

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

February 10, 2023

Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.
9:00 a.m.

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

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ACADEMIC AFFAIRS COMMITTEE

Friday, February 10, 2023

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

9:00 AM

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Black National Anthem
4. Swearing in of the new Board Member
5. Roll Call
6. Special Presentations
 - A. Presentation on Status of E-Gaming Lab and the Mixed Reality Virtual Innovation Gaming and Esports (MRVIGES) Institute (SULC)
 - B. Presentation on award to the Southern University by the National Telecommunication and Information Administration (NTIA) for \$9,306,000 for the Connecting Minority Communities (CMC) Pilot Project (SULC and SUBR)
7. Adoption of the Agenda
8. Public Comments
9. Action Item
 - A. Request Approval of Honorary Degrees for Tyran Williams, Dylan Young, and Broderick Moore (SUBR)
 - B. Request Approval of Letter for Curriculum Change-Child Welfare Certificate Programs (SUNO)

This Interprofessional Certificate is an online Program in Child Welfare Practice. The certificate program is designed for a 6-month to one-year completion timeframe. This certificate program will provide students with in-depth knowledge and skills from the micro to macro level to better equip them to deliver high-quality services to children and families in the Child Welfare system.

10. Other Business

11. Adjournment

MEMBERS

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



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

January 26, 2023

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

RE: Presentation on Status of E-Gaming Lab and the Mixed Reality Virtual
Innovation Gaming and Esports (MRVIGES) Institute

Dear President Shields:

In 2021, the Southern University Board of Supervisors authorized the creation of a Mixed Reality Virtual Innovation Gaming and Esports (MRVIGES) Institute. The Institute has worked on its first significant project which is the development of an E-Gaming Lab and have planned a ribbon-cutting ceremony on March 10, 2023.

The Southern University Law Center would like to make a brief presentation to the Southern University Board of Supervisors at its February 10, 2023 meeting regarding the progress of the E-Gaming Lab and the vision of the Institute.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "John K. Pierre".

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

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OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

January 27, 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: Presentation on award to the Southern University (SULC) by the National Telecommunication and Information Administration (NTIA) for \$3,029,000.00 for the Connecting Minority Communities (CMC) Pilot Project

Dear President Shields:

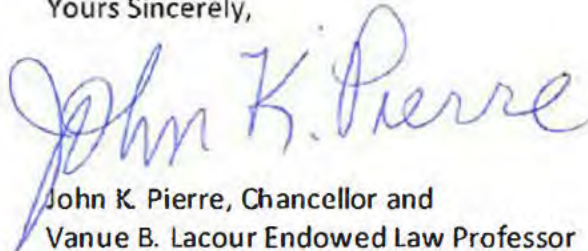
On January 26, 2023 the Southern University Law Center (SULC) was awarded a \$3,029,000.00 grant by the National Telecommunication and Information Administration (NTIA) for the Connecting Minority Communities (CMC) Pilot Project. SULC developed the "Creating Digital Leaders Plan" to address the needs of students and communities that are within a 15 mile radius of SULC. Through this grant, SULC will be able to:

1. Build the Broadband infrastructure and Information Technology (IT) capacity of SULC and the Southern University Baton Rouge Landmass to support over 9,000 individuals.
2. Partner with the College of Business (COB) at Southern University Baton Rouge (SUBR) to build skills and IT workforce capacity through STEAM programs offered to 33 community organizations (high schools, churches, community centers, libraries), and members of the community;
3. Stimulate the adoption and community use of broadband services by accessing tele-law via the clinical legal programs with a concentration on disaster preparedness, business formation and entrepreneurship and business technical assistance for thousands of individuals;
4. Provide need-based students with the resources needed to compete in a digital age; and
5. Provide subsidized broadband access and technology equipment to low-income and in-need high schools, churches, community centers, libraries, and members of the community

January 10, 2023
Dennis J. Shields, President
SULC IT Grant
Page 2

I would like to make a presentation to the Southern University Board of Supervisors on the "Creating Digital Leaders Plan" model at its February 10, 2023 meeting. If the plan is a success, it could possibly be replicated anywhere in the United States. If you have any questions, please feel free to contact me.

Yours Sincerely,



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

January 4, 2022

Dr. Bijoy K. Sahoo
Provost and Executive Vice Chancellor
Southern University and A&M College
Baton Rouge, LA 70813

Dear Dr. Sahoo,

On December 6, 2022, the lives of three Southern University students ended in a tragic accident on a Louisiana highway. We are still struggling to recover from the senseless loss of our treasured students: Broderick Moore (Music); Dylan Young (Mechanical Engineering); and Tyran Williams (Music). While only Mr. Moore and Mr. Williams were pursuing degrees in my college, all three students were members of the illustrious Southern University Marching Band, an important unit in the College of Humanities and Interdisciplinary Studies. These young men had developed a stellar reputation among their peers and their band leaders as humble, dedicated students who were excellent musicians. As dean of the college, I want to ensure that they are fully celebrated and remembered. Please consider awarding each student an *In Memoriam* (Posthumous) Honorary degree. I believe that doing so will go a long way towards full acknowledgment and necessary healing.

Sincerely,

Cynthia Bryant

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

SOUTHERN UNIVERSITY AT NEW ORLEANS

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



Office of the Chancellor

January 27, 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:

Southern University at New Orleans (SUNO) is proposing to offer an online Interprofessional Certificate Program in Child Welfare Practice. The certificate program is designed for a 6-month to one-year completion timeframe.

This certificate program will provide students with in-depth knowledge and skills from the micro to macro level to better equip them to deliver high-quality services to children and families in the Child Welfare system. The Program will also develop leaders who can make changes within Child Welfare, locally and nationally. Locally, no other program exists. Nationally, our research indicates that the University of Pennsylvania offers a program on Child Well-Being and Child Welfare that may be somewhat comparable.

The targeted audience includes current child welfare workers, master's level social workers, graduate/professional students, and professionals in nursing, public health, psychology, criminal justice, and sociology. The program will increase each participant's current knowledge and skill set to be an effective, life-long worker in this challenging environment.

The Title IV-E Child Welfare Grant funds the program, and Dr. Torin Sanders will serve as the director. The Program requires five courses for completion: SOWK 780-Historical & Contemporary Issues in Child Welfare, SOWK 781-African-American children and special populations, SOWK 782-Legal & Health issues in child welfare, SOWK 783-Overview of Intervention Approaches in child welfare and SOWK 784-Integrative Seminar in Child Welfare.

Thank you for considering this request and submitting it for approval at the February 10, 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.
Executive Vice President-Chancellor
Southern University at New Orleans

APPROVAL: _____

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

FACILITIES AND PROPERTY COMMITTEE

Friday, February 10, 2023

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item
 - A. Facilities Planning Project Updates (SUS)
 - B. Infrastructure Proposal Update (SUBR)
7. Other Business
8. Adjournment

MEMBERS

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

Southern University System Active Capital Improvement Project Tracking

Capitol Outlay Funded Projects

Project Title	FY2022-23			FY2023-24				FY2024-25				FY2025-26			FY2026-27					
	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	
SOBS Ravina, Bluff and Riverbank Stabilization	Planning and Design			Construction																
New STEM Science Complex	Construction	Planning and Design		Construction																
School of Business/Professional Accountancy	Planning and Design			Construction																
JK Haynes Hall (School of Nursing) Renovation and Addition	Planning and Design			Construction																
Stewart Hall - Wall Mount HVAC Units, 1st, 2nd, and 3rd floors	Planning and Design			Construction																
SUHD University Cafeteria	Planning and Design			Construction																
ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University Center, Health & Physical	Construction			Construction																
Campus Exterior Lighting Upgrades	Planning and Design			Construction																
SUSA New Health, Physical Education, and Recreation (H-PEER) Complex including New Gymnasium	Planning and Design			Construction																
Lou's Collier Hall Science Building Renovation	Planning and Design			Construction																
Data Science and Analytics Center	Planning and Design			Construction																
SUIC Renovations and Additions to Existing Law Library	Planning and Design			Construction																
SUAG Disaster Relief Mega Shelter	Planning and Design			Construction																

Self-Funded Projects

Project Title	FY2022-23			FY2023-24				FY2024-25				FY2025-26				FY2026-27				
	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	
SUBR Global Innovation and Welcome Center	Planning and Design			Construction																
Public Safety Building	Planning and Design			Construction																
TH Harris Learning Lab	Planning and Design			Construction																
Fisher Hall Renovation, Phase 1	Planning and Design			Construction																
Outdoor Classroom/Amphitheatre	Planning and Design			Construction																
SUAG Meat Processing Lab Facility	Planning and Design			Construction																

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item
 - A. Interim Financial Reports (SUS)
7. Other Business
8. Adjournment

MEMBERS

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

Southern University System
 General Operating Budget Financial Statement
 For Fiscal Year Ending June 30, 2023
 As of December 31, 2022

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 56,075,430	\$ 27,846,114	\$ 28,229,316	\$ 56,075,430	\$ -	49.7%
Statutory/Dedicated	4,530,158	1,187,948	3,342,220	4,530,158	-	26.2%
Federal	3,654,209	1,129,268	2,524,941	3,654,209	-	30.9%
Sell Generated						
Tuition - Fall 2021	35,186,556	35,003,292	1,222,717	36,226,009	1,039,453	99.5%
Tuition - Spring 2022	29,896,725	21,629,622	8,205,062	29,834,685	(62,040)	72.3%
Tuition - Summer	3,637,130	2,602,600	1,791,920	4,394,520	757,390	71.6%
Out-of-State Fees	16,245,922	16,495,618	399,092	16,894,710	648,788	101.5%
Other	27,021,273	11,809,374	14,715,444	26,524,819	(496,454)	43.7%
Interagency Transfer	3,069,822	1,298,257	2,571,565	3,869,822	-	33.5%
Total Revenues	\$ 180,117,225	\$ 119,002,084	\$ 63,002,277	\$ 182,004,362	\$ 1,887,137	66.1%
Expenditures						
Salaries	\$ 85,131,438	\$ 43,792,834	\$ 41,664,748	\$ 85,457,582	\$ 326,144	51.4%
Other Compensation	268,382	75,630	192,752	268,382	-	28.2%
Related Benefits	36,202,269	17,643,359	18,321,144	35,964,503	(237,766)	48.7%
Total Personal Services	\$ 121,602,089	\$ 61,511,823	\$ 60,178,644	\$ 121,690,467	\$ 88,378	50.6%
Travel	1,369,111	351,256	1,017,855	1,369,111	-	25.7%
Operating Services	16,819,759	9,288,782	8,747,933	18,036,715	1,216,956	55.2%
Supplies	2,001,408	989,544	1,007,166	1,996,710	(4,698)	49.4%
Total Operating Expenses	\$ 20,190,278	\$ 10,629,582	\$ 10,772,954	\$ 21,402,536	\$ 1,212,258	52.6%
Professional Services	2,847,544	803,989	2,206,668	3,010,657	163,113	28.2%
Other Charges	13,027,924	329,062	12,481,943	12,811,004	(216,920)	2.5%
Debt Services						
Interagency Transfers	7,387,731	3,491,880	3,895,851	7,387,731	-	47.3%
Total Other Charges	\$ 23,263,199	\$ 4,624,931	\$ 18,584,462	\$ 23,209,392	\$ (53,807)	19.9%
General Acquisitions	562,991	54,632	508,359	562,991	-	9.7%
Library Acquisitions	587,000	386,828	200,172	587,000	-	65.9%
Major Repairs	689,994	303,164	386,530	689,994	-	-
Total Acquisitions/Major Repairs	\$ 1,839,985	\$ 744,924	\$ 1,095,061	\$ 1,839,985	\$ -	40.5%
Scholarships	13,221,675	12,669,323	1,192,660	13,861,983	640,308	95.8%
Total Expenditures	\$ 180,117,226	\$ 90,180,582	\$ 91,823,781	\$ 182,004,363	\$ 1,887,137	50.1%

Southern University Board and System Administration
 General Operating Budget Financial Statement
 For Fiscal Year Ending June 30, 2023
 As of December 31, 2022

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,636,063	\$ 1,818,032	\$ 1,818,031	\$ 3,636,063	\$ -	50.0%
Statutory Dedicated		-	-			
Federal		-	-			
Self Generated						
Tuition - Fall 2021		-	-			
Tuition - Spring 2022		-	-			
Tuition - Summer		-	-			
Out of State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 3,636,063	\$ 1,818,032	\$ 1,818,031	\$ 3,636,063	\$ -	50.0%
Expenditures						
Salaries	\$ 1,867,770	\$ 933,430	\$ 934,340	\$ 1,867,770	\$ -	50.0%
Other Compensation	64,500	31,990	32,502	64,500	-	49.6%
Related Benefits	822,396	285,457	536,939	822,396	-	34.7%
Total Personal Services	\$ 2,754,666	\$ 1,250,885	\$ 1,503,781	\$ 2,754,666	\$ -	45.4%
Travel	226,000	51,193	174,007	226,000	-	22.7%
Operating Services	196,100	62,525	133,575	196,100	-	31.9%
Supplies	105,087	11,981	9,906	105,087	-	11.3%
Total Operating Expenses	\$ 527,987	\$ 125,699	\$ 402,288	\$ 527,987	\$ -	23.8%
Professional Services	98,000	5,000	93,000	98,000	-	5.1%
Other Charges	190,410	-	190,410	190,410	-	0.0%
Debt Services		-	-			
Interagency Transfers		-	-			
Total Other Charges	\$ 288,410	\$ 5,000	\$ 283,410	\$ 288,410	\$ -	1.7%
General Acquisitions	65,000	-	65,000	65,000	-	0.0%
Library Acquisitions		-	-			
Major Repairs		-	-			
Total Acquisitions /Major Repairs	\$ 65,000	\$ -	\$ 65,000	\$ 65,000	\$ -	0.0%
Scholarships		-	-			
Total Expenditures	\$ 3,636,063	\$ 1,381,504	\$ 2,254,479	\$ 3,636,063	\$ -	38.0%

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of December 31, 2022**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 22,772,669	\$ 11,386,336	\$ 11,386,333	\$ 22,772,669	\$ -	50.0%
Statutory Dedicated	1,792,041	797,232	994,809	1,792,041	-	44.5%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2021	21,989,957	22,684,301	-	22,684,301	694,344	103.2%
Tuition - Spring 2022	17,504,416	16,344,884	964,764	17,309,648	(194,768)	93.4%
Tuition - Summer	1,825,882	1,865,099	718,173	2,583,272	757,390	102.1%
Out-of-State Fees	11,119,549	11,522,664	-	11,522,664	403,115	103.6%
Other	15,541,562	6,342,102	9,199,460	15,541,562	-	40.8%
Interagency Transfer	3,869,822	1,298,257	2,571,565	3,869,822	-	33.5%
Total Revenues	\$ 96,415,898	\$ 72,240,877	\$ 25,835,103	\$ 98,075,980	\$ 1,660,082	74.9%
Expenditures						
Salaries	\$ 43,652,429	\$ 23,462,060	\$ 21,104,432	\$ 44,566,492	\$ 914,063	53.7%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	19,151,764	10,777,703	8,703,124	19,480,827	329,063	56.3%
Total Personal Services	\$ 62,804,193	\$ 34,239,763	\$ 29,807,556	\$ 64,047,319	\$ 1,243,126	54.5%
Travel	325,870	79,573	246,297	325,870	-	24.4%
Operating Services	9,917,138	5,589,010	4,745,084	10,334,094	416,956	56.4%
Supplies	937,411	493,480	443,931	937,411	-	52.6%
Total Operating Expenses	\$ 11,180,419	\$ 6,162,063	\$ 5,435,312	\$ 11,597,375	\$ 416,956	55.1%
Professional Services	1,101,480	319,062	782,418	1,101,480	-	29.0%
Other Charges	4,051,514	166,341	3,884,673	4,051,514	-	4.1%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,797,836	1,947,051	2,850,785	4,797,836	-	40.6%
Total Other Charges	\$ 9,950,830	\$ 2,432,955	\$ 7,517,875	\$ 9,950,830	\$ -	24.4%
General Acquisitions	199,681	50,233	149,448	199,681	-	25.2%
Library Acquisitions	62,000	62,000	-	62,000	-	100.0%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 261,681	\$ 112,233	\$ 149,448	\$ 261,681	\$ -	42.9%
Scholarships	12,218,775	11,698,734	520,041	12,218,775	\$ -	95.7%
Total Expenditures	\$ 96,415,898	\$ 54,645,748	\$ 43,430,232	\$ 98,075,980	\$ 1,660,082	56.7%

The Southern University Baton Rouge Campus has included \$2.4 million in HEERF funds in balance the fiscal year 2022-2023 general operating budget.

Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of December 31, 2022

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,762,928	\$ 2,881,464	\$ 2,881,464	\$ 5,762,928	\$ -	50.0%
Statutory Dedicated	194,234	84,469	109,765	194,234	-	43.5%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2021	5,016,672	5,181,073	-	5,181,073	164,401	103.3%
Tuition - Spring 2022	4,719,970	4,852,698	-	4,852,698	132,728	102.8%
Tuition - Summer	882,945	211,168	671,777	882,945	-	23.9%
Out-of-State Fees	4,615,144	4,653,338	167,737	4,821,075	205,931	100.8%
Other	3,815,126	4,262,051	257,050	4,519,101	703,975	111.7%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 25,007,019	\$ 22,126,260	\$ 4,087,793	\$ 26,214,053	\$ 1,207,034	88.5%
Expenditures						
Salaries	\$ 13,987,916	\$ 6,981,372	\$ 7,301,496	\$ 14,282,868	\$ 294,952	49.9%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,155,826	2,208,488	3,059,420	5,267,908	112,082	42.8%
Total Personal Services	\$ 19,143,742	\$ 9,189,860	\$ 10,360,916	\$ 19,550,776	\$ 407,034	48.0%
Travel	515,000	103,559	411,441	515,000	-	20.1%
Operative Services	1,383,237	1,026,807	1,156,430	2,183,237	800,000	74.2%
Supplies	325,000	317,793	7,207	325,000	-	97.8%
Total Operating Expenses	\$ 2,223,237	\$ 1,448,159	\$ 1,575,078	\$ 3,023,237	\$ 800,000	65.1%
Professional Services	1,506,543	330,293	1,176,250	1,506,543	-	21.9%
Other Charges	849,563	296,963	552,600	849,563	-	35.0%
Debt Services	-	-	-	-	-	-
Interagency Transfers	283,934	180,884	103,050	283,934	-	63.7%
Total Other Charges	\$ 2,640,040	\$ 808,140	\$ 1,831,900	\$ 2,640,040	\$ -	30.6%
General Acquisitions	-	-	-	-	-	-
Library Acquisitions	350,000	324,828	25,172	350,000	-	92.8%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 350,000	\$ 324,828	\$ 25,172	\$ 350,000	\$ -	92.8%
Scholarships	650,000	293,000	357,000	650,000	-	45.1%
Total Expenditures	\$ 25,007,019	\$ 12,063,987	\$ 14,150,066	\$ 26,214,053	\$ 1,207,034	48.2%

Southern University New Orleans Campus
 General Operating Budget Financial Statement
 For Fiscal Year Ending June 30, 2023
 As of December 31, 2022

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 9,481,986	\$ 4,970,267	\$ 4,511,719	\$ 9,481,986	\$ -	52.4%
Statutory Dedicated	558,554	-	558,554	558,554	-	0.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2021	4,851,700	3,412,063	1,222,717	4,634,780	(216,920)	70.3%
Tuition - Spring 2022	4,577,842	-	4,577,842	4,577,842	-	0.0%
Tuition - Summer	429,999	212,880	217,119	429,999	-	49.5%
Out-of-State Fees	352,829	188,224	164,605	352,829	-	53.3%
Other	4,735,175	1,145,666	3,589,509	4,735,175	-	24.2%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 24,988,085	\$ 9,929,101	\$ 14,842,064	\$ 24,771,164	\$ (216,920)	39.7%
Expenditures						
Salaries	\$ 11,440,229	\$ 6,058,863	\$ 5,381,366	\$ 11,440,229	\$ -	53.0%
Other Compensation	75,000	18,632	56,368	75,000	-	-
Related Benefits	4,555,019	2,122,462	2,432,557	4,555,019	-	46.6%
Total Personal Services	\$ 16,070,248	\$ 8,199,957	\$ 7,870,291	\$ 16,070,248	\$ -	51.0%
Travel	21,000	20,230	770	21,000	-	96.3%
Operating Services	2,025,500	833,219	1,192,281	2,025,500	-	41.1%
Supplies	180,500	57,253	123,242	180,500	-	31.7%
Total Operating Expenses	\$ 2,227,000	\$ 910,708	\$ 1,316,292	\$ 2,227,000	\$ -	40.9%
Professional Services	-	-	-	-	-	-
Other Charges	4,989,862	(165,989)	4,858,931	4,692,942	(216,920)	-3.1%
Debt Services	-	-	-	-	-	-
Interagency Transfers	1,353,076	768,388	584,688	1,353,076	-	56.8%
Total Other Charges	\$ 6,262,938	\$ 602,399	\$ 5,443,619	\$ 6,046,018	\$ (216,920)	9.6%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	-	175,000	175,000	-	0.0%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ -	0.0%
Scholarships	252,900	237,281	15,619	252,900	-	93.8%
Total Expenditures	\$ 24,988,086	\$ 9,950,346	\$ 14,820,821	\$ 24,771,166	\$ (216,920)	39.8%

**Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of December 31, 2022**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,734,035	\$ 2,946,141	\$ 3,787,894	\$ 6,734,035	\$ -	43.8%
Statutory Dedicated	182,015	55,133	126,882	182,015	-	30.3%
Federal						
Self Generated						
Tuition - Fall 2021	3,328,227	3,725,855	-	3,725,855	397,628	111.9%
Tuition - Spring 2022	3,094,497	432,040	2,662,457	3,094,497	-	14.0%
Tuition - Summer	498,304	313,453	184,951	498,304	-	62.9%
Out-of-State Fees	158,400	131,392	66,750	198,142	39,742	82.9%
Other	2,929,410	59,555	1,669,426	1,728,981	(1,200,429)	2.0%
Interagency Transfer						
Total Revenues	\$ 16,924,888	\$ 7,663,569	\$ 8,498,260	\$ 16,161,829	\$ (763,059)	45.3%
Expenditures						
Salaries	\$ 8,280,556	\$ 3,325,895	\$ 4,071,790	\$ 7,397,685	\$ (882,871)	40.2%
Other Compensation						0.0%
Related Benefits	3,678,340	1,195,892	1,803,537	2,999,429	(678,911)	32.5%
Total Personal Services	\$ 11,958,896	\$ 4,521,787	\$ 5,875,327	\$ 10,397,114	\$ (1,561,782)	37.8%
Travel	34,800	4,157	30,643	34,800	-	11.9%
Operating Services	2,714,231	1,367,288	1,346,943	2,714,233	-	50.4%
Supplies	133,200	43,006	85,496	128,502	(4,698)	32.3%
Total Operating Expenses	\$ 2,882,231	\$ 1,414,451	\$ 1,463,082	\$ 2,877,533	\$ (4,698)	49.1%
Professional Services	86,521	149,634	100,000	249,634	163,113	172.9%
Other Charges	1,162,282	31,246	1,131,036	1,162,282	-	2.7%
Debt Services						
Interagency Transfers	734,958	346,901	388,057	734,958	-	47.2%
Total Other Charges	\$ 1,983,761	\$ 527,781	\$ 1,619,093	\$ 2,146,874	\$ 163,113	26.6%
General Acquisitions						0.0%
Library Acquisitions						0.0%
Major Repairs						0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	100,000	440,308	300,000	740,308	640,308	440.3%
Total Expenditures	\$ 16,924,888	\$ 6,904,327	\$ 9,257,502	\$ 16,161,829	\$ (763,059)	40.8%

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of December 31, 2022

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 7,687,749	\$ 3,843,874	\$ 3,843,875	\$ 7,687,749	\$ -	50.0%
Statutory Dedicated	1,803,314	251,104	1,552,210	1,803,314	-	13.9%
Federal	3,654,209	1,129,268	2,524,941	3,654,209	-	30.9%
Self Generated						
Tuition - Fall 2021		-	-			
Tuition - Spring 2022		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 13,145,272	\$ 5,224,246	\$ 7,921,026	\$ 13,145,272	\$ -	39.7%
Expenditures						
Salaries	\$ 5,902,538	\$ 3,031,214	\$ 2,871,324	\$ 5,902,538	\$ -	51.4%
Other Compensation	128,882	25,000	103,882	128,882	-	19.4%
Related Benefits	2,838,924	1,053,357	1,785,568	2,838,924	-	37.1%
Total Personal Services	\$ 8,870,344	\$ 4,109,571	\$ 4,760,773	\$ 8,870,344	\$ -	46.3%
Travel	246,441	92,544	153,897	246,441	-	37.6%
Operating Services	583,553	409,932	173,621	583,553	-	70.2%
Supplies	319,410	66,025	253,385	319,410	-	20.7%
Total Operating Expenses	\$ 1,149,404	\$ 568,501	\$ 580,903	\$ 1,149,404	\$ -	49.5%
Professional Services	55,000	-	55,000	55,000	-	0.0%
Other Charges	1,864,293	-	1,864,293	1,864,293	-	0.0%
Debt Services		-	-			
Interagency Transfers	217,927	248,656	(30,729)	217,927	-	0.0%
Total Other Charges	\$ 2,137,220	\$ 248,656	\$ 1,888,564	\$ 2,137,220	\$ -	11.6%
General Acquisitions	298,310	4,399	293,911	298,310	-	1.5%
Library Acquisitions		-	-			
Major Repairs	689,994	303,464	386,530	689,994	-	44.0%
Total Acquisitions/Major Repairs	\$ 988,304	\$ 307,863	\$ 680,441	\$ 988,304	\$ -	31.2%
Scholarships		-	-			
Total Expenditures	\$ 13,145,272	\$ 5,234,591	\$ 7,910,681	\$ 13,145,272	\$ -	39.8%

GOVERNANCE COMMITTEE

(Following Finance Committee)

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of Outside Employment Policy (SUS)
This policy has been revised to require all employees to report outside employment on an annual basis and the procedures will be on the link along with the outside employment form.
 - B. Request Approval of Board of Supervisors' Scholarship Policy (SUS)
The Southern University System Board of Supervisors offers Educational Assistance Scholarships Eligible Students from revenue received from the sale of special Southern University license plates. Scholarships are to be used to help Eligible Students with a focus on improving retention and graduation rates.
6. Other Business
7. Adjournment

MEMBERS

Rev. Dr. Samuel Tolbert - Chairman, Dr. Rani Whitfield – Vice-Chair,
Dr. Leon Tarver, Ms. Christy Reeves, Miss Nadia Foster, Atty. Edwin Shorty
Mr. Myron K. Lawson - Ex Officio



POLICY TITLE

Outside Employment of Southern University System Employees

POLICY NUMBER

7-00

Responsible Unit: SU System Office of Human Resources	Effective Date: 02/01/2023
Responsible Official: Associate Vice President for Human Resources	Last Reviewed Date: 2011
Policy Classification: Human Resources	Origination Date: 2011

I. POLICY STATEMENT AND RATIONALE

The Southern University System (SU System) recognizes that certain outside employment activities are of benefit to the SU System, the State of Louisiana, the private sector and the individual employee. Although the SU System recognizes a right of an employee to engage in outside employment, the SU System has established policies and procedures requiring that such outside employment be disclosed and submitted for administrative review and approval **on an annual basis, as applicable.**

II. POLICY SCOPE AND AUDIENCE

The following policy and procedures are established as required by Louisiana Revised Statute 42:1123(9) which allows public higher education institutions faculty and staff members to engage in employment outside of the SU System. All full-time System employees including faculty, other academic and administrative, unclassified, and classified personnel, are required to abide by these policies and procedures at all times, including the regular and summer academic terms as well as employees on paid and/or unpaid leaves of absences.

III. POLICY COMPLIANCE

SU System employees who fail to comply with is policy will be subject to disciplinary action up to and including termination.

IV. POLICY DEFINITIONS

- A. Outside Employment- is a non SU System activity for which economic benefit is received, including but not limited to:
 - a. Employment with any non SU System employer

- b. Contracts or agreements to provide consulting services, personal or professional services to non SU System individuals or entities, including publishing agreements or arrangements.
 - c. Self-employment or operating a *business*.
- B. Economic benefits-includes cash payments or such other non-cash economic benefit, e.g. a share of profits, shares of stock, equity participation, etc., as the employee and outside employer may agree; provided that such non-cash benefit shall not have a present value significantly in excess of fair compensation for the services rendered. Compensation rates for outside employment need not be related to SU System salary rates but should be negotiated fairly based on normal private sector levels for similar services.
- C. Outside employment shall be performed only outside of assigned working hours or responsibilities or during a period of paid or unpaid leave. Outside employment will only be approved/permitted in exceptional circumstances during paid sabbatical, special or educational leave.
- D. Outside employment shall not conflict, delay, or in any manner interfere with instructional, scholarly, and/or other services which the employee is obligated to render to the SU System or to a SU System campus.

V. POLICY IMPLEMENTATION PROCEDURES

The following types of outside employment **will be considered for approval**:

- A. General consulting, other outside employment or business activities.
- B. Serving as an expert witness in an area based upon the employee's training and experience.
- C. Consulting by SU System faculty and staff members where the consulting services are related to the academic discipline or expertise of the faculty or staff member, as outlined in La. R.S. 1123(9)(b). Generally, SU System will not be approved for consulting agreements that require the faculty or staff member to participate directly in the supervision of activity where the outside employer currently does business with the SU System or a SU System campus; **however**, the proposed employment will be considered for approval where the activity is designed to increase the opportunity for the La. workforce to succeed through innovative skills training writing that faculty or staff member's academic discipline, the activity will further La. economic development; and the activity cannot be otherwise achieved through contract with the SU System under the established policies and procedures.

The following types of outside employment **will not be considered for approval**:

- A. A SU System employee may not receive compensation to assist in the passage or defeat of legislation during the fiscal year in which the legislation is pending in the legislature,

except from the Louisiana Legislature or any department, institute or agency within the legislative branch.

- B. A SU System employee that supervises non-SU System research or performs the research, he/she is considered a participant or a part of outside research team rather than a consultant. In such instances, the SU System employee may not be employed by nor contract directly with the outside agency unless it is not feasible or practical to seek a contract through the System campus under established procedures for sponsored research as determined by the appropriate Chancellor.
- C. Blanket approval for outside employment will not be granted.
- D. Employment or contractual relationships which are considered to be a violation of the **Louisiana Code of Governmental Ethics** will not be approved.
- E. Supervisors and Employee procedures are detailed in the link below.

VI. POLICY RELATED INFORMATION

VII. POLICY HISTORY AND REVIEW CYCLE

The effective date of this existing policy is 02/01/2023 and will be subject to a five-year policy review cycle

VIII. POLICY URL

www.sus.edu.

IX. POLICY APPROVAL

This section identifies the appropriate approval official(s).

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

Effective Date of Policy

The Honorable Mr. Myron K. Lawson
Chair - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE

Southern University System Board of Supervisors Educational Assistance Scholarship

POLICY NUMBER

6-010

Responsible Unit: <i>Board of Supervisors</i>	Effective Date: <i>02/10/2023</i>
Responsible Official: <i>Board of Supervisors with the assistance of the VP of Finance and General Counsel</i>	Last Reviewed Date: <i>2016</i>
Policy Classification: <i>Governance</i>	Origination Date: <i>2016</i>

I. POLICY STATEMENT AND RATIONALE

The Southern University System Board of Supervisors (“Board”) offers Educational Assistance Scholarships (“Scholarships”) to Eligible Students from revenue received from the sale of special Southern University license plates. The following policy provides guidance on implementation of the same.

Scholarships are to be used to help Eligible Students with a focus on improving retention and graduation rates.

II. POLICY SCOPE AND AUDIENCE

This policy applies to the Members of the Board of Supervisors, Scholarship Recipients, and administration to ensure compliance.

III. POLICY COMPLIANCE

The Board Staff will assist the process of securing Scholarships for the recipients as directed by the Board Member. The Board Staff will also keep record of all awards to ensure compliance under the policy. The Board Staff with the assistance of the Office of General Counsel will ensure the appropriate reporting is completed timely (Act 340 of 2013 Louisiana Legislative Session).

Board Members are prohibited from awarding educational assistance from the Board of Supervisors scholarship fund to members of their Immediate Family.

Board Members also are prohibited from awarding Scholarships to students who disclose they are family members of the following elected officials:

- Members of the United States Senate,
- Members of the United States House of Representatives,
- Members of the Louisiana Legislature, and
- Any other statewide elected officials

IV. POLICY DEFINITIONS

Eligible Student-

- 1) Must be fully admitted and enrolled at an institution under the supervision and management of the Board of Supervisors of Southern University and A&M College.
- 2) Other than entering freshman, an undergraduate student must have and maintain a cumulative grade-point average of at least 2.0.
- 3) Student attending graduate or professional school must receive unconditional admission. A student in graduate or professional school must maintain “good standing” in their respective academic programs to retain the Board Scholarship.
- 4) Must not be an Immediate Family member of the Board of Supervisors
- 5) Must not be a family member of the U.S. Senate, U.S. House of Representatives, Louisiana Legislature and any other statewide elected officials.

Immediate Family – Includes brothers, sisters, parents, spouse, and spouse’s parents.

Scholarship- Monetary award added to the Recipient’s school account.

V. POLICY IMPLEMENTATION PROCEDURES

A. General Guidelines

Board Members may recommend students for the Scholarship and the recommendations are submitted to the Board Office. All recommendations will be reviewed by the appropriate campus’ Office of Student Financial Aid to determine whether the recommended individual is an Eligible Student. Once confirmed, the Board Staff will ensure the Scholarship award is credited to the Student’s School Account.

Board Members may recommend and award a Scholarship by academic year or term (fall or spring only). In the event a student graduates, withdraws, or becomes ineligible to receive the Scholarship, the Board Member may recommend the Scholarship be transferred to another Eligible Student for the remainder of the academic year.

B. Scholarship Allotments

Board Members are eligible to recommend Scholarship amounts by academic year or term (fall and spring semesters only).

Position	Amount Per Semester	Annual
Chairperson	\$7,500	\$15,000
Vice Chairperson	\$6,000	\$12,000
Immediate Past Chairperson	\$4,500	\$9,000
Board Member	\$3,000	\$6,000

The Scholarship amount is contingent upon availability of funds.

Board Members are encouraged to work with the President and Chancellors in identifying Eligible Students.

C. Leverage

Board Members are also encouraged to leverage the award amounts by coordinating with alumni groups and other affiliated entities to “match” or foster additional giving for student scholarships. Likewise, alumni are encouraged to take advantage of any corporate matching their employer may offer.

Board may also consider creating a committee to determine other ways to promote additional scholarship assistance.

D. Unused Allotments

If a Board Member has available/unused funds by July 1st for the fall semester or December 1st for the spring, those funds will be reverted to a discretionary pool that the Chairman with the assistance of President’s Office, can award Eligible Students who are having an economic hardship.

E. Reporting

In compliance with La. Revised Statute 17:1608 (Act 340 of the 2013 Regular Legislative Session), the Board of Supervisors annually provides to the Louisiana Legislature and posts on its website a list of all Board of Supervisor scholarship recipients and the value of the scholarship.

VI. POLICY RELATED INFORMATION

- Act 340 of the 2013 Louisiana Legislative Session

- LSA R.S. 17:1608
- LSA R.S. 47:463.31

VII. POLICY HISTORY AND REVIEW CYCLE

The Board of Supervisors and President’s Offices are responsible for implementing this policy.

This is a revision to an existing policy and is subject to a five-year review cycle.

VIII. POLICY URL

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

IX. POLICY APPROVAL

The effective date of this policy is determined by the approval date of the President-Chancellor of the Southern University and A&M College System and the Board of Supervisors of the Southern University and A&M College System.

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

Effective Date of Policy

The Honorable Myron K. Lawson
Chair - Southern University System Board of Supervisors

Effective Date of Policy

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

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

AGENDA

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

A. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 (SUS)

Name	Position/Campus	Salary	Funding Source
1. Pamela Jones	Special Assistant to VP for Finance Continuation	\$96,408.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Precious Aldridge	Associate Vice Chancellor for Student Affairs Additional Duties	\$112,000.00	State
2. Ted Ellis	Director of Museum/ Chief Curator New Appointment	\$65,000.00	Federal
3. Erica Serevan-Web	Director of Grants and Sponsored Programs Salary Adjustment	\$77,000.00	Federal
4. Cartina Singleton	Data Processing/Communication Specialist Additional Duties	\$60,000.00	State
5. Camacia Smith Ross	Chief of Staff / Tenured Full Professor of Education New Appointment	\$100,000.00	State
6. T. Bernette Taylor	Human Resources Director New Appointment	\$75,000.00	State
7. Arlean Wehle	Vice Chancellor for Admin and Finance New Appointment	\$175,000.00	State

8. Chad Williams-Bey	Director of Housing and Residence Life Additional Duties	\$62,176.00	State
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C. Request Approval of Personnel Action on Positions equal to or greater than \$60,000
(SUBR)

Name	Position/Campus	Salary	Funding Source
1. Desiree Ephrom	Project Director New Appointment	\$70,000.00	Federal
2. LaTonya Green	Director of Auxiliary Services New Appointment	\$77,500.00	State
3. Kenneth Mackie	Endeavor Upward Bound Director Additional Duties	\$72,500.00	State
4. Henry Miller	Assistant Football Coach Salary Adjustment	\$82,500.00	State
5. Rhonda Robinson	Executive Administrator New Appointment	\$90,000.00	Federal
6. Julius Turner	Project Director New Appointment	\$70,000.00	Federal
7. Timothy Williams	Project Director New Appointment	\$70,000.00	Federal

D. Request Approval of Personnel Action on Positions equal to or greater than \$60,000
(SUAREC)

Name	Position/Campus	Salary	Funding Source
1. Marlon Ford	Asst. Director for Plant Researcher/ Research Assistant Professor and Urban Agricultural Specialist New Appointment	\$90,000.00	Federal
2. Ashlyn Harrison	Asst. Specialist, Mental Health New Appointment	\$76,700.00	State

E. Request Approval of Personnel Action on Positions equal to or greater than
\$60,000 (SULC)

Name	Position/Campus	Salary	Funding Source
1. Deleso Alford	Managing Fellow for the Health Equity Law and Policy Institute Salary Adjustment	\$171,265.20	State
2. Carol Septs	Coordinator of Law Review Salary Adjustment	\$68,344.00	State
3. Yvonne Schofield	Student Affairs Coordinator Salary Adjustment	\$ 62,800.00	State

4. Marie Vertus	Recruitment Coordinator in the Office of Admissions and Recruitment New Appointment	\$72,000.00	State
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6. Other Business

7. Adjournment

MEMBERS

Mr. Sam Gilliam - Chairman, Ms. Christy Reeves–Vice-Chair,
Dr. Leon Tarver, Ms. Zazell Dudley, Dr. Arlanda Williams, Atty. Jody Amedee
Mr. Myron K. Lawson - Ex Officio



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

OFFICE OF THE
VICE PRESIDENT FOR
FINANCE AND BUSINESS AFFAIRS

TELEPHONE: (225) 771-5550
FAX: (225) 771-2922

January 27, 2023

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

Dear President-Chancellor Shields:

The purpose of this correspondence is to request your consideration and approval to waive a search for the position of the Special Assistant to the Vice President for Finance and Business Affairs and rehire Ms. Pamela D. Jones.

Ms. Jones is a graduate of the Southern University and A&M College with a B.S. in Accounting. She has been employed with the Southern University System for thirty three years and has served as the Special Assistant to the Vice President for Finance and Business Affairs for four years.

This position is responsible for organizing, implementing, and overseeing the reporting of financial and operational activities of the Southern University System. The activities include finance and fiscal operations, long-range fiscal planning, and operational budgeting. This position is also responsible for ensuring that system-wide general fund budgets and other budgetary information are prepared in accordance with internal and external guidelines, accurate and timely submitted to Board of Supervisors, Board of Regents, Division of Administration and other applicable state agencies. Please be assured that Ms. Jones is an extremely professional, competent, and hardworking individual. Rehiring Ms. Jones will be a great asset to the Southern University System relative to retaining and attracting a qualified finance personnel.

The recommended starting salary for Ms. Jones is \$96,408 per year, effective March 18, 2023.

"An Equal Education Opportunity Institution"

WWW.SUS.EDU

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Flandus McClinton, Jr.", written over a light blue horizontal line.

Flandus McClinton, Jr.

Vice President for Finance and Business Affairs

Approvals:

Dennis J. Shields, Ph.D.

President Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1	M	9	9	4	7
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CAMPUS: SUS X SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

Previous Employee Pamela D. Jones Reason Left Retiree
 Date Left February 15, 2023 Salary Paid \$96,408

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
 Effective Date March 18, 2023

Name Pamela D. Jones SS# U01736630 Sex Female Race* B
(Last 4 digits only)

Position Title: Special Assistant to VP for Finance Department: Budget Office

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

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

Years Experience 33 years Southern University Experience 33 years

Degree(s): Type/Discipline (BA-Education): BS - Accounting Institution/Location (SU - Baton Rouge): Southern University - Baton Rouge Year: 2010

Current Employer: Southern University System

Personnel Action

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

Recommended Salary \$96,408 Salary Budgeted \$96,408

Source of Funds Inter-Institutional Budget

Identify Budget: 111005-11091-61002-16000 Location _____
 Form Code: BCR-10 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
111005-11091-61002-16000	\$96,408

* See Reverse Side

Graduate School signature (if applicable):

[Signature] Supervisor Date _____ [Signature] Dean/Unit Head Date _____

 Vice Chancellor Date _____

 Director/Personnel Date _____

 President Date _____

[Signature] Chancellor Date _____

[Signature] Vice President/Finance Date _____

Business Affairs/Comptroller

 Chairman/S. U. Board of Supervisors Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Monday- Friday (8am-5pm)
EMPLOYEE DIRECT SUPERVISOR: Flandus McClinton, Jr.
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-5550
NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE
 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. F-1 Student at S.U.)
 OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

FUNDS AVAILABLE
 CODE: _____ EXPIRES: _____
 OFFICE OF THE VICE PRESIDENT
 U.S. FINANCE & BUSINESS AFFAIRS
 SOUTHERN UNIVERSITY SYSTEM
 F1 [Signature] 1/30/83
 F0 SIGNED DATE

**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)

PAMELA D. JONES



PROFESSIONAL PROFILE

A highly skill, organized and detail oriented professional with thirty-three years of experience in budget development, forecasting and policy research analysis in Higher Education. Valued for the implementation of an effective and efficient work process. Strong capabilities to develop and improve operational efficiency. The extensive experience will be utilized to continue to provide excellent financial service for the Southern University System

KEY SKILLS

- Ability to prioritize independently
- Excellent written & verbal skills
- Teambuilding and Supervision
- Team Leadership
- Research and analytical skills
- Mastering Operational Efficiency
- Banner and Argos System
- Analytical thinking
- Superb organization skills
- Compliance and Regulations
- Multitasking to achieve individual and team goals
- Problem solve quickly, accurately and efficiently
- Fiscal Management, Budgeting & Annual Reporting
- Proficiency with Microsoft Office

PROFESSIONAL EXPERIENCE

Southern University System, Baton Rouge, LA

Special Assistant to the Vice President for Finance (March 2019-Present)

- Compiles accurate and timely responses and reports to Federal, state, regulatory agencies and other external groups as it relates to financial activity, operations and other external reporting requirements.
- Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- Prepares Board and System annual financial statements and disclosures included in management's discussion and analysis.
- Reviews the preparation of and monitoring the Board and System operating budgets.
- Ensures that system-wide budgets and other budgetary information are prepared in accordance with internal and external guidelines, accurate and timely submitted to Board of Supervisors, Board of Regents, Division of Administration and other applicable state agencies.
- Prepares historical and other statistical analyses, tables and charts to plot trends and project future status of budgetary and financial information for the System.
- Provides supervision for financial and support operations at the Board and System level including transaction review, approval and monitoring.
- Ensures compliance with State and University laws, regulations and policies.
- Actively engages in system wide policy and practice discussions, effectively representing college interests while also working to develop plans that serve the system as a whole.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Other duties as assigned by the Vice Chancellor for Finance and Administration.

