monthly encumbrance reports and expenditure reports.
- Provided coverage for front desk and mail clerk.
- Transcribed the minutes at the regional meetings; creates informational packets need for the meetings.
- Typed dictation for the physicians

HR-ADMINISTRATIVE ASSISTANT

(April 2006-November 2006)

- Worked in Human Resource Department at UOP assisting Payroll Coordinator, Training Coordinator, Operations Coordinator and HR Manager.
- Inputted vacation time into timekeeping database
- Maintained employees files
- Created database for terminated employee files
- Sent out applicant rejection letters
- Distributed company mail
- Worked in the Materials Management Department at Printpack inputting work orders into the database, filing job folders and job jackets.

OPERATIONS ADMINISTRATIVE ASSISTANT

(April 2005-March 2006)

- Used access database to keep track/ inventory more than 5,000 pieces of company equipment
- Created and maintained a report that tracked mileage on all company vehicles monthly
- Scheduled routine maintenance and repair for all vehicles
- Sent weekly reports to CEO about vehicle and equipment location
- Implemented a corporate rental car account program
- Typed letters and correspondences for the CEO, VP, General Manager
- Operations Manager.
- Kept track of gas card usage to track misuse

Director of Human Resources

Summary

Southern University at Shreveport, Louisiana (SUSLA) is accepting applications for the **Director of Human Resources** 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:

The Director of Human Resources at Shreveport is responsible for processing and transmitting paperwork on personnel matters for all employees on campus. Personnel matters such as appointments (hiring), in-service training, promotions, upgrades, details to special duty, removals, disciplinary actions (suspensions, terminations, etc.) payroll, leave records, insurance, state retirement, workers' compensations, etc. The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

Primary Responsibilities:

The Director will be responsible for ensuring that all actions are in accordance with the statutes and rules set forth by the Southern University System, Louisiana State Civil Service, and Federal and State laws. This includes:

- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Works with other Human Resource Directors in the Southern University System to monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; To also review and modify policies and practices to maintain compliance.
- Completion, submission and dissemination of the annual Affirmative Plan for the respective campus
- Act as the Equal Opportunity Officer on campus, responsibilities include formal hearings, Sexual Harassment complaints, and oversee Grievance procedures

- Represent the University at Civil Service hearings, Unemployment Compensations Hearings, Civil Court Proceedings and Workers' Compensation Hearings
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Act as an Advisor on campus to supervisors on personnel matters and concerns related to University and Civil Service matters. Serves as the university liaison with the Louisiana State Civil Service department.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff
- Performs other duties as assigned

Minimum Qualifications:

- Bachelor's Degree in Business, Human Resources or related field
- 5 years of experience of Human Resource experience
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills

Preferred Qualifications:

- Master's Degree in Human Resources, Business Administration, or related field
- SHRM-CP or SHRM-SCP highly preferred.

Salary: commensurate with experience

(This is a full-time position)

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

Southern University at Shreveport, 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.

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.

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Devonye C. Brown, Fine Arts Building, Suite C-01 (318) 670-9225; Section 504 Coordinator: Dr. Anjelica Hart, NCR Building, Room 125, (318) 670 - 9367.

Equal Opportunity Employee



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Position Vacancy Authorization

SUS SULC SUNO SUBR SUAREC SUSLA

Request that the position title Director of Human Resources as described below HR Director
be authorized as a vacancy for Human Resources (Department/Unit)

Position Type

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

Source of Funds

State
 Grant -in-Aid
 System Revenue
 Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

Document upload: Director of Human Resources.pdf

Salary Range: \$ 75,000.00 - \$ 80,000.00 Budget Number 511001-56410-61002-56000 Previous Incumbent (If replacement): Wayne Bryant

For your convenience, please click here to find the list of faculty "sus.edu" email addresses.

Department Head Approval

First Name Quiana Last Name Skidmore SUS Email Address quiana.skidmore@sus.edu

Approve ...3337383937

Disapprove Quiana Skidmore 10/02/2023
Department Head's Signature Date

Dean/Director/Supervisor of Budget Unit Approval

First Name: Quiana Last Name: Skidmore SUS Email Address: quiana.skidmore@sus.edu

Approve ...3235313233

Disapprove Quiana Skidmore 10/02/2023
Dean/Director/Supervisor of Budget Unit's Signature Date

FINANCE/BUDGET OFFICE ONLY

Funds Available <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number 5M9169	Verified By: <i>BJ</i>
--	---------------------------	---------------------------

Verified By: ...323535331	<i>Brandy Jacobsen</i>	10/04/2023
Signature		Date

HUMAN RESOURCES			
Existing Position <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approved Position <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Employee Class 5U	Job Class 53185
Verified By: ...3139373335		<i>Quiana Skidmore</i>	10/03/2023
Signature			Date

Vice Chancellor's Approval

First Name: <i>Aubra</i>	Last Name: <i>Gantt</i>	SUS Email Address: <i>aubra.gantt@sus.edu</i>
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	...3332363933
<i>Aubra Gantt</i>		10/03/2023
Signature		Date

Vice Chancellor of Fiscal Affairs

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	...3232353630	<i>Brandy Jacobsen</i>	10/03/2023
		Signature	Date

Chancellor's Approval

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	...3334363732	<i>Aubra Gantt</i>	10/04/2023
		Chancellor's Signature	Date

...3037373137

Quiana Skidmore
Requestor's Signature



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Vacancy Announcement System (VAS) Position Vacancy Announcement Request

Date: 10/02/2023 Department: Human Resources

SUS SULC SUNO SUBR SUAREC SUSLA

Deadline Date: 10/06/2023 Date Position to be filled: 11/13/2023

Position Title: Director of Human Resources Civil Service Pay Level: N/A

Salary (annual): _____ or Salary Range: \$ 75,000 - \$ 85,000

Please check all categories that apply to this position:

Status	Faculty Position	Unclassified Position	Source of Funds
<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Tenure	<input type="checkbox"/> Temporary	<input type="checkbox"/> Job Appointment
	<input type="checkbox"/> Tenure Track (Probationary)	<input type="checkbox"/> Permanent	<input type="checkbox"/> Provisional Appointment
	<input type="checkbox"/> Grant	<input type="checkbox"/> Grant	CS Job Code: _____
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	

Contact Person: Quiana Skidmore Telephone No: (318) 670-9230

Contact Email Address: quiانا.skidmore@sus.edu

Contact e-mail address is for:

Human Resources utilization only posting to VAS website

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

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff.
- Performs other duties as required.