PAMELA D. JONES – Page 2

Southern University and A&M College, Baton Rouge, LA Chief Budget Officer (September 2010-February 2019)

- Prepared, review and monitor Southern University - Baton Rouge Campus operating budgets
- Ensured compliance with State and University laws, regulations and policies.
- Prepared required reports and financial statements for Baton Rouge Campus
- Compiled and analyzed historical and statistical data for Baton Rouge Campus
- Compiled responses and reports to Federal, state, and other external groups as it relates to budgetary issues and data.
- Ensured that budgets and other budgetary information are prepared in accordance with internal and external guidelines, accurate and timely submitted to System Office.
- Reviewed and compiled data for Auxiliary and Agency Fund budgets
- Master Salary Planner for Southern University System
- Monitored and forecasted budget projections and trends for the University.
- Interacted with external and internal agencies relating to budgetary matters for the Baton Rouge Campus
- Reviewed and approved all necessary personnel documents for the University based on accuracy, funding, policies and procedures for the University.
- Verified compliance and availability of funds for University departments and documents.
- Prepared and reviewed student tuition and fees for the University.
- Monitored and forecasted revenues and expenditures to identify trends.
- Requested, approved and transfer budget adjustments for University departments.

Southern University and A&M College, Baton Rouge, LA Budget Management Supervisor (June 2004-August 2010)

- Monitored the state appropriated budget for the University.
- Verified compliance and availability of funds for University departments.
- Monitored and forecasts revenues and expenditures to identify trends.
- Loaded approved budget adjustment forms as necessary to transfer funds.
- Prepared required reports and financial statements which include the compilation & analysis of data.

Southern University and A&M College, Baton Rouge, LA Interim Chief Disbursement Officer (June 2003 – May 2004)

- Supervised accounts payable, budgetary control and travel departments.
- Reviewed and approved disbursement vouchers for accounts payable and travel.
- Monitored and reconciled financial reports for the disbursement area.
- Prepared and maintained annual 1099 reports.

Southern University and A&M College, Baton Rouge, LA Budgetary Control Supervisor (May 2000-May 2003)

- Verified compliance and funds availability for personnel action forms for the University.
- Loaded and updated all approved budget modifications in the financial records system.
- Reviewed and approved scholarships awarded by the University.
- Supervised travel department.

PAMELA D. JONES – Page 3

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

Accountant Technician (July 1994-February 2000)

- Managed Agency Fund Accounts and Private Donations for the University System.
- Prepared budget projections for revenue and expenditure forecasting.
- Maintained budgetary controls to safeguard deficit spending for each account.
- Monitored, reviewed and approved financial activities performed by budget managers
- Communicated with project directors relative to budgetary issues.

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

Accounting Clerk (March 1989-June 1994)

- Audited travel advances and reimbursements for accuracy and compliance to regulations.
- Issued travel advances and monitored for timely submission.
- Monitored and reconciled travel receivable general and subsidiary ledgers.
- Maintained American Express Account for advance ticket purchases.

EDUCATION

Southern University and A&M College

Baton Rouge, Louisiana

Major: Accounting

REFERENCES

Available upon request.



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

January 27, 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:

It is with great pleasure that I write this letter of recommendation for Ms. Precious Alridge, Associate Vice Chancellor for Student Affairs, to take on the additional responsibility of serving as Director of the Student Development Center. I am also recommending that she receive an increase in salary from \$92,700 to \$112,000. During her tenure, here at Southern University at New Orleans (SUNO), Ms. Alridge has proven to be a conscientious, reliable scholar-practitioner and an effective leader that empowers students and staff alike. Additionally, she has provided strategic vision, leadership, organization, and supervision for multiple areas within Student Affairs.

Recently, Ms. Alridge's scope of work has expanded to include International Student Services and she now serves as the University's Principal Designated School Official (PDSO)/Designated School Official (DSO). Ms. Alridge has completed a successful site visit with the Department of Homeland Security-Student and Exchange Visitor Program and the annual PDSO/DSO verification. She is also leading the recertification process for the University with the Department of Homeland Security.

Thank you for considering this request and submitting it for approval at the February 10, 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, Jr.".

James H. Ammons, Jr., Ph.D.
Executive Vice President-Chancellor

APPROVAL: _____

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

"An Equal Educational Opportunity Institution"

JOB CLASS				
JOB CODE				
CAL. ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

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

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH 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 checked="" 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 October 1, 2022 To September 30, 2023

Effective Date February 1, 2023

Name Precious Alridge SS# xxx-xx-2136 Sex Female Race* black

Position Title: AVC for St. Aff./En. Man./Dir. of St. Dev. Department: Division of St. Aff. & En. Man.

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

Years Experience 6 Southern University Experience 1

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.Ed. - Hi. Ed. in St. Aff.</u>	<u>the university of southern mississippi</u>	<u>May 2016</u>
	<u>B.S. - Social Science Ed.</u>	<u>Mississippi Valley State University</u>	<u>May 2012</u>

Current Employer Southern University of New Orleans

Personnel Action

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

Recommended Salary \$19,300 Salary Budgeted \$112,000

Source of Funds Federal
 Identify Budget: 420222-41430-61002-4600 Location _____
 Form Code: _____ Page _____ Item # _____

Change of:
 Position AVC for St. Aff./En. Man. From AVC for St. Aff./En. Man./Dir. of St. Dev To
 Status Unclassified Unclassified
 Salary Adjustment \$92,700 \$92,700+\$19,300 = \$112,000

Financial Aid signature (if, applicable):

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

Comments: (Use back of form)

Source of Funds	Amount
411001-46100-61002-45000	\$92,700

*See Reverse Side

Graduate School signature (if, applicable):

Signed by: <u>Adriel Hilton</u> 1/25/2023 Supervisor Date Signed by: <u>Erinda Jackson</u> 1/25/2023 Vice Chancellor Date Signed by: <u>Patricia Alexander</u> 1/25/2023 Director/Personnel Date	Signed by: <u>Adriel Hilton</u> 1/25/2023 Dean/Unit Head Date Signed by: <u>James H. Simmons, Jr</u> 1/25/2023 Chancellor Date Signed by: <u>[Signature]</u> 1/25/2023 Vice President/Finance Date Business Affairs/Comptroller
President _____ Date _____	Chairman/S.U. Board Of Supervisor _____ Date _____

PRECIOUS N. ALDRIDGE, M. ED.

Education

The University of Southern Mississippi **Hattiesburg, MS**
Doctor of Philosophy, Higher Education Administration *Currently Enrolled, Anticipated Fall 2022*

The University of Southern Mississippi **Hattiesburg, MS**
Master of Education in Higher Education with *May 2016*
Emphasis in Student Affairs
GPA: 3.8/4.0

Mississippi Valley State University **Itta Bena, MS**
Bachelor of Science in Social Science Education *May 2012*
GPA: 3.5/4.0

Mississippi Valley State University **Itta Bena, MS**
Bachelor of Science in History *May 2012*
GPA: 3.8/4.0

Licensure/Certificates

State of Mississippi Educator's License
Concentrations: 119 Social Studies (7-12), 192 English (7-12), 440 Library Media Specialist (K-12)

Relevant Experience

Delgado Community College **New Orleans, LA**
Assistant Director, Center for New Student Engagement & Transition *June 2019-Present*

- Provides leadership and supervises personnel in the following offices: Student Engagement Counseling, Veterans' Affairs, Testing, Career Services, and Disability Services.
- Assists in the program development and strategic planning for this unit by coaching, advising, and offering solution-based recommendations to leaders in their specific areas.
- Leads multiple projects focused on learning, engagement, and evaluation from beginning to end, including scoping, launching, and executing evaluation activities.
- Designs, develops, and maintains a variety of outreach tools, including college-wide orientations, workshops, presentations, guides, and reports.
- Serves as a liaison, connecting under-represented students to supportive campus and community resources/services, mitigating barriers to academic success.
- Assists in advancing students through the enrollment pipeline by empowering them to navigate campus resources and understand college-wide practices and policies.
- Collaborates with other student support offices to support college initiatives.
- Selects, trains/on-boards, and schedules department hires.

Adult Education Adjunct Faculty/ Academic Coach *July 2021-Present*

- Assists students in developing Individualized Education Plans
- Assists students in selecting and scheduling their courses each session.
- Teaches Student Success Skills, Transition, and Enrichment courses (as assigned) using instructional methods geared towards adult learners in both classroom & online settings
- Delivers lessons and curriculum, based on the identified needs/goals of a culturally diverse and multi-skill level student population to increase digital literacy skills, prepare students for the workforce, and/or pass high school equivalency or workplace-certification exams.
- Give feedback on student work in a timely manner.

- Provide Academic Interventions if/when student requests help or their instructors notice a problem.
- Follow all policies set forth by the administration to measure and document student activity & retention.
- Participate in all local and state professional development activities that are developed and recommended by DCCAEP administration; attend all staff meetings and in-service workshops

Jones County Junior College

Ellisville, MS

Director of Women's Housing

June 2017- June 2019

- Provided leadership to strategically plan, budget, and implement policies and procedures for residence housing operations.
- Collaborated with ADA, Title IX, and other offices on campus to coordinate programs and special events.
- Responded to concerns from students, parents, and college employees promptly
- Supervised office personnel: recruiting, selecting, and training all housing staff (professional and student)
- Implemented ongoing professional development and student leadership development as needed.
- Maintained and updated residents' protected records (medical, emergency contact, etc.) in Banner.
- Responded to all crises 24/7 within the department
- Ethically oversaw the student conduct process for women's housing and monitored enrollment status.

The University of Southern Mississippi

Hattiesburg, MS

Office of Leadership and Student Involvement Graduate Assistant

2016-2017

- Developed goals, strategies, and plans for accomplishing objectives within Southern Miss's Activities Council (SMAC) and the LSI Office.
- Collaborated directly with student leaders to advise them throughout the event planning process.
- Assisted with the negotiation and processing of vendor contracts
- Aided in the coordination, preparation, and supervision of all SMAC-sponsored events.
- Utilized the Association of American Colleges & Universities' Critical Thinking VALUE Rubric to evaluate students' critical thinking skills.

The University of Southern Mississippi

Hattiesburg, MS

Southern Miss Activities Council (SMAC) Practicum

2015-2016

- Researched different initiatives, programs, and activities that other colleges were promoting across the nation and shared them with supervisor.
- Assessed and evaluated the programs promoted by SMAC.
- Attended each meeting and sponsored event to assist the advisor in general oversight.

The University of Southern Mississippi

Hattiesburg, MS

Office of Greek Life (NPHC) Practicum

2015-2016

- Facilitated meetings with student leaders regarding event planning.
- Mentored council executives in the event planning process.
- Developed a permanent plan to host the annual National Pan Hellenic Council's (NPHC) step show.

Southeastern Bible College **Laurel, MS**
Office of Admissions Practicum *Summer 2015*

- Created promotional correspondence showcasing courses offered at extensions of the college.
- Produced informational packets for New Student Orientation.

Laurel Middle School **Laurel, MS**
Certified K-12 Library Media Specialist *2014-2016*

- Provided leadership and expertise necessary to ensure that the school library program was aligned with the mission, goals, and objectives of the school and the state.
- Facilitated Planned Learning Communities that engaged in curriculum design, benchmarking objectives, and assessments.
- Offered library orientations and other specialized trainings for teachers and students about software, programs, and technology.
- Managed the library's budget and school's website, kept inventory of all technology, and ordered supplies/books.

Laurel Middle School **Laurel, MS**
Certified Teacher *2012-2014*

- Responsible for planning lessons and teaching 4th & 6th grade History/Social Studies & Language Arts according to the benchmarks of the state of Mississippi.
- Performed non-instructional activities such as hall, lunch, and bus duty.

Mississippi Valley State University's Telefund Center **Itta Bena, MS**
Student Caller/Leader *2008-2012*

- Strategically planned, managed and implemented select fundraising strategies and initiatives that ensured the success of individual, corporate, alumni and foundation giving as directed by the organization's approved Development Plan.

Mississippi Valley State University's Office of Residential Life **Itta Bena, MS**
Residential Aide *2008-2012*

- Maintained evening duty coverage of the dormitory and oversaw facilities management and residents/guests' services.
- Responded to emergencies, policy violations, and implemented programs for the community.

Training, Service, & Community Involvement

Delgado Community College

Academic & Student Affairs Council, 2021-2022
Complete College America Committee, 2021-2022
Enrollment Services Council, 2021-2022
Unclassified Administrators/Staff Grievance Committee Pool, 2019-2020
Freshmen Orientation Committee, 2019-2021
Freshmen Convocation Committee, 2019-2021

Jones County Junior College

Mental First Aid Training, *September 2017*
Crisis Intervention Green Dot Training, *October 2017*
Mississippi State's Higher Education Legal Affairs Conference, *May 2018*
Opioid Overdose Prevention & Narcotics Administration Training, *October 2018*
Stop the Bleed (Tourniquet) Training, *March 2019*

The University of Southern Mississippi

Kennard Scholars Mentor, *August 2016- Present*

Southern Miss LGBTQIA+ Allies Trainer, *August 2016- Present*

Phi Kappa Phi Honor Society, *2015-Present*

National Association of Student Personnel Administrators, *2014-Present*

Mississippi Valley State University

Office of Advancement Ambassador, *2008-2012*

Student Government Association, Inc. Election Commissioner, *2011-2012*

National Model United Nation Liaison, *2008-2010*

Honors Convocation Distinguished Scholar, Social Science Dept., *2011& 2012*

Honors College Student, *2007-2012*

Alpha Kappa Alpha Sorority, Inc., *2010- Present*

Alpha Chi Honor Society, *2012-Present*

Alpha Kappa Mu Honor Society, *2012-Present*

Laurel Middle School

Student Awards Committee, *2014-2016*

American Legion Auxiliary

Mississippi Girls' State Senior Counselor, *Summer 2007-Present*

Mt. Pleasant Missionary Baptist Church

Sunday School Secretary, *2008-2010*

SOUTHERN UNIVERSITY AT NEW ORLEANS

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



Office of the Chancellor

January 27, 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 Mr. Ted Ellis for the Position of Director of Museum/Chief Curator. Mr. Ellis is the Inaugural Museum Director for the Southern University at New Orleans Museum of Arts (SUNOMA). In this role, Mr. Ellis led the successful opening of the Museum through a grant funded by National Endowment for the Arts (NEA) American Rescue Plan (ARP). The Southern University at New Orleans Title III programs, include a project to support the Museum's curation and the Chief Curator position. I recommend Mr. Ted Ellis for the Director of Museum/Chief Curator position with 75% of his effort funded by the NEA grant and 25% funded by Title III.

Mr. Ellis received a Bachelor of Science in Chemistry from Dillard University and a Master of Arts in Museum Studies from Southern University at New Orleans. Mr. Ellis has exhibited his art reflecting African Americans' journey from Slavery, Reconstruction, Jim Crow, and Civil Rights and through the most present moments of our time across the country. Mr. Ellis serves as Vice Chair of the Federal 400 Years of African American History Commission and has received numerous awards for his work and community involvement.

I recommend Mr. Ted Ellis for the position at an annual salary of \$65,000. This position will begin retroactively on January 1, 2023. Thank you for considering this request and submitting it for approval at the February 10, 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, Jr.".

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

APPROVAL: _____
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 4M9453-01

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

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

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

Previous Employee _____ Reason Left _____
 Date Left _____ Salary Paid \$50,000/yr

Profile of Person Recommended

Length of Employment _____ To _____

Effective Date 01/01/2023

Name Ted Timothy Ellis SS# XXX-XX- Sex Male Race* African American

Position Title: Director of Museum/Chief Curator Department: Title III / MUSEUM

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 35 Years Southern University Experience 1 Year

Degree(s): Type/Discipline (BA-Education): B.S. Chemistry Institution/Location (SU-Baton Rouge): Dillard University Year: 1986
 MA Museum Studies Southern university at New Orleans 2020

Current Employer Southern university at New Orleans

Personnel Action

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

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

Source of Funds Federal Grants
 Identify Budget: 420237-41990-61002-42000 Location _____
 Form Code: 420256-41410-61002-46000 Page _____ Item # _____

Change of:
 Position From Museum Director To Museum Director/Chief Curator
 Status _____
 Salary Adjustment \$50,000 \$65,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
420237-41990-61002-42000	\$50,000
420256-41410-61002-46000	\$15,000

*See Reverse Side

Graduate School signature (if, applicable):

Designated by: <u>[Signature]</u> Date: 1/18/2023 Supervisors: _____ Designated by: <u>[Signature]</u> Date: 1/18/2023 Vice Chancellor: _____ Designated by: <u>[Signature]</u> Date: 1/18/2023 Director/Personnel: _____ Date: _____	Designated by: <u>[Signature]</u> Date: 1/18/2023 Dean/Unit Head: _____ Designated by: <u>[Signature]</u> Date: 1/18/2023 Chancellor: _____ Designated by: <u>[Signature]</u> Date: 1/19/2023 Vice President/Finance: _____ Business Affairs/Comptroller: _____ Date: _____
President: _____ Date: _____	Chairman/S.U. Board Of Supervisor: _____ Date: _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8 am to 5 pm
EMPLOYEE DIRECT SUPERVISOR: Dr. Gregory Ford
NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
- _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive New

Orleans, LA 70126

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

www.suno.edu



Office of the Chancellor

January 27, 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:

The Office of the Registrar at Southern University at New Orleans (SUNO) recently lost two of the four employees assigned to the Office. One employee retired in December 2022, and the other submitted her letter of resignation on January 2, 2023, with an effective date of January 3, 2023. These actions have left the department in hardship at the start of the spring semester. Ms. Cartina Singleton, Graduate Admissions Counselor, agreed to immediately take on additional duties to support the Office of the Registrar. Ms. Singleton will manage student readmission and assist with transcript evaluation, graduation audits, transcript requests, and general office customer service.

I am requesting \$1000/month for three months for Ms. Singleton to assist the Office of the Registrar while replacement staff is hired and trained. If approved, the additional compensation will begin retroactively on January 4, 2023.

Thank you for considering this request and submitting it for approval at the February 10, 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, Jr.".

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

APPROVAL: _____

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 _____
 _____ Tenured Track _____ Graduate Assistant _____ Probationary _____
 _____ Other (Specify) _____ Retiree Return To Work _____ Permanent Status _____

Previous Employer _____ Reason Left _____

Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment January 04, 2023 To March 30, 2023

Effective Date January 04, 2023

Name Cartina Singleton SSN xxx-xx-2918 Sex F Race* African America

Position Title: Data Processing / Communication Specialist Department: Academic Affairs

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 20 Southern University Experience 20

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

BS-Management Information System Southern University at New Orleans 2011

MA-Criminal Justice Southern University at New Orleans 2015

Current Employer _____

Personnel Action

Check One _____ New Appointment _____ Continuation _____ Sabbatical _____ Leave of Absence _____

_____ Transfer _____ Replacement X Other (Specify) Additional Duties

Recommended Salary 1,000.00 Salary Budgeted 60,000.00

Source of Funds 41101-46410-61002-45000

Identify Budget: _____ Location _____

Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____

Status _____

Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
41101-46410-61002-45000	1,000.00

*See Reverse Side

Graduate School signature (if applicable):

Approved by: <u>[Signature]</u>	1/23/2023	Approved by: <u>[Signature]</u>	1/23/2023
Supervisor:	Date	Department Head:	Date
Approved by: <u>[Signature]</u>	1/23/2023	Approved by: <u>[Signature]</u>	1/26/2023
Supervisor:	Date	Chairman:	Date
Approved by: <u>[Signature]</u>	1/23/2023	Approved by: <u>[Signature]</u>	1/23/2023
Supervisor:	Date	Vice President:	Date
President:	Date	Business Affairs/Comptroller:	Date
		Chairman/S.U. Board Of Supervisor:	Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____ R A.M. - 5 P.M.

EMPLOYEE DIRECT SUPERVISOR: _____ Meredith Reed

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
- _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/US Rule 6.5g Letter of Justification (for classified, if applicable)

Cartina Singleton

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

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

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

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

EXPERIENCE:

06/22 to 11/22

Southern University at New Orleans

Position: Director of Admissions & Recruitment

Duties: Manage and direct the daily activities of the Admissions Office and operations; Provide direct supervision and leadership to a staff of admissions professionals to drive performance and efficiency; Partner with Admissions leadership team members to develop and implement a yearly recruitment strategy and analyze trends in enrollment and sales strategies to bring current information to this strategic process; Ensure that all strategic recruitment initiatives are carried out successfully; Develop admissions representative enrollment goals by territory prior to each recruitment cycle and create consistent benchmarks to drive individual and team goals; Utilize data as a decision-making tool that provides guidance to recruitment strategies and activities; Facilitate and coordinate weekly staff meetings that address topics related to current and future recruitment activity, while promoting and developing team members through personal, staff, and professional development.

01/11 to 06/22

Southern University at New Orleans

Position: Data Processing and Communications Specialist

Duties: Update changes in compliance with the Board of Regents Validation Reports. Perform various duties in support of management, staff, and operations of the Office of Admissions; processes admissions applications; input all applications and documents received and track applications in the computer networking system; review high school records to determine school approval; determines the regional accreditation level of universities for acceptance/denial of transfer credits;

maintain records in file room; assist with recruitment; evaluate college and high school student transcripts; review Admissions documents for accuracy and completeness; advise students of status of applications; routine clerical duties as assigned.

10/09 to 10/10

Southern University at New Orleans

Position: Records Management Coordinator (Interim)

Duties: Develops and implement College-wide electronic imaging/document management plan; evaluate computing environment including hardware, software, and space requirements; import data from the College administrative system and ensures consistency between the systems; interprets and complies with federal and state regulations regarding electronic storage, retention, preservation, and disposition of College records; tests software and hardware upgrades to prevent loss of functionality; designs and maintains statistical reports, provides training, acts as a liaison and technical resource for electronic imaging processes; develops, writes, and maintains process standards to ensure quality control; develops goals, objectives, timelines, new workflow processes, implementation roles, and responsibilities, and qualifies work volumes.

12/06 to 10/09

Southern University at New Orleans

Position: Records Management Assistant

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

10/03 to 12/06

Southern University at New Orleans

Position: Administrative Coordinator I

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

06/01 to 10/02

MCE/NO/University Hospital

Position: Chief Clerk I

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

9/99 to 9/00

Palmetto Family Dentistry

Position: Receptionist

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

CAPABILITIES:

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

REFERENCES: Available upon request

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, Louisiana 70126

(504) 286-5311 FAX (504) 286-5000

www.suno.edu



Office of the Chancellor

January 27, 2023

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

Dear President-Chancellor Shields:

My Executive Associate, Mr. Harry Doughty, will be retiring on February 28, 2023. Because of his retirement, I am requesting approval to fill the position and change the title to Chief of Staff to the Chancellor of Southern University at New Orleans (SUNO). This position is critically important to the effective operation of the Office of the Chancellor and the University.

I am also requesting approval to waive the search for this position. I have selected a well-qualified candidate to fill the position. Dr. Camacia Smith-Ross has dedicated her career to higher education. She currently serves as Executive Director of Pre-College and Outreach Programs and tenured full professor of Education at Southern University and A&M College. As a scholar and administrator, she will bring a wealth of knowledge and experience to SUNO. Therefore, I request your support and approval by the Board of Supervisors to appoint Dr. Camacia Smith-Ross to the position of Chief of Staff and tenured full professor of Education, commencing on March 1, 2023. Her annual salary will be \$100,000.

Thank you for considering this request and submitting it for approval at the February 10, 2023 meeting of the Southern University and A&M College System Board of Supervisors. If I can provide any additional information, please do not hesitate to contact me.

With kind regards,

A handwritten signature in blue ink that reads "James H. Ammons". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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

APPROVAL: _____

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

"An Equal Educational Opportunity Institution"

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Previous Employee Harry Doughty Reason Left Retired

Date Left 2/28/2023 Salary Paid \$82,750.00

Profile of Person Recommended

Length of Employment 7/1/2022 To 6/30/2023

Effective Date 3/1/2023

Name Cannacia Smith-Ross SS# xxx-xx-0132 Sex Female Race* Black

Position Title: Chief of Staff and Tenured Full Professor of Education Department: Chancellor's Office

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

X New Position Expiration Date: _____

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

Years Experience 18 Southern University Experience 6

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ed.D - Organizational Leadership</u>	<u>NOVA Southeastern University</u>	<u>2007</u>
	<u>M.Ed - Educational Administration</u>	<u>University of New Orleans (UNO)</u>	<u>1999</u>
	<u>B.A - Elementary Education (K-8)</u>	<u>Southern University and A & M College</u>	<u>1992</u>

Current Employer Southern University and A & M College

Personnel Action

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

Recommended Salary \$100,000.00 Salary Budgeted \$100,000.00

Source of Funds STATE

Identify Budget: GENERAL Location 411001-41110-61002-46000
 Form Code: _____ Page _____ Item # _____

Change of: _____

Position Exec. Dir./Pre-College & TRIO From Chief of Staff To
 Status Tenure Tenure
 Salary Adjustment \$96,408.00 \$100,000.00

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
211001-22012-61002-24100	\$96,408.00

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

Supervisor	Date	Dean/Unit Head	Date
		<u>James H. Ammons</u>	<u>1/20/2023</u>
Vice Chancellor	Date	Chancellor	Date
		<u>[Signature]</u>	<u>1/26/2023</u>
Director/Personnel	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board	Date
		Of Supervisor	

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: MONDAY - FRIDAY, 8 AM - 5 PM
EMPLOYEE DIRECT SUPERVISOR: James H. Ammons
NUMBER OF EMPLOYEES SUPERVISED, (if any) 0
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
- _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Camacia Smith-Ross, EdD

dracamacia@yahoo.com • (504) 884-2288
• New Orleans, LA

Curriculum Vitae

Doctor of Education with 14+ years of experience in senior director level positions managing complex educational organizations. Proven track record of successful leadership, fundraising, and curriculum/program development in higher education, resulting in positive trends for enrollment, retention, and matriculation in all positions served. Strong competency for revitalizing programs through regional accreditation experience, employing marketing and business strategy and adding a lens of diversity and inclusion for best results. Master of forging and maintaining vested stakeholder relations, as well as local, state, and regional partnerships for successful collaborative governance. Demonstrated commitment to the principles of higher education.

Selected Achievements

- Elected Co-Section Leader for Decennial Review in 2020 for The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), heading student affairs, enrollment management, and student success.
- Achieved a 22% enrollment increase in Fall 2018 and a 126% enrollment increase in Fall 2019, improving subsequent semester's performance trajectory, as Executive Director of Pre-College and Outreach Programs at Southern University.
- Successfully aided in the removal of the SACSCOC imposed "warning" sanction for the 2016 Fifth Year Monitoring Report at Southern University and A & M College as Vice Provost for Academic Affairs.
- Accelerated graduation enrollment and increased retention numbers to certify and award Master of Arts in Teaching Degrees by 30% as Director of Teacher Education & Graduate Programs at Louisiana Christian University.
- Successfully balanced and maintained a federal budget of \$1.5 million dollars, allocated for urban students who aspire to become first generation college attendees and graduates, resulting in 4+ years of positive enrollment trends, retention numbers, and data assessments as Director of Upward Bound.
- Revitalized the Upward Bound program at Dillard University after Hurricane Katrina to exemplar status, enrolling, retaining, and matriculating the largest number of college ready and accepted students in program history under one director, earning honors as a transformational program leader in 2014.

Education & Certifications

Doctor of Education in Organizational Leadership • 2007

NOVA Southeastern University, Fischler Graduate School of Education and Human Services, Miami, FL

Master of Education in Educational Administration • 1999; Plus 30 in Curriculum and Instruction • 2001

University of New Orleans, New Orleans, LA

Bachelor of Arts in Elementary Education (K-8) • 1992

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

Louisiana Teacher Certification

Valid for Life for Continuous Service; School Superintendent, (Grades 1-12); Supervisor of Student Teaching, (Grades 1-12); Parish/City School Supervisor of Instruction, (Grades 1-12); Elementary, (Grades 1-8)

Texas Educator Certification

Superintendent, (Grades EC-12); Core Subjects, (Grades 4-8); Core Subjects (Grades EC-6)

Mississippi Educator Certification

120 ELE EDUC (Grades K-6); 486 Non-Practicing Administrator

Professional Experience

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

2017 – Present

Executive Director of Pre-College and Outreach Programs (2018 – Present)

Direct essential programs, including Educational Talent Search, Upward Bound, and Dual Enrollment, to support student success for high school students and those first entering college. Prepare and execute financial, marketing, or other business strategies to accelerate department initiatives and projects. Oversee daily operations in collaborative governance with key university departments. Grow program without a departmental revenue stream. Forge and develop partnerships with school district and charter authorities to further bolster university growth.

- Elected Co-Section Leader for Decennial Review in 2020 for The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), heading student affairs, enrollment management, and student success.
- Spearheaded the revitalization of dormant dual enrollment program, resulting in a 22% enrollment increase in Fall 2018 and a 126% enrollment increase in Fall 2019, improving subsequent semester's performance trajectory. Spring 2022 enrollment topped 701 students.
- Orchestrated a restructuring of the Freshmen Connect Program for Shreveport and Baton Rouge Campuses.
- Served as a member of the Deans Council and Academic Council, advancing institutional priorities, including SACSCOC Fifth Year Monitoring Report and Reaffirmation in 2020; played an instrumental role in clearing Southern University's warning status.
- Stimulated the Southern University System pipeline by extending dual-enrollment and transfer student opportunities.
- Collaborated with faculty to cultivate new and enhance current course offerings, as well as support services.
- Upward Bound funding in excess of \$16M to support 3 continuation, 7 "new" grant awards.
- Ronald E. McNair Post-Baccalaureate Achievement Program Grant restored.

Interim Vice Provost for Academic Affairs (2017 – 2018)

Contributed to strategic academic and operational oversight of the Office of Academic Affairs and affiliated units on the Baton Rouge Campus and Southern University System in collaboration with and under the direction of the Executive Vice President and Provost as the Interim Vice Provost. Supervised pre and post collegiate programs, university accreditation, enrollment management, student affairs, intrusive advising, faculty tenure and promotion, and faculty research and professional development opportunities on a day-to-day basis. Effectively fostered good working relationships with and served on local, state, and regional standing committees, internal and external to the campus. Helmed Title III Grant activities and Foundation Grant Awards. Imparted authority decision on essential travel, reimbursements, and budgetary encumbrances. Governed the integration of IncludeED course materials into student fees and tuition costs. Analyzed program metrics to improve direction for desired departmental and unit outcomes. Supported online program reorganization efforts to best serve students with non-traditional educational needs. Provided accreditation guidance and support for the College of Business, Music, and Mass Communication programs.

- Unified the Memorandum of Understanding for Seattle Central Community College and supported the development of pre-proposals for new degree and certificate programs, contributing to a 22% increase in student enrollment.
- Captained the roll out of EAB's GradesFirst Student Success Collaborative through intrusive advising, resulting in immediate retention improvement and significant advisement gains for the 2017-18 academic year.
- Hold a position on the Career placement taskforce, bolstering influx of external internships and partnerships with business and cooperative sponsors, resulting in a more robust college to career readiness pathway.
- Directed and enhanced the way instructional technology was incorporated in the learning environment with LiveText, Moodle, Blackboard, TopHat, and GradesFirst.
- Provided critical input on improving Dual Enrollment opportunities for high school students while serving as a member of the Statewide Articulation and Transfer Committee.
- Directed the roll out of "Jag Hotline," a reporting mechanism for student and stakeholder's academic concerns, resulting in a strengthened Office of Academic Affairs presence for incoming and transfer students.

Louisiana Christian University, Pineville, LA
Dean, School of Education (2014 – 2016)

2012 – 2016

Presided over daily operations, responsible for recruitment, retention, and on-time graduation rates for the School of Education's undergraduate and graduate programs. Guided departmental enrollment projections, admission screening processes, student acceptance, and disability service referrals for respective programs. Built relationships with neighboring school districts and administration to hire practitioner teachers enrolled at Louisiana College. Mentored enrolled practitioner teachers by fostering institutional development and guiding daily planning and instruction to ensure success. Collaborated

with local and national educational consultants to identify gaps and impact the enrolled practitioner's classroom experience. Chaired committees and lead efforts to secure fundraising. Conducted analysis on program curriculum, gaps, course development, budgets, and other key metrics.

- Played an integral role in earning national accreditation from The Teacher Education Accreditation Council (TEAC) 2014-2021.
- Conceptualized, developed, and executed a strategic action plan to improve admission recruitment and retention outcomes.
- Headed plans to successfully restructure the School of Education to best serve a diverse population of schools and teachers across the state, resulting in an improved admission and retention rate in a competitive market.
- Revitalized partnerships with school districts, community, and vested stakeholders, including establishing a partnership with Teach for America Greater New Orleans to address the teacher certification shortage in Louisiana.
- Secured fundraising for equipment and new professional development opportunities, which enhanced teacher experiences.

Associate Dean, School of Education (2013 – 2014)

Supervised daily operations, faculty, and staff within the School of Education under direction of the Dean. Taught graduate courses in the School of Education. Fostered strong university community relations with local school districts, non-profits, and organizations that service teacher/student populations.

- Contributed to the organization, writing, and submitting of the TEAC Accreditation Brief for Teacher Education Accreditation scheduled for 2015.
- Performed data assessment and enhanced enrollment projections for accreditation evidence.
- Supported new program development, which attracted an experienced and diverse candidate pool for schools and districts throughout Louisiana, and improved admissions and retention overall.

Director of Teacher Education and Graduate Programs, Master of Arts in Teaching and Alternative Certification (2012 – 2016)

Directed daily operations of the Master of Arts in Teaching Graduate Degree Program and Alternative Teacher Certification. Supervised enrollment projections, admission screening, and student acceptance into their respective programs. Collaboratively governed appointed office staff. Employed budgeting expertise and regional and national accreditation experience. Forged relationships with, attracted, and mentored practitioner teachers. Supported the growth of operations with daily planning, instruction, and data assessment efforts as required by the Board of Directors, Board of Regents, Louisiana Department of Education, and regional and national accreditation bodies.

- Accelerated graduation enrollment and increased retention numbers to certify and award Master of Arts in Teaching Degrees by 30%.
- Developed modern courses fit for 21st century classrooms which contributed to positive enrollment and retention numbers.
- Expanded certification partnerships throughout the state of Louisiana and strengthened Texas partnerships.
- Spearheaded major fundraising efforts for the educational department.
- Played a key role in the approval of the Educational Leadership Endorsement Program.

Dillard University, New Orleans, LA Director of Upward Bound

2007 – 2012

Managed daily operations of a pre-collegiate program that target students overcoming the at-risk stigma. Supervised and directed a staff of professional personnel, faculty, and university tutors. Built solid rapport with parents of student participants. Helmed fundraising efforts. Partnered with university personnel and departments on all fronts to retain students. Streamlined Upward Bound students' transition into the higher education pipeline in partnership with the Division of Student Success and the Center for First Year Experience. Kept track of student progress two years beyond high school.

- Successfully balanced and maintained a federal budget of \$1.5 million dollars, allocated for urban students who aspire to become first generation college attendees and graduates, resulting in 4+ years of positive enrollment trends, retention numbers, and data assessment.
- Revitalized the Upward Bound program after Hurricane Katrina to exemplar status, earning honors as a transformational program leader in 2014.
- Enrolled, retained, and matriculated the largest number of college-ready and accepted students in program history under one director.
- Fundraised additional soft revenue to support daily programming.
- Co-founded "Project Grad," a high school fast track program that prepares rising sophomores for college.

Additional Professional Experience

Educational Consultant

A+ Tutorials and Consulting, LA
2017 - Present

Faculty & Teaching Experience

Tenured Full Professor of Education

Southern University and A & M College, LA
2017 - Present

Associate Professor of Education

Louisiana College, LA
2012 - 2016

Assistant Professor of Education

Southern University of New Orleans, LA
2003 - 2007

Leapfrog Schoolhouse Educational Consultant & Research Classroom Coach

Orleans Parish Study, LA
2003 - 2007

Title I Coordinator of Instruction

Orleans Parish School Board, LA
2000 - 2003

Elementary Classroom Teacher, Ranking Teacher, and Assistant Principal

Orleans Parish School Board, LA
1994 - 2000

Elementary Classroom Teacher

Rapides Parish School Board, LA
1992 - 1994

Publications

1. Smith-Ross, Camacia. "Effects of Covid-19 Pandemic on HBCU's Academic and Social Culture." Edwin Mellen Press, Ltd., 2022.
2. Smith-Ross, Camacia. "Six Tactics to Renew Historically Black Colleges and Universities: Educating Readers for the 21st Century." Edwin Mellen Press, Ltd., 2018
3. Smith-Ross, Camacia. "The Case for Alternative Certification." Edwin Mellen Press, Ltd., 2016.
4. Smith-Ross, Camacia and Linda Kargas-Bone, editor. "More Ideas and Innovations for Bridging Gaps" in *Rich Brain-Poor Brain: Bridging Social and Synaptic Gaps in School*, Page 110. Lorenz Educational Press, 2015.
5. Smith-Ross, Camacia and Ashraf Esmail. "Bullying: Recognizing the Warning Signs" in *Alleviating Bullying: Conquering the Challenges of Violent Crimes*. University Press of America, Inc., 2014.
6. Smith-Ross, Camacia, et al. "A Critical Analysis of Female Doctoral Student Advisement: Implications for Program Satisfaction." *Journal of Urban Education*, Volume 1, Number 1, Pages 90-113, 2013.
7. Smith-Ross, Camacia and Ashraf Esmail. "A Natural Disaster Resource Guide and Workbook on Hurricanes." Deziner Media International Publisher, 2009.
8. Smith-Ross, Camacia. "Students, Teachers and Natural Disasters: Perspectives Supporting Professional Development." Deziner Media International Publisher, 2009.
9. Smith-Ross, Camacia and Ashraf Esmail. "The Effectiveness of a Posttraumatic Staff Development Plan to Address the No Child Left Behind Act Requirements in a Restructured Educational System Affected by Hurricane Katrina." *Journal of Urban Education*, Volume 5, Number 1, Pages 122-135, 2008.

10. Smith-Ross, Camacia, et al. "Designing a Professional Plan to Enhance Academic Programs after a Natural Disaster" in *The Devastating Impact of Hurricanes Katrina and Rita on Health and Education: Voices of Children*, Pages 107-120, Edwin Mellen Press, 2007.
11. Smith-Ross, Camacia, et al. "Encompassing Professional Development to Sustain School Improvement" in *Best Practices for Teaching Students in Urban Schools*, Pages 111-120, Edwin Mellen Press, 2004.

Book Forward

12. Esmail, Ashraf, et al. "21st Century Issues: Perspectives of pandemic, climate change and digital transformation." Hampton Books, 2023.
13. Debiew, Edwin. "It's not too late: A Dialogue from the Heart." Deziner Media International Publisher, 2009.

Book Introduction

14. Esmail, Ashraf & Pitre, Abul. "English Language Learners: A Social Change Perspective." Rowman & Littlefield Publisher, 2022.

Book Review

15. Smith-Ross, Camacia. "How Folk and Fairy Tales Aid Children's Growth and Maturity." Munir Muztaba Ali, *The Journal of Urban Education*, Number 7, Page 136, 2010.

Conferences and Presentations

1. Presenter: "Early College Preparation for Minority Students through Dual Enrollment Course Offerings." International Conference on Urban Education, November 2022
2. Presenter: HBCU Solutions for Sustainability in the 21st Century, A Dream Deferred: HBCU Conference, College Board, March 2022
3. Presenter: Academic Program Innovation through Dual Enrollment, World Association for Academic Doctors, October 2021.
4. Panel Moderator: A Look at Black Education and the Roles of HBCU, The Center for Racial Justice, Dillard University, April 2021.
5. Panelist: Minority Serving Institutions Advancing Equity Through Dual Enrollment and Concurrent Enrollment, The University of Texas VERTEX Research and Policy Symposium, October 2018.
6. Presenter: A "PEACE" of Historical Speaking, National Peace Education Conference in Houston, TX, April 2005.

Speaking Engagements

- Literary & Arts Festival, George and Leah McKonna Museum of African American Art, 2010
- Supervisor of Shipbuilding Gulf Coast, Equal Employment Office Advisory Committee Black History Month
- Observance, 2012
- Arthur F. Smith Junior High School, Girls with Purpose Annual Mother and Daughter Tea, 2016
- Keynote, McKinley High School Honors Award Ceremony, 2018

Expert Interviews

- Panelist for the Board of Regents, Dual Enrollment Taskforce, June 2022
- Panelist at the 25th National Association for Multicultural Education Symposium, Education Leadership, 2015
- Interviewed by Modern Parents Magazine, Upward Bound, Volume I, Issue IV, 2009
- Interviewed by A+PEL Today, Louisiana College: Fast Track to Masters in Teaching, 2013
- Interviewed by The Alexandria Town Talk, Personal Experience with Autism Inspires Teachers

Committees & Editorial Boards

- The Center for Racial Justice, Member of Executive Board & Co-Chairman of Education Committee
- Admissions and Financial Aid Advisory Committee
- Financial Aid Student Appeals Committee
- Taskforce for Online Learning
- I-STARR Advising and Retention Committee
- Statewide Articulation and Transfer Committee
- SACSCOC Accreditation Committee, Co-Chair
- SUBR Deans Academic Council
- SUBR Academic Council
- GradesFirst Leadership Committee, Chair
- TopHat Leadership Committee, Academic Leader
- Vice Chancellor for Student Affairs Search Committee, Co chair
- University Registrar Search Committee, Chair
- Vice Chancellor for Enrollment Management Search Committee
- Commencement Committee, Co-Chair Fall 2017
- Commencement Committee, Spring 2018
- SU Laboratory School Screening Committee
- Quality Enhancement Program (QEP), Ex-Officio Member
- SUBR Academic Grievance Committee, Ex-Officio Member
- Jaguar Orientation 365, Academic Leader
- Louisiana College Teacher Education Committee, Chair
- Louisiana College Admissions Committee
- Louisiana College Strategic College Planning Committee
- World Association for Academic Doctors, Peer Reviewer
- Journal of Education and Social Justice, Editorial Board
- International Association for Peace Education, 2020 National Conference Co-Chair/ Executive

Specialized Training

- FAB/GradesFirst Advising Platform
- Moodle Instructional Platform
- TopHat Instructional Platform
- LiveText Assessment Platform
- Banner Student Information System
- Jenzabar Student Information System
- Passport Data Evaluation and Assessment System
- PLATO Learning (Elementary-Higher Education)
- Data Evaluation and Assessment
- Common Core
- COMPASS Teacher Assessment Evaluator for Louisiana
- Value Added
- Louisiana State Assessor for New Teachers
- Louisiana State Mentor for New Teachers
- Supervisor of Student Teachers Training & Certification
- Parish or City School Supervisor of Instruction Training & Certification
- Highly Skilled Educator - Louisiana State Department of Education
- Comprehensive School Reform Model Training
- Turning Points Model - Middle School Reform
- Charter School Operations
- Fundraising

Leadership Institutes/Trainings

- Pennsylvania State Academic Leadership Academy (2018)
- Dr. Joseph Silver's, Silver & Associates SACSCOC Accreditation Workshops (2017-2018)
- SACSCOC Evaluator

Affiliations & Memberships

- National Association for Multi-Cultural Education
- National Association for Peace Education
- Duplichain University Editorial Board
- Editorial Board for HBCU Press
- Delta Sigma Theta Sorority, Inc.
- Word Association for Academic Doctors Peer Reviewer
- Journal of Education and Social Justice Editorial Board

Awards & Recognition

- Honored as a Transformational Program Leader for spearheading the Hurricane Katrina program in 2014 at the 50-year Celebration of Upward Bound at Dillard University
- Presented the "We Thank You" award to LC Faculty for Black History Month by the Joe S. Green Leadership Institute in 2016

References

Randall Esters, EdD

Chancellor, Louisiana Delta Community College
Former Dean of Education, Louisiana College
randyesters@ladelta.edu * (318) 345-9000

Edward Willis

Gardner Institute
Senior Fellow
Former Vice Chancellor for Student Success, Southern University and A&M College
willis@jngi.org * (850) 445-1448

Luria Young, PhD

Professor of Science and Math Education; Former Senior Associate Vice Chancellor for Academic Affairs
Southern University and A & M College
luriayoung@gmail.com * (225) 205-7158

Ashraf Esmail, PhD

Criminal Justice Faculty
Director, Center for Racial Justice
Dillard University
ashesmail@aol.com * (504) 914-2818

Joc Aguiard, EdD

President Emeritus
Louisiana College
aguillardj@yahoo.com * (318) 613-4145

Additional References Available Upon Request



Southern University at New Orleans

6400 Press Drive
New Orleans, Louisiana 70126
Phone: (504) 284-5461

Office of the Vice Chancellor
for Academic Affairs

January 26, 2023

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

Dr. Ammons:

In accordance with the promotion and tenure process, I have reviewed the recommendation for the rank of Tenured Professor in the Department of Teacher Education, College of Education and Human Development for Dr. Camacia Smith-Ross. The Dean for the College of Education and Human Development and the faculty support the appointment based on a review of Dr. Smith-Ross' credentials. Dr. Smith-Ross earned the Master of Education in Educational Administration - Plus 30 in Curriculum and Instruction from the University of New Orleans, New Orleans, LA, and the Doctor of Education in Organizational Leadership from NOVA Southeastern University, Fischler Graduate School of Education and Human Services, Miami, FL.