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

- Bachelor's Degree in Business, Human Resources or related field
- 5 years of experience of Human Resource experience
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills

Remarks/How To Apply (letter of application, curriculum vita, resume, references, etc)/Mailing Address
[Maximum 12 lines @ 250 characters (including spaces) per line]:

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.

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

Please upload any supporting documents *Director of Human Resources.pdf

Human Resources 1
Signature

Electronically signed by Qulana Skidmore on 10/03/2023 9:49:47 AM



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

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

FAX NUMBER
(225) 771-5522

November 8, 2023

Dennis J. Shields, President/Chancellor
Southern University System and Baton Rouge Campus
4th Floor – J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

Re: Faculty Equity Pay Adjustments that require board approval

Dear President Shields,

Since July 24, 2023, I have had the opportunity to meet with faculty members who have asserted that they should be recipients of pay equity adjustments. I have received correspondence from faculty members, deans, and department chairs. I have reviewed their letters and memos. I also took the time to speak to some of them, consider their assertions and arguments related to pay equity issues they raised. I also did my own research on this matter.

Based upon my review of the letters and memos, my conversations, and my research, I am recommending that the following faculty members from the SUBR campus receive equity adjustments as set forth below:

NAME	FACULTY RANK	CURRENT SALARY	PROPOSED ADJUSTMENT	PROPOSED SALARY
Yasser Ishmail	Full Professor	\$76,621	\$ 3,702	\$ 80,323
Radian Belu	Full Professor	\$87,529	\$12,702	\$100,231
Lidiya Dubystra	Full Professor	\$79,000	\$ 6,470	\$ 85,470
Twumassi Yaw	Full Professor	\$78,701	\$ 9,260	\$ 87,961
Mathieu Kourama	Full Professor	\$84,915	\$ 7,085	\$92,000
Shizhong Yang	Full Professor	\$84,915	\$ 7,085	\$92,000

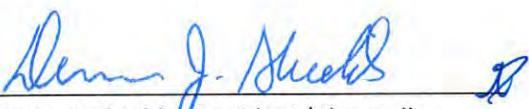
I respectfully request that these proposed salary adjustments be made effective January 1, 2024, if these adjustments are approved by the Southern University Board of Supervisors at its December 14, 2023 board meeting. If you have any questions, please feel free to contact me.

Yours Sincerely,



John K. Pierre, Interim
Executive Vice President

Approved



Dennis J. Shields, President/Chancellor

REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

ACAD AFFRS
NOV 21 AM 8:49

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

Name of Employee: Mysore Ramaswamy SSN: [REDACTED]

Address: [REDACTED] Phone: [REDACTED]

Title: Professor Highest Degree: Ph.D.

Birth Date: 02/23/1946

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 27

EFFECTIVE DATE OF LEAVE: 01/11/2024 ANTICIPATED RETURN DATE: 05/17/2024

Purpose of leave Requested (click one):

- a. Professional or Cultural Improvement (Must have prior approval from Chancellor) _____
- b. Rest and Recuperation (Statement from two (2) physicians* must be attached)
- c. Independent Study or Research Statement _____
- d. Military _____
- e. Maternity (Statement from one (1) physician* must be attached) _____

*must be attending physician

TYPE OF LEAVE REQUESTED (check one):

- a. with pay
- b. without pay _____

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 17 Weeks

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

DO YOU WISH TO RETAIN FRINGE BENEFITS? (if yes, total contribution of premium must be paid to Human Resources/Comptroller's Office in Advance)

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

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

11/15/2023

DATE

M. Ramaswamy

SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: _____

Purpose of Last Leave: _____

TYPE OF LAST LEAVE:

With pay _____ Amount: _____

Without Pay _____

Length of last leave: _____

Nimberly D. Daniel 11/23/2023 Shirley L. Adams
Signature of Chairperson Signature of College Dean Signature of Chief Academic Officer

John K. Pierce Henry J. Sticord
Signature of Campus Chancellor Signature of System President

11/21/2023 _____
DATE DATE

Signature of Appropriate Committee Chairperson Signature of Chairman of the Board

Date

Date





SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

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

FAX NUMBER
(225) 771-5522

November 28, 2023

Dennis J. Shields
President/Chancellor
Southern University System & Baton Rouge Campus J.S. Clark
Administration Building
4th Floor
Baton Rouge, Louisiana 70813

RE: Reassignment of Dr. Bijoy Sahoo to faculty in the College of Business

Dear President Shields:

Dr. Bijoy Sahoo resigned from his position as Vice-Chancellor and Provost for the Southern University Baton Rouge campus in August 2023 and was given a leave for the fall of 2023 semester. He will undertake teaching duties as a tenured full professor of finance in the College of Business beginning January 2024.

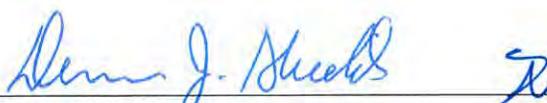
Based on custom and practice, Dr. Sahoo's 9-month salary would be 80% of his 12-month salary as an administrator. His 12-month salary as Vice-Chancellor and Provost was \$171,000. Therefore, his 9-month salary as a tenured full professor should be \$136,800.

I respectfully request that his reassignment and 9-month salary be approved by the Southern University Board of Supervisors at its December 14, 2023, board meeting.

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

Sincerely,


John K. Pierre, Esq.
Interim Executive Vice President

Approved: 
Dennis J. Shields
President-Chancellor

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Affairs Committee)

Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Resolutions
6. Action Item(s)
 - A. Approval of Minutes of the August 18, 2023, SUS Board of Supervisors Meeting
 - B. Approval of Committee Recommendations
 - C. Request Approval of Partnership between Southern University and the United States Department of Agriculture (USDA) Agricultural Research Services (SUAREC)
The United States Department of Agriculture (USDA) Agricultural Research Service (ARS) is seeking to construct a federal research facility on Southern University's campus which will house both ARS Employees and SU Ag Center research faculty. The research areas to be explored include Climate Smart, Honeybees and Sustainable Agricultural Systems applicable to Louisiana. At the onset, the lease would be 20 years at zero dollars, and once funded, the term would be adjusted to 49 years for a dollar. Southern University & A&M College would be the first HBCU, 1890 Land-Grant Institution to have an ARS research lab located on its campus.
 - D. Request Approval for Contract Amendment for James H. Ammons, Chancellor of Southern University at New Orleans (SUNO)
 - E. Request Approval of Contract Settlement for Coach Eric Dooley (SUBR)
 - F. Chancellor's Evaluations (SULC and SUAREC)¹
7. Informational Item(s)
 - A. Presidential Report

¹ Pursuant to Louisiana Revised Statute 42:17, executive session may be required.

B. Chancellor's Reports

8. Other Business
9. Adjournment

**SOUTHERN UNIVERSITY BOARD OF SUPERVISORS
COMMITTEE OF THE WHOLE**

**Hyatt Regency Hotel
601 Loyola Ave. | New Orleans, LA 70113
Friday, November 24, 2023, 9:00 a.m.**

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron K. Lawson.

The invocation was given by Pastor Anthony Taplin/Coming to the Light Ministries. The Pledge of Allegiance was led by SUNO SGA President Dana Marie Bailey.

AGENDA ITEM 3: SWEARING IN OF THE NEW BOARD MEMBER

New board member Atty Tony Clayton was sworn in by his daughter Jenae Clayton.

AGENDA ITEM 4: ROLL CALL

Roll Call by President-Chancellor Dennis J. Shields

Present: Atty. Tony Clayton, Ms. Zazell Dudley, Mr. Raymond Fondel, Mrs. Maple Gaines, Mr. Sam Gilliam, Mr. Paul Matthews, Mrs. Christy Reeves, Atty. Domoine Rutledge, Atty. Edwin Shorty, Mrs. Ann A. Smith, Dr. Leon R. Tarver II, Rev.Dr. Samuel Tolbert, Dr. Rani Whitfield, Ms. Arlanda Williams, and Mr. Myron Lawson - Ex Officio

Absent: NONE

AGENDA ITEM 5: ELECTION OF BOARD OFFICERS FOR 2024

A. Chairman – Nominations for Chairman was opened by Vice Chairman Rani Whitfield. Mr. Myron Lawson was nominated by Dr. Leon Tarver and seconded by Atty Tony Clayton. There were no additional nominations. The nominations were closed by Atty Tony Clayton. Mr. Myron Lawson is reelected as Chairman.

Motion Approved.

B. Vice Chairman - Nominations for Vice Chairman was opened by Chairman Myron Lawson. Dr. Rani Whitfield was nominated by Dr. Arlanda Williams and seconded by Dr. Leon Tarver. There were no additional nominations. The nominations were closed by Atty Domoine Rutledge. Dr. Rani Whitfield is reelected as Vice Chairman.

Motion Approved.

Mr. Lawson and Dr. Whitfield both gave brief comments and thanked everyone for their support, and they are looking forward to the new year.

AGENDA ITEM 6: ADOPTION OF THE AGENDA

Chairman Lawson announced that Action Item 11B (SUSLA) will be moved to 11D and 11D will be moved to 11B. Upon the motion by Mrs. Christy Reeves and second by Mr. Raymond Fondel. The agenda was recommended for adoption with the update for Action 11B and 11D.

Motion Approved.

AGENDA ITEM 7: PUBLIC COMMENTS

None

AGENDA ITEM 8: GREETINGS FROM DR. RICK GALLOT, PRESIDENT OF GRAMBLING STATE UNIVERSITY

Dr. Gallot thanked President Shields and the Board of Supervisors for the invite. He mentioned he was accompanied by Dr. Derrick Warren; Dean of College of Business He acknowledged him and asked him to stand to be recognized. President Shields and Chairman Lawson thanked Dr. Gallot for attending the meeting. President Shields gave a few comments.

AGENDA ITEM 9: GREETINGS FROM DR. CHARLES McCLELLAND, SWAC COMMISIONER

Dr. McClelland acknowledged President Shields and President Gallo. He Spoke on SWAC and all that is going on in the conference.

President Shields commended Dr. McClelland and acknowledge him for his work. Chairman Lawson thanked Dr. McClelland for attending the meeting.

AGENDA ITEM 10: ABOVE AND BEYOND (All Campuses)

Chairman Myron K. Lawson thanked Ms. Ann Smith for being the visionary for the Above and Beyond award. Today All campuses will award a employee.

SUNO - Mr. Marvin Harris

SUBR – Mrs. Nahla Anderson

SULC – Ms. Paula Matthews

SUSLA – Ms. Angelica Hart

SUAREC –Ms. Keisha Caesar

Chairman Lawson acknowledged the visitors in the room for the meeting. He acknowledged Troy Carter and asked him to come to the podium and give greetings.

He introduced his team that accompanied him.

AGENDA ITEM 11: SPECIAL PRESENTATIONS

- A. SUNO – Chancellor Ammons and Dr. Rugon
 - 1. Orleans Parish Sheriff’s Office
 - 2. BASH, SUNO Alumni Association and Foundation
 - 3. Center for Financial Advancement
- B. SUSLA – Dr. Gantt
 - 1. Check Presentation
 - a. SUSLA Alumni Association
 - b. CenterPoint
 - 2. Presentation on SUSLA Engineering & Technology program by Dr. Kenie Moses (Department Head-Engineering & Technology/Assistant Professor of Engineering & Technology/Project Coordinator for STEM Grant Initiatives)
- C. SUAREC – Dr. McMeans and Dr. Williams and Mr. Robert Easley
 - 1. Mosaic Fertilizer Fall Programming
 - 2. Joe W. & Dorothy Dorsett Brown Foundation
- D. SUBR – Dean Derrick Warren and President Gallot and Dr. Luria Young
 - 1. Pilot Academic Collaboration between Southern University and Grambling State University
 - 2. Update on Proposed New Academic Programs
 - 3. Update on Medical School – Dr. Whitfield and Dr. Appeaning/Dr. Manogin
- E. SUS
 - 1. Ms. Evelyn Adams Endowed Scholarship – Mr. Alfred Harrell introduced Ms. Adams and she spoke briefly.
- F. Intelligence Centers for Academic Excellence
 - Atty Clayton introduced the FBI Representative Roche’ who made a presentation on the Intelligence Centers for Academic Excellence and spoke of the partnership.