As noted by the faculty and the dean, Dr. Smith-Ross possesses broad knowledge, diverse skills, and professional dispositions as a highly-qualified educator. She has extensive expertise in both the K-12 and higher education sectors. She is a former elementary school teacher and assistant principal. She holds a lifetime educator certification in Louisiana in Elementary Education Grades 1-8, Supervisor of Student Teaching Grades 1-12, Parish/City School Supervisor of Instruction Grades 1-12, and School Superintendent Grades 1-12.

As the Vice Chancellor for Academic Affairs, I recommend Camacia Smith-Ross for the rank of Tenured Professor in the Department of Teacher Education, College of Education and Human Development at SUNO.

Sincerely,

Gregory D. Ford

Gregory D. Ford, Ph.D.

Vice-Chancellor for Academic Affairs



College of Education & Human
Development
Office of the Dean
"Reflective Practitioners for Global Environments"

SOUTHERN UNIVERSITY AT NEW
ORLEANS
6801 PRESS DRIVE
NEW ORLEANS, LA 70126
Phone: 504-286-5351 Fax: 504-284-5546

January 23, 2023

Dr. Gregory Ford
Vice-Chancellor for Academic Affairs
Southern University at New Orleans
6400 Press Drive
New Orleans, LA 70126

Dear Dr. Ford:

The College of Education and Human Development's tenured Teacher Education faculty enthusiastically approve and support the application for tenure and faculty rank of Dr. Camacia Smith-Ross as a Tenured, Full Professor in the Department of Teacher Education, College of Education and Human Development, Southern University at New Orleans.

Dr. Smith-Ross possesses the broad knowledge, diverse skills, and professional dispositions as a highly-qualified educator. She has extensive knowledge in both the K-12 and higher education sectors. She is a former elementary school teacher and assistant principal, and holds a lifetime educator certification in *Louisiana* (Elementary Education Grades 1-8, Supervisor of Student Teaching Grades 1-12, Parish/City School Supervisor of Instruction Grades 1-12; and School Superintendent Grades 1-12). She has pending renewal applications in *Texas* (Educator Certification Superintendent Grades EC-12, Core Subjects Grades 4-8, and Core Subjects Grades EC-6); and *Mississippi* (Educator Certification 120 ELE EDUC Grades K-6 and 486 Non-Practicing Administrator).

The higher education experiences of Dr. Smith-Ross are even greater. She earned a Doctorate of Education in Organizational Leadership and a Master of Education in Educational Administration, Plus 30 in Curriculum and Instruction. Dr. Smith-Ross served in several key positions at the university level, including the Interim Vice Provost for Academic Affairs and Executive Director of Pre-College and Outreach Programs at Southern University and A & M College; Dean, Associate Dean of Education, and Master of Arts in Teaching and Alternative Certification Director of Teacher Education and Graduate Programs at Louisiana Christian University (formerly Louisiana College); and Director of Upward Bound at Dillard University.

Dr. Smith-Ross will be a remarkable asset to strengthen our college as we work to maintain national and state accreditations, grow and diversify our degree program offerings, increase enrollment, improve services for our students to retain and graduate them, and expand the opportunities for lucrative careers. It is my recommendation that Dr. Camacia Smith-Ross be awarded Tenure as a Full Professor in the Department of Teacher Education, College of Education and Human Development. If you need additional information, please do not hesitate to contact me at 504-284-5520 or trose@suno.edu.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tonya J. Rose'.

Tonya J. Rose, PhD

Dean of Education and Human Development

CC: Dr. Jenita Hegwood
Dr. Deborah Darby

**Effective Leaders *Continuous Assessors *Astute Technologists *Advocates for Diversity and Collaboration *Reflective Professionals*

SUNO Today, SUNO Tomorrow, SUNO Forever

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



Office of the Chancellor

January 27, 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 requesting authorization to hire Ms. T. Bernette Taylor as the Human Resources Director for Southern University at New Orleans. Her salary will be \$75,000 annually. This personnel action will provide direct oversight for the SUNO Human Resources Department. Approval of this hire would immediately provide additional oversight and the functional support needed to maintain consistent control over the University's greatest resources.

The responsibilities associated with the position will be related to the broader needs of the division. Specific duties will include:

- Talent acquisition
- Retention
- Benefits Administration
- Compensation Analysis
- Performance Management
- Counseling
- Classification
- Training
- Staff Development
- Regulatory Compliance
- Labor & Employee Relations
- Records Management

I believe that this personnel action will help to provide strength & stability for SUNO Human Resources as we continue to move the University forward. It will also add critical means for the Administration and Finance Division allowing for more focus on the strategic initiatives of the University.

Thank you for considering this request and submitting it for approval at the February 10, 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, Jr.".

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

APPROVAL:

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 SUSEA _____

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

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

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

Profile of Person Recommended

Length of Employment February 1, 2023 To December 31, 2023

Effective Date February 1, 2023

Name T. Bernette Taylor SSN xxx-xx- Sex Female Race* Black

Position Title Director Department: Human Resources

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

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Positions 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:
	MS-Higher Education	Capella University	2017
	BS-HUMAN Mgmt Performance	Immaculata University	2014
	BA-Organizational Development	Immaculata University	2014

Current Employer _____

Personnel Action

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

Recommended Salary 75,000 Salary Budgeted 75,000

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

Source of Funds	Amount
411001-44410-61002-46000	75,000

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Recommended by: 	1/19/2023	Date	Recommended by: 	1/19/2023	Date
Approved by: 	1/19/2023	Date	Approved by: 	1/19/2023	Date
Approved by: 	1/19/2023	Date	Approved by: 	1/19/2023	Date
President _____	Date _____		Chairman/S.U. Board Of Supervisor _____	Date _____	

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8:00 AM - 5:00 PM
EMPLOYEE DIRECT SUPERVISOR: shawn charles
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):

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

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
- _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

T. BERNETTE TAYLOR



Nearly twenty years of progressive professional, administrative and organizational experience, with fifteen years of administrative experience, ten years of experience working with senior leadership, and a majority of career experience either directly or indirectly involved in human resource programs and processes.

PROFESSIONAL EXPERIENCE

Watermark BR Hotel, Baton Rouge, Louisiana

Human Resource Generalist

2021 – Present

- Responsible for preparing and maintaining the Human Resources budget.
- Participate in EEO, Unemployment, Wage & Hour, Worker's compensation, OSHA, ADA, Immigration and Naturalization Service hearings. Implement policies and programs to guarantee compliance.
- Assisted the leadership team in the interpretation of HR policies and procedures, as well as, ensuring compliance with IIR policies and procedures.
- Responsible for developing and implementing a recruitment plan to include all aspects of recruitment such as marketing, onboarding, and the implementation of the New Hire Welcome program.
- Develop and maintain all wage and salary programs, including performance evaluations.
- Responsible for monitoring and analyzing turnover statistics.
- Co-chaired the hotel's safety committee.
- Responsible for the hotel's employee relations program, including coaching, counseling and discipline.
- Served as the Learning Coordinator for Marriott's brand specific trainings.

Stepan, Lake Providence, Louisiana

Administrative Services Manager

2014 – Present

- Working with the Plant Manager, manage, plan and administer all administrative and business plans of the operations including the following functions: risk management / insurance, health and safety programs, and training.
- Responsible for managing, coordinating and implementing the facility's health and safety programs, as well as, monitoring the system for risk and compliance.
- Working with Plant Management, develops training programs to include safety training, core operational skills training, and other job specific trainings.
- Manages specific safety and security programs to include Contractor Safety, Emergency Response, and MLPI's Security Plan.
- Responsible for facilities management to include site security.
- Develops site-specific policies and procedures to include safety procedures, job descriptions, workplace safety policies, operational / administrative procedures, etc.

Lowe's

Night Operations Department Supervisor

2021

- Collaborates with front-end and back-end operations associates to ensure items are adequately stocked.
- Monitors use of store power equipment and coaching employees on safe behaviors and lifting techniques.
- Responsible for leading and enabling a team of associates to deliver the best possible customer experience in the store. This includes coaching and training associates, delegating, following-up on daily tasks, managing performance, and ensuring adequate department coverage.
- Collaborates and communicates with other Department Supervisors and Assistant Store Managers to determine the most effective methods for meeting service, operations, and safety objectives.
- Conducts safety walks, reports hazards, trains and monitors staff, and understands all safety and lifting requirements.
- Occasionally open or close the store or serve as manager on-duty (MOD).

Assistant Store Manager, Operations

2019 – 2021

- Responsible for leading a team of associates who work together to ensure customers receive exceptional service while shopping in a clean, safe, well-stocked store.
- Accountable for achieving sales and margin goals while driving operational efficiencies and maximizing overall customer satisfaction with the Lowe's in-store experience.
- At times, expected to provide full leadership over the store.
- Collaborates with peers on the store leadership team as well as the District Manager and Area support staff to assess the needs of the customers and develop the best methods for achieving service, sales, and operational objectives.

Human Resource Manager

2018 – 2019

- Responsible for the development of the human capital necessary to support the achievement of the financial, compliance, and strategic goals of the store.
- Responsible for anticipating the talent needs of the store and addressing them through strategic recruiting, staffing, and training.
- Responsible for motivating and retaining existing talent through partnerships with management and other store leaders (i.e., Voice Team).
- Responsible for anticipating and responding to human resource issues as they arise.
- Responsible for developing the leadership skills of Department Managers and Assistant Store Managers and actively coaching the entire store management team.
- Responsible for consistently applying Lowe's policies, management practices, and other legal requirements.

Myriant Corporation, Lake Providence, Louisiana

Administrative Services Manager

2014 – 2021

- Working with the Plant Manager, manage, plan and administer all administrative and business plans of the operations including the following functions: risk management / insurance, health and safety programs, and training.
- Responsible for managing, coordinating and implementing the facility's health and safety programs, as well as, monitoring the system for risk and compliance.
- Working with Plant Management, develops training programs to include safety training, core operational skills training, and other job-specific trainings.

- Manages specific safety and security programs to include Contractor Safety, Emergency Response, and MLPT's Security Plan.
- Responsible for facilities management to include site security.
- Develops site-specific policies and procedures to include safety procedures, job descriptions, workplace safety policies, operational / administrative procedures, etc.
- Develops and implements the site's New Hire Orientation.
- Advise the Plant Manager on all operational matters to include personnel and workforce planning activities.
- Serves as the site's document control administrator.
- Serves as co-Chair to the site's Safety Committee.

Lincoln University, Lincoln University, Pennsylvania
Special Assistant to Vice President of Academic Affairs

2012 – 2014

- Working with the VPAA, manage, plan and administer all administrative and academic operations of the division of Academic Affairs including the following functions: budgetary, financial management, facilities, payroll and human resources (staff and academic).
- Advise the Vice President on all financial and budgetary matters. Assist with all forms of resource planning, which includes budgetary and human resource planning.
- Maintain and monitor operational and budget processes regarding faculty and staff FTE, department operations, human resources and space planning. Manage systems and procedures to protect divisional resources.
- Prepare a variety of short and long range plans including financial forecasts and budgets for administrative and academic services and operations, and improvements to processes. Maintain and recommend change to policies and procedures as needed.
- Working with the VPAA and the Office of Fiscal Affairs, administer multiple funding sources including operational allocations and capital allocations. Funds appropriations typically range from moderate in complexity to highly complex.
- Working with the VPAA and the AVP for Information Technology, plan and budget for information technology rehabilitation and renovation.
- Works closely with the Office of Human Resources to maintain position control documents, faculty position rosters, etc. Maintains strict confidentiality with respect to faculty and staff records.
- Working closely with Human Resources, generates employment contracts. Prepares, distributes, and tracks faculty contracts in accordance to the CBA and tracks budgetary implications of changes and additions to faculty contracts.
- Manage, plan, and administer all activities associated with the Bond Hill Scholarship program.
- Responsible for interaction with the offices of the University's senior administration, campus administrators, industry and community leaders and their assistants to coordinate a variety of complex executive level meetings. A positive working relationship with campus senior administration (i.e., Office of the President, VPAA, Deans, AVPs, etc.) is necessary to ensure optimal communication and work flow across divisions, departments, and the campus. An appropriate level of decision making to support the VPAA is expected.
- Remains current concerning problems, situations and conditions of special interest to the VPAA. Exercises independent judgment concerning matters requiring the VPAA's attention to assure timely action. Maintains productive, working relationships with various administrative offices that deal with the Office of Academic Affairs on a regular basis.

Cheyney University, Cheyney, Pennsylvania

2006 – 2012

Executive Assistant to the President

- Responsible for overall brand management of the University.
- Works closely with the Office of Public Relations and the Media Advisory Team to plan and coordinate various marketing initiatives and works to constantly improve the brand image of the University. Oversees the marketing budget and makes all related media buys.
- Provides professional, administrative support on a variety of assignments of a confidential nature including but not limited to labor union, personnel, and student issues.
- Serves as liaison with various University officials and external constituents, and communicates with these groups as appropriate on behalf of the President.
- Monitors the office and University Foundation budgets to insure compliance with operating procedures; as well as, assists in the development of said budgets.
- Plans and coordinates a variety of special events on behalf of the University, and serves as an event planner for presidential functions.
- Serves as the secretary to the President's Cabinet, Administrative Council, and the Council of trustees.
- Prepares institutional reports and other documents on behalf of the University president.
- Consults regularly with the President to discuss schedules, office priorities, and to discuss operational issues. Serves as the President's primary scheduling secretary and works with the university president to manage the public life of the president.

Cheyney University, Cheyney, Pennsylvania

2005 – 2006

HR Generalist

- Establishes a positive public relations rapport by independently resolving problems or referring visitors to the appropriate office(s). Provides information regarding University policy and procedures.
- Provides administrative support the Director of Human Resources and the Assistant Director of Human Resources as it relates to contract administration for the collective bargaining agreements.
- Assists in processing and maintaining sensitive and confidential information relating to labor relations (e.g., personnel matters, collective bargaining information, strike plans, grievances, information regarding disciplinary actions, labor-management correspondence, and performance evaluations).
- Working closely with the Human Resource Director and appropriate legal counsel, processes immigration paperwork and meets recordkeeping requirements.
- Researches, develops, recommends, and implements changes to initiate or improve policies and procedures.
- Working with the Payroll Manager and Human Resource Director, researches and prepares the Overtime Equalization Report following the collective bargaining agreements.
- Assists the University's Payroll Manager by preparing the overtime report and compensatory time report on a monthly basis.

Generations Home Care, Inc., Wilmington, Delaware

2000-2005

HR Generalist

- Responsible for processing and logging employment applications and ensuring all required background checks are performed.
- Responsible for managing employee benefits (i.e., workers compensation, group health, group dental, unemployment, 403(b), etc.)
- Responsible for managing agency commercial insurances (i.e., property, professional liability, auto, etc.).
- Human Resources/Payroll Information systems (i.e., Microsoft Access and ADP Payroll/HR Profile software).
- Assists in the design and implementation of personnel policies (i.e., dress code policy, workplace safety, etc.)
- Coordinated and implemented the Agency Safety Committee and served as chair.
- Coordinated and implemented the Agency Wellness Program and served as chair.
- Sat on the Agency's Recruitment and Retention committee. Responsible for developing and implementing policies and/or procedures and programs to assist in retaining and recruiting quality personnel.
- Assisted the Marketing Director with website development and the annual appeal.
- Assisted the System Administrator with various IT projects.
- Responsible for employee recruitment and retention program and its implementation.
- Developed and served as editor of the employee newsletter.
- Assisted the Executive Director and Assistant Executive Director with special projects.

Lincoln University, Lincoln, Pennsylvania

1998-1999

Senior Secretary of Human Resources

- Office administration.
- Assisted in the development and implementation of databases, which tracked purchase requisitions for the budgeting department. Designed and implemented a database for resumes and applications.
- Human Resource/Payroll Information systems (i.e., Liberty's Pay America)
- Assisted in the design and implementation of personnel forms and policies using research and Knowledge Point Now! Software.
- Designed and implemented an active and inactive personnel filing system.
- Assisted the HR Benefits Assistant with orientations and benefit information explanations and/or distributions.
- Assisted the HR Employee Relations Assistant with secretarial testing, job postings/position control, campus housing, recruitment, and advertising.
- Assisted the Human Resource Director and the Associate Director with special projects.
- Responsible for the University's Campus Telephone Directory, filing typing, drafting and composing memorandums/correspondences, appointment scheduling, data entry and answering telephones.

EDUCATION

Bachelor of Arts Organizational Development, Immaculata University, January 2014
Bachelor of Science Human Management Performance, Immaculata University, 2014
Master of Science in Higher Education, Capella University, 2017
President's List 2016, 2017

PUBLICATIONS

Wright, T. B. (2015). Presidential Leadership: Selecting Competent Leadership at the Nation's Historically Black Colleges and Universities. *Journal of Higher Education Management*, 178-190.

PEER REVIEW ACTIVITIES

Journal of Negro Education

PROFESSIONAL DEVELOPMENT

Computerized Office Training, CHI Institute, 1998
FMLA Compliance, Skill Path Seminar, 2004
Workers Compensation Compliance, Skill Path Seminar, 2004
Summer Institute in Communications & Marketing, CASI, 2012
OSHA Compliance, Fred Pryor Seminar, 2016
Training the Trainer, Fred Pryor Seminar, 2016
Arc Flash NFPA 70E Safety Training, TPC TrainCo, 2016

PROFESSIONAL MEMBERSHIPS

Society for Human Resource Management (SHRM) since 2001
Delta Epsilon Sigma Honor Society (2014)

VOLUNTEER EXPERIENCE

Board Member
Workforce Development Board, SDA-83, Inc.
September 2015 to 2019

Board Member
I Challenge You, Inc.
July 2018 to 2021

SOUTHERN UNIVERSITY AT NEW ORLEANS

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



Office of the Chancellor

January 30, 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:

This communication comes as a request to appoint Mrs. Arlean Wehle as Vice Chancellor for Administration and Finance at Southern University at New Orleans (SUNO). Her annual salary will be \$175,000 with an effective date of March 15, 2023. Mrs. Wehle is an innovative and collaborative financial and operations professional with over 20 years of leadership experience in higher education, health care organizations and service companies. She is a licensed Certified Public Accountant, Certified Fraud Examiner, Chartered Global Management Accountant and former Certified Internal Controls Auditor. She is also former President of the Louisiana Association of College and University Auditors.

Mrs. Wehle currently serves as Executive Director of Accounting Services at the LSU Health Sciences Center. Prior to this appointment, she served as Vice President for Finance, Operations and Treasurer at the University of Holy Cross for seven years. She also served as Director of Internal Audits at Tulane University. In her current role, she is responsible for the financial management of the Medicaid Incentive Program which consists of a budget over \$500 million. Mrs. Wehle has supervised professional teams across multiple functional areas. She also has experience with SACS-COC accreditation.

I am confident that Mrs. Wehle will provide strong leadership and stability for the Division of Administration and Finance and recommend her for this critical position. Thank you for considering this recommendation and submitting it for approval at the February 10, 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, Jr.".

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

APPROVAL: _____
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 _____ 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 Teresa Hardee Reason Left Resigned

Date Left September 14, 2022 Salary Paid \$175,677.00

Profile of Person Recommended

Length of Employment _____ To _____

Effective Date March 1, 2023

Name Arlaan Wehle SS# xxx-xx- Sex Female Race* White

Position Title: Vice Chancellor for Administration and Finance Department: Office of the Chancellor

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

New Position Expiration Date: _____

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

Years Experience _____ Southern University Experience _____

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Certified Public Accountant</u>	<u>New Orleans, LA</u>	<u>1991</u>
	<u>Bachelor of Science - Accounting</u>	<u>Louisiana State University, Baton Rouge, LA</u>	<u>1987</u>

Current Employer Louisiana State University Health Sciences Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence

Transfer Replacement Other (Specify) _____

Recommended Salary \$175,000.00 Salary Budgeted \$175,000.00

Source of Funds State

Identify Budget: General Location 411001-41210-61002-4800

Form Code: _____ Page _____ Item # _____

Change of: _____

From _____ To _____

Position _____

Status _____

Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
General Funds	\$175,000.00

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

*See Reverse Side

Graduate School signature (if applicable):

Supervisor	Date	Dean/Unit Head	Date
		<u>James H. Amerson</u>	<u>1/30/2023</u>
Vice Chancellor	Date	Chancellor	Date
Director/Personnel	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board	Date
		Of Supervisor	

ARLEAN WEHLE

Executive Profile

Innovative and collaborative financial and operations management professional with over twenty years of leadership experience in higher education, health care organizations, and service companies. Committed to implementing business and financial practices supported by analytics and benchmarked metrics to ensure efficient utilization of resources to advance the organization's mission, achieve strategic goals, process improvements, and growth.

Strengths:

- Building relationships
- Mission-based budgets tied to strategy
- Capital projects oversight and funding
- Endowments and reserve funds management
- Contract negotiations and administration
- Training all levels of personnel on processes and controls
- Board level presentations and reporting
- Providing excellent service to students, faculty and staff

Professional Experience

Executive Director for Accounting Services

Louisiana State University Health Sciences Center (2018 – present)

As a senior level director, responsible for the activities and functions of general accounting, billing and accounts receivable, cost accounting, asset management, bursar's office, sponsored projects accounting, accounts payable and payroll. Responsible for the preparation of the financial statements including blended component unit statements with LSU Healthcare Network and LSUHSC Foundation. Responsible for the financial management of the Medicaid Incentive Program which consists of a budget over \$500 million dollars. Manage physician services contracts and research contracts with hospitals for our faculty and residents. Other activities include:

- Spear headed team to build online web payments for various programs and events.
- Successfully established remote workflow to ensure continuity of business during COVID pandemic.
- Monitored federal CARES funds tracking and reporting to Legislative Auditors.
- Developed emergency work plan during hurricane Ida closures to ensure payroll, payments and receivables continued with limited personnel.
- Established cash flow projections for half billion dollars in fund activity.

- Member of the investment committee for all LSU campuses.
- Collaborate with the LSUHSC Foundation for unrestricted and restricted gifts and endowment reporting.
- Automated student refund process.
- Identified receivables over 15 years outstanding and sought LSU Board approval to write-off accounts.
- Identified missing student loan promissory notes and worked with attorneys to rectify.
- Managed over \$600 million in assets and reporting to OSRAP.
- Perform annual risk assessments over all accounting operations.
- Experience with SACS-COC reaccreditation.
- Experience with bond management.
- Work with Legislative Auditors for annual audits., compliance officers and internal auditors.
- Developed training on clinical trials, purchasing cards, travel and expense policies, and accounting fundamentals.
- Wrote and distributed semi-annual accounting services newsletters.
- Developed, implemented and monitored internal controls.
- Implemented electronic student refunds.

Vice President for Finance, Operations and Treasurer
University of Holy Cross (2011 - 2018)

Responsible for finance, investments, contracts, legal, payroll, accounts payable, human resources, accounts receivable, operations (food services, events, residence hall, mailroom, copy center), construction and renovations, security, facilities, maintenance, and information systems. Responsible for building and management of first residence hall on campus, from funding, design to move-in day for student residents.

- In cooperation with the President, work with the Chair of the Finance Committee of the Board.
- Chair the Center Team for Facilities Management and Sustainability.
- Chair the Center Team for Mission, Planning, and Budget.
- Coordinate with the President all legal issues that demand assistance from the University attorney.
- Secure the corporate assets in the continued stability of the University by evaluating and obtaining adequate casualty insurance.
- Prepare and maintain a 3 – 5 year budget plan and annual budget reports.
- Establish various bank accounts and banking relations throughout the community.
- Coordinate with the University's investment managers the portfolio of the University.
- Oversee all short and long-term financing.
- Perform financial analytics and reporting.
- Manage multiple projects simultaneously.
- Approve purchase orders and capital expenses.
- Supervise the annual financial statements and OMB Circular A-133 audits.

- Monitor and control all capital projects in line with the University master plan.
- Provide for the control and security of plant assets through appropriate procedures and methods, to include obtaining adequate property and casualty insurance.
- Provide for a continual check and internal evaluation of safety devices and procedures.
- Oversee the operation and maintenance of all campus buildings, physical plant, grounds, janitorial, facilities and vehicles.
- Oversee and coordinate the annual audit and external reporting requirements.
- Develop analytical reports to support executive Cabinet decision making process.
- Maintain and implement the University safety and emergency evacuation contingency plan.
- Train all levels of personnel on internal controls, finance and budgeting. Provide orientation to new hires.
- Provide support and engage teams.

Director of Financial Management & Controller
 University of Holy Cross (2010 – 2011)

Direct the financial affairs of the University which includes:

- Prepare financial statements, cash projections, budgets and financial forecasts.
- Establish major economic objectives and policies.
- Develops, initiates, and supervises investments portfolio, performance and policies for \$44 million endowment.
- Develop strategies in support of strategic financial initiatives.
- Supervise Accounting, Accounts Payable, Payroll, Human Resources and Bursar's Offices.
- Establish and maintain bank accounts and banking relations.
- Develop and coordinate internal consulting and construction projects.
- Perform program analysis to provide contribution margins to ensure sustainability.
- Establish tuition rates and fees for the University.
- Coordinate audits of the University.
- Establish insurance coverage for protection against property losses and potential liabilities.
- Present reports to Cabinet and Board of Regents.

Senior Financial Analyst
 Ochsner Health System
 2008 – 2010

- Direct and participate in hospital wide feasibility studies to develop strategies in support of strategic financial initiatives
- Develop and coordinate internal consulting projects and product line analysis to

provide accurate and timely recommendations consistent with management issues under consideration

- Develop work plans for system reviews on targeted business functions to validate and implement opportunities to improve the productivity, service and quality of operations
- Prepare annual hospital and clinic budget, including capital expenditures budget
- Prepare proformas using information extracted from various systems (Oracle, Eclipsys, Lawson)
- Perform feasibility studies for various services and research
- Deliver and report information in a professional manner with discretion, tact, and confidentiality
- Proactively alert management to operational issues that could have material financial impact on the organization
- Interpret and provide guidance to others on the application of financial and corporate policies

Team Leader, Receipts & Disbursements

Stewart Enterprises, Inc

2005 – 2008

- Manage a team of 40 individuals in a shared service environment
- Directly responsible for the management of Accounts Payable, Payroll, Cash Receipts, and Human Resources Employee Transactions departments
- Implement, monitor, and support internal control environment to ensure compliance for Sarbanes Oxley controls, regulatory compliance, and operational efficiency/accuracy
- Coordinate with internal and external auditors
- Interpret and provide guidance to others on the application of financial and corporate policies
- Oversee account reconciliations for journal entries for primary operational departments
- Evaluate processes and develop strategic plan for implementing process improvements, cost containment, and increased efficiency and customer satisfaction
- Research, evaluate, and organize various system conversions and process changes
- Resolve problems and internal customer complaints
- Perform recruitment and training functions
- Designed, trained and implemented Oracle Financial System conversion
- Developed and documented policies and procedures

Director of Internal Audits

Tulane University

1991 – 2005

- Assured that the Office carried out its role and mission and met its responsibilities
- Provided a formal liaison function with all outside auditors, responsible for ensuring full and timely cooperation with all external audits including those of government agencies
- Assisted Senior Management in managing the University's contract with its independent public accountants
- Coordinated the Office's activities by preparing risk assessments and developing a comprehensive audit plan to include the university, medical school, and grants
- Served as a technical resource in financial accounting and reporting, federal compliance matters, and in decisions involving the development or modification of internal control systems and operating policies and procedures
- Performed financial, budgeting and personnel related functions as head of the Office
- Developed and presented training for the University, such as risks management, internal controls, etc.

Audit Supervisor

- Streamlined audit procedures, allowing jobs to be completed under budget hours
- Identified audit universe, which was used in risk assessment and audit planning
- Supervised auditors which included delegating assignments, reviewing work papers, reports, and performing evaluations
- Presented findings and recommendations to management
- Prepare and transmit complex extramural grant budgets, process institutional source documents to implement the same

Staff Auditor

- Performed compliance, financial, investigative, and operational audits as part of the audit team.
- Prepared work papers and draft reports

Auditor

Landmark Land Company

1988 – 1991

- Performed compliance, financial, and operational audits as part of the audit team
- Prepared work papers and draft reports

CERTIFICATIONS

Certified Public Accountant, Licensed
Certified Fraud Examiner
Chartered Global Management Accountant
Certified Internal Controls Auditor, 2005 - 2007

EDUCATION AND TRAINING

Louisiana State University, Baton Rouge, LA
Bachelor of Science, Accounting Major

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS

American Institute of Certified Public Accountants, 1991 - present
State Board of Certified Public Accountants of Louisiana, 1991 - present
Society of Louisiana Certified Public Accountants, 1991 - present
National Association of College and University Business Officers, 2010 - present
Institute of Internal Auditors
 Board of Governors, 2001 – 2004
 Vice President, 1994 – 1995
 Publicity Chair, 1991 – 1993
Association of Certified Fraud Examiners
Institute of Internal Controls, 2005 - 2007
Association of College and University Auditors
 Audit Committee Chair, 2003 - 2005
 Board Member At Large, 2003
 Nominations Committee, 2002
 Audit Committee Member, 2003
Louisiana Association of College and University Auditors
 President, 2000
 Vice President, 1999
 Secretary, 1998

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Office of the Chancellor

January 27, 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:

Mr. Chad Williams-Bey, Director of Housing and Residence Life at Southern University at New Orleans, worked over the winter break (December 21, 2022 - January 2, 2023) with additional duties. Therefore, I am requesting a one-time payment of \$3,176.00 for his work during this period. With this one-time payment added to his current salary of \$59,000.00, Mr. Williams-Bey's amended salary will be **\$62,176**.

Thank you for considering this request and submitting it for approval at the February 10, 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, Jr.".

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

APPROVAL: _____

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

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____ Sunday-Saturday 8 hrs. per day additional duties

EMPLOYEE DIRECT SUPERVISOR: _____ Dr. Adriel Milton

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/A-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
- _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Chad P. Williams-Bey

7000 Press Drive • New Orleans, LA 70126 • chad.williams.bey@gmail.com • (860) 796-1674

EDUCATION

Morgan State University, Baltimore, M.D. Degree: Ph.D. Higher Education & M.B.A.	A.B.D.
Florida Atlantic University Hospitality and Tourism Management Certificate	April 2020
Beijing Foreign Studies University & Shanghai University of Political Science and Law International Cultural Immersion Program	Summer 2017
Central Connecticut State University, New Britain, C.T. Degree: Master of Counseling Concentration: Student Development in Higher Education	May 2015
Howard University, Washington, D.C. Degree: Bachelor of Arts in Political Science Minor: Economics	May 2012

EXPERIENCE

Southern University at New Orleans <i>Director of Housing & Residence Life</i> <ul style="list-style-type: none">Assumes primary responsibility in developing, executing, and managing housing operations and residential living for a 700+ bed program during the academic year.Provides direction to a staff of residence life professionals and paraprofessionals.Accountable for sound fiscal management of the department's projects and plans.Responsible for management and maintenance of strategic plans for housing and residence life.Works with Administration & Finance, Campus Police, and Facilities Management in the development and implementation of preventative maintenance plans to ensure compliance with federal, state and institutional safety regulations.Maintains database of residence hall furniture and cosmetic work and ensures regular upkeep and condition of residential facilities.Coordinates with Student Accounts in prorating housing costs for students who arrive late, exit the university early, and/or buy out a single room.Oversees administration of room assignment, room inspection, room change, room inventory, and room billing processes.Assumes responsibility for planning of future projects.	September 2022- Present
Loyola University Maryland <i>Assistant Director of Student Life</i> <ul style="list-style-type: none">Supervision of 3 Graduate Residence Coordinators (GRCs), 1 Senior Resident Assistant (SRA), indirect supervision of 17 RAs, and supervision of 25 work-study Office Assistant (OA)Support both the departmental and divisional goals focused on equity, diversity, and inclusionServe as the Chair of the Hiring & Recruitment Committee for the Office of Student LifeCreate population-based learning outcomes and area specific community development plans for both student staff & residentsHandles and reconciles all budgetary management for the living communityServe as the primary conduct officer and manage the student conduct caseload within the residential areaConstructively resolve a variety of student and parent issues and concerns through restorative & Jesuit practicesServe in the on-call duty rotation for campus-wide emergencies, 3-4 weeks per semester, potentially responding to emergencies in all areas of residential living (3000+ students)Collaborate with colleagues in the development and management of Loyola's Living Learning Initiative -- Messina	February 2021- Present
Morgan State University, Baltimore, Maryland <i>Resident Director, Rawlings Hall</i> <ul style="list-style-type: none">Lead a staff of five Resident Assistants, three Desk Assistants, and two-night managers that included training, supervision, role modeling and performance evaluationsRecruited, interviewed, hired, trained, and evaluated over 100 Residence Hall staff membersAssumed direct responsibility for the operation of a residence hall that housed 220 male residentsManaged all administrative aspects of hall opening and closing, including key control and damage billingHandled, documented, and reported all emergencies, illnesses, crisis situations, inappropriate behavior and violations that occurred in the residence hall caused by residents and/or guestsPromoted and established a living-learning environment that is conducive to student academic success and personal growth	August 2016- October 2020

- Hosted an annual Friendship Games which promoted teamwork, leadership development and community
- 55% of the residence hall had an active g.p.a. of 2.5 or higher due to academic supports services provided within the residence hall
- Part of a campus-wide on-call duty rotation with eight professional staff members for approximately 2,400 resident's campus wide
- Provided 24-hour duty coverage for crises intervention and discipline
- Responded to emergency and crisis situations working cooperatively with University Police, Counseling Center and ORL&H Staff
- Advised Inter-Residence Council on programming efforts within the hall, addressing building concerns, and conducting meetings
- Developed and implemented curriculum for new student's orientation classes on conflict resolution
- Encouraged the holistic development of individuals in their personal and professional endeavors

Morgan State University, Baltimore, Maryland

August 2016 – October 2020

Advisor, Morgan Male Initiative on Leadership and Excellence (M.I.L.E.)

- Primarily responsible for maintaining the MILE functionality and the academic progress of its members and administered a budget totaling \$50,000.
- Increased student participation from 20 members annually in fall 2016 to 85 members in spring 2020.
- Academic advising to male college students in the MILE through student Academic Progress Plans.
- Responsible for planning, implementation, semester evaluation and end of the year reporting, contract negotiations & established relationships with community networks for funding and youth exposure.
- Facilitated Monthly General Body Meetings, Thought Provoking Thursday Lecture Series, Networking events, Bi-Weekly Study Nights, Annual Fall Retreat, and off-campus excursions.

Morgan State University, Baltimore, Maryland

August 2016 – October 2020

SGA Advisor, Office of Student Life and Development

- Participated in, organized, and implemented social, cultural, and sporting activities appropriate to students' needs
- Accompanied students to excursions as required -- including regular evening & weekend work
- Promoted school events and excursions and designed advertising posters, flyers etc.
- Actively promoted the school through social media channels
- Highly motivated, energetic, positive
- Sociable, outgoing & confident personality
- Organized a thorough, creative, and resourceful, flexible approach always
- Customer service minded and quality oriented
- Ability to handle difficult situations with ease & remain calm & positive under pressure
- A self-starter who is able and willing to take initiative and ownership of the role, working with minimal supervision
- Excellent communication & people skills, warm and friendly professional attitude
- Flexible attitude to work hours and creative problem solver

Morgan State University, Baltimore Maryland

August 2015 – August 2016

Graduate Student Assistantship

- Collegial collaborations with academic advisors that resulted in drafting articles for publications
- Attended recruitment fairs for professionals from area graduate programs and schools to promote Morgan State's doctoral programs
- Worked on the development of an alumni network for all graduates of the Higher Education program
- Enhanced research skills and developed pedagogical skills
- Acquired academic administrative experience

CREC Academy of Aerospace and Engineering High School, Hartford, CT

October 2011- June 2015

Student Services Director/ Food Service Coordinator

- Directed the planning, implementation, and management of 10 student organizations
- Planned and directed the district's food service program in compliance with federal and state regulations and district policies
- Oversaw staff of 5 individuals who serve as cashiers for the food program
- Planned and coordinated logistics for the 50+ school field trips
- Planned annual graduation and awards ceremony
- Developed bi-monthly initiatives that brought diversity to the school
- Worked in conjunction with Hartford Public School food program staff to bring breakfast and lunch to students
- Performed diverse managerial responsibilities within areas and limits of authority as delegated by school principal.
- Conducted weekly correspondence to families and staff of our school community
- Provided a wide variety of secretarial support, including typing/word processing, proof reading, filing, recording information, and processing and distribution of all correspondence, much of which was of confidential nature.
- Screened correspondence and telephone calls for administrator and staff. Maintains multiple calendars. Organized appointments and staff meetings and planned for school visitations and facility usage.
- Facilitated the 1st ever CREC Student Leadership Day for 100 11th & 12th graders in the district

Eastern Connecticut State University, Willimantic, CT

September 2014- May 2015

Graduate Intern, Office of the President

- Conducted research on college retention for minority males in both state and community colleges
- Shadowed the University President and gained insight on the daily operations of her job and responsibility in the community
- Collaborated with senior management and university offices to understand the function of offices and their role as leaders at Eastern

Trinity College, Hartford, CT

June 2014–September 2014

Graduate Intern, Office of Student Activities, Leadership, and Involvement

- Assisted in the implementation and facilitation of 1st Year Leadership program.
- Coordinated the 2014 New Student Orientation for 800+ students.
- Partnered with local organizations and community organizations to be included in the Orientation program
- Assisted with other aspects of Office of Student Involvement planning and programming as needed.
- Managed student summer interns to develop the orientation for the class of 2015

Department of Employment Services, Washington, DC

Summers 2009-2010

Community Based Organization Intern

- Mediated on-the-job problems between the youth participants and employers
- Provided ongoing support to host and youth workers with the time entry system (ADP)
- Monitored the worksite and supervised youth workers to ensure that their work experience was meaningful

Multicultural Arts and Technology Summer Camp, New Britain, CT

Summers 2003-2007

Summer Resident Assistant

- Was a visible role model within the residence hall community
- Enforced behavior expectations and documented incidences with residents as needed
- Planned programming for residents outside of their academic work schedules

COMMUNITY INVOLVEMENT

Mentor! Baltimore	August 2019 - Present
Maryland Education Policy Fellow	Sep 2018 – May 2019
Morgan State University Graduate Student Association, President	August 2016- May 2019
Howard University Campus Pals Alumni Association, Corresponding Secretary	June 2016- 2019
NASPA Program Reviewer	September 2018; 2015
Howard University Class of 2007 Reunion Co-Chair	May 2016- October 2017
Leadership Greater Hartford, Quest 2015	January 2015- Nov. 2015
Howard University Alumni Association, Greater Hartford Chapter	October 2013- Aug. 2015
United Church of Christ Rev. Joseph Clemmons Job Readiness Program	Summer 2015
Central Connecticut State University (CCSU) New Britain, C.T.	May 2014-May 2015
Graduate Student Association, President	March 2014- May 2015
CCSU Counseling Society, New Britain, CT	March 2014- May 2015
Big Brother, Big Sister of America, Hartford, CT	March 2014- March 2015
Voices of Women of Color, Voter Registration & Poll Worker	August 2011- May 2014
Liberly Christian Center International, Youth & Young Adult Leader	October 2011- June 2013

PRESENTATIONS

- Morgan Opportunity on Leadership Development. (2018-21). The 10 Leadership Commandments.
- Morgan State University Student Organization Summit. (2018). Critical Thinking.
- Morgan State University MAPC Training. (2018). Student Development Theory.
- NASPA Region II Careers in Student Affairs Conference. (2017). the Color Purple: The More I Wonder, the More I Love.
- F.U.B.U. (2017). Presented at Towson University Black Student Leadership Conference
- Morgan State University Student Organization Summit & Residence Life & Housing (2016). Student Leader Work & Life Balance.

COMMITTEE INVOLVEMENT

<ul style="list-style-type: none"> • National Jesuit Student Leadership Conference (2021-22) • Men 2 Man Advisor (2021- present) • Class of 2020/2021 SGA Advisor (2016- 2020) • Morgan State University Council (2018-2019) • Provost & Senior Vice President for Academic Affairs Search Committee (2018-2019) • Morgan State University Innovation Committee (2017-2019) • Morgan State Graduate Assistant Grievance Process Taskforce (2017 – 2019) • Morgan State University Commencement Committee (2016- 2019) • Graduate Faculty Council (2016-2019) • Middle States Self-Study Standard II (2015- 2018) • 150 Sesquicentennial Coordinating Committee (2016-2017) 	<ul style="list-style-type: none"> • Loyola University Maryland Student Life <ul style="list-style-type: none"> • Chair, Hiring & Recruitment Committee • Residential Curriculum Committee • Office of Residence Life & Housing (Morgan State) <ul style="list-style-type: none"> • Inter-Residence Council Advisor • New Student Orientation Committee • Student Staff Training Committee • New Staff Recruitment Committee • Morgan M.L.L.E.- Co-Advisor • Mid-Atlantic Placement Conference- Co-Advisor • Academic Enrichment Program Liaison • Office of Student Life and Development Liaison (2017-2018)
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Vice Chancellor for Finance and Administration
Post Office Box 9212
Baton Rouge, LA 70813
Office: 225-771-5021

REC'D EVC-ACAD AFFRS
2023 JAN 20 PM5:06

January 20, 2023

Dr. Bijoy Sahoo
Executive Vice Chancellor and Provost
Southern University
Baton Rouge, LA 70813

Dear Dr. Sahoo:

The purpose of this correspondence is to request your approval to waive the search for the vacant Director of Auxiliary Services position at Southern University – Baton Rouge.

The candidate recommended to fill the position is Ms. LaTonya Green, who has over twenty years of experience in Auxiliary services and has previously held this position at SUBR for over sixteen years.

Ms. Green has worked for Mr. Flandus McClinton and myself in this position and has always been an excellent employee.

Specifically, she previously has worked as the lead person on the food service RFR, the RICOH contract, and the Follett bookstore contract.