AGENDA ITEM 12: ACTION ITEM(s)

There was a motion by Atty Domoine Rutledge and second by Dr. Leon Tarver to approve action items 12A –12I be approved globally.

Motion passed.

A. Approval of Minutes of the October 20, 2023, SUS Board of Supervisors Meeting

B. Request Approval of Posthumous Honorary Degree for Tia Meshawn Gorrell
(SUAREC/SUBR)

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Current	Suggested	
1. Sandra Steper	Facilities Planner <i>Office of Facilities Planning</i>	New Appointment New Position	<i>Search</i>	-	\$75,000.00	State

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Current	Suggested	
1. Consuella Briggs	Project Coor/Asst Dir/CCp Manager <i>Educational Talent Search</i>	Additional Duties/ Salary Adjustment	<i>N/A</i>	\$66,843.00	\$70,843.00	Federal
2. Lasonia Brown	Guidance Counselor <i>Southern University Laboratory School</i>	New Appointment/ New Position	<i>Waived</i>	-	\$70,000.00	State
3. Stephenne Calhoun	Mental Health Therapist <i>Univ Counseling Center</i>	Staff Retention Salary Adjustments	<i>N/A</i>	\$ 64,000.00	\$ 72,000.00	State
4. Patrick Carriere	Sciences and Engineering	Salary Adjustment from Dean to Professor	<i>N/A</i>	\$192,000.00	\$153,600.00	State
5. Ariana Hollins	Mental Health Therapist <i>Univ Counseling Center</i>	Staff Retention Salary Adjustments	<i>N/A</i>	\$ 61, 500.00	\$ 72,000.00	State
6. Porshe Hitchens	Mental Health Therapist <i>Univ Counseling Center</i>	Staff Retention Salary Adjustments	<i>N/A</i>	\$ 64,000.00	\$ 72,000.00	State
7. Charnal Jackson	Mental Health Therapist <i>Univ Counseling Center</i>	Department Change ONLY	<i>N/A</i>	-	\$ 78, 000.00	State
8. Valary Irvin	Director <i>Univ Counseling Center</i>	Staff Retention Salary Adjustments	<i>N/A</i>	\$ 99, 798.00	\$115,000.00	State
9. Shanta McCall	Guidance Counselor <i>Southern University Laboratory School</i>	New Appointment	<i>Search</i>	-	\$70,000.00	State
10. Amanda O' Connor	Graduate School Admissions Coor <i>Graduate School</i>	New Appointment	<i>Waived</i>	-	\$73,000.00	State/Federal
11. Sean Stanford	Mental Health Therapist <i>Univ Counseling Center</i>	Staff Retention Salary Adjustments	<i>N/A</i>	\$ 64,000.00	\$ 72,000.00	State

12. Crystal Taylor	Coordinator, Degree Audit/ Scheduling <i>Registrars' Office</i>	New Appointment/ New Position	<i>Search</i>	-	\$70,000.00	Federal
13. Andrea Travis	Mental Health Therapist <i>Univ Counseling Center</i>	Staff Retention Adjustments	<i>N/A</i>	\$ 64,000.00	\$ 72,000.00	State
14. Cariola Watson	Project Coor/Asst Dir/CCp Manager <i>Educational Talent Search</i>	Additional Duties/ Salary Adjustment	<i>N/A</i>	\$66,843.00	\$70,843.00	State

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Current	Suggested	
1. Layton Lynch	Property and Safety Manager <i>Office of Facilities Management</i>	New Appointment/ New Position	<i>Search</i>	-	\$65,000.00	State/Federal

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Current	Suggested	
1. Teodora Esoinosa-Solares	Research Professor/ Food Science and Bioprocessing <i>Research and Development</i>	New Appointment/ Existing Position	<i>Waived</i>	-	\$110,000.00	Federal
2. Angell Jordan	Family and Consumer Sciences Regional Coor. <i>SU Cooperative Extension</i>	New Appointment/ Existing Position	<i>Waived</i>	-	\$ 60,800.00	State/Federal
3. Charity Schaffer	Agent, Youth Development <i>SU Cooperative Extension</i>	Additional Duties/ Salary Adjustment	<i>N/A</i>	\$ 51,351.00	\$ 62, 000.00	Federal

G. Request Approval for Athletic Director to Conduct a Focused Search for a New Head Football Coach (SUBR)

H. Request Approval of Leave of Absence for Professor Aloyce Kaliba (SUBR)
Professor Aloyce Kaliba, Department of Finance and Economic is requesting that the Southern University Board of Supervisors consider his petition to for an 8- month leave of absence with pay to obtain professional and cultural improvement. Dr. Kaliba was selected as a Fulbright U.S. Scholar for 2023-2024 in Tanzania. The Fullbright Fellowship will provide beneficial opportunities for the Scholar and their home institution in the platforms of long-term collaborative capacity building research, continued international exchange and greater cross-cultural communication.