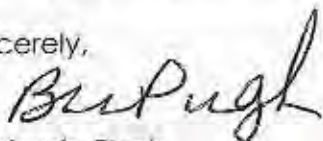
The University is fortunate to be able to acquire the service of an individual with the skillset of Ms. Green.

The annual salary offered for this position is seventy-seven thousand, five hundred dollars (\$77,500) which will be paid from general fund and auxiliary accounts.

The start date for Ms. Green will be March 1, 2023.

Your approval of this request is appreciated.

Sincerely,

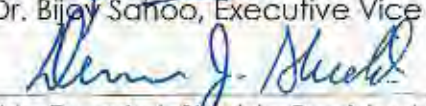


Benjamin Pugh
Vice Chancellor for Finance and Administration

APPROVED:


Dr. Bijoy Sahoo, Executive Vice Chancellor and Provost

APPROVED:


Mr. Dennis J. Shields, President-Chancellor

cc: Flandus McClinton

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	8	0	1
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

Previous Employee Tallya Reaux Reason Left Resigned
 Date Left January 6, 2023 Salary Paid \$59,900

Profile of Person Recommended

Length of Employment March 1, 2023 To _____
 Effective Date March 1, 2023

Name LaTonya Green SS# xxx-xx-0534 Sex Female Race* Black
 (Last 4 digits only)

Position Title: Director of Auxiliary Services Department: Auxiliary Services

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

--	--	--

 Expiration Date: _____

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

Years Experience 5 Southern University Experience 1 year
 Degree(s): Type/Discipline (BA-Education): Bachelor of Science - Accounting Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: 1994
M.P. A. - Master of Professional Accountancy Southern University and A&M College 2001

Current Employer Southern University - Baton Rouge

Personnel Action

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

Recommended Salary \$77,500 Salary Budgeted \$77,500

Source of Funds 216010-26159-61002-29000

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

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
216010-26159-61002-29000	\$77,500

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

*See Reverse Side

Graduate School signature (if, applicable):

Burt Pugh 1/27/23 Supervisor Date
Burt Pugh 1/27/23 Dean/Unit Head Date
[Signature] 1/27/23 Vice Chancellor Date
[Signature] 1/27/23 Chancellor Date
[Signature] 1/27/23 Director/Personnel Date
[Signature] Vice President/Finance Date
[Signature] Business Affairs/Comptroller Date
 President _____ Date _____ Chairman/S.U. Board of Supervisors _____ Date _____

LATONYA S. GREEN-JONES, M. P. A.

EXECUTIVE SUMMARY:

Senior Management Officer with over twenty years of professional business leadership experience in Accounting, Management, and Customer/Client Services who utilizes obtained industry skills, knowledge, and experience to enhance an organization's mission.

CORE COMPETENCIES:

-
- | | | |
|--|--|--|
| • Strategic Planning, Development and Implementation | • Financial Analysis & Reporting | • Microsoft Office Suite (<i>Word, Excel, PowerPoint, Access, Outlook</i>) |
| • Contract Management | • P & L Management | • Accounting Information Systems |
| • Project Management | • Accounts Receivable, Accounts Payable, General Ledger, and Payroll | • Blackboard System (<i>Unix & Windows</i>) |
| • Budget Planning & Management | • Procurement | • Ellucian Banner System |
| • Conflict Resolution | • Auditing Proficiencies | • Excellent Customer Service Skills |
| • Business Process Mapping | | • Excellent Organizational Skills |
-

PROFESSIONAL EXPERIENCE:

Tiffin University

11/2020 to Present

- **Assistant Vice President of Auxiliary Services.** Responsible for Procurement services including BID and RFP specifications, issuance and evaluation; Contract Accounting; Property and Casualty Insurance; Risk Management; Fleet Management; and Facilities Operations to include Housekeeping, Physical Plant, and Buildings and Grounds. Negotiate and monitor contracts. Research, develop, and implement approved projects. Manage Food Services, Mail Center, and Bookstore operations and contracts. Prepare and approve budgets. Prepare statistical, financial, and managerial reports and analysis. Prepare annual insurance application. Develop and implement new policies and procedures. Oversight of Fleet maintenance, registration, and leases. Manage employee conflict and customer service issues. Provide leadership and direction to administrative support and other departments. Advise University personnel and external stakeholders on auxiliary and business matters. Committee Member of: Strategic Planning, Campus Master Plan, ASSET, and Accreditation. 1/21 to Present
- **Director of Auxiliary Services & Procurement.** Responsible for management of Procurement services, Contract Accounting, Property and Casualty Insurance, and Fleet. Prepare and issue RFPs and Bids. Negotiate and monitor contracts. Research, develop, and implement new and approved projects and policy. Manage Food Services, Mail Center, and Bookstore operations and contracts. Prepare and approve budgets. Prepare statistical, financial, and managerial reports and analysis. Prepare annual insurance application. Manage employee conflict and customer service issues. Provide leadership and direction to administrative support and other departments. Advise internal and external stakeholders on auxiliary and business matters. Committee Member: Strategic Planning and Campus Master Plan. 11/20 to 1/21

Xavier University of Louisiana

2/2017 to 4/2020

- **Executive Director of Auxiliary Enterprises & Support Services.** Responsible for operational development, implementation and supervision of managed contract and support services for Dining and Food Services, Faculty/Staff Residential Properties, Contracted Event Management, Bookstore, Copy/Print & Mail Operations, Vending services, and I. D. Card services. Revise, develop, and implement policies and procedures to improve and maintain revenue generating and cost-effective support services. Manage contract accounting for auxiliary areas. Prepare budgets, financials, and managerial reports. Performed procurement activities. Monitor day-to-day business operations and provide leadership and training to supporting personnel. Advise departments and external stakeholders on auxiliary and business matters. Manage employee conflict and resolve customer service issues. Implement new concepts (retail and operational) to improve overall customer service and satisfaction which increased use of area(s).

Southern University and A&M College

4/2001 to 2/2017

• **Director of Auxiliary Services.** Responsible for strategic planning, oversight and management of business operations and contracted services for Bookstore, Copy & Mail Services, Vending, Concessions, Dining Services, I.D/One-Card, and the multi-purpose F. G. Clark Activity Center. Revise, develop, and implement new policies and procedures to improve and maintain revenue generating and cost-effective services. Plan, manage, and direct activities and programs. Prepare specifications for RFPs and Bids. Manage contract accounting and procurement. Research, develop, and implement new and approved projects. Prepare and approve budgets. Prepare statistical, financial, and managerial reports and analysis. Manage employee conflict and customer service issues. Provide leadership, direction and training to administrative and supporting personnel. Advise departments and external stakeholders on auxiliary and business matters. Considered essential personnel and a member of various university committees.

Louisiana Workers' Compensation Corporation.

8/1997 to 4/2001

• **Senior Accountant.** Responsible for G/L & A/P account reconciliations, Monthly P & L Financial Statement Preparation, Monthly Departmental reports, Quarterly state and regulatory filings, Year-end state and regulatory filings, Annual Statement preparation and Budgeting procedures, OMNET Access invoicing, Tenant Rent invoicing, Deductible Member invoicing and reconciliation, and Misc. invoicing. 6/99 to 4/01

• **Staff Accountant.** Responsible for A/P account reconciliations, Monthly P & L Financial Statement Preparation, Monthly Departmental reports, Quarterly state and regulatory filings, Budgeting procedures, OMNET Access invoicing, Tenant Rent invoicing, Deductible Member Invoicing and reconciliation, and Misc. invoicing. 8/97 to 6/99

Broussard Accounting, Inc.

8/1996 to 8/1997

• **Staff Accountant.** Responsible for write-ups, adjustments, year-end activities, trial balances, bank reconciliations, corporate and personal taxes and other accounting activities for multiple companies. Responsible for data-entry, letter composition, report preparation, organizing information, and customer service.

Southern University System Foundation.

5/1995 to 8/1996

• **Accountant.** Responsible for General Ledger, Accounts Receivable, and Accounts Payable data entry and accounting. Assistant to the Director of Accounting. Assisted the Executive Director of Foundation as needed.

EDUCATION:**Southern University and A & M College-Baton Rouge**

- **M. P. A. (Master of Professional Accountancy)**
- **B. S. Accounting Minor - Management**

PROFESSIONAL ASSOCIATIONS & HONORS:

- National Association of College Auxiliary Services
- Partnership for a Healthier America
- CERT (Community Emergency Response Team) Member
- SUBR Nominee for Director of the Year 2008-09
- National Association of Campus Card Users
- Certified Contract Manager
- Coca-Cola 2019 New Orleans Cheers to Her Honoree
- SUBR Nominee for Director of the Year 2002-03



REC'D EUC-ACAD AFFRS
2023 JAN 26 PM 2:23

Upward Bound TRIO Programs
P. O. Box 9924
Baton Rouge, Louisiana 70813

Phone: (225) 771-3880
Fax: (225) 771-4612

December 2, 2022

Camacia Smith-Ross, EdD
Executive Director of Pre-College and Outreach Programs
Southern University and A & M College
Baton Rouge, Louisiana 70813

Greetings Dr. Smith-Ross,

We respectfully request approval for the waiver of posting the Director's positions for Inspire Upward Bound Program and Endeavour: Upward Bound Math and Science Program; Ascension Upward Bound and Experience: Upward Bound; Discovery: Upward Bound Math and Science; and Enterprise: Upward Bound; and Concordia: Upward Bound and Empower: Upward Bound.

We will post the remaining Director's positions for Mercury: Upward Bound Math and Science, Apollo: Upward Bound Math and Science, and Columbia: Upward Bound Math and Science.

During the recent Upward Bound (UB) and Upward Bound Math and Science (UBMS) Grant Writing Competitions, the Upward Bound and Upward Bound Math and Science staff of Southern University and A & M College submitted and received funding for six (6) Upward Bound and five (5) Upward Bound Math and Science grant applications. Following the competition, we conducted budget revision meetings with our assigned agency Specialist, Mr. Kenneth Foushee.

During the meetings, we proposed to collaborate our efforts and pool the eleven (11) UB and UBMS budgets to develop a more interconnected leadership endeavor and create significant opportunities for enhanced direct services to Program Participants via an effectively reorganized and blended staff. If approved, the revision would maximize collaborative opportunities for greater cohesiveness, increasing benefits, and cost savings across the eleven (11) UB and UBMS grants.

We proposed to share directors across two (2) grants and use salary and benefits savings to reallocate into critically needed Participant services and other line items. A director productively functioning 50% time and effort between two (2) grants is attainable and has been successfully demonstrated on our campus, in other Louisiana TRIO Programs, and TRIO Programs across the nation. Each Director will earn \$35,000.00 for each of the two grants. Kenneth Mackie, a senior director, will earn 36,250.00 for each of the two grants.

Additionally, we revealed through our revision request that each grant includes a position at 100% time and effort. The role of a Project Coordinator on each Upward Bound Program grant and a STEM Advisor on each Upward Bound Math and Science Program grant effectively lends the necessary balance and support to the Director's 50% time and effort on the grants.

Further, our experience has revealed that sharing staff as proposed assures that each grant enjoys enhanced continuity and increased access to professional academic assistance. For instance, the cohesiveness between the managerial

operation and shared grant staff will undoubtedly save time in training new employees to research, plan, implement, coordinate, track and document the process and procedural needs of the grants. Consequently, the request for grant revisions stipulated will save time and money when fulfilling the objectives and meeting the needs of Participants proficiently and prudently.

Summarily, we proposed that the initial consideration of individuals to serve as Directors of several of the funded grants are provided to our experienced incumbent TRIO professionals. The three (3) individuals, Ms. Desiree N. Ephrom, Dr. Julius M. Turner, and Mr. Timothy R. Williams, have served full-time with the Upward Bound and Upward Bound Math and Science Programs over the last ten (10) years as Program Coordinators. Mr. Kenneth R. Mackie has served full-time with the Upward Bound and Upward Bound Math and Science Programs over the last twenty-two (22) as a Program Coordinator and then Director.

This group has the experience, skillset, familiarity with the Participants and their families, school communities we serve, and knowledge of the institutional community to effectively administer the essential directorial responsibilities. They are active professionals in the State, Regional and National TRIO communities, where they have served in high-profile service positions and as officers on various TRIO Educational Boards. Please also note that these individuals listed in table one (1) are members of the writing team responsible for Southern University and A & M College receiving the eleven (11) Upward Bound and Upward Bound Math and Science Programs grant awards. Resumes highlighting their accomplishments are included with this letter.

Table 1 below details the revision plan we presented to the Agency Specialist for the placement and hiring of Directors of the Upward Bound and Upward Bound Math and Science Programs. The Agency Specialist, Mr. Kenneth Foushee, approved the submitted revision plan.

TABLE 1
Directorships 2022 Funded Grants Upward Bound and Upward Bound Math and Science
Southern University and A & M College
Baton Rouge, Louisiana

PR Number	Name of Grant	Type of Grant	Director Grant Position One (1)	Time & Effort	Administrative Staff Secondary Grant Position	Time & Effort
P047M220441	Endeavour	UBMS	Kenneth Mackie	50%	STEM Advisor	100%
P047A220897	Inspire	UB	Kenneth Mackie	50%	Project Coordinator	100%
P047A220491	Ascension	UB	Desiree Ephrom	50%	Project Coordinator	100%
P047A220894	Experience	UB	Desiree Ephrom	50%	Project Coordinator	100%
P047M220486	Discovery	UBMS	Timothy Williams	50%	STEM Advisor	100%
P047A220270	Enterprise	UB	Timothy Williams	50%	Project Coordinator	100%
P047A220892	Empower	UB	Julius Turner	50%	Project Coordinator	100%
P047A220492	Concordia	UB	Julius Turner	50%	Project Coordinator	100%
P047M220512	Mercurey	UBMS	Will be Posted	TBA	STEM Advisor	100%
P047M220510	Apollo	UBMS	Will be Posted	TBA	STEM Advisor	100%
P047M220484	Columbia	UBMS	Will be Posted	TBA	STEM Advisor	100%

Please feel free to request any additional clarification regarding this matter at (225) 771-3880. Thank you for considering this request.

Respectfully,



Rhonda L. Robinson

Director

Enterprise: Classic Upward Bound

Discovery: Upward Bound Math and Science
Dr. Camacia Smith-Ross
Executive Director for Pre-College
Outreach Programs

Approved Not Approved

CSR 1/19/23
Signature Date

Dr. Jacqueline G. Preastly
Vice Chancellor for Enrollment
Management and Student Success

Approved Not Approved

Jacqueline G. Preastly 1/19/23
Signature Date

Dr. Bijoy K. Sahoo
Executive Vice Chancellor and Provost

Approved Not Approved

B. Sahoo 1/26/23
Signature Date

Mr. Dennis J. Shields
President and Chancellor

Approved Not Approved

Signature Date

POS CLASS				
EMP CLASS				
III		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) X 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 N/A Reason Left _____ Salary Paid _____
 Date Left _____

Profile of Person Recommended

Length of Employment September 1, 2022 To August 31, 2023

Effective Date of Employment March 1, 2023

Name Desiree Nannette Ephrom SS# xxx-xx-9120 Sex F Race* B
 (Last 4 digits only)

Position Title: Project Director Department: TRIO Upward Bound

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

X New Position Visa Expiration Date: _____

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

Years Experience 35 Southern University Experience 24

Degree(s): Type/Discipline (BA-Education): B.A. Education Institution/Location (SU-Baton Rouge): Southern University / Baton Rouge, LA Year: 5/1980
M.Ed. / Administration / Supervision Southern University / Baton Rouge, LA 7/2004

Current Employer Southern University and A & M College

Personnel Action

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

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

Pay Cycle: _____ Biweekly X Monthly _____ Faculty _____

Source of Funds: Experience / Ascension Identify Budget: 220486 / 220487 Location: _____

Change of:

From _____ To _____
 Position: Project Advisor _____ Project Director _____
 Status: _____
 Salary Adjustment: \$55,702.00 _____ \$70,000.00 _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
Endeavour: TRIO UB / 220442	\$55,702.00

*See Reverse Side

Comments: (Use back of form)

Graduate School signature (if, applicable):

Phyllis K. Robinson 1/25/2023 _____ 1/26/2023
 Supervisor Date Dean/Unit Head Date
Angela B. Preasley 1/26/2023 _____ 1/26/2023
 Vice Chancellor Date Chancellor Date
 _____ 1/30/2023 _____
 Director/Personnel Date Vice President/Finance Date
 _____ _____
 Business Affairs/Comptroller Date
 President Date Chairman/S.U. Board of Supervisors Date

8/31/23

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: The Director will be the chief day-to-day administrative official of the Upward Bound Program. The Director must promote high and attainable teaching and learning standards to promote an atmosphere of trust and collaboration, and fun. The Director must support the implementation of the Project's proposal and be visible and accessible to all participants, staff, and parents. The Director must be comfortable with developing and implementing a shared academic decision-making leadership model.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: Monday-Friday 8:00am - 5:00pm
 EMPLOYEE DIRECT SUPERVISOR: Rhonda L. Robinson
 SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-3880
 NUMBER OF EMPLOYEES SUPERVISED, (if any): 10

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

CODE	EXPIRES
US	
RA	
H1	
J1	
F1	
EO	

(Small text: SOUTHWESTERN ILLINOIS STATE UNIVERSITY OFFICE OF THE ASSISTANT TO THE CHANCELLOR...)
 JAN 31 2023
 Compliance Verified By: *[Signature]*
 Date: 01/30/23

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

DESIREE EPHROM, M.Ed.

2881 Iroquois Street, Baton Rouge, LA. 70805

(225) 418-9174

desiree_ephrom@subr.edu

OBJECTIVE

To obtain a professional **Education position** within the educational environment where I can utilize my degrees and gain valuable work experience.

PROFESSIONAL EXPERIENCE

2015-Present Southern University Upward Bound TRIO Programs Baton Rouge, LA
Southern University & A&M College

Project Advisor

STEM Program Coordinator (Math and Science)

- Implement all standards of Federal funded academic enrichment program
- Develop and implement recruiting processes to reach identified target group
- Maintain student academic and personal records with confidentiality
- Provide mentoring for students as they matriculate through program
- Maintain student attendance database
- Serve as liaison with area high school guidance counselors and administrators
- Assist with grant writing for the recertification of the program.

2012-2015 Southern University Upward Bound TRIO Programs Baton Rouge, LA
Southern University & A&M College

Project Advisor (Part time)

- Implement all standards of Federal funded academic enrichment program
- Develop and implement recruiting processes to reach identified target group
- Maintain student academic and personal records with confidentiality
- Provide mentoring for students as they matriculate through program
- Maintain student attendance database
- Serve as liaison with area high school guidance counselors and administrators

1999-2012 Office of Technology & Network Baton Rouge, LA
Southern University & A&M College

Interim Help Desk Specialist

- Assist the Manager with the running of the help desk by ensuring all customer needs are met.
- Interview student operators and technicians for employment with the department.
- Train the telephone operators to assist customers over the telephone and in person.
- Monitor and assist the technicians to ensure they have the necessary information and materials needed to complete their assigned trouble tickets.
- Monitor and track the helpdesk tickets through KACIS System for progress and ensure that the tickets are assigned to the appropriate staff.

- Direct calls for support service to the appropriate unit or staff member.
- Coordination of departmental inventory.
- Troubleshoot hardware and software problems associated with microcomputers and simple network

2004-2006 Part-Time (Tuesday Evenings)

Southern University (University College)

Freshman Reading Instructor (Adjunct)

- Teach students how to be successful and develop the necessary reading skills to comprehend, in the courses that required a lot of reading, analyzing, summarizing, and drawing conclusions.
- Teaching on-line and

Y2K Specialist/Night & Evening Laboratory Supervisor

- Maintained data for Y2K Year 2000 Computer Upgrades Campus-Wide
- Monitored computer laboratories during the evening shifts for two computer labs
Supervised graduate and undergraduate students working in the general -purpose labs.

Laboratory Supervisor/Property Control Officer/Lending Library Specialist

- Assisted The Coordinator of Training and Support Services and Help Desk Support Specialist, develop schedule for graduate and undergraduate assistant. Assist with the installation of software and hardware installation for all general-purpose labs.
- Supervise the opening and closing along with the operation of all general-purpose computer laboratories (including the evenings and weekends).
- Work on a \$2.5 million dollar inventory. Equipment worth \$1,000 dollars and more (kept an up-to-date account of the location of all the equipment).
- Assist students, faculty, and staff with call-in requests to the help desk services.
- Schedule classes, trainings, and workshops in the training lab and the various video-conferencing rooms.
- Attend and set up professional development workshops (Banner, Live-Text and others).
- Troubleshoot problems with hardware and software problems associated with microcomputers and simple network issues.
- Support the Microsoft Office Professional Suite of Products (Windows, Word, Excel, PowerPoint and Access) with advance level proficiency.

2005-Present Part-Time (Saturdays 9am-1pm)

Southern University Upward-Bound Baton Rouge, LA.

Trio Program, Classic Program and Math-Science Program

Educational Technology Instructor/Facilitator (Part-time)

- Teach 9th, 10th and 11th Graders the introduction and various skills with the Microsoft Office Professional Suite.
- Set up and assist the other instructors using the different multi-media equipment available to teach their classes.
- Teach 12th Graders on how to become A Masters Student/The Orientation of College Experience in preparation for college.

2005-2013 (Part-time Tuesday Thursday 7pm-8:15pm)

Baton Rouge Community College Baton Rouge, LA

Adjunct Instructor –College Success Skills Courses/First Class

- Teach incoming and returning students how to be successful in their classes to obtain a college degree.
- Demonstrate and discuss with the students how college life differs from high school.
- Assist with counseling students and exposing them to situations and other resources so that they can make choices about their future in the high education arena.

1995-1998 East Baton Rouge Parish School Board Baton Rouge, LA

Special Education Long-Term Substitute Teacher

- Provide weekly instructional lesson plans
- Demonstrate and worked with hands on activities for students to accomplish their goals.

1991-1994 Part-Time FEMA Case Worker

- Process cases for emergency funds, per household. Until funds became depleted.

Department of Health and Hospitals (*Transportation Operator*)

- Take calls from clients on medical for medical transportation.
- Contact the individual companies to arrange pick-up /departure and ensure that the clients get to their appointments on time.

1988-1991 Acadia Parish School Board Crowley, LA

Regular Education Teacher 2nd Grade ad Fourth Grade

- Provide weekly instructional lesson plans.
- Provide weekly computer –based testing for students.
- Fourth Grade Chairperson assisting teacher on the same grade level.
- Demonstrate and worked with hands on activities for students to accomplish their goals.

Follow policies and procedures of the Acadia Parish School System and attended/participated in seminars and workshops as required.

**1983-1988 Dept. of Social Services Family Support
Baton Rouge, LA**

Caseload Worker

- Interview clients to up-date of their eligibility for assistance.
- Make necessary telephone contacts for verification.
- Work budgets out using guidelines provided before the end of the month.
- Handle a caseload of 126 AFDC (Aid to Families with Dependent Children and Food Stamps Cases).

EDUCATION

1975-2004 **Southern University & A&M College** **Baton Rouge, LA**

M.Ed. Administration and Supervision

B.A. Elementary Education/Mental Retardation

28 hours in Counseling Education

12 hours as a Technology Facilitator

TRAININGS

A+ Certification Training

Microsoft Registry Training

NetG/Blackboard Training

Online Certified Instructor

AFFILIATIONS

Emerging Leader Institute (2018)

2009-2010 (Chaplain) Southern University Head Start

Baby Jags Parent Group Organization

2006-2007 (Parent President) Southern University Head Start

Baby Jags Parent Group Organization

Spring 2009 Member of the Zeta Phi Beta (Mu Zeta Chapter)

2005-2006 (Financial Secretary) Southern University Head Start

Baby Jags Parent Group Organization

REFERENCES

FURNISHED UPON REQUEST

POS CLASS				
EMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

TYPE OF APPOINTMENT:
 _____ Academic (Fac) X Non-Academic (Uncl)
 _____ Part-time (_____ % of Full Time)
 _____ Temporary (must be indicated if less than 100%)
 _____ Tenured
 _____ Tenured Track
 _____ Other (Specify) _____
 _____ Undergraduate Student
 _____ Graduate Assistant
 _____ Retiree Return To Work

Civil Service
 Restricted
 Detail # of mos
 Job Appointment
 Probationary
 Permanent Status

Previous Employee Kenneth R. Mackie Reason Left _____
 Date Left February 28, 2023 Salary Paid \$61,594.00

Profile of Person Recommended

Length of Employment September 1, 2022 To August 31, 2023

Effective Date of Employment March 1, 2023

Name Kenneth R. Mackie SS# xxx-xx-9668 Sex Male Race* B
(Last 4 digits only)

Position Title: Project Director Department: TRIO Upward Bound

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 PAF, if applicable.)

Years Experience 43 Southern University Experience 21
 Degree(s): Type/Discipline (BA-Education): B. S. Civil Engineering Institution/Location (SU-Baton Rouge): Southern University / Baton Rouge, LA Year: 1983
EMPA Southern University / Baton Rouge, LA 2014

Current Employer Southern University and A & M College

Personnel Action

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

Annual Salary \$72,500.00 Salary Budgeted \$72,500.00 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty _____

Source of Funds: Endeavour: UB Identify Budget: 220482 / 220490 Location: _____
Inspire

Change of:
 Position: Project Director From _____ To Project Director
 Status: _____
 Salary Adjustment: \$61,594.00 _____ To \$72,500.00

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

Financial Aid signature (if, applicable):	
Source of Funds (Current)	Amount
Endeavour: TRIO UB / 220442	\$61,594.00

*See Reverse Side Graduate School signature (if, applicable):
 Supervisor Phonda F. Robinson 1/25/2023 Date _____
 Vice Chancellor Terrence G. Priestly 1/26/2023 Date _____
 Director/Personnel [Signature] 1/26/2023 Date _____
 President _____ Date _____

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

9/30/23 8/31/23

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS: The Director will be the chief day-to-day administrative official of the Upward Bound Program. The Director must promote high and attainable teaching and learning standards to promote an atmosphere of trust and collaboration, and fun. The Director must support the implementation of the Project's proposal and be visible and accessible to all participants, staff, and parents. The Director must be comfortable with developing and implementing a shared academic decision-making leadership model.

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: Rhonda J. Robinson

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-3880

NUMBER OF EMPLOYEES SUPERVISED, (if any): 10

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	05/31/2023
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPI (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Signature: Rhonda J. Robinson
Date: 05/31/2023

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.suibr.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

KENNETH RAY MACKIE

17421 Omega Court
Baker, LA 70714
(225) 771 – 5489 (Work)
(225) 658 – 8001 (Home)
(225) 772 – 6235 (Cell)

Objective

To affiliate myself with a growth-oriented organization that will utilize my knowledge, experience, training, and expertise as an educator/administrator to share innovative solutions to improve the academic success among youth.

Employment Experience

Director

TRIO - Upward Bound Math-Science Program
(ENDEAVOUR)

October, 2015 – Present.

- Performed duties to ensure for the overall administration and management of all Project activities.
- Manages the program's budget by requesting necessary reports from Budget Compliance Office and meeting with appropriate personnel when required.
- Maintains and approves Annual Performance Report (APR) of participants database for Federal Department of Education.
- Responsible for the hiring and evaluation of all Project staff.

Senior Program Advisor/Recruiter – Renamed Data Analyst/Evaluator

TRIO Classic Upward Bound Program (CUB), Southern University and A&M College, Baton Rouge, LA.

October, 2002 – October, 2015.

- Member of the grant writing team that has secured funding for the Classic Upward Bound Program and the Upward Bound Mathematics and Science Program during the 2002 – 2017 time period.
- Informed the Directors of the Classic Upward Bound program and the Upward Bound Mathematics and Science program how the Programs were functioning and achieving established goal criterion such as student's grade point averages (GPA), academic performance on standardized tests, secondary school retention/graduation rates, performance in rigorous secondary school program of study, college entrance rates, and college graduation rates through the preparation of the Annual Performance Report (APR).
- Advised Director as to the program's adherence to Federal Department of Education guidelines.
- Interviewed personnel for instructor positions within the CUB and UB Math-Science Programs. Provided guidance and supervision to instructors to assist with classroom management, instructions/planning, and formation of material for class requirements.
- Reviewed budgets prepared by the CUB Director; pointed out any errors in allocations/calculations of funds to specific areas.
- Recruited "at risk" high school students based on criteria established by Federal Department of Education.
- Acted as liaison between the program and local high schools and other agencies.
- Served as the personal, academic, and career advisor to the program's participants.
- Provided college admissions and financial aid advisement to senior level participants.
- Conferred with the parents of the participants in one-on-one conferences or group meetings concerning the progression of their child. Also prepared and presented information orally and visually to students, parents, teachers, and administrators.
- Taught classes in Algebra-1, Geometry, Algebra-2, Physical Science, Chemistry, Physics, and ACT Preparation in a classroom and/or tutorial environment.
- Directed after school tutoring program for program's participants. Supervised state-certified teachers and college students that provided academic help to program's participants in various high school subject areas (i.e., Algebra-1, Geometry, Algebra-2, Trigonometry, Advanced Math, Physical Science, Biology, Chemistry, and Physics).

KENNETH RAY MACKIE

School Board Representative

Zachary Community School District (ZCSD), District 4 School Board Representative, Zachary, LA
January, 2011 – December 31, 2014, Re-elected 2018-2022, Re-elected Unopposed 2022-2026.

- Attend bi-weekly or called meetings to review documentation and make decisions concerning the education of the children within the school district.
- Reviewed and approved/disapproved budgetary, personnel, educational, policy adherence to state and federal guidelines for the ZCSD.
- Certified State School Board Member by amassing 16 or more state training hours – earned 30 training hours.
- Attended various state and national school board conferences.
- Meet with parents of students to clarify issues pertaining to their child/children while attending the district's school(s).
- Represented the school board on various joint city committee meetings (i.e., Zachary Economic Board).

Quality Assurance Auditor

MERCK Animal Health Center, (formerly known as Scherring-Plough Animal Health Center), Baton Rouge, LA.
October, 1995 - September, 2002.

- Submitted appropriate procedural changes to update established operating procedures to the Technology Transfer Scientist or Document Controller.
- Worked with Production Department to establish acceptance criteria for the packaging of finished products.
- Designed and implemented inspection standard operating procedures (SOP) and data collection forms as required.
- Audited incoming raw materials, packaging components, and finished products according to established inspection plan(s) (i.e., MIL-STD 105E).
- Recommended appropriate action(s) to the Quality Assurance/Quality Control Supervisor when the inspection of incoming materials and finished products were out of specifications.

Faculty Member

McKinley Middle Magnet School, Baton Rouge, LA; Science Department.
August, 1994 - May, 1995.

- Instructed Earth Science and Life Science.
- Planned lectures and hands-on demonstrations/experiments.
- Overall class management supervision was my responsibility.

Senior Industrial Engineer

US Department of the Army, Pine Bluff Arsenal, Pine Bluff, AR; Department of Quality Assurance.
March, 1991 - July, 1994.

- Provided technical input for the procurement of quality assurance and control engineering services.
- Provided technical input for the design and purchase of new machinery.
- Assured that RAM requirements were adequately specified and achievable.
- Certified in the application/interpretation of statistical process control (SPC).
- Acted as the technical consultant during Pre-Operational Surveys (POS) of production lines.

Faculty Member

US Army Materiel Command School of Engineering and Logistics (US AMC SEL), Texarkana, TX; Test and Evaluation Engineering (T&EE) Department.
September, 1989 - March, 1991.

- Instructed procurement policies to recently hired and experienced government/industry/allied engineers.
- Lectured topics included Basic Contract Law, Funding of Government Contracts, Socioeconomic Policies, and Patents and Data Rights.

KENNETH RAY MACKIE

- Instructed classes in T&E methods and data analyses.
- Provided career advisement and guidance to newly hired engineers.

Reliability, Availability, and Maintainability (RAM) Engineer

Test and Experimentation Command Aviation Board (TEXCOM AVNBD), Ft Rucker, AL; Technical Analysis Branch.

August, 1985 - August, 1989.

- Tested/reported results of tests on US Army helicopter equipment, chemical, and biological protective equipment.
- Applied knowledge of the operation, use of aviation systems and subsystems, engineering techniques, and practical limitations of mathematical models involving actual versus theoretical testing to evaluate the RAM of systems.
- Served as primary participant of working groups to establish RAM parameters.

Quality and Reliability Intern

US Army Materiel Command School of Engineering and Logistics (US AMC SEL), Texarkana, TX; Quality and Reliability Department.

July, 1984 - July, 1985.

Skills: Proficient in the use of Microsoft Office Suite of programs that includes Word, Excel, and Powerpoint.

Education: Executive Masters of Public Administration (EMPA)
Southern University and A&M College, Baton Rouge, LA
December, 2014

B.S., Civil Engineering
Southern University, Baton Rouge, LA
May, 1983

Certification in Quality and Reliability Engineering
US AMC SEL, Red River Army Depot
Texarkana, TX
July, 1985

Memberships: North Baton Rouge Community Advisory Panel
Formerly known as Honeywell Community Advisory Panel
June, 2010 - 2018

Louisiana Association of Student Assistance Programs (LASAP)
October, 2002 – Present
Past President: May, 2010 - Present
President: May, 2009 – April, 2010
President-Elect: May, 2008 – April, 2009
Treasurer: April, 2006 – April, 2008

Southwestern Association of Student Assistance Programs (SWASAP)
Regional Member (Arkansas, Louisiana, Oklahoma, New Mexico, Texas)
SWASAP Regional Member, 2002 – Present
Finance Committee Chairman, 2007 – 2008

Council of Opportunity in Education (COE)
National Organization – Member
Washington, DC
2002 - Present

National School Board Association (NSBA)
January, 2011 – December, 2014

Louisiana School Board Association (LSBA)
January, 2011 – Present

References: **Available upon request.**

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) Non-Academic (Uncl)
 Temporary Part-time (_____ % of Full Time)
 Tenured (must be indicated if less than 100%)
 Tenured Track Undergraduate Student
 Other (Specify) Graduate Assistant
 Retiree Return To Work

CIVIL SERVICE
 RESTRICTED
 DETAIL #01198
 JOB APPOINTMENT
 PROBATIONARY
 PERMANENT STATUS
 JAN 3 1 2023
 COMPLAINT OPERATIONS

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

Profile of Person Recommended

Length of Employment September 1, 2022 To August 31, 2023

Effective Date of Employment March 1, 2023

Name Rhonda L. Robinson SS# xxx-xx-9749 Sex F Race* B
(Last 4 digits only)

Position Title: Executive Administrator Department: TRIO Upward Bound

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

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

Years Experience 54 Southern University Experience 44

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Certificate in HR Management	Southern University - Baton Rouge	1981
	Bachelor of Arts Mass	Communications - Southern University - BR	1982
	Master of Arts Mass	Communications - Southern University - BR	1987
	Doctorate of Arts Humanities	Clark Atlanta University - Atlanta, GA	1988-1992

Current Employer Southern University and A & M College

Personnel Action

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

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

Pay Cycle: Biweekly Monthly Faculty _____

Source of Funds: ATTACHED Identify Budget: _____ Location: _____

Change of:

From Project Director To Executive Administrator

Status: _____ Salary Adjustment: \$64,152.00 \$90,000.00

Financial Aid signature (if, applicable):

Source of Funds (Current)	Amount
Southern University:	
Enterprise: 220441- Discovery	\$64,152.00
220440	

List total funds currently paid this employee by _____

*See Reverse Side

Comments: (Use back of form)

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

Supervisor [Signature] Date 1/26/2023
 Vice Chancellor [Signature] Date 1/26/2023
 Director/Personnel [Signature] Date 1/30/23
 President _____ Date _____
 Dean/Unit Head [Signature] Date 1/26/2023
 Chancellor [Signature] Date _____
 Vice President/Finance [Signature] Date _____
 Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

8/31/2023

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS: The Executive Administrator of TRIO Upward Bound and Upward Bound Math and Science Programs ensures that the programs meet established goals, objectives, and federal guidelines and is responsible for program development, implementation, supervision and evaluation of programs and program staff.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: Monday-Friday 8:00am – 5:00pm
 EMPLOYEE DIRECT SUPERVISOR: Camacia Smith-Ross, Ed.D
 SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-4040
 NUMBER OF EMPLOYEES SUPERVISED, (if any): 30

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

SOUTHERN UNIVERSITY SYSTEM
 OFFICE OF THE ASSISTANT ATTORNEY GENERAL
 If you are not a U.S. citizen, you must provide a copy of your passport and visa with the code and expiration date of the appropriate visa (H, J, F, M, E, TN, etc.)

EXPIRES JAN 31 2023

Signature
 Legally/Conditionally verified by _____
 Substantively verified by _____
 User ID: _____

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

Source of Funds: The Executive Administrator will oversee the following programs:

Apollo: Upward Bound Math and Science	220483
Columbia: Upward Bound Math and Science	220484
Discovery: Upward Bound Math and Science	220480
Endeavour: Upward Bound Math and Science	220482
Mercury: Upward Bound Math and Science	220485
Ascension: Upward Bound	220487
Concordia: Upward Bound	220488
Empower: Upward Bound	220489
Enterprise: Upward Bound	220481
Experience: Upward Bound	220486
Inspire: Upward Bound	220490



Upward Bound TRIO Programs
P. O. Box 9924
Baton Rouge, Louisiana 70813

Phone: (225) 771-3880
Fax: (225) 771-4612

December 2, 2022

Camacia Smith-Ross, EdD
Executive Director of Pre-College and Outreach Programs
Southern University and A & M College
Baton Rouge, Louisiana 70813

Greetings Dr. Smith-Ross,

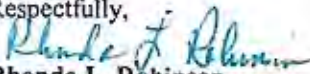
I respectfully request approval to receive an adjustment to my salary due to an increase in my workload responsibilities.

I currently serve as the Director of Discovery: Upward Bound Math and Science Program and Enterprise: Upward Bound Program. Following the recent Upward Bound (UB) and Upward Bound Math and Science (UBMS) grant-writing competitions, the Agency Specialist, Mr. Kenneth Foushee, approved a request for me to serve as the Executive Administrator of the Upward Bound TRIO Programs. In that capacity, I will oversee six (6) Upward Bound Programs and five (5) Upward Bound Math and Science Programs.

As Director of Discovery: Upward Bound Math and Science Program and Enterprise: Upward Bound Program, I currently earn \$64,152 for directing both Programs. As Executive Administrator of the Upward Bound Programs, I will earn \$8,182 from each of the eleven (11) UB/UBMS grants equaling \$90,000 for 12 months at 9.095% time and effort.

Please feel free to request any additional clarification regarding this matter at (225) 771-3880. Thank you for considering this request.

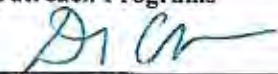
Respectfully,


Rhonda L. Robinson
Director

Enterprise: Classic Upward Bound
Discovery: Upward Bound Math and Science

Dr. Camacia Smith-Ross
Executive Director for Pre-College
Outreach Programs

Approved Not Approved



Signature

1/19/23

Date

Dr. Jacqueline G. Preastly
Vice Chancellor for Enrollment
Management and Student Success

Jacqueline G. Preastly ^{1/19/23}
Signature Date

Approved Not Approved

Dr. Bijoy K. Sahoo
Executive Vice Chancellor and Provost

Signature Date

Approved Not Approved

Mr. Dennis J. Shields
President and Chancellor

Signature Date

Approved Not Approved

Rhonda L. Robinson

Advocate • Educator • Leader

2725 Duke Street
Baton Rouge, Louisiana 70805
(225) 358-0420
rhonrob1@bellsouth.net

PROFILE SUMMARY

- A composed leader, creative and critical thinker and user-friendly business professional with multifaceted management experience within postsecondary education and federal grant initiatives.
- **Specializations include:**
Computer And Technology; Communication, Active Listening and Interpersonal Skill Building; Decision Making Capabilities; Complex Problem Solving; Operation And System Analysis; Event Planning; Programming; Sales And Marketing; Monitoring; Contract Negotiation; Project Tracking And Management; Team Building, Training, Mentoring, and Supervision; Office Administration; Community Outreach; Staff Development And Training; Grant Writing; Inventory and Records Management; Budgeting Management And Forecasting; Internal Controls; Policy Development; Crisis Intervention; Consulting; Curriculum Development and Public Speaking.

GRANT MANAGEMENT (22 YEARS)

FEDERAL TRIO PROGRAMS

Interim Director – UB Math-Science Project, Southern University A&M, Baton Rouge, LA 2015 (Summer)

- Chief fiscal and administrative officer for Upward Bound Math-Science (UBMS) federal grant initiatives.
- Implement project objectives and compile student data for interim and annual performance reports.
- Administer and supervise faculty, staff, and participants resources, training and academic services.

Director – Upward Bound Project, Upward Bound Math and Science Southern University A&M, Baton Rouge, LA – 2000-Present

- Chief fiscal and administrative officer for Enterprise: Classic Upward Bound (UB) and Discovery: Upward Bound Math and Science federal grant initiatives, including: implementation and management of services, submission of interim and annual reports, annual student recruitment and record maintenance, and faculty and staff hiring and training.
- Manage project activities, supervise project staff, comply with federal and agency requirements, maintain good record keeping of fiscal and student data, and evaluate project objectives.
- Responsible for implementing all program objectives related to the execution of grant application.
- Recruit, hire, train, and supervise project staff.
- Communicate with federal program analyst and respond to requests regarding program operation in a timely manner.
- Manage an annual budget and input and maintain the participant database.
- Prepare and submit Annual Performance Report by the government published deadline.
- Develop of non-federal resources to support project activities
- Ensure the expenditures are cost effective, and allowable per EDGAR regulations.
- Collaborate and maintain ongoing relationships with other TRIO programs, target schools, and community agencies.
- Develop and implement the Summer Program, and Academic Year Program.

- Live on campus with students during residential program as needed.
- Oversee the development and implementation of the tutoring component.

Highlighted Achievements

Principal Grant Writer: Earned Over \$18,000,000 – 2022-2027 Grant Writing Season. Twelve Awarded Grants- Six (6) Upward Bound Programs; Five (5) Upward Bound Math and Science Programs; One (1) Ronald E. McNair Postbaccalaureate Achievement Program.

National Leader: COE Active Member - Since 1995

Regional Leader: SWASAP Board Member -2009-2012; Active Member Since 1995

State Leader (Two Terms): LASAP President 2010/2011; Louisiana State TRIO Conference Chair 2009/2010.

TRIO Inaugural Project Director Mentorships: California State University Dominguez Hills Upward Bound Math-Science Program - Carson, California; COPE, Inc. TRIO Programs - Alexandria, Louisiana; Baton Rouge Community College Upward Bound Program - Baton Rouge, Louisiana; Louisiana State University Upward Bound Program - Baton Rouge, Louisiana.

Program Coordinator – Classic Upward Bound Project, Southern University A&M 1995 – 1999

- Assisted in the supervision of planning, directing, implementation, and evaluation of all grant activities.
- Aided in coordinating activities that promote collaboration building with staff, parents, and the greater community.
- Facilitated the planning and implementation of hiring and staff development activities.
- Prepared reports and statistical data to be forwarded to the Director and to the United States Department of Education.
- Provided oversight of the development of the academic curriculum of the TRIO grants.
- Developed public relations programs to maximize community understanding and participation in educational programs.
- Directed supervision of the development and implementation of a six-week summer residential component and academic year component for the grant.
- Coordinated the evaluative process for the grant.
- Assisted in training staff.
- Supervised the review of cumulative records, standardized test scores, and other available data in order to place participants in those learning experiences which best responded to identified needs.
- Arranged professional developmental activities.
- Supervised the coordinator of a comprehensive counseling program.
- Assisted instructors in developing innovative teaching methods.
- Managed the tracking and follow-up on Project graduates.
- Aided with home and school visitation.
- Worked closely with the Director in interpreting and integrating United States Department of Education regulations and procedures into daily program operational goals.
- Helped with planning and implementing the tutorial program.
- Planned college tours, field trips, and annual trips.
- Facilitated special programs and participant orientation.
- Designed brochures, applications, admission packets, and literature.
- Other duties as assigned by the Director.

EDUCATION

Doctorate of Arts in Humanities, Clark Atlanta University, Atlanta, GA - (1988-1992) – *pursued coursework.*
Master of Arts Degree in Mass Communications, Southern University, Baton Rouge, LA - 1987
Bachelor of Arts Degree in Mass Communications, Southern University, Baton Rouge, LA - 1982
Certificate in Human Resource Management, Southern University, Baton Rouge, LA - 1981

ASSOCIATIONS and MEMBERSHIPS

The Louisiana Association of Student Assistance Programs (LASAP)
The National Council for Equal Opportunity in Higher Education (COE)
The Southwest Association of Student Assistance Programs (SWASAP)

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS: The Director will be the chief day-to-day administrative official of the Upward Bound Program. The Director must promote high and attainable teaching and learning standards to promote an atmosphere of trust and collaboration, and fun. The Director must support the implementation of the Project's proposal and be visible and accessible to all participants, staff, and parents. The Director must be comfortable with developing and implementing a shared academic decision-making leadership model.

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: Rhonda L. Robinson

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-3880

NUMBER OF EMPLOYEES SUPERVISED, (if any): 10

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	SOUTHERN UNIVERSITY SYSTEM OFFICE OF THE ASSOCIATE CHIEF OF POLICE (I will only use the above procedure if I am allowed under the terms and conditions of the administrative budget or award agreement)
United States Citizen/Certificate of Naturalization	US	<p>EXPIRES</p> <p>JAN 31 2023</p> <p>Availability/Compliance Verified by <i>[Signature]</i></p> <p>Updated Pursuant to HR 19-20 <i>[Signature]</i></p> <p>Rec'd: 1/16/23</p>
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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

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

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

Julius M. Turner
6729 Royal Oaks Court
Zachary, LA 70791
(225)333-1993
jturner0506@gmail.com

PROFESSIONAL OBJECTIVE: Experienced and dedicated education professional seeking to obtain a directorial position with a reputable institution that will leverage my skills and acumen while allowing for professional and educational growth and development.

EDUCATION:

- | | |
|------|--|
| 2010 | Meharry Medical College
School of Medicine
Nashville, TN
Doctorate of Medicine |
| 2005 | Tulane University
School of Public Health & Tropical Medicine
New Orleans, LA
Master of Science in Public Health
Concentration: <i>Tropical Medicine</i>
Specialization: <i>Parasitology</i> |
| 2003 | Xavier University of Louisiana
College of Arts and Sciences
New Orleans, LA
Bachelor of Science Biology/Pre-Medicine |

PROFESSIONAL EXPERIENCE:

- | | |
|--------------|--|
| 2018-Present | Southern University and A&M College
Department of Biological Sciences
<i>Adjunct Instructor</i>
Duties include teaching General Biology and Human Anatomy & Physiology courses to university students. |
| 2017-Present | Southern University Upward Bound TRIO Programs
Project Enterprise
<i>Project Advisor</i>
Duties include recruiting program participants, monitoring the progress of the program in regards to meeting its stated objectives, developing the program's Annual Performance Report (APR), and assisting with planning program activities. |

- 2015-2017 Southern University Upward Bound TRIO Programs
Classic Upward Bound
Data Analyst/Evaluator
Duties include monitoring the progress of the program in regards to meeting stated objectives, developing the program Academic Progress Report (APR), and assisting with planning program activities.
- 2012-2015 Southern University Upward Bound TRIO Programs
Classic Upward Bound
Project Advisor
Duties include recruiting new participants and monitoring the academic progress of current program participants.
- 2010-2012 Southern University Upward Bound TRIO Programs
Faculty
Duties include teaching Biology and Health courses to the program participants.
- 2010-2012 Baton Rouge Community College
Upward Bound TRIO Program
Faculty
Duties include teaching ACT Prep and Health courses to the program participants.
- 2010-2012 Southern University Department of Athletics
Academic Tutor
Duties include assisting all student-athletes with Biology courses, limited Mathematics courses and French courses.
- 2007 Meharry Medical College
Department of Professional and Medical Education
Division of Integrated Didactics
Teaching Assistant – Gross Anatomy and Embryology
Duties included assisting students with dissections and arranging mock practical exams.
- 2005 - 2006 Southern University Upward Bound TRIO Programs
Tutor Coordinator
Duties included coordinating the programs' after-school tutoring component and coordinating the daily after-class activities of the programs' 125 high school students during the summer component.
- 2003 – 2004 Westbank Christian Center Academy
Instructor, Third and Fourth Grade
Duties included teaching classes to the school's third and

fourth grade students and coordinating the school's after-care program.

GRANTS:

2022-2027	U.S. Department of Education, Southern University and A&M College Upward Bound Program (<i>Project Ascension</i>), \$1,437,685, 2022-2027
2022-2027	U.S. Department of Education, Southern University and A&M College Upward Bound Program (<i>Project Concordia</i>), \$1,437,685, 2022-2027
2022-2027	U.S. Department of Education, Southern University and A&M College Upward Bound Program (<i>Project Empower</i>), \$1,437,685, 2022-2027
2022-2027	U.S. Department of Education, Southern University and A&M College Upward Bound Program (<i>Project Enterprise</i>), \$1,488,000, 2022-2027
2022-2027	U.S. Department of Education, Southern University and A&M College Upward Bound Program (<i>Project Experience</i>), \$1,427,675, 2022-2027
2022-2027	U.S. Department of Education, Southern University and A&M College Upward Bound Program (<i>Project Inspire</i>), \$1,437,685, 2022-2027
2017-2022	U.S. Department of Education, Southern University and A&M College Upward Bound Program (<i>Project Enterprise</i>), \$1,319,690, 2017-2022
2017-2022	U.S. Department of Education, Southern University and A&M College Math & Science Upward Bound Program (<i>Project Discovery</i>), \$1,319,690, 2017-2022

PRESENTATIONS:

Turner, J. April 2022. Help! My Student is Sick. Seminar presented at the Louisiana Association of Student Assistance Programs Annual Conference, Lafayette, LA.

Turner, J. April 2022. Health Programs and TRIO: A How to Guide. Seminar presented at the Louisiana Association of Student Assistance Programs Annual Conference, Lafayette, LA.

Simon, D., Turner, J. et al. March 2017. TRiO Advocacy: Why You Should Attend COE's Policy Seminar. Seminar presented at the Louisiana Association of Student Assistance Programs Annual Conference, Shreveport, LA.

Turner, J. March 2015. The Doctor Is In: How to Implement a Sexual Health Program Within your Program. Seminar presented at the Louisiana Association of Student Assistance Programs Annual Conference, New Orleans, LA.

Turner, J. April 2013. Stress, TRiO, and You: Dealing with Stress in a Healthy Manner. Seminar presented at the Louisiana Association of Student Assistance Programs Annual Conference, Baton Rouge, LA.

LEADERSHIP:

2022	Parliamentarian, Louisiana Association of Student Assistance Programs
2018	Past-President, Louisiana Association of Student Assistance Programs
2017-2018	President, Louisiana Association of Student Assistance Programs
2016-2017	President-Elect, Louisiana Association of Student Assistance Programs
2014	Counselor, National Student Leadership Congress, Council for Opportunity in Education
2007 - 2009	President, Chi Chapter of Alpha Phi Alpha Fraternity, Inc., Meharry Medical College
2007 - 2008	Treasurer, Meharry Medical College School of Medicine Class of 2010
2007 - 2008	Treasurer, Meharry Medical College Family Medicine Interest Group
2005 - 2006	Vice-President, Sigma Lambda Chapter of Alpha Phi Alpha Fraternity, Inc., New Orleans, Louisiana
2002 - 2003	President, Beta Tau Chapter of Alpha Phi Alpha Fraternity, Inc., New Orleans, Louisiana

CERTIFICATIONS:

2020	Professional Certified Mentor
2020	Quality Matters: Applying the QM Rubric
2009 - 2012	Advanced Cardiac Life Support
2009 - 2012	Prehospital Trauma Life Support
2008 - 2011	Pediatric Advanced Life Support
2008 - 2011	Basic Life Support for Healthcare Providers

PROFESSIONAL MEMBERSHIPS:

2012 – Present	Council for Opportunity in Education
2012 – Present	Louisiana Association of Student Assistance Programs
2012 – Present	Southwestern Association of Student Assistance Programs
2009 – 2010	American Academy of Pediatrics
2007 – 2010	American Academy of Family Practice
2007 – 2010	Tennessee Medical Association – Medical Student Section
2007 – 2010	Nashville Academy of Medicine
2006 – 2010	American College of Physicians
2006 – 2010	American Medical Student Association
2006 – 2010	Student National Medical Association

HONORS AND AWARDS

2021	YMCA Americana Volunteer of the Year
2014	Southwest Association of Student Assistance Programs <i>TRIO Achiever</i>
2014	Louisiana Association of Student Assistance Programs <i>TRIO Achiever</i>

COMMUNITY INVOLVEMENT:

2018-2019	Louisiana College Application Access Month (LCAAM) Steering Committee Member
2017- Present	Zachary Early Learning Center School Improvement Team
2017- Present	Fellowship Church, Kids Connection Volunteer
2015	YMCA Americana Youth Basketball Volunteer Coach
2015	Council for Opportunity in Education, National Student Leadership Congress, Counselor
2014 – 2017	Capital Area Heart Walk, Team Captain
2001– Present	Alpha Phi Alpha Fraternity, Inc.

PERSONAL INTERESTS:

Spending time with family and friends, reading, listening to music, and traveling.

REFERENCES:

Available upon request.

POS CLASS				
EMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	8	2	7
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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) X 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 N/A
 Date Left _____ Reason Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment September 1, 2022 To August 31, 2023

Effective Date of Employment March 1, 2023

Name Timothy R. Williams SS# xxx-xx-4252 Sex Male Race* B
(Last 4 digits only)

Position Title: Project Director Department: TRIO Upward Bound

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

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

Years Experience 20 Southern University Experience 11
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S. Marketing Southern University / Baton Rouge, LA 1995
M.Ed. / Education Leadership Concordia - Pathsal 2015

Current Employer Southern University and A & M College

Personnel Action

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

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

Pay Cycle: _____ Biweekly X Monthly _____ Faculty

Source of Funds: Discovery / Enterprise Identify Budget: 220480 / 220481 Location: _____

Change of:
 Position: Project Advisor From _____ To Project Director
 Status: _____
 Salary Adjustment: \$55,702.00 _____ \$70,000.00

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

Source of Funds (Current)	Amount
Discovery: TRIO UB / 220440	\$55,702.00

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

Supervisor Phonda L. Robinson 1/25/2023 Dean/Unit Head _____ 1/26/2023
 Vice Chancellor Gregory L. Peadar 1/26/2023 Chancellor _____
 Director/Personnel _____ 1/20/23 Vice President/Finance _____
 Business Affairs/Comptroller _____
 President _____ Date _____ Chairman/S.U. Board of Supervisors _____ Date _____

9/8/23

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: The Director will be the chief day-to-day administrative official of the Upward Bound Program. The Director must promote high and attainable teaching and learning standards to promote an atmosphere of trust and collaboration, and fun. The Director must support the implementation of the Project's proposal and be visible and accessible to all participants, staff, and parents. The Director must be comfortable with developing and implementing a shared academic decision-making leadership model.

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: Rhonda L. Robinson

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-3880

NUMBER OF EMPLOYEES SUPERVISED, (if any) 10

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

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

CODE

- US
- RA
- H1
- J1
- F1
- F0

EXPIRES
SOUTHERN UNIVERSITY SYSTEM
 OFFICE OF THE ASSISTANT CHIEF OF POLICE
 in policy and this above information is not
 allowable under the terms and conditions
 of the administrative support services agreement.

JAN 31 2023

Authority/Consent Verified By: *Rhonda L. Robinson*
 Download Forms Available By: *Rhonda L. Robinson*
 Social ID No.:

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.su.br.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)
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- 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

TIMOTHY R. WILLIAMS

5223 Belfast dr.
Baton Rouge, LA 70814

225-276-2339
tim_williams2715@yahoo.com

Objective: To obtain a *TRIO Project Director position with Southern University TRIO Programs.*

Summary of Qualifications:

- Over ten (10) years' experience as a Project Advisor for the TRIO Upward Bound program
- Ability to provide academic advisement, career planning, and financial literacy
- Ability to conduct presentations geared to inform and recruit targeted participants
- Ability to select and train qualified education staff (teachers, mentors)
- Proven community organizer and developer of TRIO partnerships
- Over a decade experience as a Business Instructor
- Over fifteen years' experience in marketing and business consultation
- Skilled in business concepts such as target market analysis, SWOT analysis, and market research
- Develop strategies for competitive advantage implementation
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work with diverse cultural and economic backgrounds
- Ability to work independently or in group setting

Skills:

- Strong recruiting skills
- Brand development and implementation
- Strong analytical skills
- Project management
- Networking
- Community organizing
- Critical thinking
- Problem solving
- Strong presentation skills
- Ability to use presentation software
- Strong written skills

Work Experience:

Project Advisor (2012-Present)

Southern University TRIO Upward Bound

Baton Rouge, LA

- Implement all standards of Federal funded academic enrichment program
- Develop and implement recruiting processes to reach identified target group
- Create marketing materials to reach identified target group
- Maintain student academic and personal records with confidentiality
- Provide training and orientation to new students and parents
- Provide mentoring for students as they matriculate through program
- Maintain student attendance database
- Provide training to new employees
- Serve as liaison with area high school guidance counselors and administrators

TIMOTHY R. WILLIAMS

5223 Belfast dr.
Baton Rouge, LA 70814

225-276-2339
tim_williams2715@yahoo.com

Business Office Management Instructor (2000-2012)

Remington College

Baton Rouge, LA

- Prepared and delivered lectures on topics such as business law, marketing, and management
- Evaluated and graded students' class work, assignments, and papers
- Prepared course materials such as syllabi, homework assignments, and handouts
- Maintained student attendance records, grades, and other required records
- Initiated, facilitated, and moderated classroom discussions
- Planned and evaluated course content, course materials, and methods of instruction
- Maintained office hours in order to advise and assist students
- Kept abreast of developments in business industry by reading current literature, talking with colleagues, and participating in professional organizations and conferences
- Advised students on academic and vocational curricula, and on career issues
- Collaborated with colleagues to address teaching and research issues
- Collaborated with members of the business community to improve programs, to develop new programs, and to provide student access to learning opportunities

Target Community Coordinator/Instructor (2007-2012)

Southern University TRIO Upward Bound

Baton Rouge, LA

- Implemented all standards of Federal funded academic enrichment program
- Developed and implement recruiting processes to reach identified target group
- Created marketing materials to reach identified target group
- Created and implement lesson plans to facilitate student learning
- Maintained student academic and personal records with confidentiality
- Provided training and orientation to new students and parents
- Provided mentoring for students as they matriculate through program
- Maintained student attendance database
- Provided training to new employees
- Developed training mechanisms for work study students
- Served as liaison with area high school guidance counselors and administrators

Education:

Master's Degree in Educational Leadership (2015)

Concordia University

Portland, OR

Bachelor of Science Degree in Business Marketing (1995)

Southern University and A&M College

Baton Rouge, LA

Affiliations/Memberships:

State Board Member (2016-2018)

Louisiana Association for Student Assistance Programs aka LASAP

Regional Board Member (2016-2018)

Southwest Association for Student Assistance Programs aka SWASAP

Publications:

"College Success: New Freshmen Survival Guide", Amazon Publishing, 2020

PROFESSIONAL REFERENCES ARE AVAILABLE UPON REQUEST.



"Linking Citizens of Louisiana with Opportunities for Success"

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

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

OFFICE OF THE CHANCELLOR-DEAN

January 20, 2023

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

Re: Request for SU Board Approval to Create and Waive the search for an Assistant Director for Plant Research/Research Assistant Professor and Urban Agricultural Specialist Position for the Southern University Agriculture Research and Extension Center (SUAREC).

Dear President-Chancellor Shields:

This correspondence is to request approval to create and waive the search for an Assistant Director for Plant Research/Research Assistant Professor and Urban Agricultural Specialist Position for the Southern University Agricultural Research and Extension Center (SUAREC). This position will aid the Vice Chancellor of Research in managing physical resources associated with all plant research locations. This position will also assist extension agents and specialists with the Agriculture Urban Gardening program. Dr. Marlin Ford has been identified as the preferred candidate to fill this position.

Dr. Ford has over 20 years of experience in plant research and the urban agricultural arena. He is a graduate of Southern University with a Doctorate of Philosophy in Urban Forestry and Natural Resources. Dr. Ford received Master's degrees from Grambling State University and Southern University and his Bachelor's from Louisiana State University.

Therefore, I am recommending the appointment of Dr. Marlin Ford as the Assistant Director for Plant Research/Research Assistant Professor and Urban Agricultural Specialist at an annual salary of \$90,000, effective March 1, 2023.

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

Sincerely,

Orlando F. McMeans, PhD
Chancellor-Dean

Approval: _____

Dennis J. Shields Date
President-Chancellor

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

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

CAMPUS: BUS SUBR 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, 2022 To September 30, 2023

Effective Date: March 1, 2023

Name: Martha Ford SS# U01314680 Sex M Race* AA
(SS# number)

Position Title: Assistant Director for Plant Research/Research Assistant Professor and Urban Agr. Specialist Department: Research / Extension

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

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

Years Experience: 25+ Southern University Experience 15

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.S. - Landscape Architecture</u>	<u>LSU - Baton Rouge</u>	<u>Fall 1999</u>
	<u>M.S. - Education/ UFOR/ PA</u>	<u>SU - Baton Rouge / Grambling State</u>	<u>Fall 2001/ Fall 2003</u>
	<u>Ph.D. - Urban Forestry</u>	<u>SU - Baton Rouge</u>	<u>Spring 2011</u>

Current Employer _____

Personnel Action

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

Recommended Salary \$90,000 Salary Budgeted \$90,000

Source of Funds 621681-65050-61002-62000/\$61,200 622320-62100-61002-63000/\$20,700 611001-61210-61002-66000/\$8,100

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

Change of: From To
Position: Assistant Research Professor & Urban Agricultural Specialist Assistant Director for Plant Research/Assistant Research Professor & Urban Agricultural Specialist

Status _____
Salary Adjustment \$82,296 \$90,000

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
621681-65050-61002-62000	\$61,722
622320-62100-61002-63000	\$20,574

*See Reverse Side

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

Supervisor: [Signature] Date: 1/24/23
Vice Chancellor: [Signature] Date: 1/24/2023
Director/Personnel: [Signature] Date: _____

Dean/Unit Head: [Signature] Date: 01/24/2023
Chancellor: _____ Date: _____
Vice President/Finance Business Affairs/Comptroller: [Signature] Date: _____

President _____ Date _____

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

B.M.B. 6/27

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

REC'D UP FIN&BUS AFFAIR
28 JAN 26 PM 1:41

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM to 5:00 PM, Monday through Friday
 EMPLOYEE DIRECT SUPERVISOR: Dr. Jose Toledo & Dr. De'Shain York
 SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771 - 2143
 NUMBER OF EMPLOYEES SUPERVISED, (if any): 0
 HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	FUNDS AVAILABLE
Resident Alien	RA	OFFICE OF THE AGRICULTURAL RESEARCH AND EXTENSION
H-1 Visa (Distinguished Merit & Ability)	H1	SOUTHERN UNIVERSITY SYSTEM
J-1 Visa (Exchange Visitor Program)	J1	<i>Brenette Billard / [Signature]</i>
F-1 Visa (Student Emp. FT Student at S.U.)	F1	FINANCE & ADMINISTRATION SECTION
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	FO	

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Assistant Director for Plant Research/Research AS DESCRIBED BELOW
Assistant Professor & Urban Agri. Specialist
 BE AUTHORIZED AS A VACANCY FOR Research & Extension

(Department or Unit)

Replacement
 Civil Service
 Tenured

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

Unclassified
 Faculty

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

This is a 12-month position that reports to the Vice Chancellors for Research and Extension. This position will manage facilities and coordinate research projects at the Horticultural Farm and other locations where plant research takes place. Serve as the SU Ag Center Extension Urban Garden Specialist. The employee will conduct extension and research education workshops on hemp and other specialty crops. Write capacity-building grant proposals and other competitive proposals to enrich the agricultural technology in plant and urban forestry research. Continue leading the effort in Tern Vega Hydroponic Research Program with NAFEO. Coordinate the allocation of greenhouse resources and land space for all faculty members, with the assistance of the greenhouse manager.

Salary/Range: \$90,000

Previous Incumbent (if replacement):

Approved Disapproved

J. Joe U. Nadeau

1/24/23

Department Head

Date

Approved Disapproved

J. Joe U. Nadeau

1/24/23

Dean/Director/Supervisor of Budget Unit

Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Branette Dillard / bam 1/25/2023</i>	
Signature	Date
Budget Number	621681-65050-61002-62000 622320-62100-61002-63000 611001-61210-61002-66000

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <i>MU</i>	Job Class: <i>61290</i>
Verified By: <i>B. Cholley</i>	Date: <i>1/25/2023</i>

Approved Disapproved

J. Joe U. Nadeau

1/24/23

Vice Chancellor

Date

Approved Disapproved

[Signature]

01/24/2023

Chancellor/Vice President

Date

Approved Disapproved

[Signature]

Date

President

An Equal Opportunity Employer

Assistant Director Plant Research / Research Assistant Professor & Extension Specialist Urban Agricultural

Effective March 1, 2023, Dr. Ford will have joint appointment duties between research and extension missions and the Chancellor-Dean's Office (68% Research / 23% Extension / 9% Chancellor-Dean). He will continue performing his extension duties as assigned. In the area of research, he will assist the Vice Chancellor for Research, as the Assistant Research Director for Plant Research, to manage facilities and coordinate research projects at the Horticultural Farm and other locations where plant research takes place and is led by the Southern University Agricultural Research and Extension Center (SUAREC).

Research Duties (68%)

- Continue developing hydroponic research for hemp and specialty crops and provide leadership in applied hydroponic research prototypes for our varied stakeholders.
- Assist the hemp research group with hydroponic techniques and keep current on hemp and hydroponic research technology.
- Evidence of scholarly works (publications, presentations, grant writing, and grants funded)
- Write capacity-building grant proposals and other competitive proposals to enrich the agricultural technology in plant and urban forestry research (e.g. precision agriculture and technology).
- Assist with the data collection and plant propagation of hemp and other specialty crops
- Participate in peer-reviewed research publications.

Additional Duties as Assistant Director for Plant Research:

- Manage all physical resources (facilities and equipment) associated with the Horticultural Farm and other locations, on and off-campus, where research, led by SUAREC, takes place.
- Manage service and maintenance of the horticultural and other plant research farm equipment.
- Coordinate the allocation of greenhouse resources and land space for all faculty members, with the assistance of the greenhouse manager.
- Continue leading the effort in Tera Vega Hydroponic Research Program with NAFEO
- Develop and implement an electronic surveillance system for the horticultural farm, especially for the hemp research program.
- Perform other tasks as assigned

Extension (23%)

- Serve as the SU Ag Center Extension Urban Garden Specialist.

- Serve as the extension point person on hemp cultivation.
- Assist extension agents and specialists with the Agriculture Urban Gardening program.
- Conduct extension and research education workshops on hemp and other specialty crops.
- Assist with the on-farm research data collection on the SU/Jamie Davis Partnership Initiative.
- Establish a hemp and specialty crop research and extension library.
- Assist in the establishment of the Demonstration Farm/Garden.

Office of the Chancellor-Dean Duties (9%)

- Other duties and special projects assigned by the Chancellor's Office.

Marlin L. Ford, Ph.D.

QUALIFICATIONS PROFILE

Skilled agricultural professional with 25+ years of professional experience in administrative outreach and engagement with a stout background in managing budgets, recruiting staff and establishing policies. Strong proven expertise of scientific research, organizational and communication skills, as well as the implementation of innovative programing with proven success in enhancing collaborative partnerships, leadership, staff management, operational excellence and organizational development.

EDUCATION

Doctorate of Philosophy, Urban Forestry and Natural Resources Southern University and A & M College, Baton Rouge, LA	Spring 2011
Master of Public Administration Grambling State University, Grambling, LA	Fall 2006
Master of Science, Urban Forestry Southern University and A & M College, Baton Rouge, LA	Fall 2009
Master of Education, Educational Leadership, Administration/Supervision Southern University and A & M College, Baton Rouge, LA	Fall 2001
Bachelor of Arts and Sciences/ General Studies, Landscape Architecture General Studies/Minor Degree (s) <i>(Landscape Architecture, Speech, Geography, and Digital Photo Graphics)</i> Louisiana State University, Baton Rouge, LA,	Fall 1999

PROFESSIONAL PROGRAMS, BOARDS, COMMITTEES AND SERVICES

Grant Reviewer for the Louisiana Department of Agriculture Specialty Crops
August, 2014- present

Completion of LEAD 21 Class 17
June, 2021- February, 2022

- LEAD21 is intended to meet the future needs for leadership development of faculty, specialists, program and team leaders, research station and center directors, district and regional directors, department heads and chairs, and others in land grant universities' colleges of agricultural, environmental, and human sciences and USDA/NIFA.

Institutional Animal Care and Use Committee for Southern University
Committee Member
March, 2022 - Present

1890 NUEL (National Urban Extension Leadership)
Urban Coordinator
January, 2020- Present

Sankofa CDC

Board Member

July, 2021– Present

Sankofa CDC is a community and economic development programs address systemic problems that cause social and health disparities by building infrastructure that works with nature.

Second Chance Academy 501(c)3 non-profit

Board Member

January, 2010 – Present

Second Chance Academy is a 501(c)3 organization with Homeless and Temporary Shelter facilities and is a college preparatory school for gifted and talented youth and adults providing housing activities, job training, counseling, or assistance. All activities aim toward combating community deterioration.

Grambling State University Grambling, LA Land & Natural Resources Development

Committee Member

January, 2006 – July, 2009

Emergency Response Team for campus wide Disaster Education at Grambling State University

Committee Member

January, 2004 – September, 2009

100 Black Men of Metro Baton Rouge

Committee Member

July, 2010 – September, 2015

M. W. Prince Hall Grand Lodge. Free and Accepted Masons For the state of Louisiana and Jurisdiction

Committee Member

June, 2010 – Present

Pathways to Learning Community Outreach and Tutorial Program Board Member

Committee Member

March, 2009 – December, 2011

The Kiwanis Club of South Baton Rouge

Committee Member

May, 2009 – June, 2019

CERTIFICATIONS AND LICENSES

- Louisiana Department of Ag & Forestry Private Pesticide Applicator License
- 2008 Introduction to Arc GIS I & II Certification
- 2006 AWWA Water and Wastewater Certification (Distribution and Production Level 1)
- 2004 Wildland Fire Management and Suppression (S - 110, S - 130, S - 190)
- 2003 GPS Remote Sensing Training
- 2003 Arbor Master Training (Certificates of Completion for Tree Climbing, Chainsaw, and Felling Techniques)

PROFESSIONAL EXPERIENCE

Southern University and A&M College System Agricultural Research & Extension Center (Baton Rouge, LA)
Assistant Research Professor and Urban Agricultural Specialist

October, 2017– Present

- Work with campus and regional-based staff and to utilize state-wide programs and resources to develop an innovative, needs-driven educational program, such as the “Sustainable Urban Agriculture Certification” program, production and food safety workshops, hydroponic, aeroponic and aquaponic learning labs.
- Supervision of (15) regional-based and campus staff to develop innovative state-wide programs for socially-disadvantaged farm production and food safety workshops, and ANR program initiatives.
- Member of SLE AG Cooperative Extension Leadership Team and SU Hemp Research Group.
- Instructor in Agricultural Sciences (Forage Crops and Pasture Management and Seminar in AG Issues- AGSC 472B 01).
- Supervise the horticulture assistant and develop outreach programs that utilize the Southern University Horticultural Greenhouse, Sustainable Agriculture and Rural Development Institute, Southern University Experimental Station, and Southern University and A&M College campus.
- Mentor for Southern University Chapter of Minorities in Agriculture Natural Resources and Related Sciences (MANRRS), Beginning Agriculture Youth Opportunities Unlimited (BAYOU) and JAGS in AG programs as mentor to incoming college freshman and high school juniors and seniors on agricultural base studies.
- Collaborate with local green space organization such as Baton Rouge Green, Shreveport Green, Volunteers in Public Schools (VIPS) and Clegg's Nursery Inc. to raise awareness and funding for native plant species production.

Southern University Agricultural Research and Extension Center (Baton Rouge, LA)

Research Associate

January 2012– September 2017

- Conducted applied research and promote productive professional development in order to disseminate information to diversified citizens of Louisiana.
- Guest lecturer for Field Crops class and Soil Science Class (Southern University and A&M College, Baton Rouge, LA)
- Collaborated with entities such as the United States Department of Agriculture, Louisiana State University Agricultural Center, 1862, 1890, and 1994 institutions, private industries, Louisiana Farm Bureau and various commodity groups to conduct research and disseminate information in such areas as: agriculture education, environmental restoration, invasive species, and effects of fertilization on colonization of plant species (native/non-native) and plant diversity.
- Designed training programs with students, faculty, and staff as well as recruitment and retention programs for students.
- Served on committees which focus on community outreach, educational opportunities, and cross-cultural interaction.
- Demonstrated administrative leadership skills in diversity and inclusion.
- Attended several conferences and seminars with topics concerning (Native Plants, Climate Change, Biofuel, and etc.).
- Proved proper management practices of seedling germination as a perennial plant to local farmers as a successful commercial crop.
- Launched native grass experimental plots at several community-based areas in north and south Louisiana.
- Formed community-based educational hubs with the mission of establishing and management of native plant species across the greater Louisiana area.

City of Atlanta (Atlanta, GA)

Consultant Urban Tree Management & Environmental Design (Short Term Assignment)

June 2010 – September 2012

- Conducted field inspections, reviewing and developing native and non-native vegetative designs.
- Directed collaborative research on sustainable horticultural practices and wildlife habitat relocation.

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

Graduate Teaching and Research Assistant, Urban Forestry Program

January 2007 – May 2011

- Served as student instructor in Intro to Urban Forestry classroom setting; attended conferences, symposiums, and workshops.
- Conducted and designed community research projects; assisted with student recruitment; and supervised student workers.

Grambling State University (Grambling, LA)

Adjunct Professor

June 2004 – January 2006

- Instructor in Family & Consumer Science classroom setting and online courses.

Grambling State University (Grambling, LA)

Horticultural Manager/Director of Landscapes and Grounds,

January 2003 – July 2009

- Responsible for the technical, maintenance and overall landscape of the turf grass program (natural and artificial) management for the Athletics Department.
- Conducted seminars and training in waste water management, water treatment, agronomy and environmental turf grass management practices including pest/disease/weed management.
- Assigned, monitored and evaluated, through subordinate supervisors, the work of employees and residents involved in a vocational or occupational training program; oversaw the work of contractors; trained employees and residents in proper horticultural procedures and techniques.

United States Department of Agriculture Forest Service, Region 8

Forestry Technician (Short Term Assignment),

June 2003 – December 2003

- Conducted Tree Inventory for the campus of Grambling State University.
- Assisted in Geographical Information Systems (GIS) laboratory and making geological maps.
- Supervised campus students and employees on various city improvement projects and forestry certified trainings.
- Supervised Community Outreach Programs for the city of Baton Rouge and surrounding parishes.

Southern University Agricultural Research and Extension Center (Baton Rouge, LA)

Graduate Research Assistant

January 2002 – December 2003

- Set up Plant Pathology lab and conducted experimental treatments for various plant diseases.
- Supervised community green space projects for local schools.
- Participated and organized Earth Day activities at the State Capital.
- Implemented training course for students in landscaping, waste water management and tree care.
- Developed and implemented the policies and funding for department.

Second Chance Academy College Preparatory School (Baton Rouge, LA)

Director of Community Outreach/Special Projects

August 1993 – December 2003

- Developed and created mission statement and purpose of the organization.
- Developed and implemented the policies and grant research.
- Partnered with corporations, foundations, and federal organizations.
- Supervised and developed fundraising efforts, community outreach programs, and volunteer services.
- Supervised and assisted educational leadership, management, forestry, and landscape projects.
- Coached basketball, baseball, tennis, track and field, and volleyball.
- Served as an Instructor in History, Science, Plant Sciences (Botany), and Landscape Design.

Louisiana State University, (Baton Rouge, LA)

Student Research Worker

January 1996 – December 1999

- Assisted in the classroom, computer labs, geology and geography map labs, and community outreach programs.
- Supervised other undergraduate students in the landscape design projects.

PUBLICATIONS AND PRESENTATIONS

- 2nd Annual Emergency Preparedness, Response, and Recovery Virtual Series. Moderator and Presenter
- Overview of Louisiana Industrial Hemp Production. Poster/Abstract 2022 ARD Conference
- Changing the S.C.A.L.E. (Sustainable.Community.Agricultural.Learning.Environments) of Urban Food Production. Abstract 2022 AEA Conference
- Educating Our Future Farmers Through The Sustainable Urban Agriculture Certification Program. Abstract 2022 AEA Conference
- Overview of Louisiana Industrial Hemp Production, L.A. Hodges, B. Phillips, M. Ford. Abstract 2022 AEA Conference
- Developing a Nutrition Oasis in a Food Desert. Article 2019/2020 SNAP Shots Magazine
- Urban Agricultural Technologies. Oral Presentation 2017 at Community & School Based Garden Workshop at Southwest Center for Rural Initiatives, Opelousas, LA
- The Utilization of vertical Farming Techniques to Enhance Community Based Agriculture for Urban and Peri-Urban Environments. Oral Presentation 2017 ARD Research Symposium, Atlanta, GA
- Sustainable Integrated Management of Urban Greenspace in Southern Louisiana Topography. Oral Presentation 2017 34th Annual Georgia Farmers Conference. Albany, GA
- The Utilization of Integrated Farming Techniques to Enrich Youth Agriculture and Community Development in Urban and Peri-Urban Environments. Poster Presentation 2017 SSAWG, Lexington, KY
- Sustainable Management of an Urban Greenspace on the Campus of Southern University. Abstract 2016 ARD Research Symposium, Atlanta, GA
- The Utilization of Vertical Farming Techniques to Enhance Community Based Agriculture for Urban and Peri-Urban Environments. Abstract 2016 ARD Research Symposium, Atlanta, GA
- Sustainable Management of an Urban Forested Nature Trail in the City of Grambling. Oral Presentation 2011 ARD Research Symposium, Atlanta, GA
- Climate Change and Urban Forest ecosystem: A Case Study in Beijing, China. Presented at 2011 National Association of African American Studies Conference, Baton Rouge, LA

- A Comprehensive Urban Forestry Natural Resource Management Plan of a Historically Black College and University Campus. Presented at 2010 Plant Biosecurity Symposium, Baton Rouge, LA
- A Comprehensive Urban Forestry Natural Resource Management Plan of a Historically Black College and University Campus A Study of Grambling State University. 2009 Plant Biosecurity Symposium Baton Rouge, LA
- Marlin, F. 2005. GreenSpace Management Plan For the City of Baton Rouge Minority Council Districts 2, 5, 7, and 10. Presented at the Society of American Foresters Conference Buffalo, NY
- Marlin, F. 2004. A Comprehensive Tree Inventory Analysis of an Historically Black College and University Campus: A Study of Grambling State University. Grambling University Press.
- Marlin, F. 2003. Epidemiology and Management of Dutch Elm Disease A capstone research project technical report, Southern University, Baton Rouge, LA 2003.
- Urban Forestry and Green Space Issues in Minority and Underserved Communities. Oral Presentation 2003 National Urban and Community Forestry Education and Outreach Conference Southern University, Baton Rouge, LA

Community Service:

- MLK Fest, 2019
- Baton Roots Farm, 2019
- Living Faith Christian Center Summer Youth Enrichment Program Mentor, 2013-2019
- Ryan Elementary Accelerated Reader Awards Night Speaker, 2015-2019
- Big Buddy Day with the Mentor Program, 2011-2019
- What About Me? The Forgotten Children High School to Higher Ed Program, 2000-2019

University Service:

- Southern University Ag Center Louisiana Small Farm Conference, Facilitator, 2017-2019
- Southern University National Ag Day, Mentor and Facilitator 2014-2019
- Southern University Chapter of Minorities in Agriculture Natural Resources and Related 14 Sciences (MANRRS), Faculty Advisor, 2013-present
- Southern University College of Sciences and Agriculture Beginning Agricultural Youth Opportunities Unlimited (BAYOU) program, Mentor and Facilitator, 2013-present



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AGRICULTURAL RESEARCH AND EXTENSION CENTER
and the **COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES**

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

OFFICE OF THE CHANCELLOR-DEAN

January 20, 2023

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

Re: Request for SU Board Approval to fill the Assistant Specialist, Mental Health Position for the Southern University Agricultural Research and Extension Center (SUAREC).

Dear President-Chancellor Shields:

This correspondence is to request approval to fill the Assistant Specialist, Mental Health Position for the Southern University Agricultural Research and Extension Center (SUAREC). This position will provide mental health counseling services to SU Ag Center/CAFCS faculty, staff, and students. Ms. Ashlyn Harrison has been identified as the preferred candidate to fill this position.

Ms. Harrison is a Licensed Professional Counselor with certifications in Trauma Focused-Cognitive Behavioral Therapy, school counseling, and crisis intervention. She is a graduate of Southern University with a Bachelor of Sociology. Ms. Harrison also received her Master's degrees from Southern University in Educational Counseling and Clinical Mental Health Counseling.

Therefore, I am recommending Ms. Ashlyn Harrison as the Assistant Specialist, Mental Health, at an annual salary of \$76,700, effective March 1, 2023.

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

Sincerely,

Orlando F. McMeans, PhD
Chancellor-Dean

Approval: _____

Dennis J. Shields Date
President-Chancellor

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2022 To 6/30/23
 Effective Date March 1, 2023

Name Ashlyn Harrison SS# _____ Sex F Race* AA
 (Last 4 digits only)

Position Title: Asst. Specialist/Mental Health Department: SU-CEP

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 0 Southern University Experience 0

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Southern University - Sociology	Baton Rouge, LA	2013
	Southern University - Counseling	Baton Rouge, LA	2017
	Southern University - Health Counseling	Baton Rouge, LA	2019

Current Employer Better Help

Personnel Action

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

Recommended Salary 76,700.00 Salary Budgeted 76,700.00

Source of Funds State Funds

Identify Budget: 611001-62275-61000 Location A.O. Williams Hall
 Form Code: US Page _____ Item # _____

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if applicable):

[Signature] 11/13/23 Date
 Supervisor
[Signature] 1/13/23 Date
 Vice Chancellor
[Signature] 1/25/2023 Date
 Director/Personnel
[Signature] _____ Date
 President

[Signature] 1/13/23 Date
 Dean/Unit Head
[Signature] 1/19/2023 Date
 Chancellor
[Signature] _____ Date
 Vice President/Finance
 Business Affairs/Comptroller
[Signature] _____ Date
 Chairman/S.U. Board
 of Supervisors

B. Annette Billand/bam

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM-5:00 PM
 EMPLOYEE DIRECT SUPERVISOR: De'Shoin York
 NUMBER OF EMPLOYEES SUPERVISED, (if any) 32
 HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	FUNDS AVAILABLE
Resident Alien	RA	OFFICE OF THE AGRICULTURAL RESEARCH AND EXTENSION
H-1 Visa (Distinguished Merit & Ability)	H1	SOUTHERN UNIVERSITY SYSTEM
J-1 Visa (Exchange Visitor Program)	J1	<i>Bernetha Dillard</i>
F-1 Visa (Student Emp. FT Student at S.U.)	F1	RESEARCH & ADMINISTRATION CENTER
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	P0	1/25/2022

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Assistant/Associate/Specialist Mental Health AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR SU Ag Center's Cooperative Extension Program
 (Department or Unit)

- | | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Replacement | <input checked="" type="checkbox"/> New Position | <input type="checkbox"/> Unclassified | <input type="checkbox"/> State |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty | <input 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).

Provide Mental Health Counseling Services to SU Ag Center/CAFCS faculty, staff, and students.

This position will also, via the Cooperative Extension Program, provide statewide leadership and coordination of educational programs and outreach in mental health to youth, adults, seniors, and farmers/ranchers.

Salary/Range: \$76,700.00

Previous Incumbent (if replacement):

Approved Disapproved W. Shoaq Yo 9/6/22
 Department Head Date

Approved Disapproved W. Shoaq Yo 9/6/22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>B. Gamble-Allard</u>	<u>9/6/2022</u>
Signature	Date
Budget Number	<u>11001 62375 43000</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>64810</u>
<u>Michelle Williams</u>	<u>9/12/22</u>
Verified By:	Date:

Approved Disapproved W. Shoaq Yo 9/6/22
 Vice Chancellor Date

Approved Disapproved [Signature] 9/7/2022
 Chancellor/Vice President Date

Approved Disapproved [Signature] _____
 President Date

RECEIVED Equal Opportunity Employer

SEP 06 2022

Rev. 8/05/2013

Office of the Chancellor-Dean



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Family and Human Development
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Youth Development

LIVESTOCK SHOW OFFICE
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State and National Rabbit Show
State and Regional Horse Show

RESEARCH PROGRAMS
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Development
Human Nutrition, Health, Family and Consumer
Sciences
Plant and Animal Production Systems
Urban Ecosy., Natural Resources and
Environmental
(225) 771-4464 Fax

TECHNOLOGY SERVICES
Data/Network/Web Management
Electronic Media
Publications
Technical Support and Training
(225) 771-6374 Fax

January 13, 2023

Dr. Orlando F. McMeans
Chancellor - Dean
SUAREC/CAFCS
Baton Rouge, LA 70813

Re: New Hire/Associate Specialist, Mental Health

Dear Dr. McMeans:

Interviews were conducted for the position of Assistant Specialist, Mental Health with the Southern University Ag Center's Cooperative Extension Program. After careful review, Ms. Ashlyn Harrison was deemed the best candidate for the position. As a result, a verbal offer was made. The offer, along with an annual salary of \$76,700.00, was accepted.

I am requesting, with your approval, that HR send an official offer letter for the position. The anticipated start date is March 1st. The candidate's name and email are below:

Ashlyn Harrison, M.A, CALT, NBCC, LPC
ashlynharrison@gmail.com

Once all requirements from HR have been satisfied, an ePAF will be generated from within the Cooperative Extension Program.

Please let me know if additional information is warranted.

Thank you.

De' Shoin A. York, PhD
Vice Chancellor, Extension and Outreach

APPROVED:

Orlando F. McMeans, PhD
Chancellor - Dean

Ashlyn Harrison, M.A., M.Ed., CALT, LPC

Career Profile

Visionary professional with over ten years of experience in Elementary and Secondary Education with a focus on under-served areas. Skilled at counseling, team management, special education programming, grant writing, program design, curriculum building, cultivating relationships with community stakeholders, developing state-wide discipline and culture systems, and staff development training. Works collaboratively with school systems, parents, students, and other school administrators to build a culture and climate that promotes equity for all students. Certified Academic Language Therapist and Licensed Professional Counselor with certifications in Trauma Focused-Cognitive Behavioral Therapy, school counseling, and crisis intervention.

Professional Experience

Better Help October 2022 to Present

Tele-Therapist

- Provides counseling, therapy, and/or psychotherapy to clients and families as appropriate to the position; prepares treatment plans, discharge plans, and follow-up care programs; provides therapeutic crisis intervention.
- Collects data about patients through interview, case history, psychological tests, and/or observational techniques; evaluates data to identify causes of problems and to determine proper therapeutic approach or referral to other specialists.
- Provides casework management of a specialized caseload, as appropriate to the requirements of the individual position; performs research and case assessments; prepares individualized studies for admission, placement, and/or discharge, as applicable.
- Provides and/or arranges for therapeutic interventions as appropriate for patients or clients in a crisis condition and for those with serious disturbance problems.
- Follows up to determine reliability and validity of treatment used; makes recommendations regarding modification to services and service delivery.