I. Request Approval of Contracts, Amendments, Agreements, Grants, etc.... Equal to or Greater than \$300,000.00.

Title	Description	Amount	Campus
1. Interagency Technology Cooperative Endeavor Agreement (Second Amendment)	Amended to reflect additional funding and extend to June 30, 2025	\$1, 614, 900.00	SUSLA/ LA. Dept. of Eco. Dev.
2. Nurse Capitation Program (Contract)	Amended to reflect additional funds	\$336, 000.00	SUBR/ Board of Regents
3. Department of Justice Stop the Violence Against Women (Grant)	Grant awarded to establish programs that will combat domestic violence, sexual assault and stalking on campus	\$400,000.00	SUBR/ Dept of Justice
4. Climate-Smart Commodities Federal Grant (Subrecipient Agreement)	Grant awarded to support the production and marketing of climate smart commodities by implementing best agricultural practices on working lands	\$611,537.60	SUBR/ Supreme Rice, LLC
5. Carbon-Inverted Manufacturing of Inverted Cements (Grant)	Grant Awarded to develop a practical technology to facilitate the carbon-inverted manufacturing of inverted cements.	\$346, 168.00	SUBR/ Univ. Mass Amherst
6. Louisiana Biomedical Research Network (Subaward Agreement)	Agreement is to perform research and/or/ services to support PTE's Obligations to the Federal Awarding Agency	\$467,053.00	SUBR/LSU
7. FY23 Southern University and A&M College, LA Crisis Intervention Team (Grant)	Grant Awarded to Implement 24/7 Crisis Intervention Teams-Community Policing Solicitation for after hour situations	\$351, 568.00	SUBR/ Dept of Justice
8. Personal, Professional, Consulting or Social Services (Subaward Contract)	Contracted to provide training and professional development opportunities to child welfare staff and stakeholders	\$1, 992,162.00	SUBR - SUNO/ NSU
9. Statewide Media Campaign (Subaward Contract)	The purpose of the contract is to develop a statewide Media Alcohol Awareness Campaign	\$ 750,000.00	SUBR/LA Dept of Health
10. Elizabeth City State University (Subaward Contract)	Phase II of the Consortium for Nuclear Security, Advanced Manufacturing Enhanced by Machine Learning	\$1, 750,000.00	SUBR/ ECSU

AGENDA ITEM 12.5: RESOLUTIONS

Dr. Allen Vital, Chief of Staff read resolutions for the following:

Condolences

- Ernestine Meyers Lamark
- Bernice Jones Washington
- Raynaud Fisher Henton
- Dorothy Browser "Marion" Harvey

Commendations

- Dr. Rick Gallot
- Dr. Jim Henderson
- Colonel Lamar A Davis

There was a motion by Dr. Leon Tarver to approve the read resolutions and Atty Edwin Shorty second the motion.

Motion approved.

AGENDA ITEM 13: INFORMATIONAL ITEM(S)

A. Facilities Planning Updates

Mr. Ken Dawson gave a update on all the projects.

B. Interim Financial Report

Mr. McClinton gave information on the different areas and highlighted specific areas on the report. He informed the board members that he will take a deeper dive in to the financials in January 2024

Atty Clayton commended Mr. McClinton.

C. President's Report

President Shields gave a brief report

D. Chancellor's Reports

All Chancellor's gave a brief report.

AGENDA ITEM 14: OTHER BUSINES

Chairman Lawson thanked everyone for staying until the end of meeting. He thanked the board for their attendance. Everyone was in attendance. All 16 members. He thanked everyone who assisted with the meeting.

Wished everyone a Merry Xmas.

AGENDA ITEM 15: ADJOURNMENT

Motion made by Atty Clayton to adjourn the meeting.

the process forward. This would be a 20-year lease for \$0.00. Once funding is secured, this lease will be amended for a term of 49 years with a \$1.00 lease.

The next steps beyond the first lease agreement (which is already in the hands of SU administration), are a face-to-face meeting with ARS in Washington D.C. and an on-campus meeting in early 2024. We will discuss the legislative process for securing funding for the federal FY2025 period. As a part of the process, it was recommended that we identify a congressional champion for this project to assist in securing the funds for construction. We have agreed to work with Congressman Troy Carter on this endeavor as he has a good relationship with the entire Louisiana Congressional Delegation, including Speaker Mike Johnson.

Just as an F.Y.I., ARS has already been on campus several times and has worked with the Ag Center, SU facilities leadership, and the Office of the President-Chancellor to identify the location for the proposed ARS facility. The location has been identified and the scope of work for the design will begin in January 2024. The preliminary discussion is that this will be a 50,000-square-foot research facility with a list tag around \$62 million.

I hope this correspondence lays out the history and the process going forward with the SU-ARS partnership. If you have any additional questions, please do not hesitate to contact me.

Sincerely,



Orlando F. McMeans, Ph.D.
Chancellor-Dean

LEASE AGREEMENT

By and Between

**SOUTHERN UNIVERSITY and A & M COLLEGE
and the
UNITED STATES OF AMERICA**

This Lease Agreement ("Lease"), effective January 1, 2024, by and between, Southern University and A&M College, whose address is the: 4th Floor, J. S. Clark Administration Building, Southern University and A & M College, Baton Rouge, LA 70813, and whose interest in the property hereinafter described is that of Owner; and who are hereinafter referred to as the LESSOR, and the United States of America, acting by and through the Administrator, Agricultural Research Service (ARS) of the, United States Department of Agriculture (USDA), as Lessee, hereinafter referred to as the GOVERNMENT. The LESSOR and the GOVERNMENT are herein collectively referred to as THE PARTIES.

WITNESSETH:

WHEREAS, pursuant to Section 1 of the Act of August 4, 1965 (79 Stat. 431, 7 U.S.C. 2250a), the GOVERNMENT wishes to lease certain land herein described, owned by the LESSOR, and located as described in Article 1, Leased Premises, of this Lease, to be used for Government purposes; and

WHEREAS, the LESSOR desires to have the GOVERNMENT so lease and utilize the said Leased Premises; and

NOW THEREFORE, in consideration of the premises and of other good and valuable consideration herein mentioned, THE PARTIES hereto covenant and mutually agree as follows:

- 1. Leased Premises. The LESSOR hereby leases to the GOVERNMENT 9.44 acres of land located at Southern University and A M College in Baton Rouge, Louisiana and identified on Exhibit "A" attached hereto and made a part hereof. Said land is improved with Lessor-owned fencing and utilities.
- 1a. Legal Description: Southern University and A & M College - Baton Rouge Louisiana has one legal description with not sections, townships, or ranges, for the 432 acres. The campus is bounded on the North by lands of T.L and G.C. Mills; on the East by the right of way of the Louisiana Railway and Navigation Company; on the South by the Kernan Road and on the West by the Mississippi River. Within this land parameter, the proposed USDA/Agricultural Research Service (ARS) site is bordered to the North by Mills Avenue, West by the Mississippi River, South by the University's Poultry farm, and East by the Louisiana Railroad and Navigation Company. A layman legal description is the proposed site for the USDA/ARS building and grounds are at the intersection of Mills Avenue and B.A. Little Drive on the Southern University-Baton Rouge Campus, and North of the University's Poultry Farm and East of the University's Meat Processing Facility. Exhibits 1-2

____ LESSORS ____

GOVERNMENT _____

depict the 7.64 and 1.8 acres, respectively. An alternative campus site (dairy lands) will be used if the geotechnical testing assessment results warrant another site selection.