East Baton Rouge Parish School Board Baton Rouge, July 2021 to Present

District 504 Facilitator

- Assist in the direction of programs implemented in the areas of 504 Education at all East Baton Rouge Parish Schools.
- Train all schools across the district in dyslexia education, testing, and tiered support strategies for struggling readers.
- Work collaboratively with the Counseling, MTSS, ICARE, and social work departments in planning and implementing staff development for all district staff.
- Provide professional development training for 504, behavioral services and implementation for all EBR schools 504 coordinators and district-level staff.
- Assist in recommending policies and procedures essential to the orderly operation of Homebound and 504 programs.
- Acts as a contact person to provide technical assistance to all schools when 504 issues arise.
- Maintains appropriate district records for students receiving 504 services through JCampus monitoring.
- Attend 504 meetings as the district representative for students or annual review meetings as requested by staff, administration, and parents.

Collegiate Academies Baton Rouge | Baton Rouge, La July 2020 to July 2021

Vice Principal- Director of Scholar Support

- Developed virtual accommodation training for the Collegiate network and developed the MTSS protocols utilized by seven schools in the LEA.
- Coordinated all services for scholars with IEPs, 504s, LAPs, and any scholars in the child find process.
- Ensured the academic policies and curriculums are followed and develop tracking systems for measuring institutional success for students with disabilities.
- Fostered an environment of care and trust during the pandemic resulting in 100% staff retention in Special Education department.
- Problem-solved with teachers, families, case managers, advisors, and scholars to build a specialized path for scholars.
- Managed and supported all specialized education programming staff, including Essential Skills, REACH, Journey, and Specially Designed Instruction (SDI).
- Manage the Scholar Support team and build the special education capacity of general education teachers through professional development and collaboration.
- Support and coach a team of 45 teachers in credit recovery efforts for 500 students in a virtual setting.

Louisiana Department of Education | Baton Rouge, La January 2019 to April 2020

Education Program Consultant

- Served as the Louisiana state representative for the Mental Health Technology Collaborative
- Supported 136 Urgent Intervention Required for Discipline schools in implementing tiered behavior supports, resulting in 96% of the schools decreasing suspension rates by 40% or more.
- Expanded the role of Positive Behavior Interventions and Supports (PBIS) to support school climate initiatives and support LEAs in addressing discipline and attendance discrepancies.
- Lead annual budget planning process, technical support for district leaders, and contractual process for PBIS Consortium.
- Provided ongoing technical assistance, resources, and support to school system supervisors of Alternative Education sites and Urgent Intervention Required for Discipline Schools to strengthen school climate and improve conditions for learning in all schools.
- Assisted in managing the Substance Abuse and Mental Health Services Administration (SAMHSA) grant, Addressing Wellness and Resilience in Education (AWARE).
- Participated in the grant writing team and was awarded several multi-million-dollar grants.

Louisiana Key Academy | Baton Rouge, La August 2017 to January 2019

Dean of School Culture. School Counselor. Homeless Liaison. IEP Coordinator

- Created a structured, positive, and academically focused school culture through maintenance and monitoring records of student attendance, student discipline, conflict mediation, staff and family communication, and formal and informal observation
- Developed and implemented character development program (Second Steps and Live School) and ensured it builds and reinforces positive self-identity and necessary character strengths
- Developed a new school handbook and school-wide behavior management system with meaningful incentives and consequences.
- Decreased out-of-school suspension by 75% through training and implementation of a Multi-Tiered System of Support and data analysis review strategies with teams.
- Used diagnostic testing for incoming students demonstrated characteristics of dyslexia.
- Provided individual and group counseling sessions to improve behavior and academic performance.

Dyslexia Specialist- Lead Teacher August 2015 to May 2018

- Provided evidence-based reading intervention to students identified as dyslexic through the use of Basic Language Skill Curriculum
- Collected, analyzed, and maintained student assessment and behavioral data.
- Lead team meetings with multiple teachers to develop differentiated instructional plans.

St. Francis Xavier | Baton Rouge, LA June 2014 to July 2015

5th grade English and Social Studies Teacher

- Planned, prepared, and delivered instructional activities that facilitate active learning experience schemes of work and lesson plans
- Assisted in the SACS accreditation process in preparing reports and data.
- Observed and evaluated student's performance and development

Big Buddy Program | Baton Rouge, LA June 2010 to June 2014

Program Director

- Planned, coordinated, and recruited for all programs/activities hosted at the school site designed to promote the mission and vision of the agency.
- Maintained case records on each mentor match in the caseload tracked attendance at monthly activities, contact with mentors, social development, and family challenges.
- Maintained strong relationships with school leadership teams to coordinate additional services for the students.

Education

Xavier University, New Orleans, LA

Ed.D., Educational Leadership

Expected Graduation Date: May 2023

Southern University A&M College, Baton Rouge, LA

M.A., Clinical Mental Health Counseling Graduation Date: July 2019

JTC Licensure: 8134

Southern University A&M College, Baton Rouge, LA

M.A., Educational Counseling Graduation Date: December 2017

Southern University A&M College, Baton Rouge, LA

BS, Sociology | Minor: Psychology Graduation Date December 2013

Awards and Organizations

Appointed to the East Baton Rouge Parish: Special Education Advisory Council

Appointed Member: December 2021 - December 2024

Urban League of East Baton Rouge Parish

2020 Cohort Graduate

ASSISTANT/ASSOCIATE/SPECIALIST – MENTAL HEALTH



GENERAL DESCRIPTION:

Provide Mental Health Counselling Services to SU Ag Center/CAECS faculty, staff, and students. This position will also, via the Cooperative Extension Program, provide statewide leadership and coordination of educational programs and outreach in mental health to youth, adults, seniors, and farmers/ranchers.

SPECIFIC TASKS TO BE PERFORMED:

- Facilitate individual and group therapy sessions.
- Evaluate clients mental, behavioral, and emotional health.
- Provide educational seminars on mental health and wellness.
- Develop, design, and implement culturally sensitive outreach programming in mental health and wellness for youth, adults, seniors, and farmers/ranchers.
- Work with individuals, groups, families, and communities to improve mental health.
- Examine issues including substance abuse, aging, bullying, anger management, careers, depression, relationships, LGBTQ+ issues, self-image, stress, and suicide.
- Develop therapeutic processes.
- Support and/or conduct local, statewide initiatives to address community access to mental health services.
- Develop and review mental health content for online newsletters/blogs/websites/social media.
- Work collaboratively with the Southern University –Baton Rouge Campus Student Health Center and the Southern University School of Nursing.
- Provide leadership in the development and submission of new extramural grants/contracts that support mental health education.
- Communicate the value of Extension by developing effective relationships and providing relevant program outcome information to public officials, legislators, the general public and other interested parties.

EVALUATION AND REPORTING

- Prepares and submit all reports in accordance with existing guidelines and policies.
- Assist in evaluating the effectiveness of Extension programs at all levels and specifically in assigned area of responsibility.
- Ensure adherence to federal/state guidelines governing all grants/contracts and prepare annual federal, consortium and university reports.

PROFESSIONAL DEVELOPMENT

- Attends and participates in subject matter and professional meetings.
- Reads and reviews periodicals, magazines and other forms of literature in order to keep abreast of developments in subject matter area.
- Participates in appropriate in-service training sessions designed to improve proficiency of subject matter specialist.

MINIMUM REQUIREMENTS:

- Minimum of a master's degree in mental health counseling (PhD preferred). The degree must be from an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Current licensure as a mental health counselor i.e., LPC or LPCC
- Minimum of three-to-five years of higher education work experience, preferred
- Five years of supervisory experience
- Evidence of continual professional development in the field of concentration
- Understanding of and commitment to principles of learner-centered education and strategies for implementing effective educational programming.
- Demonstrated educational program development skills including planning and implementing programs, evaluating learning experiences, and communicating program impact and value to stakeholders.
- Demonstrated skills in interpreting, utilizing and applying evidence-based information and research findings.
- Strong interpersonal relationship and problem-solving skills in a team setting.
- Effective written, communication and presentation skills using a variety of methods and technologies.
- Ability to promote Cooperative Extension and its programs through various media and public relations strategies.

- Must be free to travel up to 25% of working time (travel allowance will be provided – Personal Auto required) and be available to attend state and national conferences as required.

SALARY: \$76,700.00

For more information, please visit the Southern University Hainan Resources page at www.subr.edu



SOUTHERN UNIVERSITY LAW CENTER

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

January 25, 2023

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

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

RE: Additional duties and Pay Adjustment for Professor Deleso Alford to serving as the
Managing Fellow for the Health Equity Law and Policy Institute

Dear President Shields:

In 2022, the Southern University Board of Supervisors voted to authorize the creation of the Health Equity Law and Policy Institute. The Institute is a vehicle for the Law Center to seek funding for health equity, health law, and health policy initiatives with governmental partners, corporate partners, and healthcare partners. Health Law is a growing area of legal practice with health equity and policy issues intertwining with health law. Recently, several alumni have become leaders in this burgeoning area.

Professor Alford has experience in the medical/legal education arena. She currently serves as the Director of the Off-Campus Instructional Site (OCIS) in Shreveport, Louisiana and has helped SULC students in Shreveport secure internships in spring 2022 and spring 2023 with the LSU Health Science Center and Ochsner Health. I have attached her CV for review.

I am respectfully requesting that the Southern University Board of Supervisors at their February 10, 2023, meeting approve the appointment of Professor Deleso Alford as the Managing Fellow effective March 1, 2023, with a pay adjustment of \$15,000 as compensation for additional duty to assist in managing the projects and initiatives of the institute.

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

Sincerely,

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

John K. Pierre, Esq.

Chancellor and Vassar B. Latour Endowed Law Professor

APPROVED: _____
Dennis J. Shields
President/Chancellor

"An Equal Educational Opportunity Institution"

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 03/01/2023 To ___
 Effective Date 03/01/2023

Name Deleso A. Alford SS# XXX-XX-2474 Sex F Race* B
 (Last 4 digits only)

Position Title: Professor/Managing Fellow for Health Equity Law and Policy Department: Law Center - Instruction

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

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

Years Experience 12 Southern University Experience ___
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S. Southern University A&M College, BR., LA 1987
J.D. Southern University Law Center 1990
Master of Laws(L.L.M.) Georgetown University Law Center 2002

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 171,265.20 Salary Budgeted \$ 171,265.20

Source of Funds General Appropriation

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

Change of: From To
 Position Professor Professor
 Status Professor Managing Fellow for Health Equity Law & Policy
 Salary Adjustment \$156,265.20+\$15,000.00=171,265.20

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-32020-61003-31000	\$171,265.20

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Phyllis K. Pierre 1/26/23 Date
 Vice Chancellor Deborah North 1/27-23 Date
 Director/Personnel [Signature] 2/8/2023 Date
 Dean/Unit Head Phyllis K. Pierre 1/26/23 Date
 C for Finance & Admin. Phyllis K. Pierre 1/26/23 Date
 Chancellor Phyllis K. Pierre 1/26/23 Date
 Vice President/Finance [Signature] 1/26/23 Date
 Business Affairs/Comptroller [Signature] 1/26/23 Date

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

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Additional duties and Pay Adjustment for Professor Delean Alford to serve as the Managing Fellow for the Health E Law and Policy Institute. Effective March 01, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: VAC Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any) 120

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 - STILES 10

Identify Nationality: US Expiration Date: _____
 and conditions of employment: _____
 in accordance with Federal, State, Local, and University policies
 and procedures: _____
 I Approve: _____ By: J. Alford
 I understand and agree: _____ Date: 1/26/23
 Dec 10 = P0

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Managing Fellow for the Health Equity Law and Policy AS DESCRIBED BELOW

(Department or Unit)

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

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Managing Fellow will be responsible for seeking funding for health, equity, health law, and health policy initiatives with governmental partners, corporate partners, and healthcare partners.

Salary/Range: \$170,000 - 180,000 Previous Incumbent (if replacement): -

Approved Disapproved John K. Pierre 1/29/23
 Department Head Date
 Approved Disapproved TR Hall / J. M. ... 1/25/23
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>JM George</u>	<u>1/29/23</u>
Signature	Date
Budget Number <u>311001 - 31120 - 61002 - 36000</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 Doreed W. ... 1-25-23
 Vice Chancellor Date
 Approved Disapproved John K. Pierre 1/25/23
 Chancellor/Vice President Date
 Approved Disapproved _____
 President Date

An Equal Opportunity Employer

**Job Description and Qualifications
Managing Fellow Health Equity, Law, and Policy Institute**

The Managing Fellow for the Health Equity Law and Policy Institute will manage, and lead initiatives and projects of the Institute related to health equity, health law, and health policy. The Managing Fellow will seek funding for health equity, health law, and health policy initiatives with governmental corporate, and health care partners.

The Managing Fellow will organize symposiums, workshops, webinars, and continuing education events related to health equity, law, and policy. In addition, the Managing Fellow will where appropriate educate policymakers on health equity, law, and policy opportunities, best practices, and advocacy perspectives.

The Managing Fellow should have the following qualifications:

1. Juris Doctor (JD) from an ABA accredited law school and/or a MD from an accredited medical school.
2. Experience as a faculty member at an ABA accredited law school or at a AMA accredited medical school.
3. Demonstrated interest in research and scholarship on health equity, law, and policy issues.

ACADEMIC EXPERIENCE

(Professor of Law)

Southern University Law Center, Baton Rouge, LA (Tenured 2021)
August 2019 – Present

Courses (Spring 2022) Advanced Torts

SULC Pre-Law Program – Civics Seminar, June 17, 2022, and June 28, 2022

Courses (Fall 2022) Torts I; Federal Jurisdiction and Procedure

Courses (Summer 2021) Basic Civil Procedure

Courses (Spring 2021) Basic Civil Procedure; Torts I

SULC Pre-Law Program – June 14, 2021 – June 25, 2021

Courses (Summer 2021) Basic Civil Procedure (Virtual)

Courses (Spring 2021) Basic Civil Procedure; Torts I

Courses (Fall 2020) Basic Civil Procedure; Federal Jurisdiction and Procedure

SULC Pre-Law Program – June 15, 2020 – June 26, 2020

Courses (Summer 2020) Law and Racism (Virtual Class)

Courses (Spring 2020) Torts II (Louisiana Law emphasis); Law and Racism

Courses (Fall 2019) Basic Civil Procedure; Federal Jurisdiction and Procedure
Council on Legal Education Opportunity (CLEO) Inc., Pre-Law Summer Institute (PLSI)

Southern University Law Center, Baton Rouge, LA

Course (Torts) June 10, 2019 – July 5, 2019

(Visiting Professor of Law)

Southern University Law Center, Baton Rouge, LA
August 2018 – May 2019

DELESO A. ALFORD, J.D., LL.M.

Contact information: 407-575-7108

Email address: dalford@suic.edu

Teaching Experience

Courses (Spring 2019) Torts II (Louisiana Law emphasis); Law and Racism

Courses (Fall 2018) Basic Civil Procedure; Federal Jurisdiction and Procedure

(Adjunct / Part-time Teaching)

The University of Central Florida (UCF) College of Medicine, Health Sciences Campus at Lake Nona

Assistant Director of Diversity and Inclusion (Summer 2017);

Adjunct Faculty, Associate Professor of Medicine (Medical Education) (2014-2019); and

Co-Director of the Longitudinal Curricular Themes (LCT) in Culture, Health, and Society (2015-2018)

Longitudinal Curricular Themes (LCT) are relevant, interdisciplinary curricular topics designed to impart skills and attributes of an excellent physician. Culture, Health & Society

LCT is interwoven into the four-year medical school curriculum. The focus of this theme is to encourage students to reflect on their own cultural values, assumptions, and beliefs and identify how those values can influence the provision of clinical care and the patient-doctor relationship.

Sessions Co-Facilitated:

Making of Physician series: consisted of first-year medical students (small group sessions) designed to begin to form their identities as future physicians and assist in the development of values of the profession. Topics included: Cultural Awareness, Implicit Bias, Professionalism, How Doctors Think, The Patient's Perspective, Cultural Competency, Special Populations: Military Veterans, Narrative Medicine, Health Literacy, LGBT Patients and Health Care

Courses Co-Taught:

First year medical students-

Ethics in Biomedical Research Opportunities for Medical Students in Collaborative Research: the FIRE Module (Focused Inquiry & Research Experience)

Medical Ethics and Health Equity: The Henrietta Lacks Story

Cultural Health Issues: Addressing the Social Determinants of Health

Approach to Cultural Competency in Patient Interview

Cultural Competency: Communicating Across Differences

Second year medical students-

End of life and Medical Ethics- Participating Faculty Panel focusing on Ethics

DELESO A. ALFORD, J.D., LL.M.

Contact information: 407-575-7108

Email address: dalford@uic.edu

Third year medical students-

Diversity in the Clinical Setting

Gender and Culture, Health & Society LCT session: Organizational cultural competency

Health System Role in Addressing Population Health

M3 OB/GYN Clerkship Didactic Lectures for block rotations:

The "Good Doctor": Exploring Professionalism and the Development of U.S. Gynecology through the Lens of Anarcha, Betsey and Lucy

Fourth year medical students-

M4 OB/GYN Residency Prep Bootcamp lecture

*Collaborated with UCF COM medical faculty to design and co-facilitate lectures for (M4) 3rd year medical students and OB/GYN medical residents (M4) 4th year medical students. The didactic lectures will help students to reach milestones of professionalism as identified by the Accreditation Council for Graduate Medical Education (ACGME). The module integrates my legal scholarship on the development of gynecology as a specialty in the United States. (2018)

Florida A&M University College of Law, Orlando, FL

(Tenured-August 2012)

Associate Professor of Law, August 2008- August 2018

Courses Taught- Torts I, Torts II, Bioethics and the Law, Critical Race Theory, Race and the Law, and The Cuban Legal System

Barry University School of Law, Orlando, FL

Assistant Professor of Law, August 2006- May 2008

Courses Taught- Legal Research and Writing I and Legal Research and Writing II

The George Washington University Law School (2005-2006)

Professorial Lecturer in Law, Legal Research and Writing Program

American University Washington College of Law (Fall 2005)

Adjunct Professor, International Legal Studies Program (ILSP), American Legal Institutions (ALI) Legal Writing Program

UDC David A. Clarke School of Law (2004-2005)

Adjunct Professor, Lawyering Process I and II

(Undergraduate Teaching)

American University (Fall 2005)

Lecturer, Women's and Gender Studies, Arab Studies, American Studies

DELESO A. ALFORD, J.D., LL.M.

Contact information: 407-575-7108

Email address: dalford@yuic.edu

Parks College (2003-2005)

Adjunct Instructor

Courses taught- Applied Business Law, Psychology, Criminal Procedure, Criminal Evidence, Strategies For Success, Criminal Justice Report Writing, Introduction to Paralegal Assisting, Legal Research, Policing in America, Constitutional Law and Contract Law

University of Maryland Eastern Shore (Fall 1999)

University Assistant Professor

Courses taught- Applied Business Law

Prairie View A&M University (1998-1999)

University Assistant Professor

Courses taught- Contract law, Torts, and business combinations and the Uniform Commercial Code, Legal Environment of Business course (graduate level -MBA program). Provided Equal Employment Opportunity (EEO) Sexual Harassment training to University employees.

Grambling State University (1995-1997)

University Assistant Professor

Courses taught- Torts, Contracts, and the Uniform Commercial Code

(Short Visits/ Scholar in Residence)

University of New Mexico Health Sciences Center (March 21-23, 2018)

Status Update of Inaugural UNM Diversity Visiting Scholar

Statson University College of Law (Summer 2017)

Visiting Scholar in Residence

Tuskegee University (Summer 2013)

Residential Research Scholar, National Center for Bioethics in Research and Health Care

University of New Mexico Health Sciences Center (Summer 2012)

Inaugural Diversity Visiting Scholar

EDUCATION

Georgetown University Law Center

Washington, DC

Master of Laws (LL.M.); May 2002

Individualized Program with special emphasis on the intersectionality of Gender, Race and Law

Thesis- South African Women of African Descent, Employment Equity and Intersectional

Discrimination: The Legal Effect of "Recessive Identity Politics" from a Global Critical Race

Feminist Perspective

DELESO A. ALFORD, J.D., LL.M.

Contact information: 407-575-7108

Email address: dalford@sulc.edu

Southern University Law Center

Baton Rouge, LA

Juris Doctorate (J.D.); May 1990

Honors: American Jurisprudence Award (Federal Jurisdiction)

Awards: Member of "Best Overall Team" in Moot Court Round Robin Competition

Southern University A&M College

Baton Rouge, LA

Bachelor of Science, May 1987

Honors: Magna Cum Laude

Awards: Psi Chi Honor Society; Alpha Kappa Mu Honor Society

(Certification)

Medical College of Wisconsin

Milwaukee, WI

Certification in Clinical Bioethics, Aug. 2017

PUBLICATIONS

Alford, Deleso, "Dignity for Henrietta Lacks Is Worth Fighting For" *Word in Black*, May 16, 2022, available at

<https://wordinblack.com/2022/05/dignity-for-henrietta-lacks-is-worth-fighting-for/>

Repository Citation Alford, Deleso A. (2022) "A Time to Train" the next Generation of Legal Professionals to Become Culturally Competent While Practicing Humility," *LSU Journal for Social Justice & Policy*: Vol. 1, Article 5. Available at:

<https://digitalcommons.law.lsu.edu/jsjp/vol1/iss1/5>

Alford, Deleso, excerpt from article: *Critical Race Feminist Bioethics: Telling Stories in Law School and Medical School in Pursuit of "Cultural Competency"*, 72 *Ath. L. Rev.* 961. Valdes, Francisco, et al. *Critical Justice: Systemic Advocacy in Law and Society*. West Academic Publishing, 2021.

Book in progress entitled, "Tuskegee's Forgotten Women: The Untold Side of the U.S. Public Health Service Syphilis Study" (forthcoming)

This book will shape the discourse on the recently revised, "Common Rule," which governs federally funded research involving human subjects, effective January 2018. My research acknowledges the existence of women, historically marginalized in one of the most often referenced narrative on ethics involving human subjects of our times, the U.S. Public Health Service Syphilis Study. This book comes at a time when medical schools are advocating a "patient-centered" approach- one that advocates for a shift in focus of medical education from disease-centered to one that acknowledges the patient's dimensions of illness. My book provides the foundation for framing a "beyond the patient" approach to directly address cultural competency accreditation standards through historical truth-telling.

DELESO A. ALFORD, J.D., LL.M.

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Alford, Deleso, *A Call for Medical Students to Learn the Full Story about the "Father of Gynecology"* Clinical Trials and Human Subjects Research, Hastings Bioethics Forum, Health and Health Care, October 5, 2017, available at <http://www.thehastingscenter.org/call-medical-students-learn-full-story-father-gynecology/>

Barkley, Lisa, Alford, Deleso. *Medical Ethics and Health Equity: The Henrietta Lacks Story*. MedEdPORTAL Publications; 2015. Available from: http://dx.doi.org/10.15766/mep_2374-8265.10276

HeLa Cells and Unjust Enrichment in the Human Body, *21 Annals Health L.* 223 (2012)
Examining the "Stick" of Accreditation for Medical Schools through Reproductive Justice Lens: A Transformative Remedy for Teaching the Tuskegee Syphilis Study, *26 J. Civ. Rts & Econ. Dev.* 153 (2011)

Critical Race Feminist Bioethics: Telling Stories in Law School and Medical School in Pursuit of "Cultural Competency" *72 Alb. L. Rev.* 961 (2009)

The Anatomy of a "Pantsuit": Performance, Proxy and Presence for Women of Color in Legal Education, *30 Hamline J. Pub. L. & Pol'y* 605 (2009)

Hurricane Katrina and Collective Identity: Seeing Through A "Her-storical Lens", *31 Nova L. Rev.* 325, (2007)

Every Shut Eye, Ain't Sleep: Exploring the Impact of Crack Cocaine Sentencing and the Illusion of Reproductive Rights for Black Women from a Critical Race Feminist Perspective, *13 Am. U. J. Gender Soc. Pol'y & L.* 1 (2004)

Exploring the Black Workman's Sphere and the Anti-Lynching Crusade of the Early Twentieth Century, *3 Geo. J. Gender & L.* 895 (2002)

Roots, Resistance and Responsibility: The World Conference Against Racism, *Reflections Magazine*, Vol. 15, No. 3 (Fall 2001)

Books (Edited)

Senior Editor and Encyclopedia Entry- *Medical Experimentation and Surgery, Enslaved Women in America: An Encyclopedia*, Editor in Chief, Daina Ramey Berry (Greenwood Press/ABC-CLIO, 2012) 2013 RUSA Award for Outstanding Reference Source (The Reference and User Services Association) A Division of the American Library Association
<http://www.ala.org/rusa/award/outstandingreferencesources>

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Media

(Interviews/YouTube)

YouTube – The Restorative Justice Center, Is Restorative Justice the Answer? Panel discussion on Restorative Justice as part of an intensive week-long course at Southern University Law Center facilitated by The Restorative Center (TRC).
https://www.youtube.com/watch?v=u9XdzG_UISs&feature=youtu.be

Interviewed for Black Youth Project, Bioethics Professor Deleso Alford explains why MLK calling healthcare inequity the most 'inhuman' injustice matters today (Culture, Education, HBCUs) April 5, 2018
<http://blackyouthproject.com/70411-2/>

Interviewed for UCF College of Medicine Office of Diversity & Inclusion, What Is Health Leaders: Health Leaders Summer Academy 2017
<https://www.youtube.com/watch?v=f2zwWAwdLJg>

<https://med.ucf.edu/news/health-leaders-academy-inspires-teens/>

Interviewed for Georgetown University Law Center 2016 Reunion Weekend- served as an invited panelist for Georgetown Women's Legal Alliance Panel
<https://www.youtube.com/watch?v=Wrs2mLGjgV8&feature=youtu.be>

Interviewed for Stetson University College of Law – Summer 2016- Survival of the Fittest: Unite and Conquer by Black Law Students Association (BLSA) President
<https://www.youtube.com/watch?v=CWhaiohQ8xc>

Interviewed for Stetson University College of Law – Summer 2016- Addressing bias: visiting scholar Deleso Alford discusses cultural competence
<http://www.stetson.edu/law/news/index.php/2016/07/28/addressing-bias-visiting-scholar-deleso-alford-discusses-cultural-competence/>

Interviewed for the Florida A&M University College of Law – Annual Report 2014 –featured Faculty Member as Faculty Distinction

Interviewed for the UCF College of Medicine Council for Diversity Initiatives – Annual Report 2013-14, College of Medicine's Curriculum Highlights Diversity, Healthcare Disparities (Spring 2014)

Interviewed for The University of Toledo College of Law magazine, Commemorating 1808: Fighting for the Right to Dream, The University of Toledo College of Law, Toledo, OH (Oct. 24 - 25, 2008)

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Interviewed for Journalist Jon Robbins on the Once Upon a Legal Time: Developing the Skills of Storytelling in Law, Applied Legal Storytelling Conference, London, UK, Law Society's Gazette, the leading legal weekly in the UK and Europe (July 2007)

(Quoted or Cited -Select)

Grant, Lyndia, *The Religion Corner: Henrietta Lacks' Cells Used Worldwide, But Family Not Paid One Penny*, *The Washington Informer* (September 7, 2022), <https://www.washingtoninformer.com/the-religion-corner-henrietta-lacks-cells-used-worldwide-but-family-not-paid-one-penny/>

Calefati, Jessica, *Henrietta Lacks' stolen cells changed medicine forever. Can her family's lawsuit deliver justice?*, *Baltimore Banner* (August 24, 2022, 5:25 PM), <https://www.thebaltimorebanner.com/featured/henrietta-lacks-stolen-cells-changed-medicine-forever-can-her-family-s-lawsuit-deliver-justice-DD5DGZUBMBFYLDVYHKLQKID5U5A/>

Greene, Jenna, *Henrietta Lacks' heirs sue for cut of medical research profits. Are they too late?*, *Reuters* (April 12, 2022, 3:01 PM) <https://www.reuters.com/legal/litigation/henrietta-lacks-heirs-sue-cut-medical-research-profits-are-they-too-late-2022-04-12/>

Yearby, Ruqaiyah, "Exploitation in Medical Research: The Enduring Legacy of the Tuskegee Syphilis Study." *67 Case W. Res. L. Rev.* 67 1171 (2017)

Aziz, Sahar, *Enslaved Women in the Making of the "Father of Gynecology," Race and the Law Prof Blog*, October 9, 2017, available at <http://lawprofessors.typepad.com/racelawprof/>

Garlameau, Charlene, *On Sims' Legacy: Work for Bioethics, Clinical Trials and Human Subjects Research*, *Hastings Bioethics Forum, Health and Health Care*, August 17, 2017, available at <http://www.thehastingscenter.org/sims-legacy-work-bioethics/>

George, Janel, *History That Should Not Be Repeated: Time to Repeal Hyde*, *National Women's Law Center*, Blog posted on September 28, 2016, available at <https://nwlc.org/blog/history-that-should-not-be-repeated-time-to-repeal-hyde/>

Yearby, R. (2016). Missing the "Target" Preventing the Unjust Inclusion of Vulnerable Children for Medical Research Studies. *American Journal of Law & Medicine*, 42(4), 797-833

Brooks, K. C., S. Rougas, and P. George. "When race matters on the wards: talking about racial health disparities and racism in the clinical setting." (2016): 10523

Connor, David J., Beth A. Ferri, and Subini A. Annamma, eds. *DisCrit—Disability Studies and Critical Race Theory in Education*. Teachers College Press, 2016.

Daniels, Rowena A. "Rectifying a Wrong: American Eugenics-Beneficial to the State, but Detrimental to the People." *Tenn. J. Race Gender & Soc. Just.* 4 (2015): 157.

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Wilson, Robin Ferwell. "When Governments Insulate Dissenters from Social Change: What Hobby Lobby and Abortion Conscience Clauses Teach About Specific Exemptions." 48 U.C. Davis L. Rev. 703 (2014)

Roth-Johnson, D. (2013). Bioethics, as women's issue. In M. Z. Stange C. K. Oyster & J. E. Sloan (Eds.), *The multimedia encyclopedia of women in today's world* (pp. 199-205). Thousand Oaks, CA: SAGE Publications, Inc. doi: 10.4135/9781452270388.n48

Slocum, J. Michael. "Bias, Power, Influence, and Competence: The Implications of Human Nature on the New NIH Conflicts of Interest Regulations." 43.1 *Journal of Research Administration* 135 (2012)

To Be Submitted & Works in Progress

Book

Tuskegee's Forgotten Women: The Untold Side of the U.S. Public Health Service Syphilis Study, (in progress)

Articles - Works in Progress

Exploring the equitable remedy of unjust enrichment in the human body for the descendants of Mrs. Henrietta Lacks (2022)

Integrating HER-stories: Curriculum and Beyond

I will focus on "HER stories"—the unique and particularized lived experiences of women of color generally, and black women specifically intersecting with health care and research.

Critical Race Feminist Bioethics: The Practical Application of Cultural Competency Skills and Cultural Humility in Medical Education

I will explore the efficacy of addressing intersectional lived experiences as a means to comport with Liaison Committee on Medical Education (LCME) and the Accreditation Council for Graduate Medical Education (ACGME) accreditation standards in general and OBGYN Milestones of Professionalism for M4 students through the lens of Anarcha, Betsey and Lucy's Story "Mothers of Modern Day Gynecology" specifically. Particular emphasis will address how ABA Standard 302 call to acknowledge "cultural competency" as a core lawyering skill can be accomplished by longitudinally integrating framework/s throughout the curriculum that explore how race and racism impact the enforcement of law.

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HER-story Matters: Critical Race Feminist Bioethics through the Lens of Maternal Mortality

I will shed light on the need to examine alarming maternal mortality rates amongst Black women from the lens of "critical race feminist bioethics." (CRF) Bioethics [viewed] as a tool which focuses on the realities of women of color with aspects of an approach that pays attention to the point of view of women of color bodies and experiences with interfacing with the healthcare system of the past and present.

The HER-Story of Chief Justice Bernette Joshua Johnson: When Power Speaks Truth

I will explore Daniel Dawes' recent book *The Political Determinants of Health* as a lens to critically examine the judiciary's role to address the "health gap."

TESTIMONY

Testimony in support of Congressman John Conyers' bill supporting the passage of H.R. 40, Commission to Study Reparations Proposals for African Americans Act, Washington, DC (April 6, 2005)

AMICUS BRIEF

Submitted Brief of Amicus Curiae Professor Deleso A. Alford, J.D., LL.M. in support of Plaintiff's Opposition To Defendant's Motion To Dismiss in the Estate of Lacks v. Thermo Fisher Sci., Inc., D. Md., No. 21-cv-2524, complaint filed 10/4/21

Selected Service
Southern University Law Center

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-
- Chair, Curriculum Committee (2022- 2023)- appointed
 - FARPT - appointed as Co- Chair for Endowed Professorship
 - Faculty Appointments, Retention, Promotion & Tenure Committee Meeting (FARPT) Co- Chair for Endowed Professorship
 - Subcommittee chair, FARPT Retention Committee
 - Tour and Celebration, SULC OCIS June 23, 2022
 - SULC Law School Graduation May 21, 2022
 - Mistress of Ceremony Alumni roundup GAI.A - April 9, 2022
 - Judge for Trail Advocacy Board Mock Trial, March 26, 2022
 - Attendee, Green Enterprise Cannabis Symposium and Grad Fair Feb. 19 - 20, 2022
 - Ex-Officio, Academic Affairs (2022- 2023)- appointed
 - Moderator, 2022 Governor's Fellows Civil Rights Panel, The Louis A. Berry Institute for Civil Rights & Justice, Conversation about civil rights between the Honorable Judge Janice Clark and Dr. Ernest L. Johnson, Southern University Law Center (July 13, 2022)
 - Chair, Curriculum Committee (2021- 2022)- appointed
 - Technology Committee 2022- appointed
 - Test Grading System for Faculty Activity Report- appointed
 - The Lawyer Leader Connection- voluntary
 - Independent Research Faculty Advisor, Jalya Wells (Summer 2022) "The Intersection of Data privacy and NFTs"
 - Law Review Advisor, Ms. Quiana-Joy Ochiagha (2021-2022) "We Shall Overcome Some Day...but Not Today: Brnovich v. Democratic National Committee and the 21st Century Version of Jim Crow"

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-
- **Maternal Mortality Symposium, Event Coordinator/Moderator (April 14, 2021)**
 - **Public Protest Symposium, Event Coordinator/Moderator, Virtual (March 31, 2021)**
 - **Off-Campus Instructional Site (OCIS) Director, Pathway to Legal Education Opportunity for North Louisiana in Shreveport, LA (August 2020- present)**
 - **Participant, Strategic Leadership In Times of Crisis, Virtual Leadership Forum (2020)**
 - **Ad Hoc Committee Strategic Leadership Institute (2020)- appointed**
 - **Ad Hoc Voting Committee (2020)- appointed**
 - **Public Protest Symposium Leadership Planning Committee (2020)- appointed**
 - **Faculty Advisor, SULC Journal of Race, Gender, and Poverty, Student- Tiberlee Barnum, Topic- "Black Women's Roles in Social Justice Movements"(2020 - 2021)**
 - **Basic Civil Procedure, Lead Faculty (Fall 2020)**
 - **Federal Jurisdiction and Procedure, Lead Faculty (Fall 2020)**
 - **Speaker for Southern University Law Center Women in Law, 19th Amendment Symposium "History of the 19th Amendment Through the Lens of "HER-story" Baton Rouge, LA (August 28, 2020)**
 - **Chair, Curriculum Committee (2020- 2021)- appointed**
 - **Ex Officio, Academic Affairs Committee (2020- 2021)- appointed**
 - **Member, Faculty Development (2020- 2021)- appointed**
 - **Speaker for Southern University Law Center's 2nd Annual Diversity Week, "Overcoming Obstacles, Creating Opportunities" Baton Rouge, LA (March 9, 2020)**
 - **Chair, Code of Student Conduct Judiciary (Non-Academic) (2019- 2020)- appointed**

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-
- Chair, Code of Student Conduct Judiciary (Non-Academic) (2019- 2020)-appointed
 - Chair, Code of Student Conduct Judiciary (Non-Academic) (2019- 2020)-appointed
 - Ad Hoc Committee, Grievance (2019- 2020)- appointed
 - Faculty Advisor, SULC Journal of Race, Gender, and Poverty, Student- Jessica Pendergrass, Topic- "High Maternal Mortality Rate Among Black Women" (2019 -2020)
 - Member, Legal Analysis & Writing Committee (2019-2020)-appointed
 - Member, Faculty Development Committee (2019-2020)-appointed
 - Chair, Code of Student Conduct Judiciary (Non-Academic) (2018- 2019)-appointed
 - Member, Strategic Planning Committee (2018-2019)-appointed
 - Completed Spring 2019 evaluations for JD Dual Degree programs and Online Courses- ilaw Ventures -appointed
 - Attendee, CLEO PLSI Graduation Program (July 2019)
 - Attendee, CLEO PLSI July 4th celebration for the students (July 2019)
 - Attendee, Living Faith Christian Center worship service, reception/luncheon for CLEO PLSI participants (June 2019)
 - SULC Faculty Wellness Day (February 2019)

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Selected Honors/ Significant Recognition

- Selected as one of the Inaugural Louisiana's Leading Ladies 2022
- Cited in historical litigation, the *Estate of Lacka v. Thermo Fisher Sci., Inc.*, D. Md., No. 21-cv-2524, complaint filed 10/4/22 and acknowledged by Judge Deborah Boardman during oral argument
- Awarded Endowed Professorship (2021)
- Selected to serve as Peer Reviewer for New Manuscript on *Unalwed Women's Contribution to Modern Women's Healthcare*, University of Virginia Press (2021)
- Appointed to serve on Governor Jon Bel Edwards' COVID-19 Health Equity Task Force Subcommittee, Public and Regulatory Policy (2020)
- Facilitator, LSU Health Shreveport, "Necessary Conversations: Helping Us to Learn, To Heal Others, To Discover" bite-sized cultural competence monthly seminars (Virtual Chats) designed to serve as a co-curricular learning opportunity for School of Medicine, School of Allied Health Professions and School of Graduate Studies (2020-2021)
- Selected to serve as a participant in Health Justice Workshop sponsored by the American University College of Law and ChangeLab Solutions (July 10, 2020)
- Selected to serve as Humanities scholar; Production Assistant and Creative educator for study/viewing guide development for law students- Documentary Film maker, Dr. Rachel Emanuel's forthcoming full-length documentary, "Blazing a Trail to Justice: Bernette Joshua Johnson and American's Promise."
- Appointed as National Bar Association (NBA) member of Governance Committee (2020-2021)
- Appointed as National Bar Association NBA Secretary for South Africa Intern Affiliate, 2020
- Appointed as National Bar Association (NBA) Secretary, Planning Committee for 95th Annual Convention, Washington, DC (July 25-30, 2020)

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- Appointed as National Bar Association (NBA) Assistant Secretary and Special Assistant to the NBA President for the International Affiliates Trip during (Bar Year 2019-2020)
- Selected as University of New Mexico (UNM) Spring 2019 Distinguished Diversity Scholar
- Speaker, University of New Mexico (UNM) OBQYN Department Grand Rounds, *Historical Context Matters, Gynecology through the lens of Anarcha, Betsey, and Lucy* sponsored by The HSC Office for Diversity, Equity & Inclusion, in partnership with the UNM Division for Equity & Inclusion and the UNM School of Law (April 26, 2019)
- Keynote Luncheon Speaker, University of New Mexico, *Enhancing Wellness By Honoring Our Humanity* sponsored by The HSC Office for Diversity, Equity & Inclusion, in partnership with the UNM Division for Equity & Inclusion and the UNM School of Law (April 26, 2019)
- Speaker, University of New Mexico, Diversity Leaders' Roundtable, sponsored by The HSC Office for Diversity, Equity & Inclusion, in partnership with the UNM Division for Equity & Inclusion and the UNM School of Law (April 26, 2019)
- Featured in a press release of Academia.edu, the world's largest platform for open-access scholarly work with almost 75 million registered users, and the Thurgood Marshall College Fund's Center for Advancing Opportunity (CAO) Black History Month Initiative. The global platform specifically highlighted the academic work of professors from Historically Black Colleges and Universities (HBCUs) (February 21, 2019)
- Selected as Keynote Plenary Speaker for the National Center for Bioethics in Research and Health Care, (National Bioethics Center) Public Health Ethics Intensive Course (Tuskegee University). Topic entitled, "The United States Public Health Service Syphilis Study at Tuskegee through the Lens of Women" (April 2018)
- American Bar Foundation Fellow (since April 2017)

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Community Service

- Attendee, Universities Studying Slavery (USS) University of Virginia, President's Commission on Slavery and the University, Charlottesville, VA (September 28 – October 1, 2022)
- Volunteer Mock Trial Judge, Baton Rouge Bar Association, Virtual (March 5, 2021)
- Mistress of Ceremonies (MC), Southern University Law Center Hall of Fame Ceremony, Baton Rouge, LA (forthcoming November 2021)
- Podcast, BCF + Michelle Browder, Anarcha, Betsey and Lucy (Dec 6, 2020)
- Attendee, Universities Studying Slavery (USS) University of Virginia, President's Commission on Slavery and the University, Charlottesville, VA (March 5th & 6th, 2020)
- Attendee, Restorative Justice Training, (July 20, 2020 – July 24, 2020)
- Attendee, BAR BRI workshop, "From Chaos to Creation: Designing & Delivering Engaging Distance Learning (June 19, 2020)
- Attendee, Live with Kellye & Ken: "Strategizing with Distance Education at a Time of Uncertainty" (April 27, 2020)
- Attendee American Bar Foundation, Louisiana Fellows Breakfast, featuring Keynote remarks from President of the American Bar Association and Benefactor Fellow Judy Perry Martinez, Baton Rouge, LA (January 18, 2020)
- Attendee, Royal Cyril Brooks Historical Marker Unveiling, Civil Rights and Restorative Justice Project (CRRJ), Gretna, LA (November 2019)
- Planning Committee and Greeting, 75th Anniversary of the 1944 Expulsion of Black Doctors, Co-Sponsored event by Southern University Law Center and the Iberia African American Historical Society, New Iberia, LA (November 2019)

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- Planning Committee, SULC Women in Law support Black Women's Equity Day, *Getting your Slice of the Pie* (August 2019)
 - Participant, SULC Alumni RoundUp Events (April 2019)
 - Attendee, Louis A. Berry Civil Rights and Justice Institute program, "The Role of the People in Justice Battles: An Overlooked Aspect of Civil Rights Litigation" Lead discussant Professor Angela A. Allen-Bell (February 2019)
 - Attendee, Public Affairs Research (PAR) Council of Louisiana Annual Conference and Luncheon (April 2019)
 - Mistress of Ceremonies (MC), Southern University Law Center Hall of Fame Ceremony, Baton Rouge, LA (April 2019)
 - Attendee, Louisiana Rural Economic Development Summit (LaRue), Marksville, La (2019).
 - Attendee, Swearing In Ceremony of Chief Justice Felicia Toney Williams, Shreveport Convention Center (December 2018)

Legal Community

- Attendee, National Bar Association (NBA) Annual Meeting (July 25-29, 2022)
- NBA Treasurer, Law Prof Division (2022 -- 2023)
- NBA Secretary, South Africa Affiliate (2022 – 2023)
- Executive Planning Committee Member, Association of American Law Schools (AALS) Section on Socio-Economics, Virtual (March 27, 2021)
- Restorative Justice Roundtable, March 27, 2021
- Executive Planning Committee Member, Association of American Law Schools (AALS) Section on Socio-Economics, San Francisco, California, (January 5- 9, 2021)
- Planning Committee Member, National Bar Association (NBA) Gertrude E. Rusk Mid-Year Conference- Continuing Legal Education (CLE) session, *Protecting Black Mothers: Exploring Paradigms, Perspectives and Policies*.