2a. Term. TO HAVE AND TO HOLD the said premises with their appurtenances for the term beginning on January 1, 2024 through December 31, 2044, subject to termination and renewal rights hereinafter set forth and conditional upon the passage of an applicable appropriation or authorization by Congress from which expenditures may be made and shall not obligate the United States of America upon failure of Congress to so act. The initial lease will be for 20 years and zero dollars. This lease will be replaced with a longer term lease once federal funding is secured which will include other particulars as it pertains to the type of research inclusive.

2b. Holdover. In the event of a holdover past the term of the lease the tenancy shall continue a month-to-month basis at the same rental rate in effect at the time of the lease's expiration and all terms and conditions of the lease shall continue in full force and effect. Any claims by the Lessor resulting from the holdover shall be handled through the process established in the Contract Disputes Act of 1978, as amended, and the tenancy shall continue throughout the resolution of the dispute.

3. Rental. The LESSOR offers the land at \$0 cost to the GOVERNMENT. The LESSOR and GOVERNMENT are to conduct cooperative research that benefits the mission of both organizations.

4. Termination Rights. The GOVERNMENT may terminate this Lease at any time by giving at least thirty (30) days' notice, in writing, to the LESSOR. Said notice shall be computed commencing with the day after the date of mailing. See also Article 10 herein.

5. Renewal Rights. The GOVERNMENT shall have the option to renew this Lease for the following terms with no further consideration required for any renewal option exercised and provided notice be given, in writing, to the LESSOR at least one hundred and eighty (180) days before the end of the original lease term, or any renewal option term; said notice shall be computed commencing with the day after the date of mailing:

Renewal(s) shall be conditional upon the passage of an applicable appropriation or authorization by Congress from which expenditures may be made and shall not obligate the United States of America upon failure of Congress to so act.

6. Construction. The GOVERNMENT shall have the right during the existence of this Lease to erect upon the Leased Premises buildings and related research structures and support facilities as may be needed; to erect additions thereto, and to place appropriate signs in or upon the buildings and premises. Failure on the part of the GOVERNMENT to perform in accordance with any and all provisions of this Lease shall in no way affect the GOVERNMENT's right, title, and interest in and to any and all structures and facilities constructed hereunder, which are included and covered by the terms and conditions of this Lease.

7. Utility Connections and Services. The LESSOR conveys the right to the GOVERNMENT to connect to existing or future LESSOR owned or operated utilities and/or services, including but not limited to, gas, electricity, water, telephone, steam, and chilled water, refuse removal, and sewer systems, as applicable and as long as available. It is understood that said connections to the utilities, use of utilities, and/or services

which the LESSOR may provide at the request of the GOVERNMENT, will be subject to payment from the GOVERNMENT of appropriate connection and monthly service charges as are reasonable and customary and mutually agreed upon.

8. Maintenance. The GOVERNMENT shall, at its sole expense, maintain and repair the interior and exterior of all GOVERNMENT-owned improvements identified within Article 6 herein.

9. Disposal & Restoration. Any and all GOVERNMENT-owned improvements shall remain the property of the GOVERNMENT and within six (6) months after termination or expiration of this Lease, the GOVERNMENT, at its option, shall dispose of such improvements in one of the following ways:

- (a) In accordance with applicable laws and regulations in effect at the time of the disposal, provide the LESSOR with the right of first refusal to acquire the improvements. The conveyance of any or all improvements to the LESSOR would be made upon payment to the GOVERNMENT of a mutually agreed upon figure based on the appraised fair market value of the improvements, as may be depreciated, and as discounted for the fair market value of the leasehold.
- (b) Disposal of any or all improvements to a party or parties other than the LESSOR. However, the LESSOR must approve, in advance and in writing, any such conveyance to a third party and if the LESSOR so approves, shall execute a lease of the Leased Premises with the third party, upon reasonable rental terms and at fair market value.
- (c) Dispose of or have disposed by a third party such improvements by dismantling them and removing them from the Leased Premises, including completely removing all hazardous and non-hazardous waste materials, and restoring the areas affected by such removal to a condition similar to the condition as was received. In the case of disposal by a third party, the third party would have sixty (60) days to remove the improvements, and if they are not removed within the sixty (60) days they will be deemed abandoned and the LESSOR may dispose of them at will.
- (d) Provide to the LESSOR at no cost.

10. Damage or Destruction. If, at any time during the term of this Lease or an exercised Renewal Option, the GOVERNMENT-owned improvements constructed upon said Leased Premises shall be substantially damaged or destroyed by fire or other casualty, the GOVERNMENT shall have the option of commencing and thereafter proceeding with reasonable diligence (subject to a reasonable time allowance for appropriation of any additional funds required and for any other unavoidable delay), at its sole expense, to restore or rebuild the GOVERNMENT-owned improvements as nearly as possible to their value immediately prior to such damage or destruction. If, at any time during the term of this Lease or an exercised Renewal Option, the Leased Premises are substantially damaged by casualty, the GOVERNMENT shall have the option of terminating said Lease or Renewal in accordance with Article 4.

11. Mineral Development. The LESSOR agrees that it shall not conduct nor shall it cause to be conducted any surface and/or subsurface drilling and/or excavation of the Leased Premises without the written consent of the GOVERNMENT, which shall not be unreasonably withheld. The LESSOR maintains all below ground mineral rights.

12. Sublet. The GOVERNMENT may not sublet any part of the Leased Premises.

13. Liabilities of the Parties. The GOVERNMENT hereby agrees to bear any and all costs and liabilities of any kind related to the exercise of its rights under this agreement to the extent it may legally do so under the Federal Tort Claims Act (the FTCA), 28 U.S.C. 2671 et seq., or any other act wherein Congress has specifically waived the sovereign immunity of the United States. The LESSOR will be responsible to the extent required by the Louisiana Tort Claims Act, only for these acts, omissions or negligence of its own officers, employees, and agents.