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Atlanta, GA (March 20, 2020-postponed)

- Executive Planning Committee, Association of American Law Schools (AALS) Section on Socio-Economics, Washington, DC (January 2 – 5, 2020)
- Planning Committee Member for the People of Color Legal Scholarship Conference, University of Houston Law Center, Houston, TX (2019)
- Planning Committee Member for National Bar Association (NBA) Women's Equity Day, (2019)
- Planning Committee Member for National Bar Association (NBA) International Affiliates Meeting, (2019-2020)
- Visiting lecturer at the University of New Mexico (UNM) School of Law on groundbreaking legal scholarship detailing the ways in which African descendant women's bodies have served as a critical site for American medical research and discoveries—since the era of racial slavery to contemporary times. Topic: Henrietta Lacks and HeLa Cells portion of "The HER-story" series on interdisciplinary collaboration in teaching medical and health equity (March 22, 2018)
- Executive Planning Committee Member, Association of American Law Schools (AALS) Section on Socio-Economics, San Diego, California, (January 3- 6, 2018)
- Attendee, Southern University Land-Grant Campus' Annual Scholarship Gala (December 2018)
- Moderator, "Power and Authority" in Promoting Justice for All, The Role of HBCUs in Developing Cultural Understanding and Access to Justice, Southeast/Southwest People of Color Legal Scholarship Conference, Florida A&M University College of Law (February 27, 2016)
- Registration/Sponsorship/Funding Co-Chairs for Southeast Southwest People of Color Legal Scholarship Conference, Florida A&M University College of Law (February 25 - 27, 2016)
- Executive Planning Committee Member for the Southeast Southwest People of Color Legal Scholarship Conference, Florida A&M University College of Law (February 25 - 27, 2016)

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-
- **Organizing Committee Member- Association of American Law Schools (AALS) Section on Socio-Economics, New York, New York (January 8 - 11, 2016)**
 - **Planning Committee Member- Law Professors Division, National Bar Association (NBA) International Affiliates Continuing Legal Education (CLE) Meeting, Salvador da Bahia, Brazil (May 17 - May 21, 2014) - Rio de Janeiro (May 21 - May 24, 2014)**
 - **Co-Chair Membership Committee and Member of BA to JD Pipeline Committee for Society of American of Law Teachers (2013-2014)**
 - **Co-Chair Board Nominations Committee for Society of American of Law Teachers (2013)**
 - **Executive Planning Committee Member and Co-Program Chair for the Southeast/Southwest People of Color Legal Scholarship Conference, University of Arkansas William H. Bowen School of Law, Fayetteville, Ark. (April 4 - 7, 2013)**
 - **Co-Chair Membership Committee for Society of American of Law Teachers (2011 - 2012)**
 - **Co-Vice Chair, Planning Committee for the Southeast Southwest People of Color Legal Scholarship Conference, (Samford University Cumberland School of Law, Birmingham, AL (2011 - 2012)**
 - **Planning Committee for the Southeast/Southwest/Midwestern People of Color Legal Scholarship Conference, Fort Lauderdale, FL (April 1, 2011)**
 - **Co-Chair Program Committee for the Third National People of Color Legal Scholarship Conference, Seton Hall, Newark, NJ (September 9 - 12, 2010)**
 - **National Steering Committee Member for the Third National People of Color Legal Scholarship Conference, Seton Hall, Newark, NJ (September 9 - 12, 2010)**
 - **Planning Committee Member for the Southeast Southwest People of Color Legal Scholarship Conference, University of South Carolina, Columbia, South Carolina (2010)**
 - **Volunteer Training Coordinator for Law Students, National Black Law Students Association -Presidential Inaugural Committee, Washington, DC (2009)**
 - **Vice Chair, National Bar Association- Law Professors' Division (2008)**

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- Member, Association of American Law Schools- Torts Section (2008)
- Vice Chair, Planning Committee for the Southeast Southwest People of Color Legal Scholarship Conference, Florida A&M University College of Law, Orlando, FL (2007)
- Planning Committee Member for the Southeast Southwest People of Color Legal Scholarship Conference, University of New Mexico School of Law, Santa Fe, NM (2006)
- Planning Committee Member for the Southeast Southwest People of Color Legal Scholarship Conference, Tulane University Law School, New Orleans, LA (2005)
- Steering Committee Member, Louisiana Senator Mary Landrieu's Steering Committee for the Passage of Senate Resolution 39, Senate Apology for Lynching, Washington, DC (2005)
- National Steering Committee Member, Second National People of Color Legal Scholarship Conference, George Washington University Law School, Washington, DC (2004)

Other Service

Florida A&M University (Main Campus)

- University Advisory Board- INDABA Research Sustainability Work Group (2015 - 2016)
- Florida A&M University Institutional Review Board (2013 - 2015)
- Invited Speaker, Discussion of new book, *Enslaved Women in America: An Encyclopedia*, to Dr. William Guzman, Office of Black Diasporan Culture (OBDC) "Diaspora Dialogues" monthly program (October 8, 2012)
- Invited Speaker, Presentation of paper "Henrietta Lacks and Unjust Enrichment in the Human Body" to Provost Cynthia Hughes Harris, Attorney Linda Barge-Miles, Faculty and Researchers (May 26, 2011)

Florida A&M University College of Law

- Member, Admissions Committee (2017 - 2018); (2012 - 2013); (2011 - 2012)
- Member, Retention, Promotion and Tenure Committee (2012 - present)

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- Member, Student Conduct Disciplinary Committee (2017 - 2018); (2014 - 2015); Chair (2013 - 2014)
- Panelist, Orientation for FAMU College of Law (2013- present)
- Volunteer, Professionalism, Fitness and Character for Orientation FAMU College of Law (2017); (2014); (2013)
- Member, Sub-Committee on Professionalism, Fitness and Character for Orientation FAMU College of Law (2014); (2013); (2011); (2009)
- Co-Advisor, Marshall-Bell Law Society (2015 - present)
- Ad Hoc Committee Member, Faculty Handbook Revisions (2014 - 2017)
- Member, Faculty Recruitment Committee (2015 - 2016); (2008 - 2011)
- Member, Curriculum Committee (2016 - 2017)
- Member, Library Committee (2013 - 2015); (2009 - 2010)
- Member, Strategic Planning/Self Study Committee (2013 - 2014) ;(2008 - 2009)
- Ad Hoc Member, Grade Appeals Committee (2009)
- Faculty Secretary (2013 - 2014)
- Member, Computer and Technology Committee (2012 - 2013)
- Coach, National Black Law Students Association Moot Court Competition (January 2010)
- Spirit of Service Award for New Faculty, Florida A&M University College of Law (2009)
- Panelist, 1st Annual New Mexico Black Wellness Conference, "One New Mexico", *Cultural Competence/Eliminating Racial Disparities in the Healthcare Industry*, Albuquerque, NM (March 24, 2018)
<http://nmblackhistorymonth.com/nm-black-wellness-conference/>

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- Georgetown Law Reunion Weekend Volunteer 2017 (October 20 - 22, 2017)

 - Orlando (FL) Chapter of the Links Incorporated 65th Anniversary Community Service Project, Disney Epcot World Showcase Pavilion, Orlando, Florida (April 8, 2017)

 - Orlando Magic Women's History Celebration, Amway Stadium, Orlando, Florida (March 18, 2017)

 - Women Lead Orlando Networking Dinner, The Balcony, Orlando, Florida (March 29, 2017)

 - Center for Multicultural Wellness and Prevention (CMWP) Annual Caribbean Health Summit, Orlando, Florida (since 2015)

 - Attendee, Orlando Magic Youth Foundation (OMYF) 2016 Charity Gala Fundraiser (March 5, 2016)

 - Nap Ford Community School, Annual Fundraiser to celebrate opening of new Charter School, Team Expansion and Sponsorships (March 3, 2016)

 - Co-Presenter with Dr. Lisa Barkley, Assistant Dean for Diversity and Inclusion, University of Central Florida College of Medicine, ZORA!™ HATTude 2.0 Series, Exploring the Connections between the Writings of Zora Neale Hurston and (STEM) Science, Technology, Engineering and Math, learning module for middle school students in STEM career pipeline program (April 9, 2015)

 - Nap Ford Annual Fundraiser, Camp World Stadium, Orlando, Florida (since 2014)

 - Guest Speaker, Apopka Academy Day (April 10, 2013)

 - Guest Speaker, Apopka High School's Medical Careers Magnet (January 28, 2013)

 - Guest Speaker, University of Central Florida, Department of Child, Family and Community Sciences College of Education, Cultural and Family Systems EEC 4402 (March 20, 2013)

 - Dean's Award for "Best Achievement as a Scholar/Presenter" Barry University School of Law (2007)

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- Member, Sub-Committee for Mission Effectiveness Mission Trip (2008)
- Faculty Liaison/Organizer, Barry School of Law's First Social Justice Mission Trip, New Orleans, LA, Post-Hurricane Katrina Legal Assistance (May 21- 27, 2007)
- Honor Code Investigator, Law School (2007 - 2008)
- Member, Library and Technology Committee, Law School (2007 - 2008)
- Member, Admissions Committee, Law School (2007 - 2008)
- Member, Ad-Hoc Committee on the Vision and Future of Barry Law School (2007 - 2008)
- Member, Student Services Committee, Law School (2006 - 2007)
- Chair, Sub-Committee on Diversity, Law School (2006 - 2007)
- Member, Ad-Hoc Committee on Bar Passage, Law School (2006 - 2007)

Other Honors

- Featured Highlighted Visiting Diversity Profile for University of New Mexico (UNM) Health Sciences Center 2016 Report for A.I.M.B. Advancing Institutional Mentoring, p. 9 (2016)
- Selected as Southern University Law Center (SULC) 2014 - 2015 Faculty Series Speaker (March 26, 2015)
- Featured Article for Faculty Distinction as Featured Faculty Member, "One Voice, and a Powerful Story Can Change the World" Florida A&M University College of Law 2014 Annual Report, p. 10 (2014)
- Featured Article for "College of Medicine's Curriculum Highlights Diversity, Healthcare Disparities" University of Central Florida (UCF) College of Medicine Diversity & Inclusion 2013-2014 Annual Report, p. 8 (2013 - 2014)
- Honored for Outstanding achievements during FAMU Board of Trustees Academic Affairs Committee meeting on research entitled, "The Forgotten Women of the U.S. Public Health Service Syphilis Study at Tuskegee" (September 10, 2014)

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- AALS Hurricane Katrina Honor Roll, New Orleans (January 2010)
- Award during FAMU Women's History Celebration-Senior Editor for the book, *Enslaved Women in America: An Encyclopedia* and a contributing author for an encyclopedia entry entitled, "Medical Experimentation and Surgery" (March 21, 2014)
- 11th Annual Percy R. Luney Spirit of Service Award- Exemplary "Spirit of Service" to FAMU and beyond (March 30, 2013)
- RUSA Award for Outstanding Reference Source (The Reference and User Services Association) Book-Senior Editor and Encyclopedia Entry- *Medical Experimentation and Surgery, Enslaved Women in America: An Encyclopedia*, (ABC-CLIO) (2013)
- Appreciation Award from FAMU Women and Law Caucus, Annual Conference "Groundbreaking: Women and the Evolution of the Law" (2011)
- Award from FAMU Black Law Students Association Moot Court Team- Coach for Frederick Douglass Moot Court Team Competition, Baton Rouge, LA (2009-2010)
- Vice Chair, Planning Committee for the Southeast Southwest People of Color Legal Scholarship Conference, Florida A&M University College of Law, Orlando, FL (2007)
- Planning Committee Member for the Southeast Southwest People of Color Legal Scholarship Conference, University of New Mexico School of Law, Santa Fe, NM (2006)
- Planning Committee Member for the Southeast Southwest People of Color Legal Scholarship Conference, Tulane University Law School, New Orleans, LA (2005)
- Steering Committee Member, Louisiana Senator Mary Landrieu's Steering Committee for the Passage of Senate Resolution 39, Senate Apology for Lynching, Washington, DC (2005)
- National Steering Committee Member, Second National People of Color Legal Scholarship Conference, George Washington University Law School, Washington, DC (2004)

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SELECT PRESENTATIONS

Panelist *Genetic Justice* at the Celebration and Commemoration of Henrietta Lacks 102nd Birthday Co-sponsor @IndyGeneUS Global featuring scholars and genetic professionals, Washington, DC (August 1, 2022)

Speaker, Virtual Symposium Celebrating Black Maternal Health Week including panelists Michele Browder, Tatyana Ali, Dr. Trudy Williams and Tiffany Williams Varner "Exploring Maternal Mortality through the lens of the Mothers of Gynecology: Anarcha, Betsey, and Lucy" (April 14, 2022)

Presenter, University of Washington Medical Student Virtual Session, The Lessons from Tuskegee with University of Washington professors, Georgina D. Campelia, Ph.D., and Edwin G. Lindo, JD, "The Untold Side of the USPHS Syphilis Study at Tuskegee" (December 6, 2021)

Speaker, Virtual Symposium Celebrating Black Maternal Health Week including panelists Michele Browder, Tatyana Ali, Dr. Trudy Williams and Tiffany Williams Varner "Exploring Maternal Mortality through the lens of the Mothers of Gynecology: Anarcha, Betsey, and Lucy" (April 14, 2022)

Speaker, First Annual Anarcha, Lucy and Betsey Day of Reckoning Conference, Montgomery, AL (February 27 – March 1, 2022)

Presenter, University of Washington Medical Student Virtual Session, The Lessons from Tuskegee with University of Washington professors, Georgina D. Campelia, Ph.D., and Edwin G. Lindo, JD, "The Untold Side of the USPHS Syphilis Study at Tuskegee" (December 6, 2021)

Presenter, OCIS Off-Campus Instructional Site Status Update, SUS Board of Supervisors, Shreveport, Louisiana, (April 16, 2021)

Moderator, I've Got Something To Say: The Future of Public Protest in America, Public Protest Symposium, co-sponsored by The Louis A. Berry Institute for Civil Rights & Justice at Southern University Law Center, Rodney and Erter Law Firm, Virtual (March 31, 2021)

Panelist *The Power and Potential of Restorative Justice* at the 11th Annual Roots Camp LA Conference Roundtable Discussion co-sponsored by The Louis A. Berry Institute for Civil Rights

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& Justice at Southern University Law Center, The Restorative Center and the Civil Rights and Restorative Justice Project at Northeastern University School of Law (March 27, 2021)

Panelist, Fighting White Supremacy in the 21st Century, *LSU Law Journal for Social Justice & Policy*, 1.3 CLE credit hours, Virtual (March 19, 2021)

Speaker, Association of American Law Schools (AALS) Co-sponsored Sections on Socio-Economics and Law, Medicine and Health Care, *Socio-Economics, Pedagogy and Health Law*, Virtual, (January 5- 9, 2021)

Co-Facilitator, University of Washington Medical Student Session, *The Lessons from Tuskegee* with University of Washington professors, Georgina D. Campelia, Ph.D., and Edwin G. Lindo, JD, "The Untold Side of the USPHS Syphilis Study at Tuskegee" (December 20, 2020)

Speaker, Podcast, BGT + Michelle Browder, Anarcha, Betsy and Lucy, "Telling the HerStory of Anarcha, Betsy and Lucy" (December 6, 2020)

Speaker, Louisiana Center for Health Equity (LCHE) *Maternal Health: HerStory, Racial Concordance and Policy* Webinar, "Her-story Matters: Exploring Black Maternal Mortality through the Mothers of Gynecology" (October 27, 2020)

Speaker, Restorative Justice Center (RJC) *Reclaim Justice: Restorative Justice Conference*, "Race in America: Truth and Reckoning, Does Restorative Justice offer a framework for America?" Roundtable Discussion (October 12, 2020)

Panelist, American University College of Law and ChangeLab Solutions, *Health Justice and Empowering Communities*, Virtual (October 2, 2020)

Attendee, Sexual Assault and Title IX Training, (September 24, 2020)

Attendee, National Bar Association, The Judicial Council, The Long Shadow of the Nineteenth Amendment: Women Leaders in the Judiciary Virtual (August 27, 2020)

Attendee, Restorative Justice Training, (July 20, 2020 – July 24, 2020)

Panelist, Governor's Fellows Civil Rights Panel, *Police Brutality and Black Lives Matter Movement* (July 21, 2020)

Attendee, Live with Kallye and Kim: "Strategizing with Distance Education at a Time (April 27, 2020)

Attendee, BARBRI Workshop "From Chaos to Creation: Designing & Delivering Engaging Distance (June 19, 2020)

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Speaker, SOJURN FOR TRUTH AND JUSTICE 2020 with Michele Browder of I AM MORE THAN TOURS, *Exploring Anarcha, Betsy and Lucy's Story from Practical Application to Proclaiming Her-story Through Visual Artistic Expression*, Montgomery, AL. (February 28, 2020)

Speaker, LSU Law Faculty and Student Diversity & Professionalism Committee's first workshop, Implicit Bias Fall Series: The Power of Thinking Without Thinking—Enhancing Justice By Reducing Bias, The Lens of Implicit Bias, Baton Rouge, Louisiana, (September 4, 2019)

Speaker and Moderator, Association of American Law Schools (AALS) Section on Socio-Economics, Socio-Economics, Pedagogy and Implicit Bias, New Orleans, Louisiana, (January 2-6, 2019)

Speaker, Association of American Law Schools (AALS) Section on Socio-Economics, Race, Gender, and Socio-Economic Justice, New Orleans, Louisiana, (January 2-6, 2019)

Attendee, Association of American Law Schools (AALS) Section on Socio-Economics, Gender, Race and Competition in the New Economy, New Orleans, Louisiana, (January 2-6, 2019)

Attendee, Association of American Law Schools (AALS) Section on Socio-Economics, Annual Meeting of the Society of Socio-Economists: Meeting Theme: Socio-Economic Theory, Jurisprudence, Ethical Analysis, and Economic Justice, New Orleans, Louisiana, (January 2-6, 2019)

Attendee, Association of American Law Schools (AALS) Section on Federal Courts, Congressional Structuring of the Judicial Power, New Orleans, Louisiana, (January 2-6, 2019)

CLE Presenter, Southern University Law Center -Continuing Legal Education (CLE), Cultural Competency: A Core Lawyering Skill, Baton Rouge, LA (December 2018)

Speaker, Lunch and Learn co-sponsored by University Central Florida (UCF) Student National Medical Association, the American Medical Women's Association, and the Office of Diversity and Inclusion, (Her)story & (His)story: A Perspective on the Narrative of Medical Gynecology in Pursuit of Cultural Competence and Health Equity, Lake Nona, FL. (October 19, 2018)

Keynote Plenary Speaker, National Center for Bioethics in Research and Health Care, (National Bioethics Center) Public Health Ethics Intensive Course, Ethics Across Generations, Ethics and the Law": The USPHS Syphilis Study at Tuskegee through the Lens of Women,

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Tuskegee, AL (April 11, 2018)

Master of Ceremonies (MC), Southern University Law Center Hall of Fame Ceremony, Baton Rouge, LA (April 7, 2018)

Panelist, 1st Annual New Mexico Black Wellness Conference, "One New Mexico", *Cultural Competency/Eliminating Racial Disparities in the Healthcare Industry*, Albuquerque, NM (March 24, 2018)

Speaker, Association of American Law Schools (AALS) Section on Socio-Economics, *Socio-Economics and the Critical Schools*, San Diego, California, (January 3- 6, 2018)

Speaker, Association of American Law Schools (AALS) Section on Socio-Economics, *Teaching and Scholarship in a Polarized Society: A Roundtable on Pedagogy for New Law Teachers*, (January 3- 6, 2018)

Co-Moderator, Association of American Law Schools (AALS) Section on Socio-Economics, *The Changing Legal Profession and the Challenge for the Academy: A Deans' Roundtable*, San Diego, California, (January 3- 6, 2018)

Presenter, (Work- In- Progress), 2017 LatCrit Biennial Conference, LatCrit XXI: What's Next? Outsider Jurisprudence and Progressive Formations at a Crossroad, *Cultural Competency Skills in Legal Education: Exploring ABA Standard 302 from the lens of Medical Education's Accreditation Standard 7.6 Cultural Competence and Health Care Disparities*, Orlando, FL (September 29 – 30, 2017)

Guest Speaker, University of South Florida, College of Public Health, Department of Health Policy & Management, *Cultural Competency Meets Critical Race Theory: Examining the "Ethical Divide" for the SUPPORT Study*, Tampa, FL (November 10, 2016)

Invited Panelist, Georgetown University Law Center, Georgetown Women's Legal Alliance, *Leading Social Change: Women in Politics, Policy and the Private Sector*, Washington, DC (October 21, 2016)

Invited Panelist, Florida A&M University College of Law, Women and the Legal Profession, *When and Where I Enter: Finding Your Own Shine* (October 17, 2016)

Invited Panelist, Case Western Reserve University School of Law Symposium- approved for Continuing Legal Education (CLE) credit, In Honor of Fred Gray: *Making Civil Rights Law from Rosa Parks to the Twenty-First Century, Seeing Gender Equality Through an Interdisciplinary*

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Lens: The Application of Critical Race Feminist Legal Theory in Practical, Medical School Curricula, Cleveland, OH (October 14, 2016)

Plenary Speaker, Florida Trial Court Staff Attorney Association, Diversity and Discrimination in the Courts: Minority Challenges at trial and on appeal, *Our Courtrooms are "Color-blind" or Not?: Making the Case for Training Culturally Competent Attorneys*, Ft. Lauderdale, FL (September 22 - 23, 2016)

Moderator/Speaker, African American Women and Law Conference (AAWLC) 2016 *Healing Black Women's and Girls' Minds and Bodies: The Fightback against Racism in Medical Science*, Washington, DC (September 13 - 14, 2016)

Invited Panelist, Stetson University College of Law, International Legal Education Abroad Conference (IEAC), A Response to Declining Enrollment: Innovative International Partnerships and Interdisciplinary Approaches, Exploring Innovative International Study Abroad Programs with an Interdisciplinary Focus: An Eye Towards Interprofessional Education (IPE), Gulfport, FL (April 4 - 5, 2016)

Panelist, Ezlan Theatre for Women's History Month, Zora Neale Hurston's 125th Birthday Celebration, screening of *You Belong to Me: Sex, Race and Murder in the South*, Zora Neale Hurston covered the Ruby McCollum murder trial for *The Pittsburgh-Courier*, Maitland, FL (March 19, 2016)

Moderator, Florida A&M University College of Law, Southeast/Southwest People of Color Legal Scholarship Conference, "Power and Authority" in Promoting Justice for All, The Role of HBCUs in Developing Cultural Understanding and Access to Justice (February 27, 2016)

Panelist, Association of American Law Schools, AALS Section on Socio-Economics 2016 Annual Meeting, Perspectives on Economic, Gender, and Racial Justice, Socio-Economics: Broadening the Economic Debate, New York City, NY (January 8 - 10, 2016)

Plenary Panelist, Association of American Law Schools, AALS Section on Socio-Economics, Socio-Economics: Broadening the Economic Debate, Society of Socio-Economics (SOS) Annual Meeting Program, New York City, NY (January 11, 2016)

Presenter, Vanderbilt Law School, 9th Annual Leticia Lytle Black Women Law Faculty Writing Workshop, Advance Your Agenda, Build Your Brand and Chart Your Career, Tribute to Law Professor Pamela Bridgewater, American University Washington College of Law *Ode to a Good Sister*, Nashville, TN (July 9 - 12, 2015)

Panelist, Association of American Law Schools, AALS 2015 Mid-year Meeting, Workshop on Next Generation Issues of Sex, Gender and the Law Conference, Ideas for the Future Panel Pursuing Gender Equality Through an Interdisciplinary Lens: The Application of Critical Race Feminist Legal Theory in Practical, Medical School Curricula, Orlando, FL (June 25 - 26, 2015)

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Presenter, Association of American Medical Colleges (AAMC) 2015 Joint Professional Development Conference (JDC) for Admissions and Student Diversity Affairs, *Teaching Medical Students to Advance Health Equity*, Miami, FL (June 18 - 21, 2015)

Presenter, Eatonville Branch of the Orange County Library, The ZORA! STEM Stars: Saving for Our Girls Fundraiser Event, *Medical Ethics and Health Equity: The Henrietta Lacks Story*, Orlando, FL (April 9, 2015)

Invited Speaker, Florida A&M University College of Law, Marshall-Bell Law Society 1st Annual MVP Awards, *Optical Diversity v. Real Inclusion*, Orlando, FL (April 9, 2015)

Keynote Speaker, Southern University Law Center, 2014-2015 Faculty Speaker Series, *Pursuing Gender Equality Through an Interdisciplinary Lens*, Baton Rouge, LA (March 26, 2015)

Keynote Speaker, ZONTA International Meeting, Capital City Country Club, *Women Standing at the Intersection both Domestically and Internationally: A Critical Race Feminist Perspective on Our Bodies, Our Dis-ease, Our Human-ness*, Tallahassee, FL (March 17, 2015)

Panelist, Adventist University of Health Sciences, A Discussion on the Value and Need of a Better Understanding of Diversity for Clinicians, Orlando, FL (March 16, 2015)

Panelist, Tulane Law School Forum on the Future of Law & Inequality, Gender, Embodiment & Inequality, *Pursuing Gender Equality Through an Interdisciplinary Lens: The Application of Critical Race Feminist Legal Theory in Practical, Medical School Curricula*, New Orleans, LA (November 7, 2014)

Panelist, Southeastern Association of Law Schools (SEALS), Workshop on Health Law: Discussion Group- Hot Issues in Law and Bioethics, *From Terry Schiavo to Jahi McMath: Gender, Race and Autonomy Workshop on Health Law*, Amelia Island, FL (August 1, 2014)

Panelist, Southeastern Association of Law Schools (SEALS), Workshop on Health Law: Discussion Group- Public Health Law Theory and Practice, *Examining the Recent UAB lawsuit and the Application of Critical Race Theory to Enhance Collaborative Institutional Training Initiative (CITI) Training for Institutional Review Board (IRB) Members*, Amelia Island, FL (August 1, 2014)

Panelist, National Bar Association (NBA) 89th Annual Convention- providing Continuing Legal Education (CLE) training *In Pursuit of Social Justice: Critical Perspectives on Personhood and the Law*, Atlanta, GA (July 28, 2014)

Panelist, 98th Annual Assoc. for the Study of African American Life and History (ASALH) National Conf., "Law and the Crossroads of Freedom and Equality: Exploring the Moral and Legal Issues in the Fight for Justice" *Enslaved Bodies and U.S. Gynecology: Critical Legal History*

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Perspective on the Founding of Woman's Hospital in the State of New York, Jacksonville, FL (October 5, 2013)

Panelist, Southeastern Association of Law Schools (SEALS), Health Care Reform Revisited: What Progress Has Been Made Since Last Year? What's in a Name?...Historically Speaking as it Relates to "Enhancing Human Subjects Research Protections" and the Common Rule, 45 CFR part 46, Palm Beach, FL (August 9, 2013)

Panelist, The University of Texas at Dallas, 3rd Annual, Values in Medicine, Science, and Technology" Conference at the Center for Values in Medicine, Science, and Technology, Intersectionality, Critical Race Feminist Theory, and Bioethics, Dallas, TX (May 22 - 24, 2013)

Panelist and Authors' Roundtable, University of Arkansas, William H. Bowen School of Law, Southeast /Southwest People of Color Legal Scholarship Conference, Empty Promises? The Constitution at 225, Fayetteville, Ark (April 5, 2013)

Keynote Speaker, Facilitator for Inaugural Regional Roundtable Discussion, IMPACT National Conference 2013, IMPACT without Borders, IMPACTing with Critical Humility, Albuquerque, NM (February 21 - 24, 2013)

Panelist, Association of American Law Schools, AALS 2013 Annual Meeting, Global Engagement and the Legal Academy Conference, Institutional Responsibility for Sex and Gender Exploitation Panel, Institutional Responsibility and The Forgotten Women of the U.S. Public Health Services Syphilis Study at Tuskegee, New Orleans, LA (January 4 - 7, 2013)

Panelist, Society of American Law Teachers (SALT), Teaching Social Justice, Expanding Access to Justice: The Role of Legal Education & The Legal Profession, Refracting Social Justice and Access to Justice Through the Lens of American Healthcare, Baltimore, MD (October 5 - 6, 2012)

Panelist, Joint Annual Meeting of the Law and Society Association and the Research Committee on Sociology of Law (International Sociological Association, co-sponsored by the Canadian Law and Society Association (CLSA), the Japanese Association of Sociology of Law (JASL), and the Socio-Legal Studies Association (SLSA), Sociological Conversations across a Sea of Islands, Re-Defining Meritocracy: Legal Education and the "Culturally Competent Lawyer" as a Viable Accreditation Standard, Honolulu, HI (June 5 - 8, 2012)

Invited Distinguished Faculty-Resident, National Center for Bioethics in Research and Health Care, Tuskegee University's First Public Health Ethics Intensive Course, Ethics and Research plenary session, Tuskegee, AL (April 24 - 27, 2012)

Invited Speaker, New York Law School, The Law, Society and History Colloquium The Forgotten Women of the U.S. Public Health Services Syphilis Study at Tuskegee, New York (April 17, 2012)

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Moderator and Panelist, Cumberland School of Law, Samford University, 2012 Southeast/Southwest/Midwestern People of Color Legal Scholarship Conference, Race and Bioethics Panel, Birmingham, AL (March 29 - April 1, 2012)

Panelist, Chicago-Kent College of Law, The Chicago-Kent Institute for Law and the Humanities and the Chicago-Kent Law Review, *Acknowledging the History of Women in the Tuskegee Study of "Untreated Syphilis in the Male Negro"*, Chicago, IL (October 14, 2011)

Moderator, National Bar Association (NBA), Pipeline Project to Law Schools, Baltimore, Maryland (July 31 - August 4, 2011)

Panelist, Association of American Law Schools (AALS) Mid-year Meeting, Workshop on "Women Rethinking Equality" Reproductive Rights to Reproductive Justice Panel... *And What About the Women?: A Reproductive Justice Framework on the Tuskegee Study of Untreated Syphilis in the Negro Male*, Washington, DC (June 21, 2011)

Panelist, Loyola University Chicago School of Law and The American Society of Law, Medicine & Ethics (ASLME), The 34th Annual Health Law Professors Conference *HeLa Cells and Unjust Enrichment in the Human Body*, Chicago, IL (June 10, 2011)

Panelist, 2011 Joint Meeting of Southeast/Southwest/Midwestern People of Color Legal Scholarship Conference, *Re-Defining Meritocracy: "Cultural Competency" as a Viable Accreditation Standard for Legal Education*, Fort Lauderdale, FL (April 1, 2011)

Moderator and Panelist, Seton Hall, Third National People of Color Legal Scholarship Conference, Gender Talk Over Generations: Culture, Power & Representations Panel ... *And What About The Women?: A Reproductive Justice Framework on the Tuskegee Study of Untreated Syphilis in the Negro Male*, Newark, NJ (September 9 - 12, 2010)

Moderator, Southeastern Association of Law Schools (SEALS) 2010 Annual Meeting, *Regulating the Reproductive Body*, Palm Beach, FL (July 29 - August 5, 2010)

Presenter, (Work-in-Progress), University of Kentucky College of Law, Lutie Lytle Writing Workshop, *Honoring Henrietta Lucks and "Making Right with the Family": Exploring A Reproductive Justice Framework to Address the Taking and Profiting of HeLa Cells*,

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Lexington, KY (June 24 - 28, 2010)

Panelist, Association of American Law Schools (AALS) Mid-year Meeting, Race and the Law: The Course, Workshop on "Post Racial" Civil Rights Law, Politics and Legal Education: New and Old Color Lines in the Age of Obama, New York, NY (June 10, 2010)

Moderator, University of South Carolina, Southeast/Southwest People of Color Legal Scholarship Conference, Equality and Justice in the Obama Era, Supreme Court Update, Columbia, SC (March 26, 2010)

Panelist, UCLA School of Law, 4th Annual Critical Race Symposium "UNDER-EXAMINED INTERSECTIONALITIES" Towards an Intersectional Analysis of Health ...And What About the Women? An Intersectional Approach to Re-Telling the Tuskegee Study of Untreated Syphilis in the Negro Male, Los Angeles, CA (March 12, 2010)

Panelist, Texas Wesleyan School of Law, The Role of Lawyers of Color: Past, Present, & Future, *Historically Black Law Schools and Meritocracy: The Rhyme and Reason For a New "Yardstick"*, Fort Worth, TX (October 9, 2009)

Moderator, Southeastern Association of Law Schools (SEALS) Feminist Legal Theory and Bioethics, Palm Beach, FL, (August 6, 2009)

Panelist and Chair, 2009 Annual Meeting of the Law and Society Association, "Gender, Race, and Class Perspectives: The "Practice" of Medicine" session, *From Critical Race Feminist Theory to Practice: Cultural Competency in Medical Schools*, Denver, CO, (May 28 - 31, 2009)

Presenter, (Work-in-Progress), University of Iowa College of Law, CRT 20: HONORING OUR PAST, CHARTING OUR FUTURE, *From Critical Race Feminist Theory to Practice: Cultural Competency in Medical Schools*, Iowa City, IA, (April 2 - 4, 2009)

Panelist, Phoenix School of Law, Southeast/Southwest People of Color Legal Scholarship Conference, *Historically Black Law Schools: Rhyme and Reason*, Phoenix, AZ (March 26 - 29, 2009)

Panelist, Association of American Law Schools 2009 Annual Meeting, AALS Section on Women in Legal Education, *The Anatomy of a "Pantsuit": Performance, Proxy and Presence for Women of Color in Legal Education*, San Diego, CA (January 6 - 10, 2009)

Panelist, Albany Law School, Albany Law Review and Albany Law Journal of Science and Technology, *Defining Race Symposium, Critical Race Feminist Bioethics: Telling Stories in Law School and Medical School in Pursuit of "Cultural Competency"*, Albany, NY (Nov. 14,

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2008)

Panelist, The University of Toledo College of Law, Commemorating 1808: Fighting for the Right to Dream, Acknowledging the 'Narrative Behind the Narrative' of Enslaved Black Women and the Development of Gynecology in the United States, Toledo, OH (Oct. 24 - 25, 2008)

Panelist, Boston University School of Law, Northeastern People of Color Conference (NEPOC), The Diversity Crisis in Legal Education and the Profession, *Applied Critical Race Feminism: Telling Stories in Law School and Medical School in Pursuit of "Cultural Competency"*, Boston, MA (Sept. 12 - 14, 2008)

Panelist, National Bar Association (NBA), How to Become a Law Professor, Houston, TX, (July 29 - 31, 2008)

Invited Speaker, Association of American Law Schools' Workshop for New Law Teachers, Junior Faculty Feedback (Second year perspective), Washington, DC (June 26 - 28, 2008)

Panelist, University of California, Berkeley, School of Law, "The Teaching For Social Change" Conference co-sponsored by the Society of American Law Teachers (SALT) & University of California, Berkeley, School of Law Boalt's Thelton E. Henderson Center for Social Justice (Boalt Hall) *Applied Critical Race Feminism: Centering A Her-storical Presence*, Berkeley, CA (March 14 - 15, 2008)

Panelist, American University Washington College of Law, American University Founders' Celebration 2008, *When the Laws of Knslavement Met the Development of the Medical Specialty of Gynecology: Centering a Marginalized Narrative to Achieve Cultural Competency*, Washington, DC (February 18, 2008)

Panelist, University of California, Berkeley, School of Law, The Berkeley Journal of African-American Law and Policy 2007 Symposium: Setting the Agenda: Examining the Critical Legal Issues Facing African-Americans and Minority Communities in the 2008 Election, *A Critical Race Perspective on the 2008 Presidential Election: Locating a Balm for the So-called "Katrina Fatigue"*, Berkeley, CA (November 9, 2007)

Presenter, (Work-in-Progress), The Twelfth Annual LatCrit Conference, "Critical Localities: Epistemic Communities, Rooted Cosmopolitans, New Hegemonies and Knowledge Processes", *A Critical Race Perspective on the 2008 Presidential Election: Locating a Balm for the So-called "Katrina Fatigue"* Miami, FL (October 4 - 6, 2007)

Invited Speaker, Association of American Law Schools' Workshop for New Law Teachers, Junior Faculty Feedback (First year perspective), Washington, DC (June 28 - 30, 2007)

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Moderator, Association of American Law Schools (AALS) Annual Meeting, Socio-Economics and Economic Justice Section, *Katrina and the Destruction and Rebuilding of New Orleans*, Washington, DC (January 3, 2007)

Panelist, Emory University School of Law, Storytelling and the Law: A Retrospective on Narrative, Ethics and Legal Change, Feminism and Legal Theory Project *In Search of the 'Narrative behind Narrative': Critical Race Feminism and the pursuit of "Cultural Competency" in Medical Schools*, Atlanta, GA (October 27 - 28, 2006)

Panelist, Society of American Law Teachers' Bi-Annual Conference, *What Happens When the Creek Rises and the Levee Breaks...and We Don't See 'Her-story': Hurricane Katrina and Collective Identity*, Boston, MA (September 8, 2006)

Co-Moderator, Southeast/Southwest Scholars of Color Conference, Untying the Gordian Knot, Rethinking The Intersection of Gender, Race, Heterosexism, Class, Culture, and Law, Santa Fe, NM (April 6 - 9, 2006)

Panelist, Southeast/Southwest Scholars of Color Conference, Looking to the Past to Design a Different Future: Communities of Color in Legal History, Santa Fe, NM (April 6 - 9, 2006)

Co-Moderator, American University Washington College of Law, Mid-Atlantic People of Color Legal Scholarship Conference, Roundtable on the Legal Implications of Hurricane Katrina, Race & Rights in the 21st Century: Next Generation Issues, Washington, DC (January 27, 2006)

Panelist, Association of American Law Schools Annual Meeting, Socio-Economic Perspectives on Black Reparations, Washington, DC (January 4, 2006)

Moderator, The Southeast/Southwest Scholars of Color Conference, Tulane Conference on Socio-Economics, Gender, Reproductive and Sexual Rights, New Orleans, LA (May 8, 2005)

Presenter, (Work-in-Progress), The Southeast/Southwest Scholars of Color Conference, *The Medical Specialty of Gynecology in the United States: Standing at the Intersection of Gender, Race and the Illusion of Reproductive Rights*, New Orleans, LA (May 7, 2005)

Moderator, The Southeast/Southwest Scholars of Color Conference, LSAT: Uses and Abuses of High Stakes Testing, New Orleans, LA (May 7, 2005)

Presenter, (Work-in-Progress), Second National People of Color Legal Scholarship Conference, History of Choice: Reproductive Rights at the Intersection of Race, Gender and Class, Washington, DC (October 9, 2004)

DELESO A. ALFORD, J.D., LL.M.

Contact information: 407-575-7108

Email address: dalford@sulc.edu

Moderator, Second National People of Color Legal Scholarship Conference, Maximum and Minimum Sentencing, Washington, DC (October 9, 2004)

Moderator, Second National People of Color Legal Scholarship Conference, Artistic Soul, Washington, DC (October 8, 2004)

Guest Speaker, National Gloria Steinem Leadership Institute, History of Choice, Washington, DC (July 9, 2004)

Keynote Speaker, Texas Woman's University, African American Women's Student Leadership Conference, Extension Not Reinvention: The Antiquity in Womanhood, Denton, TX (March 27, 2004)

Panelist, American University Washington College of Law, American University Founders' Celebration 2004, Feminism and Legal Theory Project: Celebrating 20 years of Pedagogy, Praxis, and Prisms, *Every Shut Eye Ain't Sleep: Exploring the Impact of Crack Cocaine Sentencing and the Illusion of Reproductive Rights for Black Women from a Critical Race Feminist Perspective*, Washington, DC (March 19, 2004)

Co-Presenter, Spelman College, SisterSong Women of Color Reproductive Health and Sexual Rights National Conference, *Exploring the Black Woman's Public Healthcare Through Her-storical Lens From Enslavement to Civil Rights and It's Present Day Impact*, Atlanta, GA (November 16, 2003)

SELECT WORK EXPERIENCE

David C. Simmons, Esq.
Washington, DC
Consultant
(May 2002)

Conducted legal research, drafted legal memoranda and provided other legal services as required.

Humphries & Brooks, L.L.C.
Washington, DC
Consultant

DELESO A. ALFORD, J.D., LL.M.

Contact information: 407-575-7108

Email address: dalford@zulu.edu

(2000 – 2002)

Provided legal and historical overview(s) in preparation of client's effort to establish a Blue Ribbon Panel of experts. Drafted summary of findings.

University Princess Assistant (1999 – 2000) Legal (2001 – 2002)	of Director Consultant	Maryland Anne, of (Domestic	Eastern Human Violence	Shore MD Resources Training)
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Provided employee training and development in the areas of sexual harassment, employment law, customer relations, and diversity awareness. Implemented a mandatory Domestic Violence and the Workplace training module for the state of Maryland employees. Researched and provided legal advice to University officials. Provided legal support and assistance to Office of Attorney General in preparation for personnel litigation matters.

Ronald F. Lattier & Associates
Shreveport,
Associate
(Summer 1999)

LA
Attorney

Conducted legal research for insurance defense cases, tort matters and gambling casino industry cases. Wrote memoranda analyzing arguments made in opposing counsel's pre-trial motion and determined the possible legal outcomes. Gathered data, analyzed facts and wrote memoranda of medical summaries in preparation for litigation.

Willie,
Houston,
Associate
(1997-1998)

Willie &

Associates
TX
Attorney

Provided representation of client's legal interest during docket call. Conducted investigations and provided case documentation. Wrote memoranda for discovery matters.

U.S. Dept. of Justice, Federal Bureau of Prisons
Law Clerk/Paralegal

DELESO A. ALFORD, J.D., LL.M.

Contact information: 407-575-7108

Email address: dalford@sulc.edu

Kansas (1990 – 1991)	City,	MO
Dublin, (1991 -1992)		CA
Terminal (1992 – 1995)	Island,	CA

Provided legal support on litigation filed in federal court (e.g. claims filed under the Federal Tort Claims Act) and on cases having national impact on Bureau programs and policies. Exhibited the ability to collect, develop and analyze data and information pertinent to case resolution of complex correctional issues. Monitored new legislation, regulations, and policy issuances. Developed a procedure to timely process administrative matters such as tort claims, freedom of information requests, equal employment opportunity complaints and administrative remedies. Conducted legal training for correctional staff.

SELECT INTERNATIONAL EXPERIENCE

National Bar Association (NBA) 92nd Annual Convention Meeting 2017
Toronto, Canada

(July 30 - Aug. 4, 2017)

Panelist, Teaching Cultural Competency: "Curriculum Reform Matters" as an Intentional Response to Societal Demands, providing Continuing Legal Education (CLE) seminar credit for NBA Diversity seminar entitled "The State of American Legal Education and Diversity in Crisis"

Stetson University College of Law/Florida A&M University College of Law Spring Break in Cuba Study Abroad program

Havana, Cuba
(March 5- 9, 2017)

Taught a course entitled, "The Cuban Legal System and Society" with a travel component to Havana, Cuba. The course provided law students with the opportunity to study the historical underpinnings of the Cuban legal system and society, including gaining an understanding of the current legal system in Cuba.

National Bar Association (NBA) International Affiliates Meeting 2016

Havana, Cuba

DELESO A. ALFORD, J.D., LL.M.