14. Insurance. The United States Department of Agriculture (USDA) Agricultural Research Service (ARS) is an office of the United States Government, which is a self-insured entity. Should an injury occur during the use of land covered by Lease No. _____, for which a claim may be filed against the United States, the Federal Torts Claims Act would apply.

15. Applicable Regulations, Codes, and Laws.

(a) Compliance with Applicable Law

LESSOR shall comply with all Federal, state, and local laws applicable to its ownership and leasing of the Property, including, without limitation, laws applicable to the construction, ownership, alteration or operation of all buildings, structures, and facilities located thereon, and obtain all necessary permits, licenses, and similar items at its own expense. The GOVERNMENT will comply with all Federal, State, and local laws applicable to and enforceable against it as a tenant under this lease, provided that nothing in this Lease shall be construed as a waiver of the sovereign immunity of the Government. This Lease shall be governed by Federal law.

(b) Applicable Regulations and Permitted Use of Chemicals

The GOVERNMENT shall not suffer any waste to be committed in or about said Leased Premises, shall keep the Leased Premises free and clear of any and all refuse and other nuisance, shall strictly adhere to applicable regulations for the use and disposal of chemicals; and observe all other applicable laws, rules, regulations, and ordinances relating to the maintenance, use and occupancy of the Leased Premises.

16. Default. Any omission of the LESSOR to exercise any right upon the default of the GOVERNMENT shall not preclude the LESSOR from the exercise of such right upon any subsequent default of the GOVERNMENT.

17. Severability. Should any provision or portion of such provision of this Lease be held invalid, the remainder of this Lease or the remainder of such provision shall not be affected thereby.

18. Successors and Assigns. The terms and provisions of this Lease and the conditions herein shall bind the GOVERNMENT and the LESSOR, their successors and assigns.

18a. If during the term of the Lease, title to the Property is transferred, the Lease is assigned, or the Lessor changes its legal name, the LESSOR and its successor shall comply with the requirements of FAR Subpart 42.12. If title is transferred, the LESSOR shall notify the GOVERNMENT within five (5) days of the transfer of title.

18b. The GOVERNMENT and the LESSOR may execute a Change of Name Agreement if the Lessor is changing only its legal name, and the Government's and the Lessor's respective rights and obligations remain unaffected. A sample form is found at FAR 42.1205.

18c. If title to the Property is transferred, or the Lease is assigned, the GOVERNMENT, the original Lessor (Transferor), and the new owner or assignee (Transferee) shall execute a Novation Agreement providing for the transfer of Transferor's rights and obligations under the Lease to the Transferee. When executed on behalf of the GOVERNMENT, a Novation Agreement will be made part of the Lease via Lease Amendment.

18d. In addition to all documents required by FAR 42.1204, the LCO (Letter of Credit) (sp.?) may request additional information (e.g., copy of the deed, bill of sale, certificate of merger, contract, court decree, articles of incorporation, operation agreement, partnership certificate of good standing, etc.) from the Transferor or Transferee to verify the parties' representations regarding the transfer, and to determine whether the transfer of the Lease is in the Government's interest.

18e. If the LCO determines that recognizing the Transferee as the Lessor will not be in the GOVERNMENT's interest, the Transferor shall remain fully liable to the GOVERNMENT for the Transferee's performance of obligations under the Lease, notwithstanding the transfer. Under no condition shall the GOVERNMENT be obligated to release the Transferor of obligations prior to (a) the rent commencement date; and (b) any amounts due and owing to the GOVERNMENT under the Lease have been paid in full or completely set off against the rental payments due under the Lease.

18f. As a condition for being recognized as the Lessor and entitlement to receiving rent, the Transferee must register in the SAM for purposes of "All Awards" (See FAR 52.232-33), and complete all required representations and certifications within SAM.

18g. If title to the Property is transferred, or the Lease is assigned, rent shall continue to be paid to the original Lessor, subject to the Government's rights as provided for in this Lease. The Government's obligation to pay rent to the Transferee shall not commence until the GOVERNMENT has received all information reasonably required by the LCO under sub-paragraph 18d., the Government has determined that recognizing the Transferee as the Lessor is in the Government's interest (which determination will be prompt and not unreasonably withheld), and the Transferee has met all conditions specified in sub-paragraph 18f.

19. Congress. No Member of or Delegate to Congress shall be admitted to any share or part of this Lease, or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this Lease if made with a corporation for its general benefit.

20. Notification. All notices or official communications which may be required under this Lease, given by either party to the other, shall be in writing and addressed to such party's address, unless otherwise provided herein, as follows:

(a.) Notice to LESSOR: Southern University System (SUS)
Attn: Honorable Board Chairman Myron Lawson
4th Floor, J. S. Clark Administration Building
Southern University and A & M College
Baton Rouge, LA 70813
Phone : (225) -771-4600
Fax : (225) -771-5791

(b.) Notice to GOVERNMENT: USDA, ARS Southeast Area
Attn: Real Estate Lease Contracting Officer
P.O. Box 225
141 Experiment Station Road
Stoneville, MS 38776
Phone: (662) 686-5323

Either party may from time to time, by written notice to the other, designate a different address to which notices shall be sent.

21. Representations and Assurance. The making, execution, and delivery of this Lease have been induced by no representations, statements, or warranties other than those herein expressed. This Lease embodies the entire understanding of THE PARTIES, and there are no further or other agreements or understandings, written or oral, in effect between THE PARTIES relating to the subject matter hereof. This Lease may be amended or modified only by an instrument of equal dignity and formally signed by THE PARTIES hereto.

21a. Applicant (*also referred to as LESSOR herein*), Southern University and A&M College is [] is not [] (Lessor must check one) an entity that has filed articles of incorporation in one of the fifty states, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, U.S. Virgin Islands. (Note that this includes both for-profit and non-profit entities.)

If Applicant checked "is" above, Applicant must complete paragraphs (2) and (3) of the representation. If Applicant checked "is not" above, Applicant may leave the remainder of the representation blank.

21b. Applicant **Southern University and A&M College** has [] has not [] (Lessor must check one) been convicted of a felony criminal violation under Federal law in the 24 months preceding the date of application.

21c. Applicant **Southern University and A&M College** has [] does not have [] (Lessor must check one) any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.”

By accepting this MOU , the corporation recipient acknowledges: (1) that it does not have a Federal tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, **and** (2) that it has not been convicted of a felony criminal violation under any Federal law within 24 months preceding the award, unless a suspending or debaring official of the United States Department of Agriculture has considered suspension or debarment of the recipient corporation based on these convictions and/or tax delinquencies and determined that suspension or debarment is not necessary to protect the interests of the Government. If the recipient fails to comply with these provisions, USDA ARS will annul this agreement and may recover any funds the recipient has expended.

22. General Services Administration’s General Clauses, Form 3517A, attached with non-applicable clauses struck through.

IN WITNESS WHEREOF, both **THE PARTIES** have hereunto executed, signed, sealed, and delivered this Lease, the day, month, and year first above written.

FOR THE LESSOR

Signature: _____

Name: _____

Title: _____

Entity Name: Southern University Board

Date: _____

FOR THE GOVERNMENT

Signature: _____

Name: ERICA JONES

Title: USDA Real Property Lease Contracting Officer

Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____

Title: President-Chancellor

Date: _____

Signature: _____ Title: Chancellor-Dean _____

Date: _____

DRAFT

EXHIBIT "A"

Legal Description

Southern University and A & M College - Baton Rouge Louisiana has one legal description with not sections, townships, or ranges, for the 432 acres. The campus is bounded on the North by lands of T.L and G.C. Mills; on the East by the right of way of the Louisiana Railway and Navigation Company; on the South by the Kernan Road and on the West by the Mississippi River. Within this land parameter, the proposed USDA/Agricultural Research Service (ARS) site is bordered to the North by Mills Avenue, West by the Mississippi River, South by the University's Poultry farm, and East by the Louisiana Railroad and Navigation Company. A layman legal description is the proposed site for the USDA/ARS building and grounds are at the intersection of Mills Avenue and B.A. Little Drive on the Southern University-Baton Rouge Campus, and North of the University's Poultry Farm and East of the University's Meat Processing Facility. Exhibits 1-2 depict the 7.64 and 1.8 acres, respectively. An alternative campus site (dairy lands) will be used if the geotechnical testing assessment results warrant another site selection.

DRAFT

**SECOND AMENDMENT TO THE EMPLOYMENT CONTRACT OF
CHANCELLOR OF SOUTHERN OF UNIVERSITY NEW ORLEANS
JAMES H. AMMONS**

This amendment is made and entered into on the _____ day of December 2023, between the Board of Supervisors of Southern University and A&M College (“Board”) and Dr. James H. Ammons (“Chancellor”). This Amendment, along with the previous amendments and the original employment contract constitutes the Employment Contract of the Chancellor of Southern University at New Orleans in New Orleans, Louisiana (“University”) (collectively referred herein as “Parties”). This Second Amendment shall be effective as of the date referenced above through the end of the contract term. The Parties wish to amend their agreement in the following respects. All other provisions of the original contract not specifically addressed herein, remain in effect.

III. COMPENSATION

- a. The Chancellor shall be paid an annual base salary of two-hundred twenty-five thousand and 00/100(\$225,000.00) effective November 1, 2023, through the term of the contract.

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

Dr. James H. Ammons
Chancellor

Dennis J. Shields
President-Chancellor

Myron K. Lawson
Chairman, Board of Supervisors _

Settlement Term Sheet

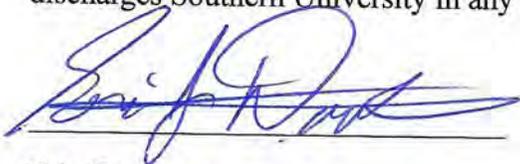
Eric Dooley

Southern University A&M College and University ("Southern University"), through its Athletic Director, and Eric Dooley appear herein to mutually resolve and agree to terms and conditions of separation from the employ of Southern University as Head Football coach. The terms are agreed upon in principal and subject to the approval of the Board of Supervisors which approval shall not be unreasonably withheld:

1. Eric Dooley hereby agrees to accept four hundred sixty thousand dollars (\$460,000.00) in full and final satisfaction of any obligations owed by Southern University under the terms and conditions of the said employment contract entered into by and between the parties effective the 1st day of January 2022 and terminating on December 31, 2025.
2. Southern University will pay Eric Dooley his regular pay with benefits for the month of November 2023 and December 2023.
3. Southern University will pay Eric Dooley in three (3) annual installments of one hundred fifty-three thousand three hundred thirty-three dollars and 33/100 (\$153,333.33) commencing on the following dates:
 - a. First annual installment, \$153,333.33, paid in January 2024, to be paid within 10 calendar days of January 1, 2024.
 - b. Second annual installment, \$153,333.33, paid in January 2025, to be paid within 10 calendar days of January 1, 2025.
 - c. Third and final annual installment, \$153,333.33, paid in January 2026, to be paid within 10 calendar days of January 1, 2026.
4. Southern University will make available as required under law access to health insurance. Eric Dooley will be responsible for the cobra premiums.
5. The terms of this agreement represent a mutual agreement between the parties for each and each other has sought the assistance of counsel, and further understands all tax, employment, and related consequences.

[signatures to follow]

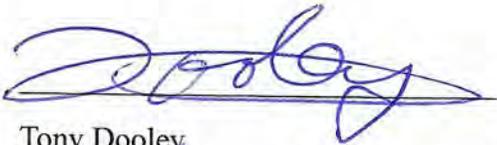
Eric Dooley appears herein and accepts the terms and conditions and fully releases and discharges Southern University in any nature whatsoever.

A handwritten signature in blue ink, appearing to read "Eric Dooley", written over a horizontal line.

Eric Dooley

Date: 11/24/2023

Counsel to Eric Dooley

A handwritten signature in blue ink, appearing to read "Dooley", written over a horizontal line.

Tony Dooley

Date: 11/24/2023

Roman Banks, Athletic Director Southern University appears herein accepts, subject to approval of the Board of Supervisors of Southern University, the terms and conditions and fully releases and discharges Eric Dooley in any nature whatsoever.

Roman P. Banks

Roman Banks, Athletic Director

Date: 11/27/23