Contact information: 407-575-7108

Email address: dalford@juris.edu

(May 22 - 27, 2016)

Panelist, **Comparative Critical Feminism and Bioethics, National Bar Association (NBA) International Affiliates Continuing Legal Education (CLE) Meeting**

The Program in Narrative Medicine, Columbia University, Centre for the Humanities and Health

London,
(June 19 - 21, 2013)

England

Panelist, **A Matter of Cultural Humility: Incompetent to Refuse Treatment or Incompetent to Practice Narrative Medicine, "A Narrative Future for Healthcare" Conference at King's College London.**

National Bar Association (NBA) International Affiliates Meeting 2014

Salvador
(May 17 - May 21, 2014)

da

Bahia,

Brazil,

Rio
(May 22 - May 27, 2014)

de

Janeiro,

Brazil,

Panelist, **The Forgotten Women of Tuskegee: Using Critical Race Feminist Lens to Explore the United States Public Health Service Syphilis Study at Tuskegee and Its International Impact, National Bar Association (NBA) International Affiliates Continuing Legal Education (CLE) Meeting**

Joint Meetings of the Law and Society Association and the Canadian Law and Society Association (ACDS)

Montreal, Canada
(May 29 - June 1, 2008)

Panelist, **Critical Race Feminism: Reproductive Health, and the Impact of Her-storical Narratives on "Cultural Competency", "New Approaches to Critical Legal Pedagogy" session.**

Applied Legal Storytelling Conference sponsored by City University and the Legal Writing Institute

DELESO A. ALFORD, J.D., LL.M.

Contact information: 407-575-7108

Email address: dalford@smic.edu

London, England
(July 18 – 20, 2007)

Panelist, In Search of the 'Narrative behind Narrative': Critical Race Feminism and the pursuit of "Cultural Competency" in Medical Schools, Once Upon a Legal Time: Developing the Skills of Storytelling in Law.

World Conference Against Racism

Durban, South Africa, Non-Governmental Organization (NGO) Delegate
(Summer 2001)

Member of the NGO Facilitation Team

Lobbied governmental and inter-governmental organizations on behalf of the National Coalition to Abolish the Death Penalty and the International Association Against Torture.

Association of Black Psychologists Accra, Ghana

Chair of Rules Committee
(Summer 2000)

Provided legal review of the organization's structure. Reported legal areas of noncompliance to the Board of Directors.

Fulbright-Hays Scholar Program

Senegal/ Cote d'Ivoire

Seminar Participant
(Summer 1997)

Researched West African Legal Systems: Traditional to Modern during a five-week travel study.

MEMBERSHIP

American Bar Association

National Bar Association- Law Professors Division

American Association of American Law Schools (AALS) -Sections on Women in Legal

Education and Law, Medicine and Health Care

DELESO A. ALFORD, J.D., LL.M.

Contact information: 407-575-7108

Email address: dalford@tulane.edu

American Bar Foundation Fellow

BOARD APPOINTMENTS

The Restorative Justice Center, Advisory Board (2020)

Urban Restoration Enhancement Corporation (UREC), Advisory Council -- 2020

Kennedy Elementary Charter School (East Baton Rouge Parish and Jefferson Parish) - 2020

Florida A&M University Advisory Board- INDABA Research Sustainability Work Group FY 2015 – 2016

American Bar Association (ABA) Special Committee on Bioethics and the Law - FY 2015 – 2016

Center for Multicultural Wellness and Prevention (CMWP) -since 2008

Society of American of Law Teachers (SALT) – 2011 – 2014

Nap Ford Community School (Parramore) - since 2011

Florida A&M University Institutional Review Board (IRB) - 2013- 2015

BAR ADMISSION

Louisiana



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

January 12, 2023

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Salary Adjustments for Carol Septs and Yvonne Schofield

Dear President Shields:

The Southern University Law Center has highly qualified and professional employees who exceeds expectations in their performance. Ms. Yvonne Schofield and Ms. Carol Septs falls into this classification. The Vice-Chancellor of Student Affairs has recommended a salary adjustment for these employees because they are important assets to students, faculty, and staff as employees in this department.

Ms. Schofield performs duties in the Office of Student Affairs, assists the Office of Financial Affairs and the Facilities Director in the coordination of scheduled events, and schedules classrooms for professors and student organizations. Ms. Septs also assists Vice-Chancellor Donald North with the Office of Student Affairs responsibilities and is the Coordinator of Publications. These employees are essential because of the efficient work provided to our students to ensure that they receive the services needed to help them excel during and after their matriculation.

Therefore, a request for salary adjustments for Yvonne Schofield whose current salary of \$56,700 increases to \$62,800 and Ms. Carol Septs current salary of \$62,244 increases to \$68,344, effective March 1, 2023

I respectfully request that this item be placed on the February 2023 board's agenda for review and approval by the Southern University Board of Supervisors at their meeting on February 10, 2023, meeting.

Should you have any questions or concerns, please contact me.

Sincerely,

A handwritten signature in black ink that reads "John K. Pierre". The signature is fluid and cursive.

John K. Pierre, Esq.

Chancellor and Vanne B. Lacour Endowed Law Professor

APPROVED: _____

Dennis J. Shields
President/Chancellor

"An Equal Educational Opportunity Institution"

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	8	9	5
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 03/01/2023 To _____
 Effective Date 03/01/2023

Name Carol Septs XXX-XX-9525 Sex F Race* B
 (Last 4 digits only)

Position Title: Coordinator of Law review 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 49 Southern University Experience 44
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University A&M College Year: 1974

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$68,344.00 Salary Budgeted \$68,344.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-38150-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____

Position _____ Status _____ Salary Adjustment \$62,244.00 Salary Adjustment \$62,244.00+\$6,100.00=\$68,344.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-38150-61002-35000	\$68,344.00
Total	\$68,344.00

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

Donaelle Houth 1-27-23
 Supervisor Date
Donaelle Houth 1-27-23
 Vice Chancellor Date
[Signature] 2/8/23
 Director/Personnel Date
[Signature] 1/24/23
 Vice President/Finance Date
[Signature] 1/24/23
 Business Affairs/Comptroller Date

 President Date Chairman S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

 Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS: Salary Adjustment, effective, March 01, 2023.

EMPLOYEE DIRECT SUPERVISOR: _____
 Daily
 Donald North

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____
 70

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (see receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, 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: _____
 LAW CENTER - TITLES III

Check the above purposes to which it applies and the time period of the authorization. Degree in social, political, economic, or other fields with Practical, Student, and University passes and passes of the school for your candidate.

U.S. _____
 By: _____
 Date: 1/26/23

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 Position (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

RESUME
Carol A. Sept

PRESENT ADDRESS:



EDUCATION:

Southern University
B.S., Business Education

WORK EXPERIENCE:

1979 – Present Southern University Law Review

PRIMARY OBJECTIVES:

Assist the editorial boards of the *Southern University Law Review* (Review) and the *Southern University Journal of Race, Gender and Poverty* (Journal) to publish at least three volumes per academic year of scholarly journals and two symposiums a year.

Major Areas of Responsibility:

- **Manage the operational and financial responsibilities of the Review and Journal**

Prepare requisitions, purchase orders, and specifications for vendors, printing company, etc.

Maintain subscription and databases for the Review and Journal.

Maintain budgetary accounts, including deposits and payments

Order graduation regalia (stoles), certificates, and plaques

Order senior gifts

- **Plan and Organize Review and Journal events**

Secure sponsors for the law review senior reception and induction ceremony

Make arrangements with speakers for law review events

Arrange for facilities and order meals for Review and Journal orientation, induction, and senior reception

Work with IT department in printing of programs in color for special events

Plan and organize symposiums, workshops, panel presentations, and other Journal programming.

Arrange travel and hotel reservations, expense accounts, business cards, registrations, and membership fees for students attending the National Conference of Law Reviews.

- **Assist Legal Analysis & Writing Director in collecting data for reports necessary for maintaining ABA and SACS accreditation**

Maintain historical records of number of students on review and journal editorial boards

Maintain historical records of number of students who gain membership on Review and Journal editorial boards through grade-on and write-on competitions

Maintain historical records of number of students who publish in Review and Journal

- **Maintain communications with authors and publishers**

Maintain contact with potential authors to ensure that their submissions are accurately recorded, properly assessed, accounted for and evaluated

Prepare correspondence to potential authors regarding submissions, publication schedules and deadlines

Maintain a working relationship with publishers to ensure timely delivery of volumes

Monitor the printing cycle to ensure that volumes are prepared on time

- **Manage Review office in all its functions**

Maintain and update inventory of supplies and equipment for the office

Maintain and update policies and procedures and other authoritative pronouncements for the smooth and efficient operation of the office

Work with IT department in ensuring that equipment is working properly

- **Assist with determining membership of Review editorial board each year**

Secure information on top 7% of first-year grade-on students from registrar's office for Review grade-on membership

Pre-screen students' application materials and information to determine if they are eligible to participate in the write-on competition

Screen students' transcripts for journal eligibility

- **Assist with write-on competition**

Prepare flyers and materials for the interest meeting before the competition begins
Secure speakers for the noon and evening meetings to discuss its rewards and benefits of membership
Secure a room for the meeting and arrange for food to be provided after the meeting
Prepare information packets and materials for the write-on competition for both Review and Journal
Draft letters and assign the participants' identification numbers for the anonymous grading system and case assignments for the write-on competition
Handle inquiries from 11's considering membership,

- **Assist with selection of editorial board**

Counsel students who are considering submitting proposals for editorial board positions
Schedule interview appointments for the editorial positions.
Read and edit proposals submitted by students
Participate in the interview process and help to make the decisions for the positions.

- **Provide administrative assistance to the Review and Journal**

Develop and edit Review and Journal brochures, handouts, letters, etc.
Prepare meeting agendas, materials, articles, and related assignments for briefing; copying and distribute assignments to staff members and board members.
Review incoming correspondence, summarize content, and prioritize to determine what editors must see
Support the Review and Journal staff in word processing, including preparation and revision of student manuscripts
Maintain files for the Editor-in-Chief, Managing Editor, Articles and Executive Editor
Answer telephone, take messages and relay information appropriately
Assist professors, subscribers, authors, and students with questions and special requests.
Prepare and mail invitations to faculty, alumni and authors for various functions and events
Keep all files in easily retrievable form

- **Supervise production of Review**

Arrange schedules

Oversee accountability for work assignments, editing and various job functions
Provide direction for new incoming staff members as needed throughout the year

- Coordinate and supervise community service workers and Service-Learning students assigned to work at the Law Center.

New Additional Responsibilities

Primarily responsible for the operation and selection of all research and teaching assistants assigned to the Office of Student Affairs. Primarily responsible for the selection of over 300 research assistants who works directly for professors in conducting research and class preparation. Assist in the preparation of all Southern University hiring documents and serves as the primary point of contact or liaison between the Law Center and the Southern University Office of Human Resources and Controller's Office. Works directly with Human Resources to ensure that students are entered in the payroll system and are processed properly.

Operates the problems and resolutions process for student complaints responding directly to the Chancellor and financial aid office.

Pro Bono

Supervise students who participate in the Pro Bono Project and serves as a liaison between all state, local and federal agencies. Provides administrative support for all Pro Bono projects.

1975 - 1979

Southern University Placement Office and Continuing Legal Education

Baton Rouge, LA 70813

Supervisor: Mrs. Mary Gloria Lawson

Position: Typist Clerk II

Duties: As secretary to the Coordinator of Placement and Continuing Legal Education, I performed the following non-exclusive duties as it related to the

Placement Office: assisted coordinator in obtaining listings of job openings in federal and state agencies, law firms, educational institutions, etc.; helped placed students for part-time and permanent employment in the afore-stated agencies; screened applications for employment; posted all incoming announcements of job openings; typed job announcements; kept files and records on students and alumni who sought assistance from the placement office and on agencies/institutions with whom he/she had contact; informed students of missing material needed to process application for employment; closed files after students were employed; assisted students in drafting resumes and typed resumes, application forms and writing samples for students applying for employment; set up facilities for recruiters and called students to remind them of their interviews.

As secretary to the coordinator of Continuing Legal Education, I assisted the Coordinator in the planning, development, and presentation of legal seminars - these seminars were presented in an effort to keep our alumni and other interested persons abreast of the latest developments in the law. Additionally, I kept updated records and files on the alumni and informed them of seminar dates.

November 1974 - March 1976

McKinley Junior High School
Baton Rouge, Louisiana
Supervisor: Mr. Larcelle Cosey
Position: Attendance Clerk

Duties: Typed attendance report daily; kept files and records on all students enrolled at McKinley Junior High School; also, updated absentee reports; answered the telephone; called parents regarding their child's attendance.

May 1974 - November 1974

Baton Rouge City Court
Supervisor: Lt. Henee
Traffic and Records Department

Kept records on all persons with traffic tickets and accidents; composed, billed, and typed letters to insurance companies requesting accident reports, and traffic records, etc.; xeroxed copies of accident reports to individuals who requested copies; provided computerized information to individuals regarding accident reports and prior traffic violations.

EDUCATIONAL IMPROVEMENT

Attended seminar on proofreading and grammar usage. Also, attended National Conference of Law Reviews.

REFERENCES

Supplied upon request.

Job Description For Carol A. Sept

- **Manage the operational and financial responsibilities of the Review and Journal**

Prepare requisitions, purchase orders, and specifications for vendors, printing company, etc.

Maintain subscription and databases for the Review and Journal.

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Review incoming correspondence, summarize content, and prioritize to determine what editors must see

Support the Review and Journal staff in word processing, including preparation and revision of student manuscripts

Maintain files for the Editor-in-Chief, Managing Editor, Articles and Executive Editor

Answer telephone, take messages and relay information appropriately

Assist professors, subscribers, authors, and students with questions and special requests.

Prepare and mail invitations to faculty, alumni and authors for various functions and events

Keep all files in easily retrievable form

- **Supervise production of Review**

Arrange schedules

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Provide direction for new incoming staff members as needed throughout the year

- **Coordinate and supervise community service workers and Service-Learning students assigned to work at the Law Center.**

New Additional Responsibilities

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Operates the problems and resolutions process for student complaints responding directly to the Chancellor and financial aid office.

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Supervise students who participate in the Pro Bono Project and serves as a liaison between all state, local and federal agencies. Provides administrative support for Pro Bono projects.

JOB CLASS 3			
JOB CODE	M		
CAL ID	U		

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment 03/01/2023 To _____
 Effective Date 03/01/2023

Name Yvonne Schofield XXX-XX-6842 Sex F Race* B
 (Last 4 digits only)

Position Title: Student Affairs Coordinator 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 49 Southern University Experience 45
 Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$62,800.00 Salary Budgeted \$62,800.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-38110-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of: From To

Position _____ Salary Adjustment _____
 Status _____
 Salary Adjustment \$56,700.00 \$56,700.00+\$6,100.00=\$62,800.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-38110-61002-35000	\$62,800.00
Total	\$62,800.00

*See Reverse Side

Graduate School signature (if, applicable):

Dorenda Arth 1-27-23
 Supervisor Date
Dorenda Arth 1-27-23
 Vice Chancellor Date
[Signature] 2/8/23
 Director/Personnel Date

[Signature] 1/26/23
 Vice President/Finance Date
[Signature] 1/26/23
 Chancellor Date
[Signature] 1/26/23
 Vice President/Finance Date
[Signature]
 Business Affairs/Comptroller 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 Philippines 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: Salary Adjustment, effective, March 01, 2023.

EMPLOYEE DIRECT SUPERVISOR:	<u>Daily</u>
NUMBER OF EMPLOYEES SUPERVISED, (If any)	<u>Donald North</u>
	<u>70</u>

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
CODELAW CENTER - ~~EXPIRES~~**

I hereby certify that these publications are true and correct, and that I am the author or publisher of the same, and that I have no other copies of the same in my possession or control, and that I have no other copies of the same in my possession or control, and that I have no other copies of the same in my possession or control, and that I have no other copies of the same in my possession or control.

Doc. # 11 Date 1/26/23

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

Student Affairs Coordinator

Duties: Provide administrative support to the Vice Chancellor of Student Affairs. Maintain communication between Vice Chancellor of Student Affairs, faculty, staff and students. Maintain confidential and disciplinary files and records for students within the Division of Student Affairs. Assist students with issues when possible before scheduling an appointment with the Vice Chancellor of Student Affairs.

Perform general administrative duties to include typing correspondence, answering telephone and referring calls, when necessary, greet and direct students, faculty and office visitors.

Assist Vice Chancellor of Finance and Business. Receive and record all incoming invoices and submit for payment. Receive and record incoming funds and submit to the Office of Finance and Business. Receive, record and issue checks to be mailed to vendors, given to students and/or departments within the SULC.

Assist Chancellor with typing and preparing correspondence.

Assist, Director of Recruitment with creating brochures and other correspondence.

Assist Director of Facilities Planning with scheduling when needed.

Work with the Maggie & Raymond Green Legal Pipeline Program and the Minority Law and Research Institute.

Schedule classrooms for use by faculty, staff, and student organizations.

Assist the Student Bar Association (SBA) officers when necessary.

Perform other duties as assigned by the Vice Chancellor of Student Affairs, Chancellor or Vice Chancellor of Finance and Business.



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9284
BATON ROUGE, LOUISIANA 70813-9284

January 19, 2023

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

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

RE: Recruitment Coordinator for the Department of Admission and Recruitment

Dear President Shields:

Currently, we are seeking to fill the position of Recruitment Coordinator in the Office of Admission and Recruitment which has been vacant for a while. The individual who qualifies for this position is Ms. Marie Vertus, who is currently a Seasonal Recruiter in the Office of Admission and Recruitment. Ms. Vertus has exceeded expectations in performing her duties in the areas of assisting students with resumes, reviewing personal statements, connecting and building relationships with prospective students, among other duties that were delegated.

Therefore, I am hereby requesting permission to waive this position and hire Ms. Vertus as the Recruitment Coordinator at a salary of \$72,000 effective March 1, 2023, and that this request be presented to the Southern University Board of Supervisors for their approval on February 10, 2023, board meeting.

Should you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink that reads "John K. Pierre". The signature is written in a cursive style.

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

APPROVED: _____

Dennis J Shields
President/Chancellor

"An Equal Educational Opportunity Institution"

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH 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 03/01/2023 To _____
 Effective Date 03/01/2023

Name Marie Vertus XXX-XX-9933 Sex F Race* B
 (Last 4 digits only)

Position Title: Recruitment Coordinator Department: Law Center-Institutional Support
Admission and Recruitment

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 18 Southern University Experience 3
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
J.D. Southern University Law Center 2021
M.A. Southern University A & M College 2021
B.S. Florida International University 2011

Current Employer Southern University Law Center

Personnel Action

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

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

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001-33030-61002-35000
 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
311001-33030-61002-35000	\$72,000.00
Total	\$72,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Donald W. North 1-27-23 Date
 Vice Chancellor Donald W. North 1-27-23 Date
 Director/Personnel [Signature] 2/8/2023 Date
 Chancellor [Signature] 1/26/23 Date
 Vice President/Finance [Signature] Date
 Business Affairs/Comptroller [Signature] Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: New Appointment for Marie Vertus as a Recruitment Coordinator, effective, March 01, 2023.

EMPLOYEE DIRECT SUPERVISOR:	<u>Daily</u>
	<u>Donald North</u>
NUMBER OF EMPLOYEES SUPERVISED, (if any)	<u>70</u>

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, HI-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

- 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**
 LAW CENTER

US
 I-9
 E-Verify
 Social Security
 Birth Certificate
 Certificate of Naturalization
 Resident Alien Card
 HI-B
 J-1
 Passport
 F-1/I-94
 Date of Birth: _____
 Date of Issuance: _____
 Date of Expiration: _____
 By: [Signature]
 Title: [Signature]

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 Administrative/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Recruitment Coordinator AS DESCRIBED BELOW
Admission and Recruitment

(Department or Unit)

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input checked="" type="checkbox"/> Unclassified | Source of Funds |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty | <input type="checkbox"/> State |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (For Faculty this is same as tenure track) | | <input 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 Recruitment Coordinator will work with colleagues to enroll in a talented and inclusive class of incoming first-year law students. The Recruitment Coordinator will play a vital role in implementing a multi-faceted plan to matriculate students from diverse backgrounds at SULC. The Recruitment Coordinator will assist the Associate Vice-Chancellor with the implementation of a customer relationship management tool to communicate with prospective applicants.

Salary/Range: \$70,000 - 75,000 Previous Incumbent (if replacement): Candace Hawkins

Approved Disapproved Andrea L. Lome 1/19/23
 Department Head Date
 Approved Disapproved John K. Pierre for Terry A. Ed 1/19/23
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>D. M. George</u>	<u>1/19/23</u>
Signature	Date
Budget Number	<u>311001-33030-61002-35000</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
 Approved Disapproved John K. Pierre 1/19/23
 Vice-Chancellor Date
 Chancellor/Vice President Date
 Approved Disapproved
 President Date

An Equal Opportunity Employer

Position Description

Position Title	Recruitment Coordinator
Organization	Southern University Law Center
Location	Baton Rouge, Louisiana
Reports to	Associate Vice Chancellor for Enrollment
Hours	Full time, 40 hours/week plus weekends
Conditions of Employment	Unclassified Employee

Position Description:

The Recruitment Coordinator will work with colleagues to enroll in a talented and inclusive class of incoming first-year law students. The Recruitment Coordinator will play a vital role in implementing a multi-faceted plan to matriculate students from diverse backgrounds at SULC. In addition, the Recruitment Coordinator assists the Associate Vice Chancellor with planning and executing a fall recruitment season of over 100 recruiting events. Additionally, the Coordinator assists with the implementation of a customer relationship management tool to communicate with prospective applicants.

Essential Functions:

Recruit applicants by attending law school admissions events both in-person and virtual.

Represents SULC at law school and graduate school fairs, on panels, by hosting information sessions and conducting individual advising appointments and tours. Some travel at venues across the United States and Canada.

Coordinates current student and faculty involvement in recruiting efforts.

Communicates directly with prospects, applicants, and admitted students throughout the admissions cycle.

Serves as a liaison and manages international student data and materials for the visa process.

Assist Associate Vice Chancellor for Enrollment with the planning and execution of over 100 recruiting events each year, including managing registrations, attendee data, event details, and mailing admissions materials in advance.

Advise and counsel prospective students who visit, call, or email the Law Center and conduct outreach to candidates who are admitted.

Assist with outreach to pre-law advisors to create relationships and market the law program.

Maintains computerized records of prospects and produces timely reports using the information in the database.

Qualifications:

Bachelor's degree required, JD preferred, plus one to three years of related experience in higher education admissions, recruitment, student services, marketing, or recruiting. This position requires strong problem-solving skills, excellent writing and communication skills, and experience with admissions databases, email marketing tools, and communications campaigns. Must possess a working knowledge of recruiting software and applicant tracking systems, such as ACES2, DocuSign, LawCruit, and the Westlaw TWEN site. Strong analytical skills, effective problem-solving, and working well in a fast-paced and team-oriented environment are required. This position requires a high level of professionalism and the independent exercise of sound judgment. Can work with culturally diverse constituencies. A valid driver's license is required.

MARIE-SAURELLE VERTUS

CORE COMPETENCIES

Business Management & Development
Communications & Customer Service
Community Organizer & Advocate

Data Analysis, Auditing & Compliance
Critical Thinker & Problem Solver
Team Building & Conflict Resolution

EXPERIENCE

Seasonal Recruiter, Southern University Law Center

September 2021 - December 2022; Hours worked per week: 40

- Assisted the law center's Admission and Recruitment Department by attending in-person or virtual career or college fairs, LSAC Forum, Webinars, to chat with prospective students about the law school.
- Engaged with prospective students via phone calls, e-mails, in-person, or virtual chats.
- Answered prospective and current students' questions about courses, scholarships, and school environment.
- Conducted school tours and helped with administrative tasks as assigned.
- Assisted with orientation.

Legal Writing Teaching Assistant, Southern University Law Center

August 2018 - May 2021; Hours worked per week: 20

- Worked with professor by assisting with lesson plans and legal research to help first year students succeed in the classroom environment. Reviewed students' written work and final memorandum. Provided feedback to students on their progress in class and scheduled review sessions for remedial teachings for groups and individual students.

Tax Preparer and Life and Health Insurance Agent, MySolcil Corp.

July 2014 - July 2017; Hours worked per week: 40 or more

- Consulted with clients to develop a basic understanding of the scope of their tax liabilities. Reviewed previous 1040s and financial documents as well as current year financial documents while educating the client of the income tax process. Assisted in calculating clients' tax returns, liabilities, deductions, and expenses, by using the appropriate software. Filed tax returns and financial documents with the Internal Revenue Service.
- Transacted contracts for life and health insurance through the marketplace or private insurers website and ensured that policy requirements were fulfilled. Developed relationship with prospective clients. Educated clients of their financial future and ways they can minimize income loss risk. Calculated premiums and established payment methods. Attended seminars to learn about new insurance products and services.

Account Service Specialist, Rastad - Investacorp

October 2016 - December 2016; Hours worked per week: 40

- Reviewed and processed various types of back-office deposit and disbursement requests including wire transfers. Processed currency conversions, fees, and transactions for other vendors. Initiated contact with retail investors, independent advisors, and clients. And researched and settled advisor related issues.

Client Services Associate, TradeStation Securities

December 2015 - August 2016; Hours worked per week: 40

- Performed basic account maintenance. Reviewed and processed various types of back-office deposit and disbursement requests including wire transfers, ACH (automated clearing house) transactions and currency conversions. Initiated contact with retail investors, independent advisors, and clients and settled account related issues.

Client Services Associate, Adecco - Charles Schwab

June 2015 - September 2015; 1 hours worked per week: 40

- Reviewed, processed, and deposited funds to client accounts through several different channels. Initiated contact with both retail investors and independent advisors. Processed asset transfers between Schwab accounts.

Housing Specialist - Case Manager, Florida Quade - Miami Dade Housing Choice Voucher Program (Section 8)
July 2011 - June 2014; Hours worked per week: 40 or more

- Assessed participants needs and educated participant of program rules and regulations. Monitored clients' progress by observing and evaluating client's housing eligibility. Managed caseload of Housing Choice Voucher participants. Maintained accurate and complete program participant files for quality assurance.
- Developed and maintained daily transaction logs. Determined housing assistance payment and tenant rent calculation. Provided excellent customer service to all program participants. Recorded data in the System of Record accurately.

Administrative Assistant, Xpert Signs & Printing

June 2009 - May 2011; Hours worked per week: 30

- Attended Managerial meetings, took notes, typed letters and reports, and scheduled meetings. Answered telephone and greeted clients. Received and recorded incoming deliveries of equipment.
- Sent and received fax messages and recordings. Assisted in the preparation of large mail shots and preparation of materials for events. Drafted memos.

Professional Senior Teller, Bank of America

May 2007 - June 2009; Hours worked per week: 40 or more

- Provided account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, and recording night and mail deposits. Sold cashier's checks, and travelers checks. Balanced and replenished the Automatic Teller Machine and the Teller Cash Dispenser weekly. Balanced personal cash vault as well as the main cash vault at the end of each business day.
- Complied with bank operations and security procedures by participating in all dual-control functions, maintained customer traffic surveys, audited other tellers' currency, and assisted in certification of proof. Maintained customer confidence and protected bank operations by keeping information confidential. Contributed to team effort by accomplishing related results as needed. Supervised the teller line, Lobby Lead: directed customers to branch representatives.

Print and Document Services Sales Associate, OfficeMax, Inc.,

November 2005 - May 2007; Hours worked per week: 30

- Provided customers with custom printing and copy services. Helped customers with custom orders of business supplies such as business cards, logo merchandise, stamps, and labels.

EDUCATION

Doctor of Jurisprudence, Southern University Law Center

May 2021

- Honors: Cum Laude
- CALL: Administrative Law

Master of Public Administration, Southern University A & M Graduate School

May 2021

Bachelor of Science in Psychology, Florida International University

May 2011

Licenses and Certificates:

Tax Law Certificate - Southern University Law Center

Relevant Coursework: Federal Income Taxation; International Tax; Tax Procedure and Litigation; and Tax Clinic

Florida 2-15 - Life, Health, and Variable Annuities Agent License

Pennsylvania 2-15 - Life, Health, and Variable Annuities Agent License

INTERNSHIPS

Volunteer Campaign Coordinator - Intern, Law Office of Florida State Representative Dotie Joseph

March 2020 - October 2020; Hours worked per week: 40

- Oversaw all aspects of the campaign including day-to-day operations. Recruited and managed volunteers to help with various campaign activities. Developed a comprehensive plan that included canvassing and phone banking. Secured key organization endorsements and maintain social media presence. Created an action plan for early voting and election day. And coordinated with all campaign volunteers.

Law Clerk - Extern, East Baton Rouge Office of The Public Defender

June 2018 - August 2018; Hours worked per week: 40

- Assisted with drafting motions and pleadings, including submitting discovery requests, motions, responses, and other pleadings weekly. Observed daily court proceedings; attended client visitations and conducted interviews. Developed and maintained record keeping system for tasks performed.

VOLUNTEER WORK

Student Ambassador Co-Chair - Southern University Law Center Admission and Recruitment

August 2018 - May 2021; Hours worked per week: 10

- Assisted the law center's Admission and recruitment department by attending career or college fairs, LSAC Forum, Webinars, to chat with prospective students about the law school. Also, conducted school tours and helped with administrative tasks.

Volunteer Income Tax Assistance participant - Southern University Law Center Tax Clinic

January 2018 - May 2021; Hours worked per week: 8 hours or more

- Provided free tax help for low-to-moderate income families who needed assistance preparing their tax returns. Greeted and performed intake interview of client. Review clients' financial documents and determine clients' VITA eligibility.

Job Fair Coordinator - Southwest Region National Black Law Students Association

August 2018 - May 2019; Hours worked per week: 8

- Organized the Southwest Region National Black Law Students Association's job fairs for law students and alumni at the local, regional and national level for the organization's conventions. Secured sponsors and connected qualified students with employers for interviews.

LANGUAGE

Haitian-Creole - Fluent

French - Conversational

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Committee)

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentation
 - A. Above and Beyond Award
 - B. Creating Digital Leaders Plan (SULC)
6. Action Items
 - A. Approval of Minutes of the January 6, 2023, SUS Board of Supervisors Meeting
7. Resolutions
8. Informational Items:
 - A. Presidential Report
 - B. Chancellor's Reports
9. Other Business
10. Adjournment

ACADEMIC AFFAIRS COMMITTEE

Friday, January 6, 2023

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

9:00 AM

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Attorney Edwin Shorty.

The invocation was given by Rev. Shelton Dixon pastor of The Greater Mt. Olive Missionary Baptist Church. The Pledge of Allegiance was led by Miss Hannah Brister from Southern University Laboratory School.

Chairman Shorty thanked the board for the opportunity to serve. He thanked President Shields and all the Chancellors for their hard work. He informed the chairman and vice chairman that they have his full support and cooperation and he look forward to following their leadership.”

Proceed with the Installation of Chairman and Vice Chairman.

Installation of 2023 Board Officers

Chancellor Pierre introduced Judge Guidry who administered the oath of office to Mr. Myron Lawson Board Chair and Atty Domoine Rutledge introduced Judge Smith who administered the oath of office to Dr. Rani Whitfield, the vice Chair.

Chairman Lawson thanked his wife and son for all their support.

He is looking forward to the new year and the opportunity to serve and work with all the members.

Vice Chairman Dr. Rani Whitfield thanked his family for all their support. He thanked the board for all their support. He is looking forward to working with Chairman Lawson and with the members.

Board Chairman Atty Edwin Shorty announced the convening of the Academic Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Installation of New and Returning Members

Attorney Brandon Decuir administered the oath of office to the new members; Mr. Paul Matthews and Ms. Maple Gaines and returning members; Ms. Christy Reeves and Mrs. Ann Smith.

Roll Call by President Dennis Shields

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

Absent: None

AGENDA ITEM 5: SPECIAL PRESENTATIONS

- A. SULS
- B. SULS
- ~~C. Check Presentation (SUSLA)~~
- ~~D. Coach Roger Cader~~

AGENDA ITEM 6: ADOPTION OF THE AGENDA

Mr. Gilliam mention there are amendments to the agenda. Agenda Item 5 (C & D) will be deleted from the agenda. There was a motion by Ms. Christy Reeves and second by Dr. Arlanda Williams the agenda was recommended for adoption with amendments.

Motion Approved.

AGENDA ITEM 7: PUBLIC COMMENTS

None

AGENDA ITEM 8: ACTION ITEM(S)

- A. Request Approval of Dance Certificate Program - College of Humanities & Interdisciplinary Studies (SUBR)

Dr. Sahoo gave a summary of the program.

Motion was made by Dr. Arlanda Williams and second by Ms. Christy Reeves that Item A be approved.

Motion Approved

AGENDA ITEM 9: INFORMATIONAL ITEM

None

AGENDA ITEM 10: OTHER BUSINESS

Dr. Whitfield and Mr. Brister recognized Ms. Seals. Chancellor Pierre made a SULC presentation. Other visitors in the audience was recognized.

AGENDA ITEM 11: ADJOURNMENT

Motion was made by Ms. Arlanda Williams to adjourn the meeting.

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

MINUTES

Board Chair Myron Lawson announced the convening of the Facilities and Property Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Roll Call by President Shields

Present: Mr. Sam Gilliam- Chairman, Dr. Leon Tarver, Mr. Myron Lawson, Atty. Edwin Shorty - Ex Officio

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty Edwin Shorty and second by Dr. Leon Tarver the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEMS

- A. Request Approval of Act 959 Project Proposal for the Southern University Agriculture Research and Extension Center (SUS)

Act 959 of 2003 permits higher education institutions to initiate certain capital projects not exceeding \$5M that are funded with self-generated revenues, auxiliary income, grants, donations, local, or federal funds. In accordance with the provisions of Act 959, the Office of Facilities Planning (on behalf of Southern University Agricultural and Research Center) would like to request approval from the Facilities Committee of the Southern University System Board of Supervisors and the entire Board to submit the following project to the Louisiana Board of Regents, the Division of Administration, and the Joint Legislative Committee on the Budget for final approval.

The Southern University Agricultural Research and Extension Center proposes to renovate the Meat Processing Laboratory Facility with \$1.6 million in funding received from the USDA /National Institute of Agriculture. This funding will allow a renovation of the facility and increase its footprint by 4,517 square feet for a total resulting footprint of 9,649 square feet. The planned renovation will expand the classroom size from 15 to 50 students/participants, increase and update the harvest/processing space, and add a meat display area.

Mr. Kenneth Dawson introduced Chancellor Orlando McMeans who provided additional information on the action item. President Shields thanked Chancellor McMeans and his team for all their hard work.

Motion was made by Dr. Leon Tarver, II and second by Atty Edwin Shorty that Item A be approved.

Motion Approved

AGENDA ITEM 6: INFORMATIONAL ITEM:

B. Facilities Planning Project Updates (SUS)

Mr. Kenneth Dawson highlighted all projects on each campus. He noted that the details are in the report.

Mr. Fondel inquired about the Gateway Project. Mr. Dawson informed Mr. Fondel that the gateway project is included in the report, but he is working with DOTD/SEPAC – moving forward. They have a meeting on next week. Mr. Fondel thanked Mr. Dawson for report.

Miss Foster inquired about the parking on the campus. Mr. Dawson informed Miss Foster that they need funding, and they will be discussing later. Miss Foster thanked Mr. Dawson.

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

Motion was made by Dr. Leon Tarver, II to adjourn the meeting.

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

MINUTES

Board Chair Myron Lawson announced the convening of the Finance Committee. Chair Ms. Arlanda Williams called the committee meeting to order.

Roll Call by President Shields

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

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Ms. Christy Reeves and seconded by Ms. Christy Reeves the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: INFORMATIONAL ITEM(s):

A. Interim Financial Reports

The detail information is in the packet.

AGENDA ITEM 7: OTHER BUSINESS:

None

AGENDA ITEM 8: ADJOURNMENT

Motion was made by Atty Edwin Shorty to adjourn the meeting.

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

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

MINUTES

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Chair Dr. Leon Tarver, II called the committee meeting to order.

Roll Call by President Shields

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

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty Edwin Shorty and seconded by Dr. Arlanda Williams the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

Chairman Lawson recognized Dean Andrews who was in the audience.

AGENDA ITEM 5: ACTION ITEM(S)

Motion was made by Atty Edwin Shorty and second by Atty Domoine Rutledge that Action Item 5(A-E) be approved in global.

Motion Approved

A. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 (SUS)

Name	Position/Campus	Salary	Funding Source
1. Antonius Pegues	IT Support Services Coordinator New Appointment	\$65,000.00	State
2. Eddron Scott	IT Helpdesk Manager New Appointment	\$65,000.00	State

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

Name	Position/Campus	Salary	Funding Source
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1. Alonda Gibson	Chief Disbursement Officer Additional Duties	\$61,880.00	State
2. Erica Severan-Webb	Director of Grants and Sponsored Programs New Appointment	\$75,500.00	State

C. Request Approval of Personnel Action on Positions equal to or greater than \$60,000
(SUBR)

Name	Position/Campus	Salary	Funding Source
1. Alexis Gosserand	Student Health Center Pharmacist New Position	\$115,000.00	State
2. Juliette Williams	Executive Assistant to the Dean/ Budget Logistics Manager and Certificate Programs	\$83,399.00	State

D. Request Approval of Personnel Action on Positions equal to or greater than \$60,000
(SUAREC)

Name	Position/Campus	Salary	Funding Source
1. Myra Campbell	Project Manager/Fiscal Coordinator New Appointment	\$67,000.00	Federal

E. Request Approval of Personnel Action on Positions equal to or greater than
\$60,000 (SULC)

Name	Position/Campus	Salary	Funding Source
1. Stacey Armelin	Office and Faculty Svc. Coordinator Salary Adjustment	\$60,000.00	State
2. Nadine Brown	Records and Registration Salary Adjustment	\$73,000.00	State
3. Eleanor Collins	Coordinator Salary Adjustment	\$ 61,692.00	State
4. Marla Dickerson	Vice Chancellor for Innovation and Strategic Partnerships and Initiatives Promotion	\$159,000.00	State
5. Aretha Green	Director of Academic Success New Appointment	\$103,500.00	State
6. Lena Johnson	Coordinator Adm/ Title IX Confidential Advisor Salary Adjustment	\$78,000.00	State
7. Mary Johnson	Executive Assistant to the Chancellor Salary Adjustment	\$123,400.00	State
8. Chiquita Kado	Coordinator of Records Additional Duties	\$66,000.00	State
9. Peter Kochenburger	Insurance and Risk Management Degree Program for SULC and SUBR College of Business/ Managing Fellow for Insurance Law and Policy Joint Appointment	\$155,000.00	State

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10. Angela Mason	Instructor/Professional Librarian New Appointment	\$91,728.00	State
11. Paula Matthews	Business Affairs Manager/ Title IX Confidential Advisor Salary Adjustment	\$92,000.00	State
12. Terri Mayes	Director of Office of Innovation / Strategic Partnerships and Initiatives	\$78,000.00	State
13. Alycia Grace O'Bear	Asst. Professor of Clinical Education/ Disaster Relief and Director of Hardship Institute	\$99,000.00	Federal
14. Sherman Pittman	Fellow for the Insurance Law and Policy Institute New Appointment	\$78,000.00	State
15. Tiffany Rainey	Executive Assistant/ Project Coordinator Salary Adjustment	\$63,000.00	State
16. Adrienne Shields	Instructor/ Professional Librarian New Position	\$104,832.00	State
17. Dorothy Straughter-Parker	Health Wellness and Disability Director Salary Adjustment	\$88,000.00	State
18. Toni Weaver-Meryer	Assistant VC for the Office of Innovation and Strategic Partnerships and Initiatives	\$108,000.00	State
19. Latonya Wright	Interim Director of Records and Registration Salary Adjustment	\$95,000.00	State

AGENDA ITEM 6: INFORMATIONAL ITEM

None

AGENDA ITEM 6: OTHER BUSINESS

Mr. Fondel acknowledged Dean Andrews for all his work.

AGENDA ITEM 7: ADJOURNMENT

Motion was made by Mrs. Christy Reeves to adjourn the meeting.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Committee)

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

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron Lawson

PRESENT

Atty Jody Amedee, Mr. Raymond Fondel, Jr. Miss Naudia Foster, Ms. Maple Gaines, Ms. Christy Reeves, Atty Domoine Rutledge, Atty Edwin Shorty, Mrs. Ann Smith, Dr. Leon Tarver, II, Rev. Samuel Tolbert, Dr. Arlanda Williams, Mr. Myron Lawson, and Dr. Rani Whitfield

ABSENT

Ms. Zazell Dudley and Mr. Paul Matthews

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Rev. Samuel Tolbert and second by Atty Rani Whitfield, the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: SPECIAL PRESENTATION

A. Above and Beyond Award

Above and Beyond Award was presented by Mrs. Tracie Abraham - Executive Director Student Services and Residential Life University Apartments. She presented the award to Rachelle Green - Residential Hall Director.

Dr. Whitfield recognized the three band students that were killed one month ago today. Today marks one month. He ask that everyone continue to pray for their families during these difficult times.

AGENDA ITEM 6: ACTION ITEM(s):

There was a motion by Dr. Arlanda Williams and Second by Dr. Rani Whitfield to approve action item 6(A – E) in global.

Motion passed.

- A. Approval of Minutes of the November 24, 2022, SUS Board of Supervisors Meeting
- B. Request Approval of the Internal Audit Charter (SUS)
- C. Request Approval of the Audit Plan (SUS)
- D. Request Approval of the Internal Audit Quality Assurance and Improvement Plan (SUS)
- E. Request Approval of the EAB Contract (SUS)
SUBR currently contracts with EAB for to assist in its marketing and enrollment efforts. This contract expands services to the other campuses.

Dr. Tracey Taylor-Jarrell, Coordinator of Board Relations read resolutions for the following:

- Mr. Joe Terell
- Dr. William “Bill” Arp III
- Mr. Dylan Morgan Young
- Mr. Tyrn Janeer Williams
- Mr. Broderick Moore
- Judge Fred Tinsley, Jr.

Atty Edwin Shorty recognized the New Police Chief in NOLA. For the first time in its 300-year history, the City of New Orleans has an African American female as its police chief. 31-year veteran **Michelle Woodfork**. She is a graduate of SUNO.

There was a motion by Atty Edwin Shorty to approve the read resolutions and Mrs. Ann Smith second the motion.

Motion approved.

AGENDA ITEM 8: INFORMATIONAL ITEM(s):

A. President’s Report

President Shields congratulated Chairman Lawson and told him he is looking forward to working with him. He also thanked Atty Shorty for all his assistance since he’s been at the university. President Shields gave an update on the Chancellor Search – committee will bring 14 individuals to the SULSA Campus and interview them and they will choose three finalist to recommend to President Shields.

President Shields expressed his condolences to the students that we lost.

President Shields mentioned his legislative priorities. He mentioned his strong support to move the SU Lab School forward and supports the legislative item.

President Shields discussed the deferred maintenance – Wade house and Dr. Whitfield inquired about the scoreboard and speaker sound at FG Clark Center.

President Shields mentioned he met Ricky Weeks during his recognition.

President Shields recognized Chancellor Pierre.

B. Chancellor's Reports

(SUNO) Dr. Ammons congratulated Chairman and Vice Chairman. He mentioned the detail report is in the packet. He thanked Atty Shorty for his leadership.

(SUSLA) Dr. Appeaning congratulated Chairman and Vice Chairman. He mentioned the detail report is in the packet. He thanked Atty Shorty for his leadership.

(SUAREC) Dr. McMeans congratulated Chairman and Vice Chairman. He thanked Atty Shorty for his leadership and he thanked President Shields for his support. He mentioned the detail report is in the packet.

(SULC) Chancellor Pierre congratulated Chairman and Vice Chairman. He gave the date for the mid-year commencement, which is January 21, 2023 at 10am. He mentioned the detail report is in the packet.

(SUBR) Dr. Sahoo congratulated the Chairman and the Vice Chairman. He mentioned the detail report is in the packet.

AGENDA ITEM 9: OTHER BUSINESS

Chairman Lawson acknowledge Chairman Shorty and gave him a gift as well as a cake on behalf of the board.

AGENDA ITEM 10: ADJOURNMENT

Motion was made by Dr. Rani Whitfield to adjourn the meeting.